

**TOWN OF KOSHKONONG**  
**MEETING MINUTES (draft)**  
**September 14, 2022**  
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Chairman Bill Burlingame called the meeting of the Town Board of Koshkonong to order at 7:00 pm. The clerk verified the proper postings had been made.

Chairman Bill Burlingame, Supervisors Walt Christensen, Jim Brandenburg, and Erik Hoffman present. Supervisor Matt Hill present via Zoom. Clerk Bridget Woods, Treasurer Caitlin Kincannon and 13 residents in attendance.

**Public comments**

None at this time.

**Approve meeting minutes from August 17**

Supervisors Brandenburg/Christensen made a motion to approve the minutes. Motion carried.

**August Treasurer's Report**

Supervisors Brandenburg/Hill made a motion to put Treasurer's Report on file. Motion carried.

**Discuss/Action Conditional Use permit request to allow an extensive onsite storage structure in a R-2 zone at N2811 Monarch Lane**

Resident unable to attend. Chairman Burlingame and Public Works Superintendent Dan Butz met with resident this week.

Supervisors Hill/Brandenburg made a motion to approve the Conditional Use permit request to allow an extensive onsite storage structure in a R-2 zone at N2811 Monarch Lane.

**Discuss/Action request for variance to reduce the road setback for a proposed detached garage at N1045 Vinnie Ha Ha Rd**

Builder, Pat Anderson present.

Chairman Burlingame suggests for the garage to be attached to the house to allow more room for the setback.

Superintendent Dan Butz said that plowing Vinnie Ha Ha Rd is quite difficult. This garage will be 7 ft from the edge of the road.

Supervisor Christensen expressed concerns regarding snow removal.

Supervisors Christensen/Hill made a motion to request that the property owner return to Jefferson County and the Town of Koshkonong with a snow removal plan. Motion carried.

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**Discuss/Action adjust driveway variance description and fees**

Superintendent Dan Butz stated that the driveway variance fee should be adjustable for the different requests. I.E. Temporary driveway, resurfacing existing driveway, etc.

Supervisors Hill/Christensen made a motion to adopt the amendment to the fee schedule as follows:

- New Driveway \$200 permit fee plus \$400 escrow
- Second driveway - \$200 permit fee plus \$400 escrow AND a variance approval from the Town Board or Town Designee.
- Driveway replacement- \$50.00 fee. No additional fees unless driveway is being “improved” or changed from gravel to hard surface materials such as asphalt, concrete, pavers, etc., or if a culvert installation or replacement is required and/or ditching is required. If any of these are required, then the permit fees will be the same as a new driveway.
- Temporary Driveway/point of access - \$50, plus \$400 escrow, with approval from the Town Board or Town Designee.
- Driveway wider than 26 feet-variance approved by the Town Board of Town Designee at monthly meeting, variance fee to reflect the estimated potential cost impact of the additional width for replacement in the future.

**Discuss/Action reduce speed limit on Schwemmer Lane to 25 mph**

Supervisor Hill/Chairman Burlingame made a motion to reduce the posted speed limit on Schwemmer Lane to 25 mph. Motion carried

**Discuss/Action reduce speed limit on Groeler Rd west of Business 26 to 25 mph**

Supervisors Brandenburg/Hill made a motion to reduce the posted speed limit on Groeler Rd, west of Business 26 to 25 mph. Motion carried.

**Discuss/Action when should Meeting minutes be available to the board**

The board states meeting minutes to continue as they have been done.

Clerk Woods said that she will have the minutes in their packets whenever possible.

No action taken.

**Approve Bills**

Supervisors Brandenburg/Christensen made a motion to pay the bills. Motion carried.

**Clerk’s Report**

Clerk Woods asked to board to move the regularly scheduled Board meeting on November 9 to November 16, as it immediately follows the November 8<sup>th</sup> election. A meeting is set for September 21<sup>st</sup> for employee reviews. She also mentioned that she has virtual election training September 21 and 22<sup>nd</sup>. Administrative Assistant Kim Cheney will cover the office.

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**Discuss/Action Future Agenda Items**

Ignatek Service Agreement  
Municipal Court-Constable  
Variance request-Riggert Rd

Conditional Use request-Groeler  
Dedicated bike path/lane on Groeler

**Public comment-no discussion**

Deputy Jared Brandenburg present. Nothing to report regarding ATVs.

Supervisor Brandenburg noted that harvest season is coming and implements of husbandry will be on the roads. Requests a reminder to residents to be put on social media.

Gary Poeppel, resident commented regarding his pond, and he pays for permits for the animals in his pond. Water is from springs and is concerned that algae is becoming an issue in Allen Creek.

Resident, Debra Brown asks regarding ATV use. Operators must wait until the Town's ordinance is in place. James Clark will be getting with our public works department regarding signs that are needed for the roadways. She asks if the Town has a cost for the signs yet and are there more companies that make roadway signs.

**Board Member announcements**

Supervisor Christensen mentioned the Jefferson County finance committee will be meeting. They will also be having budget hearings for the departments. Groundbreaking for the Jefferson County Courthouse renovation project was September 13, 2022. Jefferson County sold bonds and raised \$28 million for the project. The Wisconsin Towns Association Unit meeting will be held at our Town hall on Tuesday, October 18.

Chairman Burlingame said that Koshkonong Lake is coming up fast due to the heavy rain. The powerhouse is shut down and is being revamped. The lake will crest at 9ft, meaning the water will be over the banks in some areas. He also cautioned anyone that is on the lake to be careful, as there is a lot of debris in the water.

**Adjournment**

Supervisors Brandenburg/Christensen made a motion to adjourn at 8:40pm. Motion carried.

Bridget Woods  
10/02/2022