

# TOWN OF UTICA

## Town Board Meeting ~ Minutes

Monday, February 12, 2024

5:00pm – Review Invoices  
5:30pm – Town Board Meeting

Notice is hereby given that a Town Board meeting in the Town of Utica, Winnebago County, and State of Wisconsin for the transaction of business as is by law required or permitted to be transacted at such a meeting will be held at the Utica Town Hall, 1730 County Road FF in said Town. Discussion and Action may occur on the following items, except for Public Forum.

The Town Board meets regularly the SECOND MONDAY OF EACH MONTH AT 5:30PM (unless otherwise noted). All meetings are open to the public, this is a public meeting. Any person wishing to attend who, because of a disability, requires special accommodation, should contact Chairman Len Schmick at 920-850-0758 at least twenty-four (24) hours before the scheduled meeting time so appropriate arrangements can be made. As such, all members, or a majority of the members, of the Town Board may be in attendance. While a majority of the Town Board members or the majority of any given Town Board Committee may be present, only the above committee will take official action based on the above agenda. Posted at: townofuticawi.gov, Town Hall, and United Cooperative.

**DRAFT**

1. Call the Meeting to Order

2. Pledge of Allegiance

3. CONSENT AGENDA:

- A) Approve January 8, 2024 Town Board Meeting Minutes
- B) Affidavit of Posting/Publication
- C) Approve Payment of Bills for February
- D) Treasurer's Report for January; BMO Harris Bank

Chairman Schmick motions to adopt the Consent Agenda consisting of approving January Meeting Minutes, Affidavit of Posting/Publication, Approve payment of bills in February, and Treasurer's Report for January; seconded by Supervisor Kuhrt. Carried 3-0

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4. Public Forum: *Opportunity to comment about an Agenda item or new business; say your name & address*  
*(no action taken by the Board)*

Eric Heywood – running for Judge in Winnebago County.

Tom Pollack – Town of Nekimi Town Clerk. Campaigning for Frank Frassetto.

Lucy Trebiatowski – renter in August would like to use a dumpster and asked where to have extra parking. They would pay for it and have it picked up after the rental. Supervisor Stettler stated to keep the dumpster away for the fire doors. Chairman Schmick said extra parking can be on the grass, as long as it is not soaking wet.

Art Rathjen – Greater Oshkosh. Spoke about the Winnebago County Revolving Loan Fund, and USDA small business fund.

Supervisor Stettler – was here installing the new internet service and had some issues with door locks. The current number locks break and people on the fire department are repairing them. The door to the fire station wasn't locking, needed to lock from the inside and come around to get out using the Town Hall door. The door from the Hall's hallway to the fire trucks has a deadlock for now, will have a handle on it soon. Commercial locks that are mechanical without batteries, etc. are about \$400 each.

Kevin Fritz – County was patching holes in roads, there is a pothole at the end of Fisk Ave. Supervisor Stettler will call the County.

5. BUDGET:

- A) Any 2024 Amendments

Chairman Schmick motions to okay the budget amendment of \$305 from the Treasurer to Tax Collection Software Account, seconded by Supervisor Stettler. Carried 3-0

6. INSURANCE RENEWAL: effective 4/1/2024

Supervisor Stettler would like to go over the values of the equipment. Stated value or depreciated based on the value?

Michelle from Horton Group – Cyber liability will be taken out of the package and a computer policy option will be available. Equipment has a \$250 deductible. RC = Replacement Cost, ACV = Depreciated. Would be replaced as new equipment, up to the dollar value. Agreed Value for the trucks will be replaced at the Agreed Value amount. Suggests to increase the deductible and values. If move to \$1000 deductible, would have about \$300 savings. Equipment coverage to \$1000 would save about another \$300. Supervisor Stettler motions to change deductibles to \$1000 on both UTVs, increase 2016 Arctic Cat value to \$40,000. Supervisor Stettler revised his motion to leave the \$250 deductible for the fire equipment; auto portion deductible to \$1000; seconded by Chairman Schmick. Carried 3-0

Jay Roberts said we have two generators. Michelle said they are portable equipment, can remove the generator under the scheduled equipment.

7. FIRE DEPARTMENT / TOWN HALL

- A) Approve receiving funds from Winnebago County for radios

Jay Roberts is working with Baycom, the County would pay for everything but about \$84. Chairman Schmick motions to accept receiving the money from Winnebago County for the radios; seconded by Supervisor Stettler. Carried 3-0

- B) Ceiling Projector and screen removed, TV installed for trainings. Possibility of sharing the cost  
Supervisor Stettler said everything was taken down and a tv was installed. The Town did purchase the projectors and screen. Supervisor Stettler motions to pay for the full cost from the General Building & Plants fund. Chairman Schmick said the Fire Department uses the equipment primarily. Supervisor Kuhrt brought up allowing renters to use the TV. Jay Roberts said Bailey Fernau helped with purchasing the TV, buying an extra remote to allow renters to rent the remote. \$25 fee and get the remote back. Supervisor Stettler said this TV does not have buttons on the back. His concern would be if the renter takes or breaks the remote, non-refundable on the remote cost. The Fire Department will check the tv after the rentals. Supervisor Stettler motioned; seconded Chairman Schmick. Carried 3-0.
- C) Locks on doors  
Supervisor Stettler motions to approve \$1600 for four new locks and install; seconded by Chairman Schmick.  
Supervisor Stettler revised the motion to \$2000 for locks and for the cost of install; seconded by Chairman Schmick for four new punch key locks. Carried 3-0
- D) January 2024: (2 Fire Calls / 17 EMS Calls)
8. BMO: Credit/Debit cards for purchases  
Supervisor Stettler mentioned some new ongoing purchases don't allow for paper checks, but instead need payment by credit card. Chairman Schmick suggested if we get a card, to have the money auto-withdrawn to pay the credit card to avoid late fees. Chairman Schmick motions to look into it with our current bank, if they will do an auto-withdrawal, and if any fees; seconded by Supervisor Stettler. Carried 3-0
9. March Board & Committees Workshop: Thursday, March 7, 2024 at 7:00pm  
Any topics get to Clerk Sonnleitner.
10. WINNEBAGO COUNTY UNIT MEETING: April 4, 2024 at Town of Neenah
11. Reschedule March & July Town Board Meetings  
Chairman Schmick motions March 7 at 5:30 and July 9; seconded by Supervisor Stettler. Carried 3-0
12. ROADS
- A) Snow being pushed across the road  
Chairman Schmick said to remove all excess snow from moving snow across the road for safety. Supervisor Kuhrt said a County Highway snow plow driver said it is illegal to push snow across the road. Supervisor Kuhrt will look into it for more details.
- B) WTA: WISDOT 6-20 foot culvert inventory, Small bridge/culvert program due 12/31/2024  
Supervisor Kuhrt suggested contacting the Winnebago County Highway Department. This topic will be discussed at the March WTA meeting that he will be attending. Tom Pollack from the Town of Nekimi said the State will reimburse the Towns to inspect and count the culverts.
13. RUSH LAKE MEETING
- A) Appoint and approve reappointment of Kevin Fritz for a 3-year term.  
Chairman Schmick motions to reappoint Kevin Fritz for another 3-year term on the Rush Lake Committee; seconded by Supervisor Stettler. Carried 3-0
- B) Appoint and approve reappointing Chuck Kuhrt for a 3-year term to the Rush Lake Watershed Restoration Board of Directors; January 2024-2027  
Chairman Schmick motions to reappoint Chuck Kuhrt for another 3-year term for the Rush Lake Watershed Restoration Board of Directors; seconded by Supervisor Stettler. Carried 3-0
- C) January 17, 2024 Meeting Updates  
Supervisor Kuhrt said burning is a top priority dependent on weather conditions. Mid/late summer, there might be a lake management plan, so spraying and other things can get done.
14. ITEMS FOR INCLUSION IN NEWSLETTER:
- A) TOWN BOARD MEETING: Thursday, March 7, 2024 – 5:30pm at the Utica Town Hall
- B) TOWN BOARD & COMMITTEES WORKSHOP: Thursday, March 7, 2024 – 7:00pm at the Utica Town Hall
- C) SPRING PRIMARY ELECTION: Tuesday, February 20, 2024, 7am-8pm. 1730 County Road FF Oshkosh
- D) SPRING ELECTION: Tuesday, April 2, 2024. 7am-8pm. Myvote.wi.gov to: register to vote if you are new to the Town, have a name or address change. Request an Absentee Ballot. Ballot must be returned by 8pm on Election Day at the Town Hall by the voter.
- E) ANNUAL MEETING: Tuesday, April 16, 2024 at 5:30pm
15. CORRESPONDENCE RECEIVED:
- A) WI Towns Assoc Monthly Newsletter; Land Transfers; Driveway/Culvert Permits: Chipman 6646 Rustic Meadow Road; WI Asphalt Pavement Associate seminar 3/13/24.
16. ADJOURNMENT  
6:38pm

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Leonard Schmick – Chairman		Trisha Hunter – Treasurer	
Chuck Kuhrt – Supervisor #1		Jenny Sonnleitner - Clerk	
Grant Stettler – Supervisor #2			

*Minutes to be Reviewed / Approved at the March 7, 2024 Town Board Meeting.*