

Farmington Town Board Meeting Minutes

Monday, November 20, 2017

E913 Prairie View Ln

Waupaca, WI 54981

www.farmington-waupaca.com

Call to Order: Meeting was called to order at 7:23 p.m. Chair Caroline Murphy presided. The opening statement was given. Notices were properly published and posted.

Pledge of Allegiance

Roll Call: Caroline Murphy-Chair, Craig Nelson-Supervisor I, Mark Jensen-Supervisor II, Julie Leaf Clerk-Treasurer, and 15 citizens.

Approve Agenda: A motion by Craig Nelson seconded by Mark Jensen to approve the agenda. Motion carried by unanimous voice vote.

Approve Minutes:

A motion by Craig Nelson seconded by Mark Jensen to approve the minutes of the October 16, 2017 Regular Board Meeting with modification of removing "Ross Turner or Tom Kosterman" and adding "Bob Hoffman". Motion carried by unanimous voice vote.

Approve Financial Report: A motion by Craig Nelson seconded by Mark Jensen to approve financial report. Motion carried by unanimous voice vote.

Committee Reports:

Board attended:

Mark Jensen: Park & Rec: Discussed Fund 80. City is considering purchasing the 40 acres open land behind Woods Mall, a wetland.

Caroline Murphy: Lake District: Treatment Grants discussed for 2018.

Public Input:

Phil Durrant: Requested update on Park and Rec \$62,771.

Old Business:

1) ATV/UTV committee report

First meeting was November 7, 2017.

November 16, 2017 meeting with Waupaca Highway Committee. Discussed 4 circles on the map. These would use some usage on County Highway Q. County is considering an ordinance for ATV/UTV travel. Questions included who will do the signage for ATV/UTV. Town would offer to cover signage. Meeting November 21 canceled because of quorum not being present. Discussion about if town should do own ordinance or rely on county ordinance.

2) Resolution 11/20//17(2017) adopting policies and procedures relating to town employment - approval
A motion by Craig Nelson seconded by Mark Jensen to approve Resolution to adopt policies and procedures.
Motion carried by unanimous voice vote. Resolution attached.

New Business:

- 1) Approve 2018 budget
A motion by Craig Nelson seconded by Mark Jensen to approve the 2018 budget. Motion carried by unanimous voice vote.
- 2) Mark Jensen report on street lighting information
Lighting to be replaced to LED 20 per year until all changed. Will follow up at December 18, 2017 board meeting.
- 3) Discuss/approve cemetery program options
A motion by Mark Jensen seconded by Craig Nelson to table the cemetery program options to December 18, 2017 meeting. Motion carried by unanimous voice vote. Motion by Mark Jensen seconded by Craig Nelson to meet at December 18, 2017 at 6:00 p.m. Motion carried by unanimous voice vote.
- 4) Possible Waupaca Area Youth Hockey Association representative presentation followed by Board discussion/approval for Town contribution to WAYHA
Presentation by Kendra Cichy and Holly.
Contribution to WAYHA discussion.
A motion by Mark Jensen seconded by Craig Nelson to donate \$5000 to WAYHA. Motion carried by unanimous voice vote.
- 5) Discuss/approve Memorandum of Understanding for Statewide WISVOTE System with Waupaca County
A motion by Craig Nelson seconded by Mark Jensen to approve the Memorandum of Understanding for the Statewide WISVOTE System for \$1000 Option 2. Motion carried by unanimous voice vote.
- 6) Discuss/approve Plan Commission November 7, 2017 meeting decision regarding petition for zoning map amendment on parcel #05-33-32-1.
A motion by Craig Nelson seconded by Mark Jensen to approve planning commission decision for parcel #05-33-32-1. Motion carried by unanimous voice vote.
- 7) Land Use Permit application(s) received from Zoning – informational
Gary Du Chateau, addition to garage
Douglas Grant, Replace accessory structure with new in the same foot print
Larry Powers, Roof Replacement with overhang, carport/shed, Lean-to addition to garage
Michael Johnson, Shed, Car Port, Roof Overhang Front of House
Jerry Van Handel, Pole Building with 24x32 living space, compatible uses
Pat Gambsky, Storage Building
Larry Jensen, Storage Shed and Deck

- 8) Culvert approval(s) if any received
Culvert approval for Pat Gambsky.

9) Roads

a) Letter approval re: Meadow Valley right-of-way

Trip Fund for Larson and Nelson roads was denied again. Discussion of the denial.

State needs roads to be rating at a 3 or less to receive funding. Paser is done every 2 years. Compared to 2015. Town has 19 roads rated at 4 in 2015. Taylor Court is rated 3. Weller and Olson are rated 2. Larson rating 5 & 6. Foley rating 5. Nelson rating 5. Caroline Murphy would like to see roads at 7, 8 or 9, so we know they are in good condition.

Meadow Valley right of way, person has blacktopped the distance between the two drive entrances. Letter will be sent concerning this.

Point of Beginning survey of Foley has posted pink ribbons showing the right of way. Foley will be left as gravel until after a winter for it to settle. Tree cutting service.

Butts Rd signs are being stolen.

Stop signs are being removed and placed on ground.

Joel Bartel: What is the priority for ice and freezing rain?

Ice should be salted. Including intersections. Priority intersections: Cobb Town & Q, Cobb Town Road and Crestwood & 54. King Road should be priority salted. Newsletter includes snow plow directions and maps.

Bridge Reports: Frost Valley Bridge, tree in channel should be removed. Craig will check with DNR.

Mark Jensen: Faults with Foley Pit to 10 deterioration. Faults with Q to Cobb Town to top of hill by Christianson farm. River Road, where river bends it is encroaching to road consider riprap to stop erosion.

10) Letters / phone calls / e-mails

Emergency Disaster Fund Letter, everything is submitted.

School District School Bus Brush

Silver Lake Entrance on Highway 54 passing lanes being used as right turn lane. Met with Highway and DOT
October 23, 2017, after analysis it is operating as designed and in safety norms.

School District Sign permit at high school.

Waupaca Area Convention and Visitor Bureau about bike maps progress report

2 letters not in favor of ATV/UTV routes

Fencing company to install fence referred to county.

Complaint of smell of spreading on farm

Email ice complaint

Smokey Grenlie thank you for plant

Concern about Gold Cross Response ambulance to Wheel House was 17 minutes 12 seconds.

Park & Rec Questions: Expense and Revenues

6 areas Rec building, parks rec admin, youth center, youth programs and beach.

70% Rec Building

50% Youth Designation of Parks

75% Rec Administration

100% Youth Programs

80% Youth Center

80% Beach
No Cemetery
No Senior Center

11) Bills

A motion by Craig Nelson seconded by Mark Jensen to pay the bills. Motion carried by unanimous voice vote.

Adjournment: A motion by Mark Jensen seconded by Craig Jensen to adjourn at 8:36 pm. Motion carried by unanimous voice vote.

Submitted by: Julie Leaf

Posted November 27, 2017 @ Farmington Town Hall & Website www.farmington-waupaca.com

Resolution No. 11/20/17(2017)

Adopt Policies and Procedures Relating to Town Employment

WHEREAS, following 19.41 Wi. Stats. code of ethics for public officials and employees and

WHEREAS, following 19.59(1m) Wi. Stats, the Town of Farmington has established the following policies and procedures for its employees to help them understand their job and responsibilities as they can better serve the residents of the township.

1. Our employees are 'at-will'. They may quit at any time for any reason and may be terminated at any time for any or no reason.
2. These policies cover only hired personnel and not its elected officials. They can be changed or modified as necessary.
3. The Town board may employ on a temporary or permanent basis persons necessary to carry out the functions of town government (ss.60.37(1))
4. The Town employees consist of:
 - a. A combined clerk-treasurer works five hours a day from 8:00am to 1:00pm at the Town Hall, some evening meetings, elections, with benefits,
 - b. A maintenance person works as needed with no benefits, paid hourly.
 - c. A part-time employee works on as needed basis with no benefits, paid hourly.
 - d. Part time employee as building inspector with built-in permit fee wages, no benefits.
5. The Town is an equal opportunity employer, does not condone any form of harassment and has a grievance policy, resolution 9-19-11(2011) found on website and at Town Hall.
6. Upon any vacancies, interested people should pick up a job application form at the Town Hall, and submit to clerk. The Town is not required to advertise job openings, but will make it a specific agenda item for a properly noticed town board meeting.
7. Benefits of employment:
 - a. Clerk-treasurer specific:
 - 1) Wages determined by the Town Board
 - 2) Provided compensation for half of a single health plan
 - 3) Allowed a maximum of two (2) weeks' vacation that cannot be taken during elections, audits, two weeks before the Board's budget workshop.

- 4) There is no overtime pay
 - 5) Town Hall days closed for holidays or workshops are considered paid days.
 - 6) The Town Board, upon their approval, will allow two participations in workshops or conventions during the year, to include mileage, housing and meals.
 - 7) Three (3) days / 15 hours PTO (personal time off) for immediate family medical/funeral days will be granted without loss of pay.
 - 8) Any additional PTOs will be a deduction in salary.
- b. Maintenance person specific:
- 1) Hourly wage of \$18.00 + truck fee of \$20.00/day
 - 2) Receive \$20.00 to open/close/inspect any hall rentals
 - 3) There is no overtime pay.
- c. Part-time employee - cemetery project
- 1) Hourly wage of \$15.00
 - 2) There is no overtime pay.
8. Resigning employees are requested to give the Town Board at least two weeks' notice in writing.

Clerk-Treasurer Job Description:

1. Carry out WI Stats 60.33 (clerk) and 60.34(1) (treasurer) chapters 115-121.
2. Maintain Town Hall hours of 8:00am – 1:00pm Monday thru Friday.
3. Perform all duties required by law, ordinance or lawful direction of town meeting or board (60.33(11)), keeping full record of its proceedings and filing all accounts approved by town board or allowed at town meetings and enter a statement of the accounts in the town's record books.
4. Act as secretary of Plan Commission:
 - a. Post/publish according to law
 - b. Keep record of proceedings
5. Act as secretary of cemeteries"
 - a. Research old data, files and papers to update records
 - b. Update and maintain all records
 - c. Sell sites
 - d. Type up deed and file
 - e. Research old files/books for customer requests
6. Publish or post ordinances and resolutions as required under 60.80
7. Give notice of annual and special town meetings as required under 60.11(5) and 60.12(3)

8. Issue any license or permit granted by the town board when presented with a receipt from the town treasurer indicating that any required fee has been paid (60.88(8) and 125.04). Reference to liquor, dog and fireworks.
9. Be the legal custodian of records (19.33)
10. Comply with requests under public records law (19.34)
11. Oversee all road signage, culvert, drive-way and fire number applications with any contact with Waupaca County Property Listing/Land Information Office.
12. Prepare, post, publish Open Book and Board of Review notices and requirements with assessor.
13. Oversee all water patrol needs, expenses and reports to DNR.
14. Oversee Town Hall rentals.
15. Prepare/assist and oversee the town auditor.
16. Maintain a finance book.
17. Assist in preparation of budget (60.40(2)) and preparation of annual financial statement (60.41)
18. Execute the conveyance of real property of the town.
19. Receive and disburse town money as per 60.34(1)
20. Keep an itemized account of all moneys received and disbursed, specifying source from which it was received, the person to whom it was paid, and the object for which it was paid. Issue numbered receipts for all funds received. At request of town board, shall present the account books and any supporting documents requested to the board.
21. Deposit as soon as practical the funds of the town in name of town in public depository designated by the town board.

Maintenance Job Description:

1. Take care of town yard.
2. Install/repair signage to include fire numbers
3. Oversee hall rental opening/closing and inspections of room(s)
4. Inform Chair of needed purchase of supplies/equipment to carry out the job.
5. Assist with cemetery secretary for location of gravesites and monuments.
6. Take care of maintenance of all cemeteries
7. Locate site for burial and meet with grave digger
8. Locate and mark site for monument placements
9. Any other lawful duty assigned by the Town Chair.

Part-time employee:

1. Duties assigned as needed by Town Board/ Maintenance personnel.

WHEREAS, the Town of Farmington approves this resolution of policies and procedures relating to Town employment. This resolution can be re-visited and modified as needed.

Carolyn J. Murphy
Chair

Craig A. Adams
Supervisor I

Malcolm J. Adams
Supervisor II

Adopted this 20th day of November, 2017
Approved by a vote of 3 yes 0 no

Attest:

Sue Z
Clerk/Treasurer