

TOWN OF KOSHKONONG
MEETING MINUTES
January 14, 2026

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.

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 with Lakeside Fire-Rescue presented monthly report.

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

- Sam Kemp, W6770 Pond Rd, regarding item #7

Sam is the representative for request; wanting to expand and add bathrooms

- Brian Hespard, N389 Potawatomi Trail, regarding item #8

Concerned as property is a wetland; will damage rooted vegetation, and it will be an ongoing problem.

- Bill Burlingame, 10701 N Vogel Rd, Milton, regarding item #8

Advised there is a spring in the land, and every year that spring opens up. The last time the spring was opened up, it got tore up. The Town elected to shut it back down. Feels if we open it, we'll create another mess, and DNR will not allow you to touch the dirt and soil there. Vinnie Ha Ha access is close, is well established, and this has nothing to do with fishing rights on that lake.

- Chuck Powell, regarding item #8

Agrees with Bill Burlingame. Claims the ground stays wet. Inquired who would be policing this? ATV ordinance says they must be operated on paved or gravel surfaces only. Claimed he asked DNR to do gravel work there, and was shut down – told he cannot disturb the soil.

- Bart DiMattina, N278 Potawatomi Trail, regarding item #8

Provided pictures of property showing it wet. Said there is no turnaround at the end of oxbow, people turn around in his private driveway.

- Jeff Langholff, regarding item #8

Claims it is a lake access. Claims Supervisor Jaeckel previously said on matter that there was no way for ATVs to get in there - Milton has since passed ATV use.

- Peter Layton, N429 Oxbow Bend, regarding item #8

Cited area has no garbage, bathroom or parking facilities, deeming it not a boat access without the infrastructure to support it.

5. Approve December 2025 meeting minutes

Supervisor Hoffman motioned approve the December 2025 meeting minutes.

Seconded by Supervisor Hill.

No further discussion, all in favor. Motion carried.

6. Approve December 2025 Treasurer's Report

Approval of December 2025 Treasurer's Report postponed until next month.

Supervisor Hoffman motioned to table the December 2025 Treasurer's Report until next month.

Seconded by Supervisor Hill.

No further discussion, all in favor. Motion carried.

7. Discuss/Motion request by Kosh Commercial LLC/Sam Kemp for conditional use to allow for expanding current 50' x 40' pavilion to a larger 80' x 60' pavilion with bathrooms for this existing event venue located at W6760 Pond Road

Sam Kemp present. Explained expansion will not change their capacity.

Supervisor Hoffman motioned to approve the conditional use request.

Supervisor Hill seconded the motion.

Further discussion had regarding non-wedding events.

Supervisor Hoffman amended his motion to include the request to add weekday non-wedding events.

Seconded by Supervisor Hill.

Supervisor Jaeckel said previous concerns about increased traffic were initially made, but Clerk confirmed that no complaints have been made on the venue.

All in favor. Motion carried.

8. Discuss/Motion request to remove "no motorized vehicles" sign on Oxbow Bend Town property by Jeff Langholff

Request is regarding Town-owned property named White Crow Pass. Supervisor Jaeckel received request from Mr. Langholff. In 2011, the Koshkonong Town Board decided to close off the property. Chairperson Cheney acknowledged property is wet, and is maintained by neighbors. Property is platted as not improved so we are not obligated to maintain it. Supervisor Jaeckel would suggest selling these Town-owned properties – we would need to get clarification if we have the ability to. Supervisor Hoffman reiterated we cannot do anything because of our ATV ordinance provisions. Chairperson and Supervisor Hill feel we are not limiting access to the Lake by not opening this up.

Chairperson Cheney motioned to keep the sign up as is right now, and that if someone wants to explore putting gravel on the property, we can revisit topic.

Seconded by Supervisor Jaeckel.

Supervisor Hoffman agreed with the previously mentioned idea of selling the property.

Supervisor Hoffman requests Chairperson amend motion.

Chairperson Cheney withdrew original motion. Supervisor Jaeckel agreed to withdrawal.

Supervisor Hill wants to further understand ownership. We would need to check with County zoning to see what it is platted as, if it is a road.

Supervisor Hill motioned to table this request until we understand exactly what zoning says the property is.

Supervisor Hoffman & Jaeckel had further discussion on the ordinance and 2011 motion.

Supervisor Jaeckel seconded the motion.

Supervisor Hoffman stated this does not resolve the issue.

Votes: 4 aye, 1 nay. Motion carried.

9. Discuss/Motion clean sweep donation request

Past donations to the program have been \$250.

Supervisor Hill motioned to support the Clean Sweep program with a \$250 donation.

Seconded by Supervisor Jaeckel.

No further discussion, all in favor. Motion carried.

10. Discuss/Motion Park donation request

Clerk explained initial misunderstanding – Town was CCed on a donation request to a business for park equipment. Supervisor Hill clarified that Park had the annual brush pile burn, and if equipment is not donated, a request may be brought to the Board.

11. Discuss/Motion employee handbook revisions

Clerk explained attorney revisions and suggestions were just recently received; asks all Board members to review many edits provided by Attorney and revisit topic next month with their thoughts.

12. Public Works Report & Projects

Winter storms discussed. Supervisor Hoffman advised that he will utilize a form he created for counseling with our Public Works Supervisor, and will aid him with good communication tools.

13. Approve Bills

Supervisor Hoffman motioned to approve the bills as presented.

Seconded by Supervisor Hill.

No further discussion, all in favor. Motion carried.

14. Clerk's Report

- City of Fort Atkinson has signed the Building Inspection Services contract with the Town of Koshkonong. Contract commenced January 1st and will go through the end of the year. Services will be reviewed in Q3.
- Federal mileage rate for 2026 was released – increased by 2.5 cents, to a rate of 72.5 cents per mile
- Letter was sent to Sunset Lane resident for pushing snow across the road
- DS300 election machine will be picked up later this month
- There will be no election in February in the Town of Koshkonong
- W2s for staff will be dispersed when they are ready

15. Future Agenda Items

- Employee handbook
- White Crow Pass on Oxbow Bend
- Future road work
- Garbage services contract

16. Public comment

- Robert Allard

As President of the local HOA, he would probably be interested in purchasing the White Crow Pass property.

Supervisor Hill has concerns about losing ownership of property.

- Brian Hespard

Advised there was a time when it was originally subdivided.

- Bill Burlingame

Regarding putting gravel at White Crow Pass; that's DNR authority, not County. Gave contact named Erin Cox. If anyone would like to buy that property, constituents have right at annual meeting to decide to sell land. Town cannot sell or buy land without annual meeting. Land stays wet year round and property will be torn up.

- Bart DiMattina

Advised White Crow Pass property can't be mowed year round.

17. Board Member announcements

- Supervisor Brandenburg feels we should do something for Pete who picks up garbage in our ditch. Suggests a \$100 gift card as a thank you. Supervisor Hoffman would like to see a gift card bought from a local Township restaurant – he will find out more information on ideas of what we could do for him.
- Chairperson Cheney is still attending the County EMS meetings.

18. Adjournment

Supervisor Jaeckel motioned to adjourn at 8:24 PM.

Seconded by Supervisor Brandenburg.

No further discussion, all in favor. Motion carried.

Respectfully submitted

Caitlin Kincannon

Clerk

1/27/2026