

Farmington Town Board Meeting Minutes
Monday, October 16, 2017
E913 Prairie View Ln
Waupaca, WI 54981
www.farmington-waupaca.com

Call to Order: Meeting was called to order at 7:00 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 11 citizens.

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

Approve Minutes:

After discussion September 18, 2017 minutes would be modified in item New Business 1) Waupaca City Park & Rec Agreement and Old Business 8) Roads. A motion by Craig Nelson seconded by Mark Jensen to approve the amended minutes of the September 18, 2017 Regular Board Meeting. 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:

Craig Nelson, Fire District: Followed first responders meeting, Fees being raised based on population.

Mark Jensen, Park & Rec: Eco park tour rained out. They are not happy with the money going to park & rec.

Caroline Murphy & Craig Nelson, Towns Assoc Convention in Stevens Point about Farmland Preservation and Road/Culverts. Road/Culverts was to sell a program for recording information about roads.

Public Input: None

New Business:

- 1) Plan Commission review of Farmland Preservation meeting of October 4, 2017 - on how it is progressing/plans Because of lack of representation at the Farmland Preservation meeting, an advisory vote via postcards will be mailed to potential farmland preservation owners.
- 2) Megan Passerella from Emergency Medical Responders presentation with Board approval for \$3254 Town contribution.
Megan Passerella spoke to getting the Emergency Medical Responder back up and running after begin inactive for four years. Goal is to have it functioning by January, 2018 in the Wauapca area. Request to contribute based on per capita which is about \$3280 (2016 population). Motion by Craig Nelson seconded by Mark Jensen to approve \$3254 for a contribution to the First Responders-EMR's. Motion carried by unanimous vote.

3) Approve Board policy statement for employees

Caroline Murphy: "I have been having contacts with our legal attorney and we have never had policies or procedures relating to our employees. The objective was to help employees understand their job and their responsibilities so they can better serve the residents of the Town of Farmington. This has been looked at by the lawyer. He felt it was fine. And that next month we will be putting this into a resolution and it will be then, if its passed it will be put on the web page. But it does specify we have our combined clerk/treasurer employee, we have a maintenance person and we have part time employees and we have things that are listed besides the state statues that they follow under. So we have other things involved with this." See attached.

Motion by Craig Nelson seconded by Mark Jensen to approve the board policy statement for employees.

Motion carried by unanimous vote.

4) Open discussion of future ATV routes / use in the Town of Farmington

ATV/UTV committee members of 7 members include:

Board: Caroline Murphy, Craig Nelson, and Mark Jensen

Chain Association: Sharon Peterson

King Area: Dennis Jorgenson

Hartman Creek: Consider Ross Turner or Tom Kosterman

North of Hwy 54: Joe Anderson

Contacted the Sheriff/Deputy to meet with committee.

Ordinance needs to be created which will include: routes, roads, areas, who can drive, etc.

Committee will meet Tuesday, November 7, November 21, December 5, 2017 at 7:00pm.

Board requested ideas from residents in regards to ATV/UTV. Please forward these to town.

Comments from citizens included:

- All town roads should be included. County roads can not be included.
- There are certain town roads that are not conducive to ATV/UTV Traffic. During summer around the Chain O'Lakes it can get very busy.
- We will need signage for both ATV and non-ATV Activity.
- Consider Plover's (and other municipaility) ATV use for guidance.

5) Land Use Permit Application(s) received from Zoning-Informational

Steve and Mary Shambeau, Porch

Mark & Beverly Feucht, Utility/Storage Shed & Boat House(Storage)

Greg Schulist, 4 Season Room, Deck, Windows & Reside House

William Moehring, Shade Structure for Horses

Dennis & Deanna Rybarik, addition to home (on an existing foundation)

Alan Stobush, New Home, Deck & Patio

Sue Johnson, Remodel, 2nd story addition & deck repair

6) Culvert approval(s) if any received

Alan Stobush already approved prior to meeting.

7) Roads

Larson Road apply for Trip Fund money.

Nelson Road, a 5 or 6 on pacer, to apply for Trip Fund.

Scott Construction for 2018 ideas were similar to the Fall Road Tour thoughts.

Mark off all the town culverts, check off where all the culverts are.

Mr. Holstrom Grandview Culvert issue and if Mr. Holstrom has approval for wetland PVC Piping.

8) Letters / phone calls / e-mails

Concern about passing lanes and right turn lane signage/markings on Hwy 54 by Silver Lake area. Board contacting County Highway Dept.

Letter about property on Grandview as possible Rental. Town does not have any ordinances for this.

School District about branches that need cutting was taken care of.

Letter from Park & Rec: Special Board meeting about Park & Rec, Monday, October 30, for Park & Recreation discussion at 7:00 p.m. Public ideas are welcome.

Amherst Telephone, Tom Iverson will be placing flags for proposed trenching to have cable installed.

9) Bills

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

Adjournment: A motion by Craig Nelson seconded by Mark Jensen to adjourn at 8:12 pm. Motion carried by unanimous voice vote.

Submitted by: Julie Leaf

Posted October 20, 2017 @ Farmington Town Hall & Website www.farmington-waupaca.com

Town of Farmington, Waupaca County
E913 Prairie View Lane
Waupaca, WI 54981

Received
10-16-17
at Board meeting
Approved by
Board.

RE: Various rules, policies and procedures relating to employment.

OBJECTIVE: To help employees understand their job and their responsibilities so they can better serve the residents of the Town of Farmington.

REFERENCING:

1. Our employees are 'at-will'. They may quit at any time for any reason and may be terminated at anytime 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.