

**TOWN OF KOSHKONONG**  
**MEETING MINUTES**  
**October 12, 2022**

*This meeting was broadcast on Zoom, there were no attendees.*

Chairman Bill Burlingame called the meeting of the Town Board of Koshkonong to order at 7:00pm. The clerk verified the proper postings had been made.

Chairman Bill Burlingame, Supervisors Matt Hill, Erik Hoffman, Walt Christensen, Jim Brandenburg, Clerk Bridget Woods, Treasurer Caitlin Kincannon and Administrative Assistant Kim Cheney present.

**Public comment**

Residents Greg Wellach, Don Pettit, and Ryan Hitt all spoke on the conditional use request to allow 6 dogs on Rock River Road. All asked the board to not allow.

**Approve meeting minutes from September 14 & 21**

Supervisor Hill/Hoffman motion to approve the September 14<sup>th</sup> & 21<sup>st</sup> meeting minutes with a correction that the setback was approved. Motion carried.

**September Treasurer's Report**

Supervisor Brandenburg/Hill motion to place the September Treasurer's Report on file, motion carried.

**Discuss/Action City of Whitewater fire & EMS cost presentation**

Representative from the City of Whitewater present to explain the November referendum to increase the levy for operating/equipment costs with the merge of the Whitewater/City of Whitewater fire departments. They indicated that the Town's cost for 2024 will be almost 400% of the current contract cost of \$9809, with funds being included for future equipment purchases.

**Discuss/Action Conditional use permit request to allow 6 dogs as household pets in an R2 zone at N2486 Rock River Road.**

This request was previously denied by the Town Board in July and Jefferson County Zoning asked that this be reviewed again as the property owner was not in attendance at the July Town Board meeting. Mr. Robert Parnell, property owner, was present to explain that he has a total of 6 dogs, a mother and 5 puppies aged 4.5 years. Mr. Parnell has indicated that he has reinforced their space so that the dogs cannot get out. He also indicated that he would be putting up a fence. Jefferson County Sheriff's department was called to the property in May regarding the living conditions. The board also discussed that the homes on this section of the road are within close proximity to each other.

Supervisor Christensen/Brandenburg motion to deny the conditional use request to allow 6 dogs at this property. No further discussion motion carried.

**Discuss/Action fence installation at N2486 Rock River Road**

Discussion with property owner Mr. Parnell regarding the installation of fencing on this property. Currently there is chain link and wood panels. Neighbor concerns regarding the aesthetics of the fencing. Mr. Parnell shared his fence proposal with the neighbors. This property also shared a driveway with the neighboring property and there could be boundary issues. The board advised both neighbors to seek advise from Jefferson County Zoning.

**Discuss/Action dedicated bike path on Groeler Rd**

Portions of this road are already an extension of the current bike path coming out of the city. There are portions of the road that would support a bike lane. Discussion of creating a dedicated lane when this road is reconstructed.

**Discuss/Action request for a conditional use permit to allow for an event facility at N1507 Groeler Rd**

Property owner Andrew Logan present to explain his request. He has restored the barn on the property and wants to hold events – mainly weddings. His plans include bathrooms and a large deck. He has indicated speaking with the neighbors and there was no opposition. The board discussed parking concerns and Mr. Logan indicated he would be utilizing adjacent land for parking. Also suggested that traffic signs be used when there are many cars parked. He will have ADA compliant facilities (bathroom, ramp etc.). Mr. Logan also indicated there would be no smoking at the venue and no bonfires. The venue capacity would approximately 200 with 1 or 2 events per week during the warmer months.

Supervisor Hill/Hoffman motion to approve the conditional use request to all for an event facility at this property. No further discussion, motion carried.

**Discuss/Action request for a driveway variance at N1701 Riggert Rd**

A second driveway was installed on this property without a permit and the original driveway was extended beyond the 24-foot limit in the Town ordinance. Property owner Mr. Steven Lenz present. Mr. Lenz stated that the 2<sup>nd</sup> driveway was removed. Discussion regarding the original driveway and width. This issue will be tabled for further evaluation and brought back for action.

**Discuss/Action request for variance to reduce the road setback for a proposed detached garage in a R-2 zone at N1045 Vinnie Ha Ha**

This item was previously approved, and the Chairman had asked the property owner to prepare a snow removal plan, however there was miscommunication, and this did not need to be on the agenda again. The property owner is aware that snow will be pushed up against the garage when the plow comes through. He was advised that no snow from his property may be pushed across the road.

**Discuss/Action request for a conditional use permit to allow for 10 duplex buildings at W7489 Koshkonong Mounds Road on an existing R-2 zoned parcel.**

The Chairman advised that the Town Attorney recommends that this request be tabled until further information can be reviewed. Developer Vince Kent present. The Chairman advised a new meeting date would be set to review.

**Discuss/Action J&H Paving settlement offer for road damages**

Paving company did driveway work on three properties in the town without driveway permits and damaged the roadways in front of each property. An invoice was sent to J&H Paving for \$5400 to cover the permit fees and road damages. An attorney for J&H Paving indicated he would review. A second request was sent and no response. This issue was handed over to our attorney for small claims action. J&H Paving offered to pay \$2500 by October 15 and \$2000 by October 31. Supervisor Hoffman/Christensen motion to accept the payment offer. No further discussion, motion carried.

**Discuss/Action Ignatek Service Agreement**

IT support Ignatek offered a service agreement to the Town at a discounted hourly rate for two hours of support each month, that can be carried over. Upcoming office renovations will require IT support. Supervisor Hoffman/Christensen motion to approve the service agreement. No further discussion, motion carried.

**Discuss/Action Snow plowing agreement and fee for Haight Road**

Residents from Haight Road, a private road, have again requested snow plowing services from the Town for the 2022-2023 winter season. 2021-2022 season netted 12 snow plowing events at \$150 each for a total of \$1800. They have been sent an invoice for this service. Discussion regarding the fee for this season. Rising gas and salt costs were considered. Supervisor Brandenburg/Hoffman motion to approve the snow plowing request for Haight Road at a fee of \$300 per event. No further discussion, motion carried.

**Discuss/Action Recycling Consolidation Agreement with Town of Sumner**

A recycling consolidation agreement was previously created with the Town of Sumner. The agreement needs to be renewed yearly. Supervisor Hoffman/Brandenburg motion to renew the agreement. No further discussion motion carried.

**Discuss/Action Reconvene Plan Commission**

The Town Plan Commission will need to be reconvened to review the upcoming proposed condo plat. Supervisor Brandenburg/Hoffman motion to table this until the next meeting. No further discussion, motion carried.

**Discuss/Action set Budget Workshop dates** – October 19, 2022, 6pm.

**Approve Bills**

Supervisor Christensen/Brandenburg motion to approve the bills as presented, motion carried.

**Clerk's Report**

Clerk Woods reminded the board of the upcoming WTA unit meeting at the Town Hall on Tuesday October 18.

**Discuss/Action Future Agenda Items**

Riggert Road driveway issue, Vince Kent conditional use request, constable.

**Public comment** – none at this time.

**Board Member announcements**

Golf cart signs being installed. ATV signs will be installed shortly, still waiting for club paperwork. Supervisor Christensen reported on county happenings: offices to be moved for building renovations, county meetings to be held at the highway shop, county budget presented, new equipment purchases and new Sheriff's department vehicles purchased. Supervisor Christensen reported that work is being done in the park and that the new bathroom will be installed soon.

**Closed Session. The Town Board will consider a motion to convene into closed session pursuant to the provisions of section 19.83 (1) of the Wisconsin State Statutes for the purpose of employee(s) reviews, employee considerations and employee compensations.**

Supervisor Brandenburg/Christensen motion to convene into closed session and include the Administrative Assistant, at 9:58pm. Motion carried.

**Return to open session and action if any from closed session.**

Supervisor Hoffman/Christensen motion to return to open session at 10:27pm, motion carried. No action.

**Adjournment**

Supervisor Hoffman/Christensen motion to adjourn at 10:28pm, motion carried.

**Respectfully submitted by**

**Kim Cheney,**

**Administrative Assistant**

*11/15/2022*