

TOWN OF KOSHKONONG
MEETING MINUTES
April 15, 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 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 7:01 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.

None.

5. Approve March 2026 meeting minutes

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

Seconded by Supervisor Jaeckel.

No further discussion, all in favor. Motion carried.

6. Approve March 2026 Treasurer's Report

Treasurer presented March 2026 Treasurer's report.

Supervisor Hoffman motioned to put the March 2026 Treasurer's report on file.

Seconded by Supervisor Hill.

No further discussion, all in favor. Motion carried.

7. Discuss/Motion request by Martin Sandvik for variance to allow for the replacement of a detached garage at a reduced setback at N1085 Vinnie Ha Ha Road

Requester Martin Sandvik present, answered Board's questions.

Supervisor Hill motioned to approve the variance setback.

Seconded by Supervisor Hoffman.

No further discussion, all in favor. Motion carried.

8. Discuss/Motion Matt Armstrong request to rezone a 1 acre parcel for parcel # 016-0614-3123-001 located on Kunz Road

Requester Matt Armstrong present, discussed plans for property.

Supervisor Jaeckel motioned to approve the request to create the two lots and rezone from A1 to A3 for the residential lot and A1 to A2 for the business lot with a conditional use.

Seconded by Supervisor Hoffman.

No further discussion, all in favor. Motion carried.

9. Discuss/Motion Matt Armstrong request for a conditional use permit for a heating and cooling business on parcel # 016-0614-3123-001 located on Kunz Road

Information on business provided. It is not a customer-visited business.

Supervisor Hill motioned to approve the conditional use request.

Seconded by Supervisor Hoffman.

No further discussion, all in favor. Motion carried.

10. Discuss/Motion ordinance to amend chapter 218 of the Town code

Amendments discussed.

Supervisor Hill motioned to adopt the ordinance to amend the Chapter 218 Town code.

Seconded by Supervisor Hoffman.

No further discussion, all in favor. Motion carried.

11. Discuss/Motion future roadwork

Chair and Public Works Supervisor will be meeting with County and collect roadwork estimates. Town of Jefferson's Will Road grant was awarded and we will be responsible for our small portion. Public Works Crewmember Eaan Carson discussed roads in bad shape.

12. Discuss/Motion adopt resolution supporting a comprehensive and sustainable transportation funding solution

Resolution was encouraged by WTA.

Supervisor Hoffman motioned to adopt the resolution.

Seconded by Supervisor Hill.

No further discussion, all in favor. Motion carried.

13. Discuss/Motion approve employee handbook final draft

Most recent edit reviewed.

Supervisor Hoffman motioned to approve the final draft of the employee handbook.

Seconded by Supervisor Hill.

No further discussion. Votes: 3 yea, 2 nay. Motion carried, 3-2.

14. Public Works Report & Projects

Public Works Crewmember Eaan Carson present on behalf of Supervisor Lucas Buckingham, discussed tree cleanup work after the recent severe storms, and ongoing routine work. Bark River Road currently has water on it, Board decided to close it.

15. Approve Bills

Supervisor Hill motioned to approve the bills.

Seconded by Supervisor Hoffman.

No further discussion, all in favor. Motion carried.

16. Clerk's Report

- Open Book will be May 4, 2026, 2-4PM; it will be virtual. Property owners may call assessor any time prior as well.
- Board of Review will be May 26, 2026, 5-7PM.
- April 7, 2026, Spring election details:
 - 2536 registered voters
 - 983 total voters
 - 39% turnout, in line with state averages
 - 209 absentee voters
 - Clerk thanked pollworkers and public works crew for help pulling off a successful and smooth election
- Next election: August 11, 2026
- Board rescheduling August monthly Town Board meeting to August 5th
- TDS granted permits for work on several Town road right of ways this summer, restoration outlined in permits
- Board will schedule closed session April 21st

During the Clerk's report the Town Hall wifi was disabled due to inclement weather, causing the Zoom recording to end and cutting off virtual attendance for 2 attendees on Zoom. Wifi was eventually restored, recording resumed, and attendees were notified they could come back in to the Zoom meeting. No attendees returned.

17. Future Agenda Items

- Employee reviews: Eaan Carson and Alicia Grulke
- Amend budget with carry forward
- New roof on salt shed

18. Public comment

None.

19. Board Member announcements

- Chairperson advised of dead trees on Town property south of Montclair properties. Town will research and consider transferring the property.
- Supervisor Hill advised volunteers secured fallen trees at the park from the recent storm, and also thanked Chairperson Cheney for attending a recent controlled burn at the park.

20. Adjournment

Supervisor Hoffman motioned to adjourn at 8:11PM.

Seconded by Supervisor Hill.

No further discussion, all in favor. Motion carried.

Respectfully submitted

Caitlin Kincannon

Clerk

4/16/2026