

Amended 10-14-2026
Town of Farmington – Waupaca County
Town Board Meeting Agenda
Monday, October 19, 2026, at 6:30pm
E913 Prairie View Ln
www.farmingtonwaup.gov

Call to Order

Pledge of Allegiance

Open Meeting Statement: This meeting and all of the meetings of this Town Board are open to the public. Proper notice has been posted and given to the press, in accordance with Wisconsin Statutes, so the citizens may be aware of the time, place and agenda of this meeting.

Roll Call

Approve Agenda

Approve Minutes from September 21, 2026, Town Board Meeting

Approve Minutes from October 6, 2026, Special Board Meeting

Approve Financial Report from August 2026

Approve Financial Report for September 2026

Approve Financial Report from October 2026

Committee Reports:

- **Kevin Will (Chair):**
 - Chain O' Lakes Association
 - Lake's District
 - Covered Bridge Association
- **Craig Nelson (Supervisor 1):**
 - Waupaca Area Fire District
 - Land and Water Conservation Committee
- **Phil Durrant (Supervisor 2):**
 - City Parks and Recreation
 - Waupaca Regional Recycling & Compost Commission
- **Kathy Kasza (Treasurer):**
 - Conventions and Visitors Bureau
 - Room Tax Commission

Public Input

New Business:

1. Review and discuss the 2027 Preliminary Budget.
2. Review and approve request from the Scandinavia Vikings Snowmobile Club to use Farmington roads as trails.
3. Review and approve request from the County Line Trail Blazers to use Farmington roads as trails.
4. Continue discussion and review of the LTE Treasurer Employment Agreement and job description. Take action as necessary.

5. Plan Commission Recommendations.
 - a. Review and approve Comprehensive Plan Amendment for parcel #05-35-14-8 (E2076 King Rd), owned by Travis Bremer (King Berry), to amend the Preferred Land Use designation from Residential to Commercial for the purpose of expanding retail sales and addition of a bakery in existing structures.
 - b. Review and approve Ordinance No. 2026-5 Approving an Amendment to the Comprehensive Plan.
 - c. Review and approve Zone Map amendment for parcel #05-35-14-8 (E2076 King Rd), owned by Travis Bremer (King Berry), to amend the zoning from Rural Residential (RR) to Rural Commercial Neighborhood (RC-N), for the purposes described on the application. *(too many to list on agenda)*
 - d. Review and approve the Conditional Use Permit for parcel #05-35-14-8 (E2076 King Rd), owned by Travis Bremer (King Berry), to allow the existing dwelling as an accessory use to the principal commercial use pursuant to Section 6.5(7), and to the existing agriculture-related use pursuant to Section 6.10(3).
6. Operator License Applications received in Clerk's Office (informational).
7. Land Use Permit Applications received from County Zoning (informational).
8. Intent to Cut Wood (informational).
9. Fire Number, Culvert, and Driveway Applications (informational).
10. Roads.
11. Issues/Projects Discussion (30 minutes maximum, no action required).
12. Correspondence to the Town – Review and discussion of recent letters, emails, and other communications received.
13. Bills from August, September, and October 2026.
14. Closed session pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of considering applicants for the position of Deputy Clerk, including discussion of employment qualifications and potential compensation. *(Roll call vote)*
15. Reconvene into Open Session following the Closed Session under Wis. Stat. § 19.85(1)(c) to consider any action, if necessary.

Adjournment

**Posted October 12, 2026, at Farmington Town Hall
& Website www.farmingtonwaup.gov
Publish 10-15-2026**

The Town Board may conduct a roll call vote, a voice vote or otherwise decide to approve, reject, table or modify any item on this agenda.

If special accommodations are necessary, please contact the Town Clerk at 715-258-2779 to make arrangements 24 hours prior to the meeting.

Town of Farmington – Waupaca County
Town Board Meeting Minutes
Monday, September 21, 2026, at 6:30pm
E913 Prairie View Ln
www.farmingtonwaup.gov

Call to Order: Meeting was called to order at 6:30pm. Chair Kevin Will presided. The opening statement was given. Notices were properly published and posted.

Pledge of Allegiance.

Open Meeting Statement: This meeting and all of the meetings of this Town Board are open to the public. Proper notice has been posted and given to the press, in accordance with Wisconsin Statutes, so the citizens may be aware of the time, place and agenda of this meeting.

Roll Call: Kevin Will, Chair; Craig Nelson, Supervisor I; Phil Durrant, Supervisor II; Anjela Hamm, Clerk; Kathy Kasza, Treasurer.

Approve Agenda: A motion by Craig Nelson, seconded by Phil Durrant, to approve the agenda. Motion carried unanimously by a voice vote.

Consent Agenda (Items listed under the Consent Agenda will be acted upon by one motion unless any Board Member requests that an item be removed for separate discussion or action) No items were removed for separate discussion. A motion by Craig Nelson, seconded by Phil Durrant to approve the consent agenda. Motion carried unanimously by a voice vote.

- Approve Minutes from June 23, 2026, Special Board Meeting
- Approve Minutes from June 26, 2026, Special Board Meeting
- Approve Minutes from June 30, 2026, Special Board Meeting
- Approve Minutes from August 4, 2026, Special Board Meeting
- Approve Minutes from August 17, 2026, Town Board Meeting
- Approve Minutes from September 1, 2026, Special Board Meeting

Approve Financial Report from August 2026: The report was not available for the meeting. A motion by Craig Nelson, seconded by Phil Durrant, to table the August and September 2026 financial reports until the next board meeting. Motion carried unanimously by a voice vote.

Approve Financial Report for September 2026: *Tabled. See above.*

Committee Reports:

- **Kevin Will (Chair):**
 - **Chain O' Lakes Association:** Nothing to report.
 - **Lake's District:** Nothing to report.
 - **Covered Bridge Association:** Nothing to report.
- **Craig Nelson (Supervisor 1):**
 - **Waupaca Area Fire District:** Nothing to report.
 - **Land and Water Conservation Committee:** Nothing to report.
- **Phil Durrant (Supervisor 2):**
 - **City Parks and Recreation:** Phil reported on the MOU with Parks and Recreation for 2027 that's on the agenda for approval.
 - **Waupaca Regional Recycling & Compost Commission:** Phil attended the Recycling Meeting on 9-21-2026. He reported on the approved changes to fee structures, including increases for dump trailers. Operationally, the Commission shifted its financial model from maintaining a fund balance to covering annual expenses only. The new assessment was set at \$1.00 per capita annually, down from the prior \$1.60 rate. Staff received a \$0.25/hour raise. Supervisor Durrant noted that usage data showed Farmington residents are not significantly using the facility for garbage disposal, while neighboring towns are. Community concern about potential closure of the facility was acknowledged the Commission confirmed there are no plans to close it.
- **Kathy Kasza (Treasurer):**
 - **Conventions and Visitors Bureau:** Kathy attended a CVB meeting. She reported that the CVB is accepting grant applications from non-profits through October. Treasurer Kasza noted receiving an invitation for a photo opportunity related to benches.
 - Supervisor Durrant raised a concern about the transparency of how the Town's 70% share of room tax funds is being utilized at the CVB, noting that revenue is generated locally, primarily through entities in the King area, and should be directed toward advertising those entities. Kathy agreed to request a more detailed accounting from the CVB showing how funds are allocated toward Farmington area promotion.
 - **Room Tax Commission:** Nothing to report.

Public Input:

- **Amy Hopfensperger (N2624 Chad Ct):** Ms. Hopfensperger provided comment regarding the petition to remove the stop signs on King Road at

Kelleen Drive. She expressed concern that the King Rd stop signs create more of a hazard for residents stopping to exit the subdivision, as through-traffic on King Rd frequently does not stop, resulting in near-miss accidents. She also questioned whether the stop signs were installed because of documented accidents or to slow traffic, stating that using stop signs for the purpose of slowing traffic would be contrary to state law and recommendations.

New Business:

- 1. Review and approve the City Parks and Recreation MOU for Youth Recreation Funding effective 1-1-2027.** The Board reviewed the MOU, effective January 1, 2027. The proposed funding amount reflects a 3.4% cost-of-living adjustment from the prior year, for a total of \$63,792.54, or approximately \$17.99 per capita. A motion by Craig Nelson, seconded by Phil Durrant, to approve the City Parks and Recreation MOU for Youth Recreation Funding effective 1-1-2027. Motion carried unanimously by a voice vote.
- 2. Duvenick Lane Cul-de-Sac – Update and approval to proceed with attorney action. Chair Will provide an update on the ongoing effort to resolve the Duvenick Lane cul-de-sac issue.** Kevin provided an update on the ongoing effort to resolve the Duvenick Lane cul-de-sac issue. He explained: the cul-de-sac is privately owned. The owner has placed a gate blocking access, with approval coming from the Town Board. The Town has maintained that area for approximately 30 years without a formal easement in place. Chair Will has communicated with the owner twice, once in person and once by phone, and has sent two written letters the most recent inviting dialogue on possible solutions. Owner has not responded to how he would want this resolved. The Board discussed options including a negotiated easement, no-parking zones, a fence along the east property line, and legal action. The primary concern the owner had previously expressed was late-night activity on the east side of his property. A motion by Craig Nelson, seconded by Phil Durrant, to authorize the Town Attorney to send a formal letter to the property owner regarding the Duvenick Lane cul-de-sac. Motion carried unanimously by a voice vote.
- 3. Catch a Ride Program – Review and discussion of Farmington usage data and County funding request.** The Board reviewed ridership data provided by the Catch a Ride program. Farmington recorded 1,417 passengers, ranking third among participating municipalities, compared to 11,838 for the City of Waupaca. The County's funding request to Farmington is approximately \$17,000, assessed on a per-capita basis and premised on all municipalities participating.

The Board raised several concerns: whether all townships are in fact

contributing; the equity of Farmington subsidizing heavily used City of Waupaca routes; whether King Veterans Home residents are already accounted for separately through their own agreement; and the appropriateness of subsidizing rides for individuals who have lost their licenses due to OWI convictions versus those using the service for medical appointments.

The Board also noted that the program representative previously presented information that was not tailored to Farmington and that more specific data is needed. The Board agreed to compile a list of specific questions to submit to program representative Ryan Brown prior to the October 6th meeting, where the item will be carried forward in conjunction with the 2027 budget workshop.

- 4. Review and discuss resident petition to remove stop signs on King Rd at Kelleen Dr and to increase the speed limit back to 35mph.** Supervisor Durrant confirmed that the stop signs were placed by the prior board chair as a matter of personal preference and not in response to documented accidents, and that using stop signs to slow traffic is contrary to state statute. Kevin mentioned that the Waupaca County Sheriff has also indicated concern that they could create a T-bone accident risk.

Supervisor Durrant indicated support for removing the stop signs but expressed a preference for retaining the 25 mph limit, arguing it gives officers discretion to enforce speed in a corridor that has become largely residential and carries sun-glare hazards at certain times of year. Liability implications of either reverting the speed limit or removing the signs were also acknowledged.

The Board treated the stop sign removal and the speed limit change as two separate issues and agreed that a formal traffic study should be explored. Kevin too work with the Clerk to obtain cost estimates for a traffic study and will consider whether a public survey or public hearing of affected residents would be appropriate. The item will continue on the agenda as more information is gathered.

- 5. Continue 2027 budget process and set a timeline for budget approval and associated public hearings/meetings. (*public hearing notice posted 15 days prior*).** The Clerk explained: To approve the budget at the November 16th, 2026, Board Meeting, the preliminary budget must be published in the October 29th, 2026, Waupaca County Post (submitted for publishing by Monday, October 26th). The October 6th Special Board Meeting will include a budget workshop, and in the meantime, the Town will continue gathering the remaining numbers.

Have the preliminary budget ready for review at the October 19, 2026, Board Meeting. On November 16th, a public hearing will be held prior to the Monthly Board Meeting. Once the hearing is complete, a Special Meeting of Electors

must be held to adopt the tax levy.

The Public Hearing, Electors Meeting, and Monthly Board Meeting will all take place on November 16th, 2026. Resolution for the fire district if they exceed the levy.

Treasurer explained: the levy can increase by approximately \$7,000 and that some state revenue figures, including shared revenue, are not available until late October or mid-November. The Treasurer confirmed shared revenue numbers had recently been received but had not yet been compared. Board members were asked to prepare any wish lists with cost estimates for presentation at the October 6th meeting.

6. Operator License Applications received in Clerk's Office (informational).

None. Chairman asked if there were any Operator License Applications received from the Chicken Shack, clerk clarified there have not been any submitted or issued.

7. Land Use Permit Applications received from County Zoning (informational).

- Althof – N2864 Pleasant Park Ln – Accessory structure/impervious surface addition - walkway.
- Schneider (T-Mobile) – N 778 Hill St – Tower upgrades: 6 antennas, 6 RRU's, 3 antenna frames, 1 GPS antenna, 2 HCS lines, and update existing equipment shelter
- Parry – E1069 Whispering Pines Rd – Reconstruct and expand dwelling with attached garage and covered porch. Reconstruct walkway. Reconstruct and vertically expand detached garage, generator and A/C pads.
- Everson – N312 Hicks Ln – Dwelling with attached garage, covered porch, covered patio, and 2 open balconies. Accessory structures; driveways, 3 walkways, 3 retaining walls, and an A/C and generator pad.
- Wired for Wellness – E1428 Grandview Rd – Deck reconstruction on dwelling, elevate existing deck, and widen 2 staircases.
- Handschke – Dwelling addition: deck. Accessory structures: shed with cement approach and driveway, patio with pergola, addition to existing patio, and driveway expansion.
- Wanty – N2952 County Rd QQ - Accessory structure; shed.
- Waupaca Farm Holdings, LLC – E1274 State Hwy 54 – Accessory structure; hoop tent for tree farm equipment storage.

8. Intent to Cut Wood (informational).

- Faulks Brothers | E917 Erickson Rd - Parcel #05-21-33
 - Miscellaneous cutting.

9. Fire Number, Culvert, and Driveway Applications (informational). None.

10. Roads. Kevin to contact Arrow Precision to get a status update on potholes. Phil also wanted to see if there were any updates from Faulks on the status of Pleasant Park road work, which was expected to be completed after Labor Day.

11. Issues/Projects Discussion (30 minutes maximum, no action required).
None.

12. Correspondence to the Town – Review and discussion of recent letters, emails, and other communications received. The Clerk reported that TDS Fiber has requested a meeting with the full Board to discuss the placement of communication lines within the Town's right-of-way, primarily in the Chain O' Lakes area. The Clerk advised TDS that the Utility Permit application could be submitted for review without the need for a separate Board meeting; however, TDS expressed a preference to meet with the full Board to over their plans. The Board agreed to defer the meeting until after the November election and budgeting, with a potential meeting date in December or January. The Clerk was directed to communicate this timeline to TDS.

13. Bills from August and September 2026. The list of bills were not available for the meeting. Treasurer clarified most routine payments are processed via ACH and noted that late fees assessed by vendors are not paid by the Town. Bills will be presented at the next board meeting. No action taken.

Adjournment: A motion by Phil Durrant, seconded by Craig Nelson, to adjourn the meeting at 7:34pm. Motion carried unanimously by a voice vote.

Submitted by,
Anjela Hamm – Town Clerk

Special Board Meeting Minutes
Farmington Town Board
Tuesday, October 6, 2026, at 8:30am
E913 Prairie View Ln
www.farmingtonwaup.gov

Call to Order: Meeting was called to order at 8:31am. Chair Kevin Will presided. The opening statement was given. Notices were properly published and posted.

Open Meeting Statement: This meeting and all meetings of this Town Board are open to the public. Proper notice has been posted and given to the press, in accordance with Wisconsin Statutes, so the citizens may be aware of the time, place, and agenda of this meeting.

Roll Call: Kevin Will, Chair; Craig Nelson, Supervisor I; Phil Durrant, Supervisor II; Anjela Hamm, Clerk; Kathy Kasza, Treasurer.

Approve Agenda: A motion by Craig Nelson, seconded by Phil Durrant, to approve the agenda. Motion carried unanimously by a voice vote.

New Business:

- 1. Discussion on Treasurer position and duties.** The Treasurer indicated her intent to transition out of the position by the end of 2026, with the possibility of remaining with the Town through June 2027 to assist as needed in training the successor. Following her departure from the position, Kathy would be available to provide advisory support as needed in 2027 to help ensure a smooth transition. In preparation for this transition, the Board discussed the current structure of the Treasurer's position and the need to better define its day-to-day operational responsibilities.

The current schedule of two days per week, at two hours per day, has proven insufficient to keep financial records and reports up to date. The Treasurer explained that this is primarily due to the need for assistance with data entry, including processing invoices and maintaining other financial records.

The Board discussed the possibility of hiring a Limited Term Employee (LTE) through the end of 2026 and into 2027 to assist with data entry and other Treasurer duties. The goal would be to provide ongoing training to prepare the LTE employee to

succeed Kathy as Treasurer, with the full transition anticipated to occur in June 2027, although the exact date has not yet been determined. Kathy offered to remain with the Town through as late as June 2027 to assist with training.

Craig noted that his daughter has a master's degree in mathematics, teaches high school calculus, and has some bookkeeping experience, making her a potential candidate for the position. The Treasurer confirmed that an additional software license for the accounting software is available and that most of the work could be performed remotely. The Board would still need to decide which Town meetings and committees would be a requirement for the Treasurer to attend if most of the work gets done remotely.

The Board agreed to have the Treasurer prepare the LTE employment agreement outlining the scope of work and compensation, initially discussed at approximately \$25 per hour, and the anticipated duration of the position. The position would be formally posted when available to ensure transparency.

The draft employment agreement to be presented at the October meeting for discussion and possible action.

- 2. 2027 Budget Workshop.** The Board held a budget workshop discussion on the 2027 budget. The Treasurer noted that meaningful revenue growth is unlikely, as the Town's net new construction is insufficient to generate more than the allowable levy increase. Key budget considerations identified include:
- a.** A \$2,000 increase in the Town's contribution to the fire district, leaving only approximately \$5,000 in budget flexibility.
 - b.** A modest increase in health insurance costs of approximately \$1,000.
 - c.** The 2027 budget will largely mirror the 2026 budget, with adjustments made within existing categories rather than new appropriations.
 - d.** An annuity of \$48,000 per year that has been offsetting landfill monitoring costs will expire after its final payment in 2027, representing a future budget pressure that must be planned for.
 - e.** Room tax revenue, previously held outside the general budget, is now incorporated, providing an additional \$15,000–\$20,000 in available funds.
 - f.** 2028 will be a higher-cost election year, and the Board agreed that any savings realized in 2027 should be preserved to offset that impact rather than spent down.

Regarding senior center contributions, the Board discussed the Waupaca Senior Center's rate increase from \$50 to \$57 for non-city residents. Under the existing MOU, Town of Farmington residents pay the same rate as City of Waupaca residents, with the Town subsidizing the difference. The Board agreed to maintain this arrangement for 2027 even with the rate increase.

The Treasurer was directed to have updated financial reports and a proposed 2027 budget ready for the October 19 Board Meeting, using the 2026 budget as a baseline.

3. Review of recent resident complaints, ongoing issues, and status updates from Town Board and staff. No official action required. (*Road maintenance and signage, tree maintenance, land use and local ordinance violations, local ordinances/policy and procedure, permits, upcoming meetings, and important updates from Clerk, Treasurer, or Maintenance Supervisor*).

Duvenick/Cul-de-Sac Matter: The Chair reported having met with the property owner twice in person, most recently for approximately two hours, without reaching a resolution. The Chair indicated he would contact Faulks to assess snowplowing implications and obtain a removal cost estimate. The Board also noted the need to confirm applicable setback requirements.

Ditch Mowing: It was noted that the third mowing cycle is underway. The Clerk noted that the 2027 budget should include three mowing cycles at \$16,000 each, not enough was budgeted last year for ditch mowing.

Quiet Zone Request: A resident near the Foley Road/Highway 10 railroad crossing requested the establishment of a quiet zone to reduce train horn noise. The Clerk reported consulting with the State Railroad Commissioner, who provided a plethora of information and indicated that the matter falls under federal jurisdiction. The Board noted that the improvements necessary to meet federal quiet zone requirements would likely be costly and time-consuming to implement. Given the crossing's rural location and the Town's limited staffing and financial resources, the Board determined that the Town is unable to facilitate the request.

- 4. Consideration of items for future meeting agendas.** The Board identified the following items for the October meeting agenda: possible action on the LTE Treasurer employment agreement; tabled financial reports; a 2027 budget framework for discussion; and a status update on the Duvenick cul-de-sac matter.

Adjournment: A motion by Phil Durrant, seconded by Craig Nelson, to adjourn the meeting at 10:20am. Motion carried unanimously by a voice vote.

**Submitted by,
Anjela Hamm – Clerk**

DRAFT

Sept. 3, 2026

**Tim Dwyer
Secretary/Treasurer
Scandinavia Vikings Snowmobile Club**

Town of Farmington

The Scandinavia Vikings Snowmobile Club requests permission to route trails in the road right of way in the following locations in the Town of Farmington.

- Nelson Road from Oakland Drive to Collar's driveway mostly in north ditch before going a short distance off the road and into Dean Gaffners land.
- At the east end of Gaffner's the trail proceeds in the ditch on the south side of the road up to where it crosses and enters Rick Ryans's land.
- At the end of Rick Ryan's property at the tower from Nelson Road to Ware Road, and then south along Ware Rd to Whitetail Trail. This trail is in the ditch along the edge of the road. Snowmobiles are not on the road except to cross.

Tim Dwyer
920-858-8583



County Line Trailblazers road route request for October agenda

From Craig Nelson <froval@icloud.com>

Date Fri 10/10/2025 6:33 AM

To Anjela Hamm <clerk@farmingtonwaup.gov>

For the 2025-2026 snowmobile season the County Line Trail Blazers would like permission to use the following town of Farmington roads as trails:

- >
- > Hartman Creek Rd. from north of Golke Road two Berkshire, sunrise Lane from N 3311 to Westgate acres Road, Shirley Court to Sheridan country club turn off.
- >
- > Further, we would like to make this perpetual into the future unless revoked by the town.
- >
- > Sincerely,
- > Craig R Nelson
- > Club representative
- > County Line Trailblazers Snowmobile Club
- >
- > Sent from my iPad

LIMITED TERM EMPLOYEE - TOWN TREASURER
TOWN OF FARMINGTON, WAUPACA COUNTY, WI
JOB DESCRIPTION

Scope of Work:

This position is a limited-term employee which assists the Town Treasurer in the maintenance of the Town's financial system, assists in administering Town finances, and assists in maintaining records in accordance with federal and state statutory requirements, and the duties contained in Town ordinances, resolutions, and policies. The term of this position shall not exceed six (6) months from date of hire.

Supervision:

Under supervision of Town Treasurer, Town Chair and Supervisor

Essential Job Functions:

The job functions listed herein are neither exclusive nor exhaustive but are intended to be illustrative of the types of tasks the employee will be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the Town and/or the requirements of the position change.

- Assist in keeping an itemized account of all monies received and disbursed by the Town.
- Assist in the depositing as soon as practicable, the funds of the town in the name of the town in the public depositories designated by the town.
- Assist in the conduct of banking transactions and reconciliations for town accounts.
- Assist in maintaining a system of internal control to ensure that the expenditures do not exceed revenues.
- Assist in processing accounts receivable and accounts payable in coordination with the town clerk
 - Assist in recording and collecting invoices issued by the town for services and items.
 - Assist in preparing checks and disbursement after approval of the expenditure by the town board.
 - Assist in preparing a report for each regular town board meeting showing invoices and checks issued for payment.
- Assist in maintaining and updating payroll records.
 - Assist in reviewing time sheets and processing payments for distribution.
 - Assist in preparing and submitting federal and state tax reports and payments.
 - Assist in preparing and submitting Wisconsin Retirement reports and contributions.
 - Assist in filing quarterly state unemployment reports.
 - Assist in preparing annual W2's and 1099's.

- Assist in maintaining and preparing tax roll information for the Town.
 - Assist in complying with mandates and processes as directed by the County Treasurer and Wisconsin Department of Revenue.
- Assists in retaining all public records that are required by Wisconsin Statutes and/or Federal regulations.
- Assist in preparing the Annual Financial Report (Form CT).
- Attendance at town board meetings and various training sessions, meetings and seminars as directed by the town board.
- Assists in providing the town board with timely and informative financial reports on a regular basis and as needed for review of the current budget.
- Assist the town board with the annual budget.
- Maintains knowledge and skills in computers, office equipment and office procedures.
- Assists other town employees as requested.

Work Requirements:

Graduation from an accredited college or university with a bachelor's degree or at least 2 years of technical training in public administration, finance or accounting, plus 2 or more years of related experience; or an equivalent combination of training and experience which provides the following knowledge, ability, and skills:

Knowledge of:

- Generally Accepted Accounting Practice and Governmental Accounting Standards.
- Laws and regulation related to payroll processing and reporting, both State and Federal.
- Financial/Budgeting experience in a business setting.
- Laws and regulations related to records management and open records requirements
- The use of standard office equipment including computers and relevant software.

Ability to:

- Multitask and prioritize workload.
- Work independently.
- Prepare and maintain accurate records, files, and reports.
- Demonstrate ability to read and understand legal documents and directives.
- Ability to learn municipal collections and accounting.
- Establish and maintain effective working relationships with election and appointed officials; board, commission, and committee personnel; coworkers and the public.

Skill in:

- Oral and written communications.
- Public speaking.
- Proficient in Microsoft Office Applications.
- Proficient in accounting software.
- Organization and time management.

Necessary Special Requirements:

Valid Wisconsin driver's license and must be bondable.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in an office setting; hand-eye coordination is necessary to operate computers and various types of tools and equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration, and the ability to adjust focus.
- While performing the duties of this job the employee is required to sit for prolonged periods of time; and to use hands and fingers to handle, feel, or operate objects, tools or controls and reach with hands and arms.
- Ability to lift at least 25 pounds.

Approved:



Town of Farmington – Waupaca County
E913 Prairie View Lane
Waupaca, WI 54981
715-258-2779

LTE-Treasurer Position Employment Agreement

The Town of Farmington appoints, Nicki Altmann, in the LTE-Treasurer position at a starting rate of \$25 per hour for a six (6) month term as of the date of hire. The employee will not exceed 40 hours per month for the term of this agreement, unless approved by the Town Chair.

The employee will be responsible for the duties as outlined in the LTE-Treasurer Position job description, attached.

The employee will also adhere to the Town of Farmington Policies and Procedures relating to employment.

This agreement may be terminated by either party at any time or at the end of the term of this agreement.

Anjela Hamm, Clerk

Kevin Will, Chair

Date: _____

Craig Nelson, Supervisor I

Nicki Altmann-Employee

Phil Durrant, Supervisor II

JUL 30 2026

Waupaca County

Fee _____ Check # _____

☐ ATF

Comprehensive Plan Map Amendment Application

A Comprehensive Plan Map Amendment is a change or revision to a Preferred Land Use Map designation assigned to a specific property (or properties). The applicant will be notified of the date and place of the meetings and the public hearing for this proposed Amendment and it is strongly recommended that applicants and owners attend all meetings and public hearings related to the amendment request.

Applicant Information

Last Name: Bremer First Name: Travis Phone #: [REDACTED]
Address: E2076 King Rd City: Waupaca State & Zip: WI, 54981
Email Address: [REDACTED]

Owner Information (if the Applicant is not the owner, provide letter of authorization from all property owners)

☒ Check if information is the same as Applicant information

Last Name: _____ First Name: _____ Phone #: _____
Address: _____ City: _____ State & Zip: _____
Email Address: _____

Property Information (attach list if amending multiple parcels)

Parcel Number: 05 - 35 - 14 - 8 Size of Parcel: 29,463.77 sq ft

Physical Address: E2076 King Rd, Waupaca, WI 54981

Location: (Gov. Lot _____ or SE $\frac{1}{4}$, NE $\frac{1}{4}$), Section 35, T 22 N, R 11 E, Town of Farmington

For Parcel and Zoning Maps go to: https://www.waupacacounty-wi.gov/departments/land_information/maps_and_apps.php

Current Preferred Land Use District: Residential

Describe existing use of property: Owner occupied business

Proposed Preferred Land Use District: Commercial

Describe proposed use of property: Expanded retail sales, addition of bakery in existing structures

[REDACTED]

Date: 07/23/2026

Signature of Applicant

JUL 30 2026

TOWN RECOMMENDATION FORM

Waupaca County Comprehensive Plan Amendment Map Petition

THIS TOWN RECOMMENDATION FORM MUST BE SUBMITTED TO THE PLANNING & ZONING OFFICE WITH THE COMPREHENSIVE PLAN MAP AMENDMENT APPLICATION. PLEASE NOTE THAT INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. PLEASE CONTACT THE WAUPACA COUNTY PLANNING & ZONING OFFICE WITH ANY QUESTIONS AT 715-258-6255,

Petitioner Information	Travis Bremer
-------------------------------	---------------

Owner: E-mail Address: _____
Last Name: Bremer First Name: Travis Phone #: [REDACTED]
Address: E2076 King Rd City: Waupaca State & Zip: WI, 54981

If you wish to appoint an agent to speak at the hearing, please complete the following:

Agent: E-mail Address: _____
Last Name: _____ First Name: _____ Phone #: _____
Address: _____ City: _____ State & Zip: _____

Property Information (attach list if multiple properties)
--

Parcel Number: 05 - 35 - 14 - 8 Size of Parcel: 29,463.77 sq ft

Physical Address: E2076 King Rd, Waupaca, WI 54981

Location: (Gov. Lot ____ or ____ $\frac{1}{4}$, ____ $\frac{1}{4}$), Section 35, T 22 N, R 11 E, Town of Farmington

Current Preferred Land Use District: Residential

Describe existing use of property: Owner occupied business

Proposed Preferred Land Use District: Commercial

Describe Proposed Use of Property: Expanded retail sales, addition of bakery in existing structures

- THE FOLLOWING QUESTIONS SHALL BE ANSWERED BY THE TOWNSHIP -
--

What are the existing use(s) of adjacent lands to this parcel and are they compatible?

JUL 30 2026

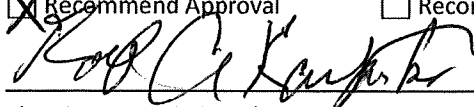
Is the proposal consistent with the Preferred Land Use Map as found in the Town Comprehensive Plan? ☐ Yes ☐ No
Explain:

Is the proposal consistent with the Town Goals, Objectives & Development Strategies as found in the Town Comprehensive Plan? ☐ Yes ☐ No (Please give detailed information including page numbers from the comprehensive plan supporting the recommendation) Explain:

Please attach any additional comments, minutes, or information further supporting the recommendation.

Town Planning Commission

☒ Recommend Approval ☐ Recommend Denial



Planning Commission Chairperson

Date: 7-30-26

Town Board

☐ Recommend Approval ☐ Recommend Denial

Town Chairman

Date: _____

Town Clerk

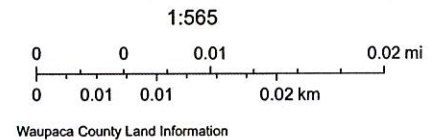
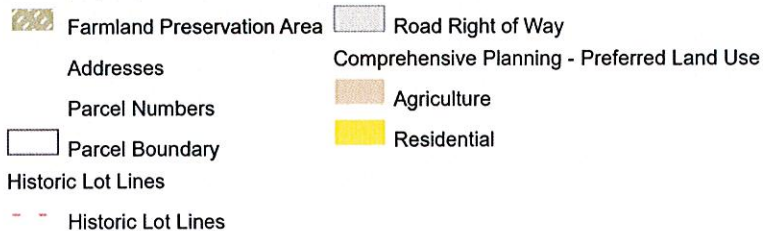
Date: _____

Remit along with application to: Waupaca County Planning & Zoning – 811 Harding St., Waupaca WI 54981

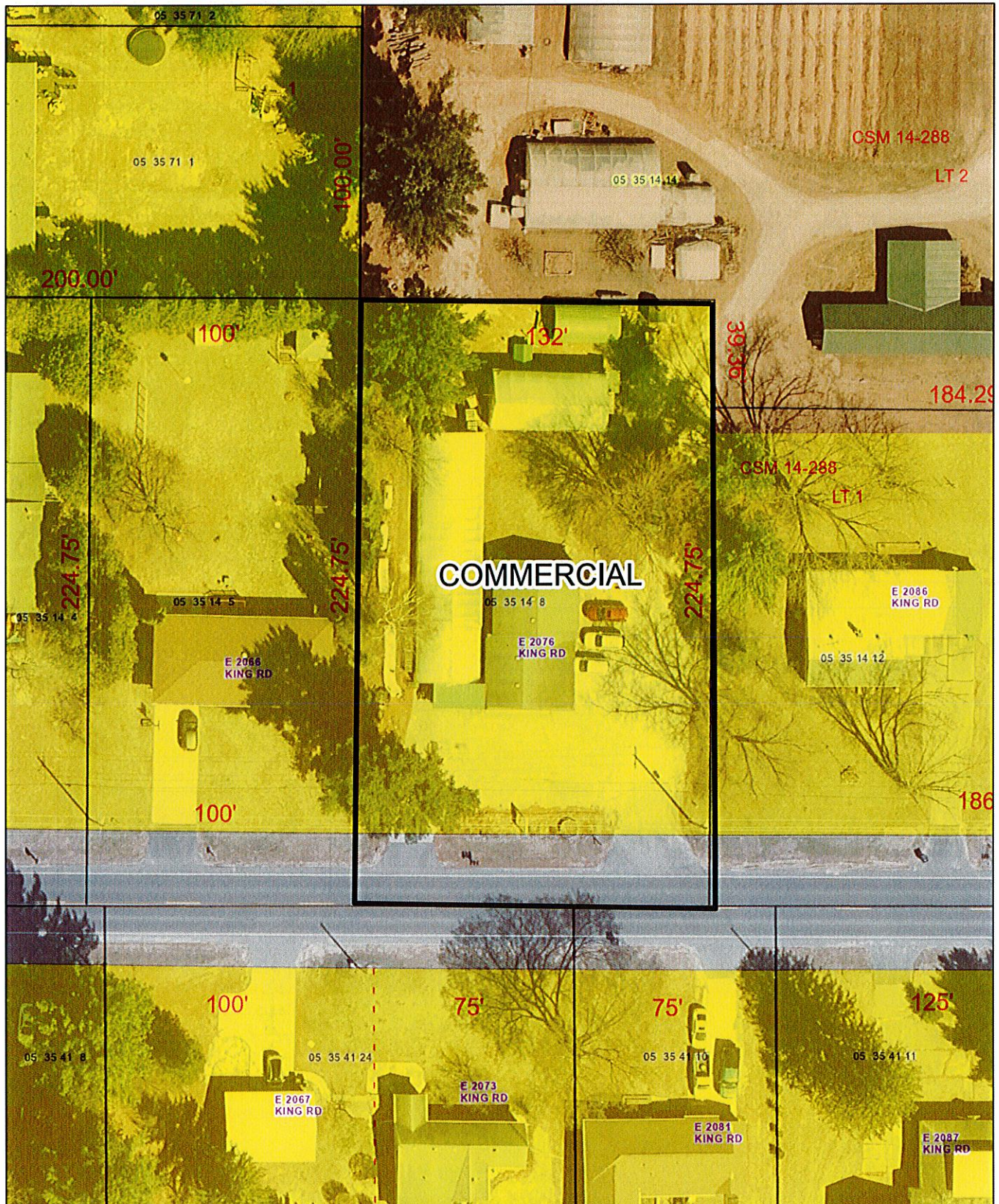
CURRENT PLUM: RESIDENTIAL



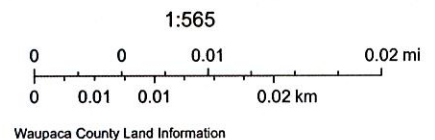
8/13/2026, 11:09:30 AM



PROPOSED PLUM: COMMERCIAL



8/13/2026, 11:11:03 AM



**Town of Farmington – Waupaca County
Ordinance No. 2026-5**

**Ordinance Adopting an Amendment to the
Comprehensive Plan for the Town of Farmington**

The Town Board of Farmington – Waupaca County, Wisconsin, do ordain as follows:

SECTION 1. Pursuant to Section(s) 60.22(3) of the Wisconsin Statutes, the Town of Farmington is authorized to prepare and adopt a Comprehensive Plan as defined in Sections 66.1001(1)(a) and 66.1001(2) of the Wisconsin Statutes.

SECTION 2. The Town Board, by the enactment of an Ordinance, formally adopted the document titled **Ordinance No. 8/7/07(2007) An Ordinance to Adopt the Town of Farmington Year 2030 Comprehensive Plan** as the Town Comprehensive Plan on August 7, 2007.

SECTION 3. The Planning Commission, by a majority vote of the entire Commission at a meeting held on December 3, 2025, recommended to the Town Board the adoption of an amendment to change the Preferred Land Use designation of a parcel/parcels of land located at **parcel #05-35-14-8 (E2076 King Rd)** or of a parcel(s) of land as described or mapped on attached Exhibit A **to amend the Preferred Land Use designation from Residential to Commercial** on the Preferred Land Use Map adopted as part of The Comprehensive Plan.

SECTION 4. The Town published or posted a Class 1 public notice and held a public hearing regarding the proposed Comprehensive Plan Amendment.

SECTION 5. The Town Board of Farmington – Waupaca County, Wisconsin hereby adopts the proposed Comprehensive Plan Amendment.

SECTION 6. The Town Clerk is directed to send a copy of this Ordinance and the Comprehensive Plan Amendment to the parties listed in Section 66.1001(4)(b) of the *Wisconsin Statutes*.

SECTION 7. This Ordinance shall take effect upon passage by a majority vote of the full membership of the Town Board and publication or posting as required by law.

Adopted this **19th** day of **October** 2026.

Ayes _____ Noes _____ Absent _____

Town of Farmington

Kevin Will, Chair

Craig Nelson, Supervisor I

Phil Durrant, Supervisor II

Attest:

Anjela Hamm, Clerk

Date Posted:

Date Published:

JUL 30 2026

Waupaca County

Zoning Map Amendment Application

Fee _____ Check # _____ ☐ ATF

Note: In order to avoid any delays, please complete all parts of this application. Incomplete applications will not be processed.

Applicant Information (check the box for who will be appearing at the public hearing)

☒ **Owner:** E-mail Address: _____
Last Name: Bremer First Name: Travis Phone #: _____
Address: E2076 King Rd City: Waupaca State & Zip: WI, 54981

If you wish to appoint an agent to speak at the hearing, please complete the following:

☐ **Agent:** E-mail Address: _____
Last Name: _____ First Name: _____ Phone #: _____
Address: _____ City: _____ State & Zip: _____

Property Information

Parcel Number: 05 - 35 - 14 - 8 Size of Parcel: 29,463.77 sq ft
Physical Address: E2076 King Rd, Waupaca, WI 54981
Location: (Gov. Lot _____ or SE ¼, NE ¼), Section 35, T 22 N, R 11 E, Town of Farmington
List Parcel Numbers if more than one; attach a list if necessary. _____
Current Zoning District: RR Current Use and Improvements: Agriculture and greenhouse sales

Map Amendment Information

Proposed Zoning District: RC-N

Proposed Use: (State exactly what use is intended for the property.)

The proposed use is an agriculture-related commercial operation consisting of greenhouse production, nursery stock production, produce cultivation, and the retail sale of plants, produce, and agricultural products. The operation will also include value-added agricultural activities, such as the production and sale of processed farm products and bakery goods. A residence is proposed as an accessory use to the principal commercial agricultural operation to support on-site management, security, and daily business operations. The residence is intended to accommodate the owner, manager, employee, or other individual whose presence supports the operation, maintenance, and ongoing activities of the business.

All Town Overlays will be amended to the overlays of the proposed district unless noted otherwise.

Once the complete application has been received and processed by the Waupaca County Planning & Zoning Office, you will be notified of the date and time of the hearing at the Waupaca County Courthouse. You or your agent are required to attend the hearing.

Submittal of this application grants permission to allow free and unlimited access to the project site during normal working hours to any Planning & Zoning Office representative acting in an official capacity. Property owner signature is required. You or your agent are required to attend the hearing.

Property Owner Signature: _____ Date 07/23/2026

Agent Signature: _____ Date _____

JUL 30 2026

TOWN RECOMMENDATION FORM

For Waupaca County Zoning Map Amendment Petition

THIS TOWN RECOMMENDATION FORM MUST BE SUBMITTED TO THE PLANNING & ZONING OFFICE WITH THE REZONE APPLICATION PACKET. PLEASE NOTE THAT INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. PLEASE CONTACT THE WAUPACA COUNTY PLANNING & ZONING OFFICE WITH ANY QUESTIONS AT 715-258-6255.

Petitioner Information

Owner: _____ E-mail Address: _____
Last Name: Bremer First Name: Travis Phone #: _____
Address: E2076 King Rd City: Waupaca State & Zip: WI, 54981

If you wish to appoint an agent to speak at the hearing, please complete the following:

Agent: _____ E-mail Address: _____
Last Name: _____ First Name: _____ Phone #: _____
Address: _____ City: _____ State & Zip: _____

Property Information

Parcel Number: 05 - 35 - 14 - 08 Size of Parcel: 29,463.77 sq ft
Physical Address: E2076 King Rd, Waupaca, WI 54981
Location: (Gov. Lot ____ or SE ¼, NE ¼), Section 35, T 22 N, R 11 E, Town of Farmington
List Parcel Numbers if more than one; attach a list if necessary. 05 35 14 08

Zoning Information

Current Zoning District: (check)

- ☐ Conservancy (CV)
- ☐ Public Recreation & Forestry (PURF)
- ☐ Private Recreation & Forestry (PVRF)
- ☐ Agriculture Enterprise(AE)
- ☐ Agriculture Retention (AR)
- ☐ Agriculture & Woodland Transition (AWT)
- ☒ Rural Residential (RR)
- ☐ Sewered Residential (SR)
- ☐ Planned Residential Development (PD)
- ☐ Hamlet (H)
- ☐ Rural Commercial Neighborhood (RC-N)
- ☐ Rural Commercial General (RC-G)
- ☐ Rural Industrial General (RI-G)
- ☐ Rural Industrial Intensive (RI-I)

Proposed Zoning District: (check)

- ☐ Conservancy (CV)
- ☐ Public Recreation & Forestry (PURF)
- ☐ Private Recreation & Forestry (PVRF)
- ☐ Agriculture Enterprise(AE)
- ☐ Agriculture Retention (AR)
- ☐ Agriculture & Woodland Transition (AWT)
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- ☐ Planned Residential Development (PD)
- ☐ Hamlet (H)
- ☒ Rural Commercial Neighborhood (RC-N)
- ☐ Rural Commercial General (RC-G)
- ☐ Rural Industrial General (RI-G)
- ☐ Rural Industrial Intensive (RI-I)

All Town Overlays will be amended to the overlays of the proposed district unless noted otherwise.

For Parcel and Zoning Maps go to: https://www.waupacacounty-wi.gov/departments/land_information/maps_and_apps.php

JUL 30 2026

- THE FOLLOWING QUESTION SHALL BE ANSWERED BY THE OWNER/AGENT -

What will be the proposed use(s) of the parcel if the rezoning is approved?

The proposed use is an agriculture-related commercial operation consisting of greenhouse production, nursery stock production, produce cultivation, and the retail sale of plants, produce, other retail items, events, and agricultural products. The operation will also include value-added agricultural activities, such as the production and sale of processed farm products and bakery goods. A residence is proposed as an accessory use to the principal commercial agricultural operation to support on-site management, security, and daily business operations. The residence is intended to accommodate the owner, manager, employee, or other individual whose presence supports the operation, maintenance, and ongoing activities of the business.

- THE FOLLOWING QUESTIONS SHALL BE ANSWERED BY THE TOWNSHIP -

What are the existing use(s) of adjacent lands to this parcel and are they compatible?

Is the proposal consistent with the Preferred Land Use Map as found in the Town Comprehensive Plan? ☐ Yes ☐ No
Explain:

Is the proposal consistent with the Town Goals, Objectives & Development Strategies as found in the Town Comprehensive Plan? ☐ Yes ☐ No (Please give detailed information including page numbers from the Comprehensive Plan supporting the recommendation) Explain:

Please attach any additional comments, minutes, or information further supporting the recommendation.

Town Planning Commission

☒ Recommend Approval ☐ Recommend Denial


Planning Commission Chairperson

Date: 9.2.26

Town Board

☐ Recommend Approval ☐ Recommend Denial

Town Chairman

Date: _____

Town Clerk

Date: _____

Remit along with application to: Waupaca County Planning & Zoning – 811 Harding St., Waupaca WI 54981

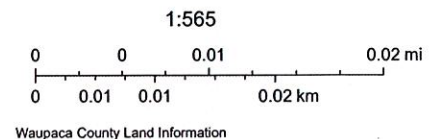
Please Note: Pursuant to Section 14.06 of the Waupaca County Zoning Ordinance, the Town has 45 days to provide a written recommendation on Rezoning and Conditional Use Permits to the Waupaca County Planning & Zoning Director. If the Director has NOT received a written recommendation within 45 days, the County review process will continue without Town feedback.

Current Zoning: Rural Residential (RR)



8/13/2026, 10:36:09 AM

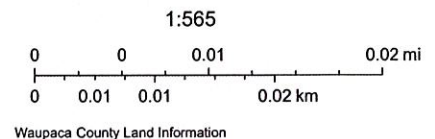
- | | | | |
|--|----------------------------|--|---|
| | Farmland Preservation Area | | Road Right of Way |
| | Addresses | | Zoning Code Labels |
| | Parcel Numbers | | Zoning Colors |
| | Parcel Boundary | | Agriculture and Woodland Transition (AWT) |
| | Historic Lot Lines | | Rural Residential (RR) |
| | Historic Lot Lines | | |



Proposed Zoning: Rural Commercial Neighborhood



8/13/2026, 10:44:51 AM



JUL 30 2026

TOWN RECOMMENDATION FORM

For Waupaca County Conditional Use Application

RETURN THIS FORM (COMPLETE TOP PORTION) WITH YOUR APPLICATION. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

Petitioner Information

Owner: E-mail Address: [REDACTED]
Last Name: Bremer First Name: Travis Phone #: [REDACTED]

Address: E2076 King Rd City: Waupaca State & Zip: WI, 54981

If you wish to appoint an agent to speak at the hearing, please complete the following:

Agent: E-mail Address: _____

Last Name: _____ First Name: _____ Phone #: _____

Address: _____ City: _____ State & Zip: _____

Property Information

Parcel Number: 05 35 14 8 Size of Parcel: 29,463.77 sq ft

Physical Address: E2076 King Rd, Waupaca, WI 54981

Location: (Gov. Lot _____ or $\frac{SE}{4}$, $\frac{NE}{4}$), Section 35, T 22 N, R 11 E, Town of Farmington

Zoning Information

Current/Proposed Zoning District: (check)

- | | |
|--|--|
| ☐ Conservancy District (CV) | ☐ Sewered Residential (SR) |
| ☐ Public Recreation & Forestry (PURF) | ☐ Planned Residential Development (PD) |
| ☐ Private Recreation & Forestry (PVRF) | ☐ Hamlet (H) |
| ☐ Agriculture Enterprise (AE) | ☒ Rural Commercial Neighborhood (RC-N) |
| ☐ Agriculture Retention (AR) | ☐ Rural Commercial General (RC-G) |
| ☐ Agriculture & Woodland Transition (AWT) | ☐ Rural Industrial General (RI-G) |
| ☒ Rural Residential (RR) | ☐ Rural Industrial Intensive (RI-I) |

For Parcel and Zoning Maps go to: https://www.waupacacounty-wi.gov/departments/land_information/maps_and_apps.php

- THE FOLLOWING QUESTIONS SHALL BE ANSWERED BY THE TOWNSHIP -

What are the existing use(s) of adjacent lands to this parcel and are they compatible?

JUL 30 2026

Waupaca County

Conditional Use Permit Application

Fee _____ Check # _____

☐ ATF

Certain uses are of such nature or their effects are so dependent upon specific circumstances as to make impractical the determination in advance of where, when, or under what conditions they should be permitted. Conditional Uses are land uses listed as such in each zoning district. They may be established only upon approval by the Planning & Zoning Committee. In order to avoid any delays, please complete all parts of this application. Incomplete applications will not be processed.

Applicant Information (check the box for who will be appearing at the public hearing)

☒ **Owner:** E-mail Address: _____
 Last Name: Bremer First Name: Travis Phone #: _____
 Address: E2076 King Rd City: Waupaca State & Zip: WI, 54981

If you wish to appoint an agent to speak at the hearing, please complete the following:

☐ **Agent:** E-mail Address: _____
 Last Name: _____ First Name: _____ Phone #: _____
 Address: _____ City: _____ State & Zip: _____

Property Information:

Parcel Number: 05 - 35 - 14 - 08 - Size of Parcel: 29,463.77 sq ft

Physical Address: E2076 King Rd, Waupaca, WI 54981

Location: (Gov. Lot _____ or SE ¼, NE ¼), Section 35, T 22 N, R 11 E, Town of Farmington

Current Zoning District: _____ Current Use and Improvements: _____

Proposed Project: King Berry Nursery & Produce Agricultural Retail and Production Operation

Conditional Use requested per Section 6.5(7), 6.10(3) Waupaca County Zoning Ordinance.

Proposed Use: (Include information from Page 2 for General/design and/or operational standards as it pertains to the specific zoning districts standards.)

The proposed use is an agriculture-related commercial operation consisting of greenhouse production, nursery stock production, produce cultivation, and the retail sale of plants, produce, other retail items, events, and agricultural products. The operation will also include value-added agricultural activities, such as the production and sale of processed farm products and bakery goods. A residence is proposed as an accessory use to the principal commercial agricultural operation to support on-site management, security, and daily business operations. The residence is intended to accommodate the owner, manager, employee, or other individual whose presence supports the operation, maintenance, and ongoing activities of the business.

Once the complete application has been received and processed by the Waupaca County Planning & Zoning Office, you will be notified of the date and time of the hearing at the Waupaca County Courthouse. You or your agent are required to attend the hearing.

Submittal of this application grants permission to allow free and unlimited access to the project site during normal working hours to any Planning & Zoning Office representative acting in an official capacity. Property owner signature is required. You or your agent are required to attend the hearing.

Property Owner Signature: _____ Date: 07/29/2026
 Agent Signature: _____ Date: _____

JUL 30 2026

Is the proposal consistent with the Town vision statement as found in the Town Comprehensive Plan? ☐ Yes ☐ No
Explain:

Is the proposal consistent with the Town Goals, Objectives & Development Strategies as found in the Town Comprehensive Plan? ☐ Yes ☐ No (Please give detailed information including page numbers from the Comprehensive Plan supporting the recommendation) Explain:

If Applicable, please list recommended conditions for the Waupaca County Planning & Zoning Committee to consider.

Please attach any additional comments, minutes, or information further supporting the recommendation.)

Town Planning Commission

☒ Recommend Approval ☐ Recommend Denial



Planning Commission Chairperson

Date: 9-2-2026

Town Board

☐ Recommend Approval ☐ Recommend Denial

Town Chairman

Date: _____

Town Clerk

Date: _____

Please Note: Pursuant to Section 14.06 of the Waupaca County Zoning Ordinance, the Town has 45 days to provide a written recommendation on Rezoning and Conditional Use Permits to the Waupaca County Zoning Administrator. If the Zoning Administrator has NOT received a written recommendation within 45 days, the County review process will continue without Town feedback.

Remit along with application to: Waupaca County Planning & Zoning – 811 Harding St., Waupaca WI 54981



Residence/Greenhouse

Retail Greenhouse

Store/Bakery

Parking Lot

**Land Use Permit Applications, Notice to Cut, and Driveway/Culvert/Fire Number Permits
Town of Farmington – Waupaca County
October 19, 2026, Board Meeting**

Land Use Permit Applications:

1. Gaastra – N2676 Norris Ln – Reconstruction of first floor to support partial second story addition.
2. Dorrlor - E450 Grenlie Rd – Dwelling (attached to existing garage) with two covered decks and patio (pool room removed). Accessory structure; shed.
3. Levitt – N2860 Rainbow Dr – Dwelling with attached garage, covered porch, two decks with stairs, balcony, balcony with stairs, and two 3 season rooms. Accessory structure; patio, walkway to patio, walkway/stairway to lake, driveway, garage service door pad, garbage/recycling bin pad, and A/C and generator pad.
4. Silseth – E1065 Whispering Pines Rd - Replace impervious surfaces: A, B, C, D, E, F, G, H, I, J, L, M, N, O, P, Q, S, T, U, V. W, X, A2, B2, D2, E2, F2, H2, L2, T2, and U2.
5. Goodman – N4150 County Rd Q – Detached garage with covered porch; in ground swimming pool with large concrete surround (wider than 5ft).
6. Everson – N3012 Hicks Ln – Accessory structures; boathouse, updated location of walkway/stairs from house to shore, and walkway from boathouse to house walkway.
7. Verizon Wireless – N2778 Hill St – Tower upgrades – antennas at 163', generator pad, radio equipment canopy on pad, and ice bridges.
8. Walbrun – E2168 King Rd – Accessory structure; gravel driveway and turn around area.

Notice to Cut:

Driveway/Culvert/Fire Number Permits:

- **Lewallen Driveway Permit:** E241 Golke Rd | #05-31-31-15
- **Notham Driveway Permit:** E1780 Amy St | #05-35-54-21
- **Handsche Driveway Permit:** N3586 Frost Valley Rd | #05-19-11-2
- **Stumpf Fire Number Permit:** E917 Erickson Rd | #05-31-33-2
- **Stumpf Driveway Permit:** E917 Erickson Rd | #05-31-33-2