

**TOWN OF KOSHKONONG
MEETING MINUTES
December 10, 2025**

Present:

Chairperson Kim Cheney

Supervisors: George Jaeckel, Jim Brandenburg, Erik Hoffman (via zoom), Matt Hill

Clerk Caitlin Kincannon

Treasurer Alicia Grulke

This meeting was broadcast and recorded by ZOOM; there were 2 attendees.

1. Call to order and verification of public meeting

The Chairperson called the meeting of the Town Board of Koshkonong to order at 7:19 PM, and the Clerk verified the proper postings had been made.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Chief Reports

None.

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

- Susan Long inquired about amendment to driveway ordinance. Clerk explained it was to remove the specific fee amount and refer to fee schedule.
- Justin Ulrich inquired about balancing budget and if taxes would increase with Chair advising we will have to take out an operational loan this year.

5. Approve November 2025 meeting minutes

Supervisor Hill motioned to put the November 2025 meeting minutes on file.

Seconded by Supervisor Brandenburg.

No further discussion, all in favor. Motion carried.

6. Approve November 2025 Treasurer's Report

Treasurer Alicia presented the report.

Supervisor Jaeckel motioned to put the November 2025 Treasurer's Report on file.

Seconded by Supervisor Brandenburg.

No further discussion, all in favor. Motion carried.

7. Discuss/Motion blasting & mining permit requests by Rock Road Companies

Ryan Spies from Rock Road Companies present. Discussed 2025 activity.

Supervisor Jaeckel motioned to approve the blasting and mining permit for Rock Road Companies.

Seconded by Supervisor Hill.

No further discussion, all in favor. Motion carried.

8. Review Building Inspector proposals and award agreement

Proposals reviewed from MSA & City of Fort Atkinson.

Supervisor Hill motioned to award the City of Fort Atkinson agreement for Building Inspector services.

Seconded by Supervisor Jaeckel.

No further discussion, all in favor. Motion carried.

9. Discuss/Motion South Main Street path consideration

Town cost of path discussed. City of Fort Atkinson has indicated they would maintain the Town portion of the path for winter maintenance for a charge.

Chairperson Cheney motioned to approve the proposed pedestrian path for South Main Street based on the estimate.

Seconded by Supervisor Hill.

Further discussion had. Supervisors Jaeckel and Brandenburg do not see benefit to path.

Votes: 2 aye, 3 nay. Motion fails.

Supervisor Hoffman explained he feels it cannot be justified with increasing costs.

10. Adopt 2026 budget

Supervisor Jaeckel motioned to adopt the proposed 2026 budget as presented.

Seconded by Supervisor Hoffman.

No further discussion, all in favor. Motion carried.

11. Discuss/Motion approve poll worker list for 2026-27 election cycle

Clerk explained Jefferson County Republican Party submitted election inspector nomination list; rest of list was unaffiliated.

Supervisor Brandenburg motioned approve the poll worker list for the 2026-27 election cycle.

Seconded by Supervisor Jaeckel.

No further discussion, all in favor. Motion carried.

12. Discuss/Motion approve 2026 fee schedule

No changes to 2025 fee schedule going into 2026, but Clerk discussed upcoming changes will be reviewed soon.

Supervisor Hill motioned to approve the 2026 fee schedule.

Seconded by Supervisor Hoffman.

No further discussion, all in favor. Motion carried.

13. Discuss/Motion driveway ordinance amendment

Clerk explained our driveway ordinance included specific fee for driveway permit, suggested ordinance be amended to say 'refer to fee schedule' as it is much easier to update our fee schedule than to amend an ordinance.

Supervisor Hill motioned to approve the proposed amendment to the driveway ordinance.

Seconded by Supervisor Jaeckel.

No further discussion, all in favor. Motion carried.

14. Discuss/Motion recycling ordinance amendment

Clerk explained the DNR is requiring certain sections be added to our recycling ordinance.

Supervisor Hoffman motioned to approve the proposed recycling ordinance amendment.

Seconded by Supervisor Brandenburg.

No further discussion. Votes: 4 aye, 1 nay. Motion carried.

15. Discuss/Motion approve employee handbook draft

Clerk explained our employee handbook has not been revised in 10 years and is due for an overhaul.

Suggested changes discussed.

Supervisor Hoffman motioned to approve the handbook draft and send it to the attorney.

Seconded by Supervisor Hill.

No further discussion, all in favor. Motion carried.

16. Discuss/Motion Rock River Coalition donation request

Chairperson Cheney motioned to decline a donation at this time.

Seconded by Supervisor Hoffman.

No further discussion, all in favor. Motion carried.

17. Public Works report & projects

Public Works report & projects discussed.

18. Approve Bills

Supervisor Hoffman motioned to approve the bills as presented.

Seconded by Supervisor Hill.

Supervisor Jaeckel inquired about abstaining from voting to pay a bill to Jaeckel Brothers.

No further discussion, all in favor. Motion carried.

19. Clerk's Report

- Closed session scheduled for employee reviews
- Clerk is officially recertified to run elections for the 2026-27 election cycle
- Town Hall is being rented out 12/27 to Judy Mephram for a family Christmas
- Letter was sent to Potawatomi Trail property for barking dogs
- Letter sent to Sunset Lane resident for pushing snow across road
- Candidate paperwork for those wishing to run for Supervisors 3 & 4 seats is due January 6 at 5PM. Incumbents choosing not to run for reelection need to notify Clerk and sign form by 12/26.
- Contract with Rock County to plow Bingham's Point renewed, no price increase

20. Future Agenda Items

- Closed session January 7 at 6PM
- Public Hearing to amend ordinances
- County emergency management plan adoption
- Employee handbook
- Donation requests
- Road work
- Oxbow Bend Town property sign removal request by Jeff Langholff
- Fee schedule update

21. Public comment

- Justin Ulrich thanked board members for not passing path; Inquired about 2 drivers in some plow trucks – these are employees training; Asked why they're getting overtime in wintertime with plowing; Asked about tree cutting.
- Supervisor Hoffman discussed barking dog complaint on Potawatomi Trail

22. Board Member announcements

None.

23. Motion to convene into closed session. The Town Board will consider a motion to convene into closed session pursuant to the provisions of section 19.85(1)(c) of the Wisconsin State Statutes for the purpose of employment consideration & review

Supervisor Hoffman motioned to convene into closed session at 9:35PM and include the Clerk.
Seconded by Supervisor Hill.

Roll call votes:

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

Motion carried 5-0.

24. Motion to return to open session

Supervisor Hill motioned to return to open session at 10:01PM.

Seconded by Supervisor Jaeckel.

Motion carried.

25. Motion if any action from closed session discussion

Supervisor Hill motioned to raise Robert Butz wage to \$25/hour, retroactively effective November 29, 2025.

Seconded by Supervisor Hoffman.

No further discussion, all in favor. Motion carried.

26. Adjournment

Supervisor Jaeckel motioned to adjourn at 10:03 PM.

Seconded by Supervisor Jaeckel.

No further discussion, all in favor. Motion carried.

Respectfully submitted

Caitlin Kincannon

Clerk

1/11/2026