

TOWN OF UTICA

Town Board Meeting ~ Minutes

Monday, November 10, 2025

After 6:00pm Public Budget Hearing

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 6:14pm

PRESENT: Chairman Leonard Schmick, Supervisor 1 Ben Sawall, Supervisor 2 Chuck Kuhrt, Treasurer Trisha Hunter, and Clerk Jenny Sonleitner; Winnebago County Sheriff Deputy Hein; 16 present

2. Pledge of Allegiance

3. CONSENT AGENDA:

A) Approve October 13, 2025 Town Board Meeting Minutes & October 22, 2025 Board of Review Meeting Minutes

B) Affidavit of Posting/Publication

C) Approve Payment of Bills

Chairman Schmick motions that we approve the October 13, 2025 Town Board Meeting Minutes, Affidavit of Posting/Publication, and approve payment of bills; seconded by Supervisor Kuhrt; Carried 3-0

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

Treasurer Hunter stated since we are coming to the end of the fiscal year, there are three under 70% of their budget: Assessor has 59.1% left, Rush Lake Committee has 63.7% left, and Building Inspections has 66% left. All others are almost to 100%.

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

Jason Axman, Cheryl & Mike Pucci, Marty Witczak, Jill Schmidt, Fire Chief Jay Roberts, and Winnebago County Deputy Hein shared concerns and comments about the Burning Ordinance and burning in the neighborhood.

Darwin Newell mentioned there was a rental down here. There was one table that had many divets and bad spots on it. We removed that table and got a new table. Took out the damage table, it was cracked and bad. Chairman Schmick said thank you for doing that.

Ray Yearwood from Liberty Prairie Cemetery Association. There are three ways that the cemetery gets any money; graves sales, burials and donations. We should be alright in 2026 to pay for the mowing which runs \$12,000 - \$14,000 per year. Just a head up that 2027 is unsure. Chairman Schmick said if there is a cemetery in the town, and if the association can't afford it, it would become the town's responsibility. In the past, the town has given the cemetery money to get them by.

Chairman Schmick said he hopes you can work out your differences and get along better. We have the ordinance, beyond that is civil; appreciates everyone coming and talking it out, hopefully things will improve.

Marty Witczak said many people don't know this, but the first 20' along the road is County land. Chairman Schmick said we aren't living in the city. We do special things in that area (Imperial Hills). We don't spread stone mixed with salt because you asked us not to. So, there is a special guy that comes out and just spreads salt because we were getting complaints from some people in Imperial Hills that it was coming in their house. We can handle things like that. We try to do the best we can with what we are dealt. If the plow digs up some dirt and it ends in your yard, it's your problem to take care of.

Marty Witczak said when the place from Ripon would plow, they took out mailboxes. Now that the County plows, they do a fabulous job. The County did go around and fix the grass they dug up. Chairman Schmick said the County doesn't have to replace the mailboxes, but they can. They are pretty good about fixing something if they mess up. Marty Witczak said it works both ways, we trim the grass keeping it clean.

Public Forum closed

6. BUDGET:

A) Any 2025 Amendments

Chairman Schmick motions that \$1511.97 from Ambulance/EMS account and put to the Fire Protection account, \$437.40 taken from General Buildings and Plant account and be put in the Planning Commission account; and that the sum of \$192.16 be taken from General Buildings and Plant account to Other General Government account; seconded by Ben Sawall. Carried 3-0

7. OPERATOR LICENSES: Pickett Country Market – Alpeshkumar Patel and Ritaben Patel

Chairman Schmick motions that we approve the Pickett Country Market Al Patel and Rita Patel to get their license; seconded by Ben Sawall. Carried 3-0

8. PLAN COMMISSION:

- A) Approve Recommendation to approve a CSM dividing parcel number 024-0763-02 (Joann Strook 448 County Road FF Pickett, WI 54964) of 22.89 acres currently zoned A2. The lot with the home will be 5.009 acres remaining as a single-family residence, and the remaining 17.883 acres will remain as general agriculture; both to be zoned RR.

Chairman Schmick motions that we do approve the recommendation on CSM dividing parcel number 024-0763-02 Joann Strook at 448 County Road FF Pickett, WI to 22.89 acres currently zoned A2, that that lot will be divided where the home and 5.009 acres is one lot which will be zoned RR as a single-family residence, and the remaining 17.883 acres will remain as general agriculture land because it is under 40 acres, it will also be rezoned to RR; seconded by Supervisor Kuhrt. Carried 3-0

- B) Building Ordinance adopting SPS 320-325 and SPS 327.

Chairman Schmick stated we are making sure that we follow state statutes, and that our Building Inspector is going to follow state statutes on building permits pertaining to these different statutes. Chairman Schmick motions that we adopt these state-mandated ordinances to our building dept; seconded by Supervisor Sawall. Carried 3-0

- C) County Shoreland Zoning Discontinuance – Town of Utica letter to Winnebago County requesting to extend deadline

Chairman Schmick stated there is no way we can be ready by the November 21 deadline, so we created a letter asking the County to extend the deadline for 6 months.

- D) Steering Committee for 10-year Comprehensive Future Land Use Plan Update

Chairman Schmick attended the meeting and they talked about different options and ways we can have land use, how's its done. They didn't get into the 'meat'. Not much to report at this time.

9. Burning Ordinance issues & concerns

Chairman Schmick stated that we covered this during the Public Forum

10. TOWN HALL:

- A) RENTAL: Reimbursing September 26, 2025 renter Receipts

Clerk Jenny Sonnleitner wants to make sure she is reimbursing the correct amount. The motion from last month was to give her back her money whatever she spent to rent the Town Hall, which she believes she was given that back. Joan Newell confirmed she was given back the rental money. If she comes up with receipts for meat and cheese trays, we will take care of that too. Meat and cheese trays, Clerk Sonnleitner was picturing a platter of cheese and sausage. Is that what you were talking about? Joan Newell stated it was only cheese trays. Clerk Sonnleitner questioned the motion again, the platter with meat and cheese together on a tray or separately, the meat, and cheese. Chairman Schmick said yes, he assumed it was the meat and cheese. Joan Newell stated when she spoke with the renter, it was the cheese trays on cardboard, she also had platters that were all taken. There was no meat taken. She was only asking for \$40. Joan had 3 trays that came back and the price was about \$9, that was \$27, but the rental said there were 4 trays. Clerk Sonnleitner processed the 4 trays at \$8.99 each as a reimbursement. The renter also included a receipt for meat from Beck's Meat for \$210. Joan Newell said there was never meat involved, it was just the cheese. She got all the cheese trays back plus getting reimbursed for that.

- B) Landline Phone: Brightspeed

Clerk Sonnleitner received a response from Attorney Blazel that there is no statutory requirement that the Town have a landline, unless we have an ordinance, the Town is free to discontinue. Clerk Sonnleitner has not seen an ordinance, so doesn't believe we have one. Supervisor Kuhrt said he thought in the past, the fire department required it. Ben Sawall motions that this is the last check we send Brightspeed this month. Treasurer Hunter asked how they get a hold of you guys? Josh Heine said they use pagers, cell phones and radios. Seconded by Chairman Sawall. Carried 3-0

- C) Snowplow Bids for the Town Hall / Fire Station parking lot

Clerk Jenny Sonnleitner stated no quotes have been received yet. Jay Roberts mentioned his quote would be the same as last year. Chairman Leonard Schmick said we need to put it out for bids and will wait for next month.

11. Snowmobile Trails Crossing Town Roads and Town Property

Chairman Schmick motioned that we adopt this resolution as it's stated, that they get the insurance to cover the Town if something would go wrong; seconded by Supervisor Sawall. Carried 3-0

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

Chairman Schmick mentioned that Farmstead Saloon doesn't cater; they only did that special for their town. Log Cabin doesn't cater either. Will table this for one more month. Jon Ashcraft mentioned Off the Wolf in Winneconne. Supervisor Sawall will contact them. 50 people.

13. Purchase 2026 Plat Book? \$40. If purchase by November 14, will be entered into a drawing for a free wall map

Supervisor Kuhrt motions that we purchase it; seconded by Chairman Schmick. Carried 3-0

14. ROADS: Maintenance Agreement

Chairman Leonard Schmick stated it is pretty much done.

15. **AMBULANCE SERVICE:**

A) **Intergovernmental Agreement meeting updates from October 15 & 30, 2025 meetings**

Chairman Schmick stated everything but locations are completely locked down. They are not going to use our old town hall. Plan to use space by Barr until the building is built out, if it's not done by the first. Will use the Omro fire house until they redo the old Omro firehouse that someone just purchased, will rent that. For now, the Paramedics will live in an apartment, close to the current fire house. \$39.91/capita per person, which is close to what the City of Oshkosh would have charged. Everyone is giving an additional \$1/capita for a fund if SWEMS needs to get something. The City of Oshkosh has agreed to do a 6-month test period for mutual aid, and revisit.

B) **Intergovernmental Agreement meeting: November 13, 2025 at 6:00pm at Town of Omro Town Hall**

16. **FIRE/EMS DEPARTMENT:**

A) **FIRE CHIEF'S REPORT –**

1) **New Applicant(s):** Addison Hoagland. She will complete the EMT class on December 12. Will start fire classes next semester. Chairman Schmick motions we accept her as a member; seconded by Supervisor Kuhrt. Carried 3-0

2) **Retirement(s):** None

3) **Truck Updates**

Fire Chief Roberts said Brinley doesn't want the truck since they saw the pictures of the frame. Next option is WI Surplus. Brinley requested to send them the link to possibly bid on if it is posted to WI Surplus.

4) **Buildings and Grounds**

Fire Chief Roberts stated the heater next door and the exhaust needs to get fixed.

5) **AFG Grant Update**

Nick Keator stated air packs were approved. They are ordered and being made, no delivery date yet, hopefully by the end of the year.

6) **Training**

Fire Chief Roberts said they are still training in 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) **OCTOBER 2025: (7 Fire Calls / 15 EMS Calls)**

Supervisor Chuck Kuhrt asked if there is any negotiating with the Town of Nepeuskun for Fire service with EMS? Fire Chief Jay Roberts said they are waiting on Ripon to dissolve their fire district. Whoever pulls out last gets the money. Up to the end of the year so far, Ripon isn't sure what they are going to do. They are going to dissolve it. There was a fire district that had about 6 towns, it's down to three, two towns and the city. Whenever that happens, they don't want to go back to Ripon. Utica would cover the east side of the township. Chairman Schmick asked if they would want to join SWEMS too. Fire Chief Jay Roberts said they talked with them and they wish they would have. The ambulance would still be there, but they are jacking up their rates also. They are looking at placing a small rescue truck at Ripon Truck Repair. Supervisor Chuck Kuhrt said it's a donation that will need to be insured, that's not in the budget. Chairman Schmick said if they are giving us a truck, I think we can afford the insurance. Jon Ashcraft said the Town of Nepeuskun will pay us something for our service, that will help with the cost. Fire Chief Jay Roberts said the fire budget over there is \$40,000, he told them he would like to get half. Right now, we are covering the whole town for accidents and EMS for free.

17. **ITEMS FOR INCLUSION IN NEWSLETTER:**

A) **TOWN BOARD MEETING:** Monday, December 8, 2025 – 6:00pm at the Utica Town Hall, 1730 County Road FF in Fisk

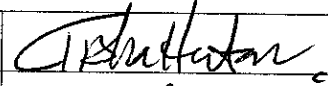
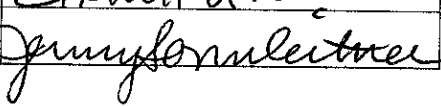
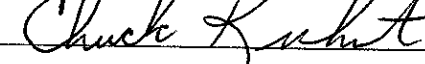
18. **CORRESPONDENCE RECEIVED:**

WI Towns Assoc Monthly Newsletter; Land Transfers; Building Permit: Weninger 5304 Fisk Ave, Kalmerton 5283 Cty N, Roberts 5096 St Rd 44, Kennedy 953 Cty Rd M, Tuchscherer 1127 Cty Rd FF; WPS Road Improvement Project Planning; Riesterer & Schnell; WI DOR 2nd Notice of Non-Compliance dated 10/31/2025.

14. **ADJOURNMENT**

7:08pm

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 December 8, 2025 Town Board Meeting.