

**TOWN OF KOSHKONONG**  
**MEETING MINUTES**  
**August 13, 2025**

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 two attendees.

**1. Call to order and verification of public meeting**

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

**2. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**3. Chief Reports**

Chief Pickering of Lakeside Fire-Rescue presented monthly report.

**4. Public comment – agenda items only. No other audience comment allowed.**

None.

**5. Approve meeting minutes from July 2025**

Supervisor Hoffman motioned to approve the July 2025 meeting minutes.

Seconded by Supervisor Jaeckel.

No further discussion, all in favor. Motion carried.

**6. July 2025 Treasurer's Report**

Treasurer Grulke presented report.

Supervisor Hoffman motioned to approve the July 2025 Treasurer's Report.

Seconded by Supervisor Jaeckel.

No further discussion, all in favor. Motion carried.

**7. Discuss/Motion request by Floyd Plank for conditional use to allow for a farm store and roadside stand in A-T zone at N1341 Old 26 Road**

Clerk read in a public comment made by a resident, Brodi Kozak, on their behalf regarding this request in their absence. Brodi supports the stand but has safety concerns regarding traffic parking on the road to patron the business. Floyd Plank present, discussed solutions to parking with Board. Supervisor Hill discussed the issue of where signage is placed. A permanent sign would require a permit from Jefferson County.

Supervisor Jaeckel motioned to approve the conditional use request.

Seconded by Supervisor Hill.

No further discussion, all in favor. Motion carried.

**8. Discuss/Motion RFP proposal review/award**

Two firms responded to the Town's request for proposals: Cedar Corporation - representative Brian Udovich present, and SEH Inc. - representative Chris Blum present. Request was to hire an engineering firm to write a grant for the STP Urban program.

Supervisor Brandenburg motioned to accept the proposal from Cedar Corporation.  
Seconded by Supervisor Hill.

No further discussion, all in favor. Motion carried.

**9. Discuss/Motion request for fireworks permit by Wishing Well RV Resort**

Wishing Well RV Resort rescinded their permit request.

**10. Discuss Fort Atkinson Fire Department contract proposal draft review**

We are still discussing draft edits with the Attorney, discussion tabled.

**11. Public Works**

a. Report - Public Works superintendent Dan Butz present, discussed report.

Supervisor Brandenburg questioned wood in road right of way on Star School Road. He will speak with property owner about having it cleaned up.

b. Projects – no requests.

**12. Approve Bills**

Clerk advised an edit on the report to the July 2025 payroll summary amount, it will be edited to read \$20,424.10 for the records.

Supervisor Hill motioned to approve the bills as presented with the Clerk's edit.

Seconded by Supervisor Hoffman.

No further discussion, all in favor. Motion carried.

**13. Clerk's Report**

- Clerk discussed her attendance of the Clerk's Institute, thanked Board for allowing her to attend, briefed on classes taken and knowledge gained
- Uptick in garbage service complaints and issues
- Cowpath Lane will have their garbage/recycle service date changed to Tuesdays due to low hanging wires to allow for a different GFL truck to navigate, their bulk pickup dates will however remain on Mondays
- The Chair and Clerk will be out of office August 18-22, Clerk's office closed, urgent messages & emails will be addressed as soon as convenient
- County has advised new voting equipment will need to be purchased, County will pay for half of a new machine costing approximately \$7,100; Koshkonong only needs one machine
- Latest 2025 population estimate for Koshkonong just came in at 3,805, which is an increase in 42 people from last year, and estimated 80% is of voting age

**14. Future Agenda Items**

- Lucas Buckingham employee review

**15. Public comment**

- Justin Ulrich, W5153 Bark River Rd

Questioned if trucks could be restricted from Hackbarth Road after the project if the Town wanted to do so. Stated there are overhanging trees on Bark River Road and Carnes Road that could be cleaned up.

**16. Board Member announcements**

- Supervisor Brandenburg attended Boat Patrol meeting
- Supervisor Hill attended Lake District financial audit, said it was very transparent
- Chairperson Cheney, Supervisors Brandenburg & Jaeckel attended WTA District meeting
- Chairperson attended County EMS meeting, and met with the City of Fort Atkinson regarding the Hackbarth project

**17. Motion to convene into closed session pursuant to the provisions of section 19.85(1)(c) of the Wisconsin State Statues for the purpose of employee review**

Supervisor Hoffman motioned to convene into closed session at 8:48PM.

Seconded by Supervisor Jaeckel.

Roll call votes:

- Supervisor 1 George Jaeckel: yes
- Supervisor 2 Jim Brandenburg: yes
- Supervisor 3 Erik Hoffman: yes
- Supervisor 4 Matt Hill: yes
- Chairperson Kim Cheney: yes

Motion carried 5-0.

**18. Motion to return to open session**

Supervisor Hill motioned to return to open session at 10:16PM.

Seconded by Supervisor Jaeckel.

Motion carried.

**19. Motion if any from closed session discussion**

None.

**20. Adjournment**

Supervisor Hill motioned to adjourn at 10:16PM.

Seconded by Supervisor Jaeckel.

No further discussion, all in favor. Motion carried.

**Respectfully submitted**

**Caitlin Kincannon**

**Clerk**

8/14/2025