

**TOWN OF KOSHKONONG**  
**MEETING MINUTES**  
**February 11, 2026**

Present:

Chairperson Kim Cheney

Supervisors: Jim Brandenburg, Erik Hoffman, Matt Hill

Clerk Caitlin Kincannon

Treasurer Alicia Grulke

*Supervisor George Jaeckel absent*

This meeting was broadcast and recorded by ZOOM; there was 1 attendee.

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

The Chairperson called the meeting of the Town Board of Koshkonong to order at 7:04 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**

- Rob Allard, N377 Oxbow Bend, regarding item #10

President of the area homeowner's association. Opposes removal of sign; says there is plenty of other accesses.

- Jonathan Hartwig, W6513 Grogan Rd, regarding item #10

Understands there's no parking there, but it could be used as lake access. Mr. Hartwig says he uses the lake a lot; says other accesses are not good.

- Jeff Langholff, regarding item #10

Claims Supervisor Jaeckel said last year that access would be opened up once ATV use was passed. Would like to see sign removed.

- Ryan Alderks, N377 Oxbow Bend, regarding item #10

Feels if vehicles are allowed, it will have to be maintained. Questions if we have the resources and money to maintain it. Opposes removal of sign.

- Bill Burlingame, 10701 N Vogel Rd, regarding item #10

Owns land south of property; said even though sign says no vehicles, some people are currently driving on it, and it does have damage. Claims it is a useless access in the winter, thinks Town does not have budget to maintain it. Says DNR will not allow gravel.

- Bart DiMattina N278 Pottawatomi Trail, regarding item #10

Says property is in the flood zone and would require DNR approval to do improvements.

**5. Approve January 2026 meeting minutes**

Supervisor Hoffman motioned to put the January 2026 meeting minutes on file.

Seconded by Supervisor Brandenburg.

No further discussion, all in favor. Motion carried.

**6. Approve December 2025 Treasurer's Report**

Treasurer Alicia presented December 2025 Treasurer's Report.

Supervisor Hill motioned to put the December 2025 Treasurer's Report on file.

Seconded by Supervisor Hoffman.

No further discussion, all in favor. Motion carried.

**7. Approve January 2026 Treasurer's Report**

Treasurer Alicia advised due to a banking error, the January 2026 Treasurer's Report will be delayed to next month.

**8. Discuss/Motion request by Gary G & Mary Anne Kunz Trust to rezone 5-acres to create a farm consolidation at N2228 Kunz Road, parcel 016-0514-0632-000 & 028-0513-0141-006**

Gary Kunz present; advised that they have moved to their adjacent farm, which leaves the house and buildings available. His son has a desire to purchase the properties, but does not want to buy the entire farm. Property accesses are staying the same.

Supervisor Hoffman motioned to approve the request.

Seconded by Supervisor Hill.

No further discussion, all in favor. Motion carried.

**9. Discuss/Motion request for an above quota "Class B" intoxicating liquor license for a certified event venue and a Class "B" fermented malt beverage license**

Chairperson reiterated what was discussed in the public hearing prior to this meeting; explained that we don't have any liquor licenses to give, and that Selmer and Stone, the event venue applying for the license, is a certified event venue eligible to apply for an above quota liquor license.

Supervisor Hill motioned to approve the liquor license application.

Seconded by Supervisor Hoffman.

No further discussion, all in favor. Motion carried.

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

Chairperson has confirmed with Jefferson County that property is not platted as a road. Advised that land is not going to support heavy vehicle use – we would have to engineer to support that use which would cost money.

Supervisor Hoffman feels that we don't have the budget to make it a road if we wanted to, and acknowledged that people are currently driving on the property by going around the chain. Hoffman questioned if we should put boulders in front of it to deter that, or if we should consider selling the property. Chair explained the property was platted when the road was platted. There are other accesses around the lake, and we do not need to improve accesses. Supervisor Brandenburg said he sees both sides of issue; does not want to see a fence put up on the property. Board considered boulders like the County has put on County property in the area.

Supervisor Hill motioned to deny request to remove the 'no motorized vehicles' sign on the Oxbow Bend lake access known as White Crow Pass.

Supervisor Hill asked about resources and cost if we consider boulders.

Supervisor Hill added on additionally to his initial motion of denying request to also mimic the County to add rock to the land.

Motion seconded by Chairperson Cheney.

Supervisor Hoffman inquired about keeping records for future requests or considerations on the matter with possible new Board members. Notes and records are being kept.

No further discussion, all in favor. Motion carried.

**11. Discuss/Motion to adopt proposed ordinance amending Chapter 432: Right-Of-Way Access, Section 1C(4), of the Town of Koshkonong Code to revise the listed driveway permit application fee amount and change it to refer to fee schedule**

Clerk explained that it is not conducive to list a fee amount in an ordinance, as it costs money to amend an ordinance, but amending our fee schedule has no cost. Our ordinance will be updated to say to refer to fee schedule.

Supervisor Hill motioned to adopt the proposed ordinance.

Seconded by Supervisor Hoffman.

No further discussion, all in favor. Motion carried.

**12. Discuss/Motion to adopt proposed ordinance amending Chapter 466: Solid Waste And Recycling, of the Town of Koshkonong Code to revise and implement required provisions set forth by the Wisconsin Department of Natural Resources**

Board acknowledged no public comment on the proposed ordinance in the public hearing.

Supervisor Hill motioned to adopt the proposed ordinance.

Seconded by Supervisor Hoffman.

No further discussion, all in favor. Motion carried.

**13. Discuss/Motion future roadwork**

Chairperson listed off roads that were rated in our WISLR ratings back in December 2025 as under 5 (with roads being rated 1-10) that may have a higher urgency of being worked on. We would consider taking out a loan in 2027 for roadwork as we are paying off a current roadwork loan this year in 2026. Chairperson discussed grant options. Board members will personally observe some of the roads listed for consideration and future discussion. Board would like to put together a list and a plan at next month's meeting.

**14. Discuss/Motion employee handbook revisions**

Clerk reviewed attorney's edits and comments and collected clarifying information from the Board. Potential sick days policy was discussed.

Supervisor Hoffman motioned to table the final draft of the handbook.

Seconded by Supervisor Hill.

No further discussion, all in favor. Motion carried.

**15. Discuss/Motion Public Works Department 2026 Road School attendance**

We have sent our Public Works employees to road school in a previous year. Room cost considered.

Chairperson will also plan to attend for the day only.

Supervisor Hill motioned to approve sending our three full time Public Works employees to the WTA 2026 Road School.

Seconded by Supervisor Hoffman.

No further discussion, all in favor. Motion carried.

**16. Public Works Report & Projects**

Public Works report reviewed. Supervisor Brandenburg had questions about some equipment and maintenance.

**17. Approve Bills**

Clerk explained in February we send out refund checks for tax overpayments. We also paid for Q1 cost of our annual contract amount for fire and EMS services with the Fort Atkinson Fire Department as well as our annual contract cost for fire and EMS services with the Whitewater Fire Department.

Supervisor Hoffman motioned to approve the bills as presented.

Seconded by Supervisor Hill.

No further discussion, all in favor. Motion carried.

**18. Clerk's Report**

- The new election machine – DS300 – has been picked up, we've recycled our DS200, and Clerk and our Chief Inspector have been trained on new machine
- A letter was sent to a property on Blackhawk Bluff Drive for barking dogs
- A complaint was received from a Cowpath Lane resident about ongoing missed trash service. Clerk explained that trash recovery cannot be completed if the road is not maintained, and Cowpath Lane is a provide road – it is up to the residents of Cowpath to maintain it to receive pickup service
- A letter was sent to a property on Fox Hill Rd for trash bins being left curbside continually
- Clerk inquired if Supervisor Hoffman will find out what we can do to thank our resident Pete who frequently picks up trash in the Town
- Board of Review has been scheduled for May 26, 5-7PM
- Open Book has been scheduled for May 4, 2-4PM – it will be virtual
- Supervisor Jaeckel has been assigned to attend Board of Review training this year. WTA will offer Board of Review training at their District Meetings
- Reminder that the Town of Koshkonong will not have an election on February 17

**19. Future Agenda Items**

- Roadwork discussion
- Employee handbook
- County hazard mitigation resolution

**20. Public comment**

- An audience member suggested getting counsel if Town would consider selling White Crow Pass
- Jeff Langholff reiterated what he claims Supervisor Jaeckel has said in the past about the sign on White Crow Pass
- Bill Burlingame commented on whether personal property is on White Crow Pass or adjacent private property
- An audience member asked about potholes on Hackbarth and City-owned portions

**21. Board Member announcements**

- Chairperson Cheney plans to attend a dinner ceremony being held at the Fort Atkinson Fire Department that was announced in Chief Peterson's recent report distributed to the Board

**22. Adjournment**

Supervisor Hill motioned to adjourn the meeting at 9PM.

Seconded by Supervisor Hoffman.

No further discussion, all in favor. Motion carried.

**Respectfully submitted**

**Caitlin Kincannon**

**Clerk**

2/12/2026