

**TOWN OF KOSHKONONG**  
**MEETING MINUTES**  
**April 18, 2023**

Chairperson Kim Cheney called the meeting of the Town Board of Koshkonong to order at 6:26pm, immediately following the Annual Meeting. The clerk verified the proper postings had been made.

Chairperson Kim Cheney, Supervisors George Jaeckel, Jim Brandenburg, Erik Hoffman, Matt Hill, and Clerk/interim Treasurer Caitlin Kincannon present.

This meeting was broadcast and recorded by ZOOM, there were no attendees.

Supervisor Hill/Jaekel motioned to proceed through the agenda out of order at the discretion of the Chairperson to allow requesters to be present, motion carried.

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

**Approve meeting minutes from March 8**

Supervisor Hill asked for clarification on an item from the Clerk's report regarding an incident with an unleashed dog attacking a resident. Signage for leashing dogs was discussed. Supervisor Hill/Hoffman motion to approve the March 8, 2023, meeting minutes as presented. Motion carried.

**March Treasurer's Report**

Supervisor Hoffman/Jaekel motion to place the March 2023 Treasurer's Report on file, motion carried.

**Discuss/Motion request for a conditional use permit to allow for a pastor care retreat as a public/semi-public use at W6783/W6785 Westphal Lane**

April Fry present, representing Ten Minas Ministries, whom cares for pastors to provide emotional/spiritual support and resources. They want a retreat for pastors to come and receive rest & support. There was discussion on the existing barn on the property that would be used for the retreat, as well as the previous conditional use permit on the property. Supervisor Hoffman/Jaekel motion to approve the request, motion carried.

**Discuss/Motion county zoning text amendment**

Supervisors Hill and Jaekel discussed the amendment. Supervisor Hill/Jaekel motioned to approve the amendment, motion carried.

**Discuss/Motion shop insulation**

Supervisor Hoffman advised that he would not receive compensation for his bid submission from his employer, USA Insulation. He will abstain from voting on this item. Supervisor Hill/Brandenburg motion to accept the bid from USA Insulation as proposed to complete insulation work on uninsulated portion of the town shop. Supervisor Jaekel advised of possible issues with a board member's bid coming in after other bids were already provided, and potential legality issues. Supervisor Hill/Brandenburg withdrew their motion. Bidding will be opened up again, item tabled to May or June.

**Discuss/Motion Rock Road Companies request for a driveway variance to allow two driveways 35 feet wide located on Vickerman Road**

Josh Biddick & Mike Marquette present. The driveway function and need for 35 feet width was discussed, and confirmed that driveway permit fee has been paid. The town requires it be paved and culverts installed under both driveways. Supervisor Hoffman/Jaeckel motioned to approve the variance request with those stipulations, motion carried.

**Discuss/Motion tower permit/fee/ordinance**

The board discussed if it would be worth creating an ordinance to collect a permit/fee, and if the township should have a say on how many towers would be permitted to go up in an area. Supervisor Hoffman/Brandenburg motioned to not pursue further, motion carried.

**Public Works Report**

Superintendent Dan Butz reported on the following:

- Final deliveries on the salt contact have been received, and next year's salt has been ordered
- He is still waiting on the chipper repair
- The mowing tractor should *hopefully* go into production in May
- We are waiting on warmer weather for the insulation on the shop addition
- Plow damage cleanup was completed
- Recommendation to remove signage from roads near Highway 12 by DOT – they have been removed, and will be reinstalled when they get the OK from the Highway 12 project
- Discussion of Hackbarth Road and the City of Fort Atkinson's portion owned. Dan has proposed an agreement on portions maintained by the town & city and is waiting on a response from the city engineer

**Approve Bills**

Supervisor Brandenburg/Jaeckel motion to approve the bills as submitted, motion carried.

**Clerk's Report**

- Board of Review training will be held May 1<sup>st</sup>
- WTA Jefferson County Unit Meeting will be held April 25<sup>th</sup>

**Future Agenda Items**

- Insulation re-bidding
- Residents feedback on golf cart use consideration

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**Public comment**

A resident discussed a previous accusation of plowing snow into the road. Chairperson Cheney addressed the comment.

**Board Member announcements**

Supervisor Brandenburg requested the April 4, 2023, election results, the Clerk read them from the Jefferson County website. Supervisor Jaeckel advised that contacting him by phone instead of text would garner a quicker response.

**Adjournment**

Supervisor Jaeckel/Brandenburg motioned to adjourn at 8:02 PM, motion carried.

**Respectfully submitted**  
**Caitlin Kincannon**  
**Clerk**

*May 4, 2023*