

**TOWN OF KOSHKONONG**  
**MEETING MINUTES**  
**June 14, 2023**

Present:

Chairperson Kim Cheney

Supervisors George Jaeckel, Jim Brandenburg, Erik Hoffman, Matt Hill

Clerk Caitlin Kincannon

Treasurer Alicia Grulke

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

Chairperson Kim Cheney called the meeting of the Town Board of Koshkonong to order at 7:00 PM. The Clerk verified the proper postings had been made.

**Item #3 – Public comment**

- Deputy Farley from the Sheriff's department present. Deputy Farley addressed the issue of heavy trucks on Township roads, and advised the department is trying to monitor the roads. Resident Joe Kennedy spoke on this issue and the road closures from the Highway 12 project. Chairperson Cheney asked the Deputy if they've had issues in the county with ATV use, he advised it's been minimal. Supervisor Hoffman asked if the department has seen an uptick in calls since our ATV ordinance passed, the Deputy answered no. Deputy Farley thanked the Township for patience amid the department's staffing issues.
- Chief Pickering of the Edgerton Fire Department present. Chief Pickering presented a report that is done every month on their 11 municipalities. He advised there were no calls for Koshkonong in May, only 1 call this year so far for the section of Koshkonong they cover. His department is at 100% staffing, and they will be adding a second station in Milton. Chief shared financial details from the report.

**Item #4 – LRS account manager introduction**

Susan Malmanger present, introduced herself as our account manager with our garbage collection service. Possibility of a mass replacement of aging totes was discussed, as well as the clean sweep.

**Item #5 – Approve meeting minutes from May 10 & May 31**

Supervisor Brandenburg pointed out a correction needed from the May 10 meeting minutes due to a typo. Clerk will amend the minutes. Supervisor Brandenburg motioned to approve the May 10 & 31 minutes as corrected, motion seconded by Supervisor Jaeckel. No further discussion, all in favor. Motion carried.

**Item #6 – May Treasurer’s Report**

Chairperson Cheney introduced our new Treasurer, Alicia Grulke. The Clerk presented the Treasurer’s report as Alicia is in training. Supervisor Jaeckel motioned to approve the May Treasurer’s report, motioned seconded by Supervisor Brandenburg. No further discussion, all in favor. Motion carried.

**Item #7 – Discuss/Motion ATV ordinance amendment to potentially include Blackhawk Bluff, Pottawatomi & Oxbow**

Supervisor Hill suggested the Board address this as one area, and approve all 3 roads. Supervisor Jaeckel agreed. It was reiterated that law enforcement has not seen any issues with ATV usage in other areas. Supervisor Brandenburg agreed regarding Oxbow and Pottawatomi, but not on Blackhawk Bluff, citing it is a dead-end and had a majority vote of NO in the advisory poll. Supervisor Jaeckel addressed dead-end, and space needed to turn around. Chairperson advised 1-year sunset clause on ATV ordinance is coming up next month. Golf carts were mentioned – they will be discussed in the future, if the Town receives a formal request for consideration. Supervisor Jaeckel motioned to amend the ATV ordinance in July, motion seconded by Supervisor Hill. No further discussion, all in favor. Motion carried.

**Item #8 – Discuss/Motion request for a gate off Old 26 by John Steiner**

John Steiner present. John explained he is wanting to put up a gate on what is considered a Town road to block access. He asks that the Town supplies gravel, possibly for potholes up to the gate. He would also like to put up a business sign. Chairperson Cheney advised an agreement would be needed for the gate. The sign cannot be approved as it is not on the agenda, and more information is needed. Chairperson Cheney motioned to have an attorney draw up an agreement to allow a gate for access to Mr. Steiner’s property with terms that indicate that the Town will supply gravel and Mr. Steiner will maintain the road. Motion seconded by Supervisor Hoffman. No further discussion, all in favor. Motion carried.

**Item #9 – Discuss/Motion request for a fireworks display permit by Wishing Well RV Resort**

This item was added to the agenda on 6/13/2023, before the 24-hour deadline. Jeremy Politick, Supervisor of the park, present. Wishing Well is seeking a permit to display fireworks from their adjacent property, Silo Ridge, for the 4<sup>th</sup> of July weekend. Our ordinance prohibits Class C fireworks. Jeremy explained he and his staff would run the firework show and light the fireworks, and they have a water tank on standby for safety. Storage of the fireworks was discussed. Jeremy was provided a copy of the fireworks ordinance. Supervisor Hill advised Jeremy alert the fire chief 2 days before the show. Certificate of insurance was discussed. Display date will be July 1, at 9 or 9:30 PM. \$500 permit fee will be issued. Supervisor Hoffman motioned to approve the fireworks display with the exception of liability insurance, seconded by Supervisor Jaeckel. Supervisor Hill amended the motion to include that the Town expects Wishing Well to meet all requirements of our ordinance, amended motion was seconded by Supervisor Hoffman. No further discussion, all in favor. Motion carried.

Chairperson Cheney addressed a complaint made on Wishing Well RV Resort from Haight Rd with Jeremy while he was present. The complaint was for noise from a live band show at the park.

**Item #10 – Discuss/Motion liquor license applications**

All renewal applications have been sent out. Supervisor Hill motioned to approve the license renewals, seconded by Supervisor Hoffman. No further discussion, all in favor. Motion carried.

**Item #11 – Discuss/Motion 2022 year-end budget review & carry-forward (if any)**

Chairperson Cheney explained the leftover 2022 budget and carryover. The 2022 surplus was \$272,857, however \$230,000 was designated ARPA funds, so actual surplus was \$42,857. Chairperson suggested putting funds towards paving our parking lots at the Town Hall and shop. Supervisor Brandenburg does not feel it's necessary to pave the shop parking lot. It was reminded that the shop addition was built for public elections. Handicap accessibility and paved parking spots discussed. Chairperson suggested surplus could be allocated to capital outlay for future use. Supervisor Brandenburg motioned to put 2022 surplus into capital outlay for future use. Motioned seconded by Supervisor Jaeckel. No further discussion, all in favor. Motion carried.

**Item #12 – Discuss/Motion shop insulation**

Public Works Superintendent Dan Butz advised his original bid from Suburban was still good, they will not re-bid, and he did not hear back from Foamtech for a re-bid. Board reviewed original bids. Supervisor Hill motioned to go with the bid of Dan's choosing – Suburban Drywall Insulation – for \$6,190 to insulate the non-insulated portion of the shop. Motion seconded by Supervisor Jaeckel. No further discussion, all in favor. Motion carried.

**Item #13 – Discuss only potential group health insurance for full-time employees**

Spreadsheet of health insurance quote data discussed. Item tabled until July to decide how to move forward.

**Item #14 – Discuss only upcoming WISLR payment ratings, due December 15**

The Board needs to decide how they would like to handle this. Chairperson Cheney explained every Town road has to be rated. It was suggested that Dan Butz review current ratings and go over sections of Township through December. Final review would be in November.

**Item #15 – Approve contract for new Treasurer**

The Board approved and signed the contract for the new Treasurer, Alicia Grulke.

**Item #16 – Public Works report**

Public Works Superintendent Dan Butz reported the following:

- They fixed the easement on Vinnie Ha Ha that was washed out
- Roadside mowing has started
- The chipper is still being repaired
- New full-time employee Eaan will start June 27
- Discussed potential part-time employee Dennis Fry, and details of his employment offer to be made

**Item #17 – Approve bills**

List of bills presented. Supervisor Jaeckel motioned to approve the bills in the amount of \$24,921.15, seconded by Supervisor Brandenburg. Motion carried.

**Item #18 – Clerk’s report**

- DNR has awarded us a recycling grant for \$9,020.09. Check has been received and will be in the June reported financials
- The Clerk is training our new Treasurer
- The Clerk did some liquor license training recently

**Item #19 – Future agenda items**

- TAP Grant
- Amending the ATV ordinance
- Further discussion of group health insurance for full-time employees
- Agreement with John Steiner for the gate and discussion of the sign

**Item #20 – Public comment**

None.

**Item #21 – Board member announcements**

None.

**Item #22 – Adjournment**

Supervisor Jaeckel motioned to adjourn at 9:24 PM, seconded by Supervisor Brandenburg. Motion carried.

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

7/6/2023