

TOWN OF UTICA

Town Board Meeting ~ Minutes

Monday, October 13, 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

PRESENT: Chairman Leonard Schmick, Supervisor 1 Ben Sawall, Supervisor 2 Chuck Kuhrt, Treasurer Trisha Hunter, and Clerk Jenny Sonnleitner; 11 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 September 8, 2025 Town Board Meeting Minutes & October 7, 2025 Special Town Board Meeting Minutes

B) Affidavit of Posting/Publication

C) Approve Payment of Bills

Chairman Schmick motions that we approve the Consent Agenda consisting of approving the September 8, 2025 Town Board Meeting Minutes, October 7, 2025 Special Town Board Meeting Minutes, Affidavit of Posting/Publication, and approve payment of bills; seconded by Supervisor Sawall; Carried 3-0

4. Treasurer's Report; BMO Harris Bank / Horicon Bank: September 2025

Treasurer Hunter stated since we are coming to the end of the fiscal year, nearly all accounts are over 70%. The following are below 70%: Assessor is at 44.3% with \$28,123 remaining in the account; Rush Lake is at 56.7% with \$164.70 remaining; Board Of Appeals is at 59.2% with \$53.05 remaining; Building Inspections is at 32.9% with \$6713.40 remaining; Debt Service is at 49.8% with \$9496.00 remaining.

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

Darwin Briggs mentioned that the property near his, believes the address is 487 Cty Rd FF and is zoned A2, is being used the dog training purposes, which isn't an allowable use for A2 property. Asked if the Board can look into that. There are gun shots, missles, at least 6-7 dogs are there daily, starting at 7:30am and lasting all day. The property has been for sale for about 2 years.

Kevin Fritz asked if we know what the payments are going to be to Lifestar and when the payments are due, January 1 or other payment arrangements? Chairman Schmick said the amounts are fluctuating right now. We aren't sure yet how the payments will be made. Lifestar is still looking at facilities and should hopefully know more at the next meeting

Clerk Jenny Sonnleitner called Brightspeed for service since there is no dial tone on the Town Hall landline phone. The Service Tech came out and discovered that the phone line was cut at the pole located west of the two trees by the road. Options are for him to come out and connect a new line, which will be a thinner gauge and hang low since there is a big distance between the poles which may cause a problem that the fire trucks may catch on the wire and pull it out. He could run the line through the culvert temporarily until it can be buried. He would need to file an insurance claim. He stated that Brightspeed plans to phase out landlines in about 3 years, so eventually the landline wouldn't even have a connection. Clerk Sonnleitner will look into if we are required to have a landline at the Town Hall for any emergency purposes, and what other options are; possible Starlink phone since we have Starlink internet at the Town Hall, or what other municipalities are doing.

Walt Whiting asked about Agenda item #9, the exterior bulletin boards. Chairman Schmick stated we will look into replacing with new plexiglass. Walt Whiting also asked about Agenda item #15B, the Fire Department Bylaws. Back when the fire dept was rearranged, bylaws were something they took care of. It has been 2 years now and the bylaws are always passed off to the next meeting. Chairman Schmick stated it's just a reminder that if there are any changes, the fire department would report it at the Board meeting, there are bylaws, just no updates lately.

Public Forum closed

6. BUDGET:

A) Any 2025 Amendments

Chairman Schmick motions that we adopt this budget amendment, let it be resolved by the Town Board of the Town of Utica that follows, that the sum of \$2201.80 be moved from Ambulance/EMS account to Fire Protection account; seconded by Supervisor Sawall. Carried 3-0

B) Set Budget Workshop date

Thursday, October 23, 2025 at 5:30pm

7. PLAN COMMISSION: Recommend to hold a meeting for County Road FF CMS – Tyler Davies

Chairman Schmick motions that they have a meeting for County Road FF CSM for Mr. Tyler Davies; seconded by Supervisor Kuhrt. Carried 3-0

8. TOWN HALL RENTAL: Discuss possibility of reimbursing rental money to a September 26, 2025 renter

Joan Newell stated there was a Friday rental, and the Fire Dept rented the Hall Saturday. The Friday renter stated someone came in and took her platter and cheese. A volunteer fireman was asked to get cheese from the firehouse to prep for their Friday rental. The fireman picked up the Friday renter's cheese, thinking it was for the Fire Dept, but was the Friday renter's cheese. The Friday renter plugged in the roasting pans along the east wall, which caused the circuit breaker to trip. Joan said she informed the Friday renter where to plug the roasters in, near the kitchen. When it came time to serve the food, the food was cold. The renter said someone turned the roasters off and there were other kids here. Fire Chief Roberts stated his son was outside and his older daughter was with him in his office, none of his kids were running around in the Hall while the renter was setting up. The renter feels when a person rents this place, there shouldn't be anyone else coming in and out of the Hall. Joan feels we need better verbiage in the lease that the Chief's office is a part of this building and needs to be his office at times. The renter didn't want to pay the rental fee and wants \$40 more for her cheese and trays, which she did get back after her party. Joan offered to buy her new cheese trays for her party but the renter declined. Darwin Newell said the roasters were all plugged in on one outlet. Chairman Schmick said this isn't all our (Town's) fault since she was told to plug in by the kitchen. Supervisor Sawall asked if she had receipts for what she bought, we could possibly reimburse for that only, but receipts need to be provided. Chairman Schmick said renting out the Hall is a service, it's a Town Hall, not a rental room you can get at a hotel. We are trying to make it nice for people to come to, if they need a place. Chairman Schmick said to give the money back for the rental, that's it. Both Supervisor Sawall and Kuhrt agreed to return the rental fee. Joan Newell said the renter did leave the Hall very well clean. Chairman Schmick motions that we give her her money back, whatever she spent to rent the Town Hall, and if she comes up with receipts for the meat and cheese trays, we will take care of that too; seconded by Supervisor Sawall. Carried 3-0. Chairman Schmick stated it would be impossible to include every clause on the contract that could possibly happen. Supervisor Sawall stated when he uses the Hall, they have plugged in half a dozen slow cookers on the one wall in the kitchen and have never tripped a breaker.

9. TOWN HALL: Exterior Bulletin Boards *Purchased 2017* – unable to clean doors and not transparent anymore, discuss options.

Chairman Schmick said we will replace the plastic in them, not buying new ones.

10. WI Towns Association County Meeting: Town of Utica hosting on Thursday, January 8, 2026 – discuss meal options

Supervisor Sawall motioned that we hire the same outfit that was held at the last meeting (WTA County meeting); seconded by Chairman Schmick. Carried 3-0

11. ROADS:

A) 2026 Maintenance Agreement

Chairman Schmick motions we sign the Maintenance Agreement with Winnebago County; seconded by Supervisor Sawall. Carried 3-0

B) Maintenance Work

Have received many positive comments on the ditch mowing. Josh Heine mentioned that Michael Potratz mowed this year.

12. WINNEBAGO CTY EMERGENCY MGT: Training Course Update from 10/10/25 9a-12p at Coughlin Ctr. Upcoming: 11/10/25

Supervisor Kuhrt stated he and one representing the Town of Algoma attended. Talked about the hierarchy and basically to contact the County Emergency Management Director. The November meeting is not happening.

13. WINNEBAGO COUNTY: Steering Committee for 10-year Comprehensive Future Land Use Plan Update; appoint a member

Chairman Schmick said he should be able to attend the October 14 meeting and will be the designated member.

14. AMBULANCE SERVICE

A) Intergovernmental Agreement meeting updates from September 24, 2025

Chairman Schmick stated we went over emblems, color of the trucks, and different locations being considered. The owner of Lifestar is looking for the locations and will decide where to house the ambulances. Informed Lifestar that the garage door opener would need to be replaced if our firehouse needs to be used. Also to give us a couple-month notice if we need to clear it out.

B) Intergovernmental Agreement meeting: October 15, 2025 at 3:00pm at Town of Omro Town Hall

15. FIRE/EMS DEPARTMENT:

A) FIRE CHIEF'S REPORT –

1) New Applicant(s):

Robert Davis. He was on the fire department 2007-2018 and has all state certifications done.

Chairman Schmick motions that we accept him as a firefighter; seconded by Supervisor Sawall. Carried 3-0

2) Retirement(s):

Josh Turzinski

3) Truck Updates

Fire Chief Roberts received an email regarding the Rescue 12, offering \$30,000. Will need to take pictures of the underneath. Supervisor Sawall motions that we sell Rescue 12 for the \$30,000 to these people that are offering it; seconded by Chairman Schmick. Fire Chief Roberts stated as long as they are happy with the pictures.

Carried 3-0

4) Buildings and Grounds

Fire Chief Roberts stated the exhaust on the heater is rusted through in the old firehouse, that needs to be fixed pretty soon. Also, the roof should get painted and should look into what is needed for that.

5) AFG Grant Update

Fire Chief Roberts stated that the air packs have been ordered for \$99,810. Of that, the Town will need to pay 5%, \$4990.50. Nick Keator stated we may not take possession of them until after the first of the year. They can't give a date when they will be shipped. Treasurer Hunter asked why are we accruing another payment for air packs that are supposed to be covered by the grant? Nick Keator said the agreement for the federal funding is that the Town would cover 5% of the cost. Nick Keator explained the grant was for \$119,000; we already paid \$28,000 for the bottles and the Town pitched in 5%. The remaining balance of the grant will come once the invoice is submitted to FEMA. When the amount shows in the bank account, the Town has 30 days to pay that out. It is over the original grant amount, about 10%, since that was written about 3 years ago. The fire dept will cover the difference.

Treasurer Hunter asked if we can put any pressure on them to get before the end of the year? Nick Keator has been in contact with them on a weekly basis for months. They have the part numbers in the system, but are waiting on NFFPA. We are able to place orders, and as soon as it is approved, they can shipped. We have the air bottles, which take the longest to get, hoping once they start building the packs, it shouldn't take long.

Fire Chief Roberts mentioned the DNR FFP grant – we got this grant. It was budgeted for this year, our cost share is \$4006.88. Supervisor Kuhrt asked what the purpose is of this grant? Nick Keator said it's for the coop areas of the state. DNR is in control of forest fire, wildland fire management in this area. They have mutual understandings with us. We can purchase forest-fighting supplies, wildland fire-fighting gear. All invoices need to be to DNR by April 15, 2026. We can hold off on wait to purchase some of it next year. It's a reimbursement grant, they will cut us a check for \$4000, we budgeted for \$5000. Or, we can roll that over to next year's budget. Treasurer Hunter suggested to budget for it this year. Next year, your department is going to be very tight.

6) Training

Fire Chief Roberts state they have been working on training at the house on Knott Road.

7) SOP/SOG

No updates but will provide the Board with a copy of the recent updates.

B) FIRE DEPARTMENT & TOWN ORDINANCE / BYLAWS

No updates

C) SEPTEMBER 2025: (3 Fire Calls / 9 EMS Calls)

16. ITEMS FOR INCLUSION IN NEWSLETTER:

A) BOARD OF REVIEW: Wednesday, October 22, 2025 – 5:00pm - 7:00pm at the Utica Town Hall, 1730 County Road FF in Fisk

B) PUBLIC BUDGET HEARING & MEETING OF THE ELECTORS: Monday, November 10, 2025 – 6:00p at the Utica Town Hall, 1730 County Road FF in Fisk

C) TOWN BOARD MEETING: Monday, November 10, 2025 – 6:00pm After the Public Budget Hearing & Meeting of the Electors at the Utica Town Hall, 1730 County Road FF in Fisk

17. CORRESPONDENCE RECEIVED:

WI Towns Assoc Monthly Newsletter; Land Transfers; Building Permit: Hinz 501 Cty Rd M; Bradley 6403 Bradley Ave

14. ADJOURNMENT

6:54pm

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 November 10, 2025 Town Board Meeting.