

# TOWN OF UTICA

## Town Board Meeting ~ Minutes

Monday, August 11, 2025

5:30pm – Review Invoices  
6:00pm – 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 Pickett Country Market.

### 1. Call the Meeting to Order

Chairman Schmick called the meeting to order at 5:30pm

**DRAFT**

PRESENT: Chairman Leonard Schmick, Supervisor 1 Ben Sawall, Treasurer Trisha Hunter, and Clerk Jenny Sonleitner; 22 present

"These meeting minutes are only a draft of the minutes of the meeting. They have not been approved yet. They are subject to change and you may not rely on their accuracy. For more information, please contact the clerk or a town board member."

### 2. Pledge of Allegiance

### 3. CONSENT AGENDA:

- A) Approve July 14, 2025 Town Board Meeting Minutes and July 24, 2025 Special Town Board Meeting Minutes
- B) Affidavit of Posting/Publication
- C) Approve Payment of Bills

Chairman Schmick motions that we accept the Consent Agenda consisting of approving the July 14, 2025 Town Board Meeting Minutes and July 24, 2025 Special Town Board Meeting Minutes, Affidavit of Posting/Publication, and approve payment of bills; seconded by Supervisor Sawall; Carried 2-0

### 4. Treasurer's Report; BMO Harris Bank: July 2025

Treasurer Hunter stated from here on out, we will discuss the budget, so anything 70% or more of the budget that is spent I am going to talk about that. Buildings and Plant has \$7564 left – spent 76% of the budget, Insurance/Plan Commission has \$1054 left - spent 96% of the budget; General Government has \$756 left - spent 82% of budget; Fire Protection has \$2769 left - spent 99% of the budget, EMS has \$6070 left - spent 79% of the budget, Transportation has \$75,792 left - spent 77% of the budget; Health and Human Services has \$71 left - spent 77% of the budget. We are looking at changing from BMO to Horicon Bank. Some of the highlights of changing is that Horicon has 31-day CDs that are at 4%. If we ever have money, we can put it in a CD for 31 days. We can keep it in there, or take it out, that will make money faster than what we have at BMO. We only need to have a minimum of \$500 in our checking account. BMO has a \$10,000 minimum balance. Money Market still has a \$5000 minimum. Horicon Bank has 'Positive-Pay' to cover fraudulent checks, this is an additional cost, but something we are looking into. Going forward for the budgets, this is tentative money, with a \$100,000 budget for the Fire Department, the fire truck will be \$250,000 (we are going to pay that in quarters), so it won't be paying \$250,000 right away as that was one of our issues we had this year. There is also a truck that we are borrowing now that we are thinking of buying next year, which is \$17,500. Then we have a new loan coming in, that will be \$56,000 a year for 5 years. With all of those added, we will be at \$426,000 which is essentially half of our budget for next year. That will be about 5 years because none of those are really going to change except the \$17,500 when we buy that truck. The next 5 years, half of our budget is going to the Fire Dept to cover the truck, their budget, and the new loan we have for the Town.

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

Chairman Schmick stated he received a 2025 estimate to pave Rustic Meadows Road for \$86,000.

Kevin Fritz asked how far along the revaluation is and what the cost is? Clerk Sonleitner will look into the cost. The Open Book is in October and we aren't sure when the Assessor will completed the revaluation of the Town. Kevin also asked if the \$10,000 come in for the liquor license? Treasurer Hunter said it did.

Sue Shea asked what the reason was that Grant submitted his resignation since there is talk around Town. Chairman Schmick said life was moving too fast and it was not Town or liquor-license related.

Steve Nankervis asked what the other subdivision was that paid for their road? Chairman Schmick mentioned it was on Oak Haven Court and there are 3 or 4 homes on that road. Clint Baier stated that Rick Pinnow constructed that road. Has done some research with the County and asked why the County would not have knowledge of this? Chairman Schmick stated the Town has its own zoning, so the County may not be aware of everything in our Town. Walt Whiting thought the developer was responsible for the road, to bring it up to Town specs. Chairman Schmick stated the developer went bankrupt and has since passed away. This project is prior to his time as Chairman. Walt stated in towns, residents don't pay for what is done on roads in front of their home; unlike in the city. Walt stated the Treasurer's report was phenomenal. Are we sure, as a Town, that we want to spend that \$1 million on a new fire truck when we have one that we can buy for \$17,000; we have enough trucks. Steve Pfaffenroth stated this is a big expenditure and we don't have a lot of money. Fire Chief Roberts said the replacement truck we just got is 30 years old. Will be 5 years until we get the new truck. Chairman Schmick said we are getting 6% interest on what we pay ahead of time, it's like a reverse loan (6% on any money paid before the delivery of the truck). There are very few vehicles for sale. The ones available are junk or the decent ones available are a lot of money. We had a special meeting and it was felt we can be able to handle this. \$250,000 is really

coming out of the road budget. Our roads are in really good shape. We are not redoing Bonnieview, we will patch holes on Bonnieview between 44 and Elo.

Kevin Fritz asked if we got the Title on the Tahoe? Fire Chief Roberts said the Title had his name on it and wasn't sure how that happened. He did get that sorted out and received the Title. Kevin also asked if we are getting a contract with Ripon Truck for this truck? Fire Chief Roberts said yes, however we want to draw it up. Supervisor Sawall said we want something from them as what the sale price will be if we decide to buy it.

Steve Nankervis asked if the Town's attorney is here tonight? Chairman Schmick said no, he wasn't available to attend tonight; Attorney John Blazel from Berlin. Steve wants to ask him about Statutes of limitations on certain things. Chairman Schmick said that won't be a problem. Kelly Larson asked how do we, as residents, get on the list for a new road? We have a gravel road. The builder was not required to escrow funds. Does the Town feel any responsibility or accountability to that road? How do we request that? What is the process? Chairman Schmick said this is the first step. We are trying to maintain based on our road inspections, once per year. This is the first request we have received, so we are looking into it. Always thought the residents on the road were the ones responsible to pay for the paving of the road. Walt Whiting asked why not consider seal coating it? Seal coating will last if there's not a lot of traffic. Snowplowing is hard on the road though. Chairman Schmick said the County said it would be about \$30,000 just to seal coat with 2 coats and 2 layers of gravel. Walt asked if the ditches are good? Chairman Schmick said no, it needs to be crowned. Rebecca Nankervis said things have changed from the original CSM. Water does sit in the ditches, because there is one culvert for the whole subdivision. Chairman Schmick said that we are open to ideas and thoughts. Not sure how to handle this and is contacting the attorney on how to deal with this. We want to get this right. Rebecca Nankervis mentioned residents have emailed and asked previously, has attended a meeting asking to complete this road. We are formally requesting that something be done, this isn't new. Kelly Larson asked how long would the seal coat option last? Chairman Schmick said it depends on the base and the amount of gravel. Kelly Larson asked if the Town does not do that anymore? Chairman Schmick said we went away from doing that since we learned that if we pick 1.5 miles or two, we blacktop to make the roads last longer. Steve Pfaffenroth said it was primarily used on our gravel roads at the time. Chairman Schmick said it helped to keep the dust down. Kelly Larson said we are looking for a solution from the Town and some accountability from the Town, to not have required the escrow from the original developer or the second buyer. There were two chances to take escrow, the Town didn't do that. Rustic Road was never on the list to maintain roads, why? Chairman Schmick said he sympathizes, definitely thinks it will be post this fire truck being paid for, since we already signed on the dotted line. Maybe we can get some more gravel in there and get a crown on that to limit the potholes after the next spring. It was asked what the road budget is for this year? Clerk Sonnleitner said the 2025 Road Budget is \$323,570, we have \$75,792.30 left in the budget.

Chuck Kuhrt said seal coating can be 5 years or 15 years. It depends on the freeze and thaw of the winter and the heavy garbage trucks and snow plows. Kevin Fritz asked if the residents formed an association? Rebecca Nankervis said no, because the last lot sold in 2018. We didn't have a HOA. We all get along. Clint Baier asked if we can't get the road blacktopped, can we at least get more gravel. Grass is growing and making the road narrower. Need gravel the whole length and it's now down to the screenings, causing more dust. Chairman Schmick said if gravel is placed down this year, it won't pack down, which will end up in the ditch when the plows go by. Josh Heine suggested the millings from grinding the roads could be a good option to put down. Chairman Schmick said it's twice as expensive as gravel but has benefits, can look into that to see what it will cost. Josh Heine said County Road M is ground and is packed back down and paved over the top, it makes a nice base. Chairman Schmick asks the County to use the millings instead of hauling it away, to use that as a base instead of gravel. Clint Baier said the second developer was Marohn's, they bought the land through the bankruptcy, and he was told by the realtor that the township had no money but the land would stay as farmland. Marohn's went back on their word and changed it from farmland to development. Can the Town go back on them? Chairman Schmick said we will go from here and do the best we can.

Steve Pfaffenroth heard bylaws from the Fire Dept were all changed. Was there a reason for that? Chairman Schmick stated it was changed because the Fire Dept was doing things that the insurance company was not happy with. The insurance company said the Town needed to have more control over it, so things were done properly, legally. We did not want to take over the Fire Dept. Chuck Kuhrt said it was things we could have been liable for and could have ended up in court. Chairman Schmick said there was age discrimination and the Town possibly could have been sued. Nothing really has changed, we just needed to get a handle on it, try guiding and do things properly according to federal hiring laws. They came up with some changes that they wanted changed and we agreed to it. Prior to this, we couldn't find any of the old laws or knew how things were run. Chuck Kuhrt said we will still stand for everything they feel they need, we may need to look a little closer. Other than the roads, the Fire Dept and taking care of our people, that's it. We don't have a fancy building. Taking care of our residents and safety. Don't have to go too far and look at those roads. If there are things you think that can be done better, share what you know. We are trying to do a job that we can all be proud of. My in-laws and family have done a lot of things for the Town and was not compensated for, bent over backwards to do a lot of things to try to make things better. Each time I come in here, do for your people. At the moment, we find ourselves in a monetary bind, nothing we like, but we are working our way through it. Help us, if there is something we can do to make a difference, let us know. Help us to help you.

Chairman Schmick said we are getting the ambulance situation taken care of, we are working on the ambulance fees, we are now part of a district. Kevin Fritz asked if we will be able to ask questions when the Board talks about the ambulance on the Agenda, during that time? Chairman Schmick said no. Kevin Fritz asked what the cost will be? Chairman Schmick said the cost is \$42/person. Kevin Fritz asked if there will be money stuck into a building? Chairman Schmick said there is a possibility of using our old fire house temporarily, until something is permanent. Do a little remodel to the old firehouse and add toilets. The old Green Meadow School, currently Folske Electric building, is a possible ambulance location. Talking about a station in Omro too.

Joan Newell asked about rentals. Over the weekend, someone rented just the pavilion. Then early Sunday morning, the renters asked what they do for a bathroom? She did open the Hall for them to use the bathrooms. Chairman Schmick suggested she keep track of any issues and we can go over it later, or during our workshop early in the year. Joan wants the Agreement to be more clear, when renting just the pavilion, there is no bathroom. Clerk Sonnleitner stated that Lucy Trebiatowski would inform the renters that if they rented just the pavilion, there was no bathroom access, and would suggest they also rent the Hall for access to the bathrooms. That's why the Hall and Pavillion are listed separately on the Agreement. Joan stated that wasn't shared with her and others aren't aware, so the wording should be in the contract. Supervisor Sawall asked if the Hall was ever rented to one group and the Pavillion to another group of people? No one is aware of that situation happening in the past.

Clint Baier mentioned tree limbs on County Rd FF (south of 44), Mahlke (between FF and M), County Rd N (towards 44), will the Town cut those trees back? Chairman Schmick said County roads are up to the County. Clint has contacted the Highway Commissioner but nothing has happened yet. Steve Pfaffenroth mentioned there are a lot of dead, whole trees along our roads, they will eventually come down. Chairman Schmick said we previously used a mulcher to trim the trees and brush, and no one liked that. Supervisor Sawall asked if the trees are in the road or just dead? Chairman Schmick said we aren't at the point of preventatively taking dead trees down. It's the ones that are causing problems. If anyone sees a tree that looks dangerous and could cause a problem, let me know, and I will look at it and take care of it. We won't take trees down on private property. Clint said these are low branches and when driving a semi, need to cross the center line to avoid the branches. Ed Hunter mentioned Burr Oak Rd has low branches too, in the roadway.

Fire Chief Roberts asked with the ambulance possibly coming here and the need to renovate to get people to live here, who is paying for that? The District or the Town? Chairman Schmick said if it happens, it won't be the Town. Will need to get toilets working and maybe a cot or something, not a long-term solution. Fire Chief asked why not having this a long-term solution? We plan to move things out to the pavilion. Chairman Schmick said this is the politics and that every Town involved wants the ambulance in their backyard. Talked with Folske, but will need time to remodel his building first, and we thought Utica could be a temporary solution until the other facility is ready. Fire Chief Roberts asked what our amount of the ambulance bill be per capita, the money could come off of that, correct? Chairman Schmick believes so, it would offset our ambulance bill. It's not as centrally located as the old school. Offered the option, it is up to the district board. Fire Chief Roberts said he ran numbers between going from here to the furthest part of Black Wolf, it's about 5 minutes difference from here to there. Chairman Schmick said hiring is the biggest problem, it would be nicer to have a new facility than a remodel to attract personnel.

Public Forum closed

6. Discuss / Appoint a replacement in Supervisor 2 position, replacing Grant Stettler, who resigned July 14, 2025  
Chairman Schmick talked with the Town Attorney and since Chuck recently lost the election and understands how this works. I nominate Chuck, if he will have us again, if he agrees to complete the rest of Grant's term (Chuck Kuhrt said he is willing); seconded by Supervisor Sawall. Carried 2-0.
7. BUDGET: Any 2025 Amendments  
No amendments
8. TEMP PICNIC / OPERATOR LICENSES: Jasper Pickett Foundation – Fall Fest / Herman Berndt;  
Utica Volunteer Firemen's Picnic / Grace Hielke  
Chairman Schmick motions that we accept all their applications; seconded by Supervisor Kuhrt. Carried 3-0
9. Discuss/Act on moving funds from BMO and opening an account(s) to deposit into Horicon Bank  
Chairman Schmick stated Horicon Bank has set the loan up for us, everything is signed, we will get the check tomorrow. Chairman Schmick motions that we move our accounts from BMO to Horicon Bank; seconded by Supervisor Sawall. Carried 3-0. Treasurer Hunter said this will be taking 4 months, this won't be by next month. We are going to make sure we don't miss anything for taxes, don't miss anything for people putting checks in or checks out; this won't be done by the end of the month, making sure we do this well and don't mess any of the monies up from one account to the next. BMO will be open and Horicon is starting tomorrow. It will be a gradual release.
10. Resolution designating Horicon bank as the Town's new depository  
Chairman Schmick motions that we accept that resolution; seconded by Supervisor Sawall. Carried 3-0
11. PLAN COMMISSION: Appoint a Town Board member to replace Grant Stettler  
Supervisor Kuhrt motions to appoint Ben Sawall to be the new representative on the Plan Commission; seconded by Chairman Schmick. Carried 2-0 (Supervisor Sawall abstained from voting)
12. Discuss/Possibly Act on a Resolution to incorporate a tax assessment to residents on Rustic Meadows Road, to cover costs  
Not Applicable
13. EDUCATION: WTA Fall Workshop September 10, 2025 & Annual Convention October 12-14, 2025 – who plans to attend?  
Treasurer Hunter, Supervisor Sawall, and Clerk Sonnleitner would like to attend the September Workshop in person in Fond du Lac. Chairman Schmick motions that Ben, Jenny and Trish attend the Fall session; seconded by Supervisor Sawall. Carried 3-0

14. WINNEBAGO COUNTY EMERGENCY MANAGEMENT: Training Courses available Aug 26, Oct 10, Nov 10  
Supervisor Kuhrt would like to attend all three sessions. Chairman Schmick motions that we would send Chuck to these three classes and pay for it if pay is involved; seconded by Supervisor Sawall. Carried 3-0
15. WINNEBAGO COUNTY SHERIFF'S OFFICE: 2026 Joint Power Agreement  
Chairman Schmick motions to accept it; seconded by Supervisor Sawall. Carried 3-0
16. Preliminary Population Estimate: 1369  
No comments
17. AMBULANCE SERVICE
  - A) Intergovernmental Agreement meeting updates from July 24, 2025 and August 7, 2025 meetings  
Chairman Schmick stated our main issue is we would have been over \$60/person, but with the Town and Village of Winneconne joining, the cost has dropped. We are trying to get the Town of Algoma to join and if they do, it would bring our cost down to \$26/person per capita. Oshkosh is going to give us mutual aid as long as we have two ambulances. We have a good group at this point. We did hire an ambulance service and they are going to buy 2 new ambulances.
  - B) Intergovernmental Agreement meeting: August 14, 2025 at 6:00pm AND August 27, 2025 at 6:00pm at Town of Omro Town Hall
18. FIRE/EMS DEPARTMENT:
  - A) FIRE CHIEF'S REPORT –
    - 1) New Applicant(s):  
NA
    - 2) Retirement(s):  
NA
    - 3) Truck Updates  
Fire Chief Roberts mentioned pictures have been taken on the fire truck and will send to Brinley to get a price and see if they will come to look at it or put it out on auction. Fire Chief received the Title for the Tahoe. Chairman Schmick stated we want a contract before we move forward. Fire Chief will stop over there. Receiving First Responder donations, can we set up a new account? Currently it goes into the Fire Dept checkbook and donations are specifically for 1<sup>st</sup> responders. Treasurer Hunter suggested they put the funds in their checkbook and have a spreadsheet to keep a list of those donation funds specifically meant for EMS. Clerk Sonleitner suggested they talk with Verve to have a subaccount for the EMS donations.
    - 4) Buildings and Grounds  
Fire Chief Roberts said there are a couple loose downspouts and the locks are working fabulously.
    - 5) AFG Grant Update  
Fire Chief Roberts and Assistant Chief Keator sat down with the people they are getting the air packs from. They still don't have a release date. They are working to get the packs passed by NFPA criteria, hopefully this will happen Oct/Nov. If we don't get these packs, we need to go through another supplier. Line is built and ready to go, they just haven't been building them yet. If we stick with Draeger, they will upgrade our face pieces at no charge. They gave us loaners, which are older air packs. If we don't have anything by January 1, we will need to switch and go with Scott Air Packs. Treasurer Hunter asked if they will refund the money? Fire Chief said we received the air bottles that we paid for; the loaner air packs have not been received yet as they are waiting on testing. Safety Director Josh Heine showed the air bottle and air pack set as a visual.
    - 6) Training  
Fire Chief Roberts stated the fire dept acquired a house across from Utica Golf Course on Knott Road. We will do some training in the house with 4 professionals trainers who will break us into groups and assist with training. One trainer retired from the Milwaukee Fire Department at the Academy.
    - 7) SOP/SOG  
NA
  - B) FIRE DEPARTMENT & TOWN ORDINANCE / BYLAWS  
Fire Chief Roberts stated no changes at this time. The bylaws were switched because there was no accountability. We couldn't discipline. Discrimination happened twice and the Town did what they needed to do. We started over on the bylaws, it's the whole department, not just the Chief. Starting at the basics and rebuilding the bylaws.
  - C) JULY 2025: (2 Fire Calls / 15 EMS Calls)
  - D) Utica Volunteer Fire Dept Chicken BBQ: Saturday, August 23, 2025; 11am at the Utica Fire Station: 1730 County Road FF in Fisk. Looking for donations of baked goods or pies that don't need to be refrigerated, for the picnic.
  - E) Utica Volunteer Fire Dept Golf Outing, 4-person scramble: Sunday, August 31, 2025 at 10am; Utica Golf Club 2330 Knott Road. Contact Andy Griep at 920-379-8378 or Jason Bauer at 920-379-1228. Believes the golf outing is full, but contact Andy or Jason for details.

19. ITEMS FOR INCLUSION IN NEWSLETTER:

- A) TOWN BOARD MEETING: Monday, September 8, 2025 – 6:00pm at the Utica Town Hall, 1730 County Road FF in Fisk  
B) OPEN BOOK: Thursday, October 2, 2025 – 10:00am - 6:30pm at the Utica Town Hall, 1730 County Road FF in Fisk  
C) BOARD OF REVIEW: Wednesday, October 22, 2025 – 5:00pm - 7:00pm at the Utica Town Hall, 1730 County Road FF in Fisk

20. CORRESPONDENCE RECEIVED:

WI Towns Assoc Monthly Newsletter; Land Transfers

14. ADJOURNMENT

7:31pm

*Jenny Sonnleitner, Clerk*

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

*Minutes to be Reviewed / Approved at the September 8, 2025 Town Board Meeting.*