

Farmington Town Board Meeting Minutes  
Monday, November 21, 2022  
E913 Prairie View Ln  
Waupaca, WI 54981  
[www.farmington-waupaca.com](http://www.farmington-waupaca.com)

**Call to Order:** Meeting was called to order at 7:28 p.m. following the Public Hearing and Special Meeting of Electors. 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; Phil Durrant, Supervisor II; Kathy Kasza, Town Clerk-Treasurer; and 6 citizens.

**Approve Agenda:** Motion by Craig Nelson seconded by Phil Durrant, to approve the agenda. Motion carried by unanimous voice vote.

**Approve Minutes:** A motion by Craig Nelson seconded by Phil Durrant to approve the minutes of the Regular Board Meeting of October 17, 2022. Motion carried by unanimous voice vote.

**Approve Minutes:** A motion by Craig Nelson seconded by Phil Durrant to approve the minutes of the Special Board Meeting of October 21, 2022. Motion carried by unanimous voice vote.

**Approve Minutes:** A motion by Craig Nelson seconded by Phil Durrant to approve the minutes of the Special Board Meeting of October 24, 2022. Motion carried by unanimous voice vote.

**Approve Financial Report:** A motion by Craig Nelson seconded by Phil Durrant to approve financial report, subject to audit. Motion carried by unanimous voice vote.

**Committee Reports:**

Phil Durrant reported on the November 3<sup>rd</sup> Park & Recreation Board meeting.

Craig Nelson reported on the Fire District Budget meeting.

Caroline Murphy reported on the Convention & Visitors Bureau Board meeting.

**Public Input:** The following persons addressed the Town Board: Kevin Will, E2230 Meadow Valley Ct, on Waupaca County providing \$500,000 to assist Waupaca Area Chamber in promoting tourism and activities in the county.

**Old Business:**

**1. Ordinance 10/17/22A(2022) Town of Farmington Providing Curbside Refuse/Recycling Services for Health and Sanitation.**

Motion by Craig Nelson, seconded by Phil Durrant, to approve Ordinance 10/17/22A(2022) Town of Farmington Providing Curbside Refuse/Recycling Services for Health and Sanitation. On a roll call vote, motion carried unanimously.

**2. Resolution 10/21/22(2022) Updating the Town of Farmington Fee Schedule.**

The fee schedule was updated with increases in the driveway, fire number and culvert permit from \$50 to \$60; cemetery lots from \$400 to \$500; and removal of the building permit fees due to the town rescinding the building codes ordinance effective 12/31/2022. Motion by Craig Nelson, seconded by Phil Durrant to approve Resolution 10/21/22(2022) Updating the Town of Farmington Fee Schedule. Motion carried on a unanimous voice vote.

**New Business:**

**1. Resolution 11/21/22A(2022) Establishing Special Charge for Garbage and Recycling for the Calendar Years January 1, 2023 thru December 31, 2026.**

Motion by Craig Nelson, seconded by Phil Durrant, approve Resolution 11/21/22A(2022) Establishing Special Charge for Garbage and Recycling for the Calendar Years January 1, 2023 thru December 31, 2026. Motion carried on a unanimous voice vote.

**2. 2023 Budget**

There were no additional questions from the board on the 2023 budget presented at the public hearing. No action was taken.

**3. Resolution 11/21/22B(2022) Amend Resolution 10/18/21B(2021) Adopt Policies and Procedures Relating to Town Employment.**

The policies and procedures were amended to change the approval of the clerk-treasurer's training requests and add compensatory time allowance for wellness activities. Motion by Craig Nelson, seconded by Phil Durrant to approve Resolution 11/21/22B(2022) Amend Resolution 10/18/21B(2021) Adopt Policies and Procedures Relating to Town Employment. Motion carried on a unanimous voice vote.

**4. Employment Agreement with Clerk/Treasurer for 2023.**

The clerk/treasurer's agreement was updated for 2023 with an increase in wages of \$1,000/year and the changes in the town employment policies and procedures relating to compensatory time. Motion by Craig Nelson, seconded by Phil Durrant to approve the Employment Agreement with Clerk/Treasurer for 2023. Motion carried on a unanimous voice vote.

**5. Results/Recommendations of Energy Star Statement of Energy Performance Phase 2.**

The report revealed that the town hall HVAC system is getting old and may not be operating at peak performance. The report will be shared with the HVAC system maintenance provider. The town will continue to monitor the system, the possibility of alternative fuel sources and funding opportunities. No action was taken, informational only.

**6. Plan Commission recommendation from their November 16, 2022 meeting re: Conditional Use Permit for parcel #05 19 32 2 at N3494 Townline Rd for major home occupation.**

The Plan Commission approved the conditional use permit for Charles Justmann to operate his firearm sales facility from the location. Motion by Craig Nelson, seconded by Phil Durrant

to approve the Conditional Use Permit for parcel #05 19 32 2 at N3494 Townline Rd for major home occupation. Motion carried on a unanimous voice vote.

**7. Operator/retail liquor license application(s) received in Clerk's Office.** None.

**8. Land Use Permit applications – informational**

- Harger – N3176 Silver Lake Dr – dwelling with garage
- Dufresne Family Trust – E1713 Pine Ridge Ln – detached garage with apron & service door pad
- Dietzen – N2734 Pryse Dr – move existing shed & add new shed.
- Smith – E2433 Lamplighter Ln – detached garage & carport.
- Timm – E1564 Murray Ln – deck & storage shed.
- Minton – N3143 Butts Dr – minor home occupations

**9. Intent to Cut Wood Products – informational**

Dave Justmann – 05-19-23-2/05-19-24-2, Sec 3, 4.

**10. Culvert/Driveway application(s) – informational** None.

**11. Roads**

- Waupaca County Highway Department proposal for bridge maintenance work
- Updates on King Road project. Robert E Lee, Green Bay WI, was selected as the engineering firm to design the project and provide bidding services.

**12. Letters / phone calls / e-mails**

Phone calls are mostly regarding the garbage/recycling collection being implemented. Sheriff's report had 159 incidents for October 2022.

**13. Bills**

Motion by Phil Durrant, seconded by Craig Nelson, to approve the bills presented for payment in the amount of \$53,084.23. Motion carried by unanimous voice vote.

**Adjournment**

A motion by Phil Durrant seconded by Craig Nelson to adjourn at 8:15 pm. Motion carried by unanimous voice vote.

Submitted by: Kathy Kasza, Clerk-Treasurer

**Posted November 29, 2022 at Farmington Town Hall  
& Website [www.farmington-waupaca.com](http://www.farmington-waupaca.com)**