

**TOWN OF KOSHKONONG
MEETING MINUTES
February 14, 2024**

Present:

Chairperson Kim Cheney

Supervisors: Jim Brandenburg, Erik Hoffman

Clerk Caitlin Kincannon

Treasurer Alicia Grulke

Supervisors George Jaeckel & Matt Hill notified the Chairperson in advance they would not be able to attend

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.

The Pledge of Allegiance was recited.

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

Chief Pickering present with a Lakeside Fire-Rescue report for February 2024. Koshkonong only had one EMS call in February. Advised that call activity overall continues to increase.

4. Approve meeting minutes from January

Supervisor Hoffman motioned to approve the January meeting minutes.

Seconded by Supervisor Brandenburg.

No further discussion, all in favor. Motion carried.

5. January Treasurer's Report

Treasurer advised that due to an Excel glitch, the Financial Summary needed to be updated; explained she would present the rest of the report, and asked the Board to table putting the report on file until next month once it's updated with correct ARPA funds. No action taken.

6. Discuss/motion to approve 2024 fee schedule

2023 fee schedule presented for updating. Board discussed changes to transient merchant's permit, would like to increase daily fee and remove annual permit options.

Supervisor Hoffman motioned to approve the fee schedule with the change to the transient merchant's permit to increase the daily fee to \$100, and only issue that.

Seconded by Supervisor Brandenburg.

No further discussion, all in favor. Motion carried.

7. Discuss/motion to approve Public Works employee's attendance at WTA-sponsored road school

Public Works Superintendent Dan Butz feels all Public Works staff would benefit from road school. It will run April 29 thru May 1. Some employees will not attend so we will still have crew if needed. Supervisor Hoffman inquired on the cost and employee compensation – it is \$199/person plus hotel costs. Employees will be paid their daily wages. Supervisors Jaeckel and Hill provided their opinion on the matter prior to them being absent to the meeting, and are in favor. Supervisor Hoffman also supports Public Works attending road school, and would like attendees to attend the following board meeting after the event to provide overview.

Supervisor Hoffman motioned to approve to send 3 Public Works crew members to WTA roads seminar at the end of April.

Seconded by Supervisor Brandenburg.

No further discussion, all in favor. Motion carried.

8. Discussion only building inspector replacement

Current building inspector Greg Noll will be retiring soon, the Town has acquired a few replacement leads. Matter will be further discussed in March.

9. Discussion only culvert inventory DOT requirement

The DOT has developed a program where culverts that are in the Town that are between 6 and 20 feet wide are inventoried and rated. Chairperson & Dan Butz believes there are 2. Culverts must be inventoried this year, and then next year inspected by a certified bridge inspector. The Town will inventory them ourselves.

10. Discuss/motion clean sweep donation

Supervisor Hill was not present to discuss information he collected for this discussion.

Discussion tabled.

11. Discuss/motion application for ARIP grant

This is the Agricultural Road Improvement Program grant. It applies to ag roads, and is a 90/10 split. Chairperson believes Curtis Mill Road qualifies for this grant. Grant application is due April 5.

Supervisor Brandenburg motioned to approve Curtis Mill Road for the ARIP grant.

Seconded by Supervisor Hoffman.

No further discussion, all in favor. Motion carried.

12. Discuss/motion LWCF grant application for Koshkonong Mounds Road walking path

Clarification advised; this is not LWCF grant, it is the Knowles/Nelson Grant.

This is an opportunity for a grant for a walking path on Koshkonong Mounds Road, to go from Vinnie Ha Ha up to Old 26 to get across to the bike path. It is an 80/20 grant. No motorized vehicles would be allowed. It is a private grant, and does not have to go by state regulations.

Supervisor Brandenburg feels it is not efficient if it is not paved, as it would then require more maintenance. Chairperson will further research details. Discussion tabled.

13. Public Works Report

Supervisor Brandenburg feels the front end of the 550 is going to have to be redone. Dan Butz is going to get more information. Supervisor Hoffman questioned how the Town ambulance is working out – it is working out well. Hoffman also inquired about Public Works filling potholes, advised one in his area is big, in the middle of road. We will have Dan Butz take a look at it.

14. Approve Bills

Clerk explained many bills were payments made to tax payers that had overpayments and we're due refunds. Checks were sent to the school & lake districts and the County to settle up after tax season ended.

Supervisor Brandenburg motioned to pay the bills.

Seconded by Supervisor Hoffman.

No further discussion, all in favor. Motion carried.

15. Clerk's Report

- We utilized Allison with Code Enforcement recently for a mailbox that needed to be removed as it was reinforced with concrete
- There will be no election in February; next election will be April 2
- Board of Review dates are scheduled. Open Book will be May 2, 12-2PM. Assessment notices will be mailed a couple weeks before Open Book. Board of Review will be June 4, 6:30 – 8:30 PM. Chairperson will do training this year, then training will rotate through Supervisors in coming years
- Treasurer Alicia Grulke completed her first tax season successfully
- Clerk announced to Board that she has taken a part time job with the Edgerton Fire Protection District as a payroll administrator. It will not impede on Clerk hours or duties, and it is a not conflict of interest as the Clerk is not a voting member.

16. Future Agenda Items

- Solar speed sign
- DNR restoration plan
- Building inspector
- January Treasurer's report in addition to February's
- Clean sweep donation
- Knowles/Nelson grant

17. Public comment

Supervisor Brandenburg mentioned ongoing sign theft problem, feels signs need to be strategically placed, possibly near residents where they are more observable, to deter being stolen

18. Board Member announcements

- Chairperson attended court for the road citation that was issued to a resident on Kutz road where road damage was discovered. Resident was found guilty, and received a reduced fine due to being unemployed
- Supervisor Hoffman got a call from John, who owns the gun shop, about the lights complaint. Hoffman advised him that the Board has already discussed this and are not pursuing anything at this time.

19. Adjournment

Supervisor Hoffman motioned to adjourn at 8:17 PM.

Seconded by Supervisor Brandenburg.

No further discussion, all in favor. Motion carried.

Respectfully submitted

Caitlin Kincannon

Clerk

2/27/2024