

TOWN OF KOSHKONONG
MEETING MINUTES
August 5, 2026

Present:

Chairperson Kim Cheney

Supervisors: George Jaeckel, Jim Brandenburg (arrived 8:10PM, during discussion of item #12), Erik Hoffman, Matt Hill

Clerk Caitlin Kincannon

Treasurer Alicia Grulke

The public meeting was broadcast and recorded by Zoom.

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

Assistant Chief Ryan Dion with the Whitewater Fire Department present, provided department overview including budget and contract information.

4. Public comment - agenda items only.

- Justin Ulrich, W5153 Bark River Road, regarding item #18

Does not feel the Township should be purchasing a truck at this time.

5. Approve July 2026 meeting minutes

Supervisor Jaeckel motioned to put the July 2026 meeting minutes on file.

Seconded by Supervisor Hill.

No further discussion, all in favor. Motion carried.

6. Approve June & July 2026 Treasurer's Reports

Clerk explained that integration into our new accounting system is ongoing, and we do not have an official financial report at this time. Clerk presented unofficial financial summary, advised we manually were able to reconcile our bank accounts, show receipt listing for June 2026, and advised bills were approved and reported in June 2026. Work will continue and we will have official reports again in a couple of months.

7. Discuss/Motion waste disposal contract proposal award

Proposals from GFL and John's Disposal considered. Clerk reviewed comparison summary and rates offered.

Supervisor Jaeckel motioned to accept the proposal from John's Disposal at pricing option A at a 7 year term.

Seconded by Supervisor Hill.

No further discussion, all in favor. Motion carried.

8. Discuss/Motion Garlock/Parnell request for rip-rap repair at N2486 Rock River Road

Mike Garlock present, discussed rip rap road to be done in the right-of-way.

Supervisor Hoffman motioned to approve the request with the following conditions: mats on both sides of road, signage & safety cones, any road damage is responsibility of Ultimate Excavating.

Seconded by Supervisor Jaeckel.

No further discussion, all in favor. Motion carried.

9. Discuss/Motion Westphal Lane restoration and/or vacation

April Fry had requested to possibly vacate a portion of the road, however no longer wishes to pursue that at this time. Restoration plan discussed.

10. Discuss/Motion Board opinion correspondence regarding City of Fort Atkinson proposed development on Janesville Avenue

The City of Fort Atkinson has a developer proposing multi-family housing development on the southern boundary; Chairperson feels there are some issues the Town should consider and convey to the City in a drafted letter.

Supervisor Hill motioned to send the drafted letter to the City of Fort Atkinson as written.

Seconded by Supervisor Hoffman.

Chair inquired with easement owner Jane Mays about letter draft.

All in favor. Motion carried.

11. Discuss/Motion Bramble Bush Lane shouldering maintenance request

Clerk clarified resident rescinded initial request, however Board should discuss to consider possible solution to the shoulder issues on Bramble Bush Lane.

Supervisor Jaeckel motioned to address areas that need gravel the most, but not shoulder the whole road.

Seconded by Supervisor Hoffman.

No further discussion, all in favor. Motion carried.

12. Discuss/Motion variance request for an extended driveway width at Faith Community Church at W5949 Hackbarth Road

Requestor Mark Macejkovic present. Church is resurfacing parking lot, including driveway. Driveway is 86ft where it meets the road, they would like to allow it to remain this width.

Supervisor Jaeckel motioned to approve the request for a variance.

Seconded by Supervisor Hoffman.

Votes: aye 2, nay 2. Motion fails.

Supervisor Jaeckel motioned to approve the driveway as it exists.

Motion seconded by Supervisor Hoffman.

Votes: aye 4, nay 1. Motion carried.

13. Discuss/Motion variance request for an extended driveway width at N759 Waubunsee Trail – added 7/31/2026

Kevin Hulen present, discussed request as driveway has existed at an extended width for approximately 25 years.

Supervisor Hoffman motioned to approve the request for the extended driveway width.

Seconded by Supervisor Jaeckel.

Supervisor Hoffman rescinded his original motion and made a new motion to approve the maintenance of the existing driveway.

Seconded Jaeckel seconded the new motion.

Votes: aye 4, nay 1. Motion carried.

14. Discuss/Motion comprehensive plan update

Chairperson explained comprehensive plan is out of date. Attorney has advised that we do have to update our comprehensive plan, however it does not mean that it is invalidated. Chair has spoken with Cedar Corp, it will cost an estimated \$36,000 and take about 36 months of time.

Supervisor Hill motioned to move ahead with the comprehensive plan update.

Seconded by Supervisor Hoffman.

No further discussion, all in favor. Motion carried.

15. Discuss/Motion engineer appointment for plan commission

Chairperson has been in contact with Town and Country Engineering, would like to consider appointing the, as the engineer for Tom Patterson's development proposal.

Supervisor Hoffman motioned to appoint Tim Stieve with Town and Country Engineers for engineering services.

Seconded by Supervisor Hill.

No further discussion, all in favor. Motion carried.

16. Discuss/Motion survey review of N521 Blackhawk Bluff Drive

Tabled as we have not received the survey yet.

17. Discuss/Motion Koshkonong staff social media policy adoption

Clerk reviewed draft of proposed social media policy for staff.

Supervisor Jaeckel motioned to approve the staff social media policy.

Seconded by Supervisor Brandenburg.

No further discussion, all in favor. Motion carried.

18. Discuss/Motion Public Works truck purchase

Public Works Supervisor Lucas Buckingham explained that department has more employees now, proposing possibly trading out ambulance for a new truck, or have a pickup to pull a trailer with. Board will not approve a purchase at this time, but possibly consider when doing next year's budget.

19. Public Works Report & Projects

Public Works Supervisor Lucas Buckingham present, discussed report. Tree maintenance discussed.

20. Discuss/Motion approve bills

Clerk reviewed bills, advised credit card bill not received yet so it is not included.

Supervisor Hoffman motioned to approve the August 2026 bills to include the forthcoming credit card bill.

Seconded by Supervisor Jaeckel.

No further discussion, all in favor. Motion carried.

21. Clerk's Report

- Partisan Primary Election will be August 11; in person absentee voting hours; polls open 8/11 7AM-8PM; photo ID required to vote; election day registration available; public test was held for voting equipment
- Clerk's office will be closed 8/10 & 8/12
- Clerk secured a \$2,000 grant to purchase a ballot dropbox to be used for our elections; beneficial as absentee voting grows more popular
- Operating loan proceeds received
- Accounting system Workhorse integration ongoing
- Clerk's office closed week of August 17
- Site visit of Patterson development proposal on 8/24
- Plan commission meeting on 8/25
- Cemetery flagpole replacement project updates provided

22. Future Agenda Items

- Public hearing for Patterson development preliminary plat review
- Sumner recycling program IGA
- New employee Garrett Goulder probation ending 9/15; closed session for employee review scheduled for 9/9 at 6:30PM
- Roadwork discussions
- 2nd driveway variance request on Vinna Ha Ha
- Combs survey review
- Comprehensive plan update

23. Public comment

- Justin Ulrich asked what happened with the City's compost site and resident's access; spoke on garbage contracts; spoke on City of Fort Atkinson's proposed development.

24. Board Member announcements

- Supervisor Jaeckel advised County is still working on language for the data center moratorium
- Supervisor Hoffman inquired about terms of Building Inspector contract
- Chairperson Cheney explained she had a call from a resident on Long Drive regarding the path. We previously had 'no motorized vehicles' signs up at the path that were removed. Resident has requested signs go back up. Chair explained path is not owned by the Town, it is owned by the Long Drive residents as it is an outlot. Board agreed we will not have signage put up as we do not own path and cannot enforce it.

25. 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 employee performance reviews

Supervisor Hill motioned to convene into closed session at 9:20PM.

Seconded by Supervisor Jaeckel.

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.

26. Motion to return to open session

Supervisor Jaeckel motioned to return to open session at 9:44PM.

Seconded by Supervisor Hoffman.

Motion carried.

27. Motion if any action from closed session discussion

Supervisor Jaeckel motioned to award a wage raise to Lucas Buckingham of \$1.50; increase to be effective August 2nd.

Seconded by Supervisor Hoffman.

No further discussion, all in favor. Motion carried.

28. Adjournment

Supervisor Jaeckel motioned to adjourn at 9:47PM.

Seconded by Supervisor Hoffman.

No further discussion, all in favor. Motion carried.

Respectfully submitted

Caitlin Kincannon

Clerk

8/31/2026