

TOWN OF KOSHKONONG
MEETING MINUTES
September 13, 2023

Present:

Chairperson Kim Cheney

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

Clerk Caitlin Kincannon

Treasurer Alicia Grulke not present

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 7:02 PM. The Clerk verified the proper postings had been made.

3. Public comment--agenda items only. No other audience comment allowed.

Deputy Thianna Bergholz present. Explained one Deputy is assigned to be the contact for the Township: Deputy Patrick Farley, patrickf@jeffersoncountywi.gov. Discussed extra patrols on roads to deter detour traffic.

4. Approve meeting minutes from August 9

Supervisor Brandenburg motioned to approve the August 9, meeting minutes.

Seconded by Supervisor Hoffman.

No further discussion, all in favor. Motion carried.

5. August Treasurer's Report

Clerk presented the August 2023 Treasurer's Report on the Treasurer's behalf.

Supervisor Jaeckel motioned to approve the August 2023 Treasurer's Report.

Seconded by Supervisor Brandenburg.

No further discussion, all in favor. Motion carried.

6. Discuss/Motion request for driveway reconsiderations at N1701 Riggert Road

Chairperson Cheney explained the topic is on the agenda for rediscussion, as the 6 feet of concrete is not feasible. Mr. Steve Lenz present, asked Board to reconsider leaving the driveway as is, and consider the gravel part as a second driveway. Letter the Town had previously sent Mr. Lenz and requirements imposed discussed. Previous Chairman Burlingame present in audience, who presided over previous decision on the driveway, explained original agreement. Supervisor Hoffman feels the Board needs to stick to their guidelines. Board discussed option of two driveways. Chairperson proposed the existing driveway be reduced to 32 feet wide, additional gravel be removed back up to the right of way, and the second driveway stays as approved, with a deadline of November 13, 2023.

Supervisor Jaeckel made a motion as Chairperson's proposal stated.

Seconded by Supervisor Brandenburg.

No further discussion, all in favor. Motion carried.

7. Discuss/Motion request for a conditional home occupation to allow a flower shop at N901 Old 26, parcel 016-0514-1933-000

Requester Angie Starr present, who has an online flower shop and does a gardening service. Explained everything must be delivered, as people cannot come and pick up from her. She would like to be able to offer pickup and have a shop for the subdivisions to enjoy.

Supervisor Hoffman motioned to recommend approval.

Seconded by Supervisor Hill.

No further discussion, all in favor. Motion carried.

Miss Starr inquired on adding a front porch, Chairperson explained that's a separate permit through the County.

8. Discuss/Motion request from H&M to open McIntyre Road to install a culvert

Requester Jason Hosely present. He has met with Dan Butz to show him where he wants to do the work. Dan asked that they use slurry for backfill.

Supervisor Hill motioned to approve request as per Dan's specs and recommendation.

Seconded by Supervisor Hoffman.

Fee discussed. Supervisor Brandenburg suggested \$300.

All in favor. Motion carried.

9. Discuss/Motion request for variance to reduce the road setback for a new structure at N2792 Curtis Mill Road

Requester Dennis Kutz present, explained they are putting up a shed. At the 85-foot setback, it puts the building too far out into the driveway and obstructs truck's pathway.

Supervisor Jaeckel motioned to approve the request.

Seconded by Supervisor Hoffman.

No further discussion, all in favor. Motion carried.

10. Discuss/Motion for an amendment to section 11.04(f)8 of the Jefferson County Zoning ordinance to allow for redivision of existing A-3 lots

Chairperson explained with this amendment, A-3 lots could be divided. Supervisor Jaeckel further clarified. Supervisor Hill saw no concerns.

Supervisor Hill motioned to approve the text amendment.

Seconded by Supervisor Hoffman.

No further discussion, all in favor. Motion carried.

11. Discuss/Motion of proposed golf cart ordinance draft

Board discussed consideration of requiring registration. Supervisor Hill feels it's not necessary, and feels we do not need to enforce stickers. Board discussed roads to include and will follow the state statute. Chairperson proposed sending the ordinance draft to the attorney, with removal of registration section and adding in Koshkonong Mounds Rd & Koshkonong Lake Rd with reference to the state statute, and installing signage.

Supervisor Hill made a motion on Chairperson's proposal as stated.

Seconded by Supervisor Hoffman.

No further discussion, all in favor. Motion carried.

12. Discuss/Motion Clerk wage for Treasurer training on property tax season

Clerk Caitlin is approved for paid Treasurer training through September. New Treasurer Alicia will need training for property tax season, and preparation work will begin in November. Caitlin proposed estimated hours and wage.

Supervisor Hill motioned to authorize Caitlin to provide up to, and not to exceed, 30 hours of training to the Treasurer, at \$25 an hour, through March 2024.

Seconded by Supervisor Jaeckel.

No further discussion, all in favor. Motion carried.

13. Discuss/Motion roads – review 5-year plan

Supervisor Hill asked for our road ratings for reference. Chairperson will get current ratings for next month's Board meeting, plus a list of what was done in the last couple of years. Discussion will be revisited next month.

14. Discuss/Motion to approve Clerk & Chairperson WTA October conference attendance

WTA's annual conference is in October. Chairperson confirmed we have the budget for it.

Supervisor Jaeckel motioned to approve Chairperson & Clerk attendance and expenses for lodging and registration.

Seconded by Supervisor Hoffman.

No further discussion, all in favor. Motion carried.

15. Discuss/Motion set budget workshop date

Chairperson suggested October 4, 2023, for a budget workshop date. Supervisor Hoffman will not be able to attend due to schedule conflicts.

Supervisor Hill motioned to set October 4 as the budget workshop date starting at 6PM, and carry over additional budget business not concluded at the workshop to the Board meeting scheduled on October 11, 2023.

Seconded by Supervisor Jaeckel.

No further discussion, all in favor. Motion carried.

16. Public Works Report

Superintendent Dan Butz discussed some items from his report provided to the Board, including trenching done by the fiber optic installers, and how trees were damaged. Supervisor Jaeckel suggested bringing this up at the next WTA district meeting. Supervisor Jaeckel and Dan discussed Bark River Road.

17. Approve Bills

Supervisor Hill motioned to approve the bills report.

Seconded by Supervisor Jaeckel.

No further discussion, all in favor. Motion carried.

18. Clerk's Report

- We are not applying for the disaster relief fund as previously mentioned for the July 2023 windstorm, as we would not qualify to meet the \$16,700 expense limit.
- Clerk has prepared the payroll company to begin the approved health insurance benefits.
- Town issued a picnic license, AKA temporary liquor license, including beer & wine licenses, to the Fort Atkinson FFA Alumni group for their September 30th event.
- Wishing Well RV Resort paid for and obtained a fireworks permit.
- The previously discussed bill in question with Miller Bradford has been cancelled.
- Clerk attended the County Clerk & Treasurer meeting and trained on the new tax collection & dog licensing system.

19. Future Agenda Items

- Golf cart ordinance draft
- Road ratings for road's 5-year plan

20. Public comment

Bill Burlingame understood that it was previously agreed to seal coat Oxbow Bend. Supervisor Brandenburg advised we did put \$24,000 in capital outlay. Dan Butz advised he'd look into if it's too late to do the work.

21. Board Member announcements

- Supervisor Jaeckel announced the County will hopefully have their budget ready in October
- Supervisor Brandenburg announced the boat patrol is cutting back from a 5% increase to 3%

22. Adjournment

Supervisor Jaeckel motioned to adjourn at 8:36 PM.

Seconded by Supervisor Hoffman.

No further discussion, all in favor. Motion carried.

Respectfully submitted

Caitlin Kincannon

Clerk

9/28/2023