

# TOWN OF UTICA

## Town Board Meeting ~ Minutes

Monday, December 8, 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.

**DRAFT**

### 1. Call the Meeting to Order

Chairman Schmick called the meeting to order at 6:00pm

PRESENT: Chairman Leonard Schmick, Supervisor 1 Ben Sawall, Supervisor 2 Chuck Kuhrt, Treasurer Trisha Hunter, and Clerk Jenny Sonleitner; 8 present; 3 non-residents; Winnebago County Sheriff Deputy Hein

### 2. Pledge of Allegiance

### 3. CONSENT AGENDA:

A) Approve November 10, 2025 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 November 10, 2025 Town Board Meeting Minutes, Affidavit of Posting/Publication, and approving payment of bills; seconded by Supervisor Kuhrt; Carried 3-0

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

Treasurer Hunter stated everyone spent their money, nobody is under 70% at this point. Going forward, we will start our new bank account. BMO will close and Horicon will start. We need to make sure some checks clear at BMO before the account is closed. Horicon is the new bank account, that is where all our tax money will go and all the money will move over to Horicon, starting in January.

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

Tricia Rathermel from Greater Oshkosh Economic Development Corporation. Requesting support for our organization through the IDB Per Capita Fund. We continue to run many initiatives, as we have the last few years. We launched a 5-year strategic plan which has 3 key points: a thriving economy, a community built for workforce, and culture renovation. We focus on affordable and available housing. Working with our UW system, UW-Oshkosh to help revitalize and help with connection with the business community. Authored 3 grants this year. Go EDDC did receive support from the private sector for their 5-year plan, combined with the public sector.

Public Forum closed

"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."

### 6. BUDGET:

#### A) Any 2025 Amendments

Chairman Schmick motions that the sum of \$444.06 from Ambulance/EMS account to Fire Protection account and \$10,136.88 from Assessor account to Fire Protection; totaling \$10,580.94 to the Fire Protection account. The second one is that the sum of \$38.93 from Other Public Safety account to Building Inspections account. The third one is that the sum of \$52.71 from Other Insurance account to Other General Government account. The last one is that the sum of \$1453.07 from the Treasurer's account goes into the Sanitation account; seconded by Ben Sawall. Carried 3-0

#### B) Designate 2025 unspent funds to the 2026 Budget

\$198,624.02 unspent from the 2025 budget. Chairman Schmick motions that we use that towards next year's budget; to designate for the Pierce 2<sup>nd</sup> installment on the fire truck; seconded by Supervisor Kuhrt. Carried 3-0

#### C) Adopt 2026 Budget as presented at the Public Budget Hearing / Resolution adopting 2026 Budget

Supervisor Sawall motions we accept it as written: Resolution for Electors to adopt the Town Tax Levy at Special Town Meeting of the Electors & to Approve Total Highway Expenditures; seconded by Chairman Schmick. Carried 3-0

### 7. TOWN HALL: Snowplow Bids for the Town Hall / Fire Station parking lot

Chairman Schmick stated we received 2 bids: K&M Builders of Pickett LLC and Cutting Edge Forestry LLC. Supervisor Sawall motions that we go with Cutting Edge; seconded by Chairman Schmick. Carried 3-0

### 8. 2026 Winnebago County Per Capita Fund Allocation

\$1586.35. Chairman Schmick motions to give to Greater Oshkosh Economic Development Corporation (GO EDC); seconded by Supervisor Sawall. Carried 3-0

### 9. ELECTION: Clerk's Election Worker Appointments

Clerk Jenny Sonleitner appointed the following Election Workers for the 2026-2027 term: Barb Allen, Diane Egan, David Gitlin, Laurie Gitlin, Cindy Hackbarth, Lynda Kleinschmidt-Johnson, Ellen Lloyd, Joan Newell, Pam Sawall, Lucy Schroeder, Sharon Slover, Ken Spiegelberg, Richard Willoughby, Donna Yearwood, Sarah Desriusseaux, and Judith Steffen. Chairman Leonard Schmick motions that we approve those appointments; seconded by Supervisor Sawall. Carried 3-0

10. **PLAN COMMISSION: County Shoreland Zoning Discontinuance**  
Chairman Schmick suggested that Clerk Sonnleitner work with the Attorney as to what is the most economical way to handle this. An option is to send notices to everyone involved and have a public hearing. Chairman Schmick motions we table it; seconded by Supervisor Sawall. Carried 3-0
11. **WI Towns Association County Meeting: Town of Utica hosting on Thursday, January 8, 2026 – discuss meal options**  
Supervisor Sawall stated Jasper's offers turkey and ham sandwiches, baked beans, cheesy potatoes and grape salad; no one serves that, and is \$8/head. LaSure's has a more extensive menu which is about \$14/head plus 22% gratuity for servers. The Roxy is about \$18/head with two or three entrees; their servers is 18% gratuity. There is a delivery fee from each place to deliver the food. Supervisor Sawall motions we go with Jasper's; seconded by Chairman Schmick. Carried 3-0
12. **Winnebago County Wall Map**  
Supervisor Kuhrt motions that we get that map; seconded by Supervisor Sawall. Carried 3-0
13. **ROADS:**  
A) **Road Treatment: Salt only OR Salt/Sand/Gravel mix**  
Chairman Schmick stated Ross Tyriver, with Winnebago County Highway, stated there wouldn't be enough salt for our Town this year, but next year, we could have the option to go all salt. Town of Nekimi is going all salt this year, and the State only uses 100% salt. Seems like some people are not happy with the salt mixture. Supervisor Kuhrt stated he understands that the salt mix turns the snow/ice to mush and the snowplow would need to come back another day to then plow that off to clear the roads. Supervisor Sawall motions that we go to salt only in the future; seconded by Supervisor Kuhrt. Carried 3-0  
B) **Maintenance**  
Chairman Leonard Schmick stated there are not a lot of issues now. There is a tree on Weelaunee that needs to get trimmed. Bob Kumbier said they might get to it this year. Chairman Schmick said the tree is in the Town's right-of-way and needs to get cut.
14. **AMBULANCE SERVICE:**  
A) **Intergovernmental Agreement meeting updates from November 13, 2025 meeting**  
Chairman Schmick stated things have pretty much been decided; two locations: Barr Equipment (should be ready by the first of the year) and in Omro, the old fire station on Main St (will temporarily live in a rental property close, until remodeled to live in the same building as the ambulance).  
B) **Intergovernmental Agreement meeting: December 11, 2025 at 6:00pm at Town of Omro Town Hall**
15. **FIRE/EMS DEPARTMENT:**  
A) **FIRE CHIEF'S REPORT –**  
1) **New Applicant(s):** Caylin Tesch. Chairman Schmick motions that we accept her application; seconded by Supervisor Kuhrt. Carried 3-0  
2) **Retirement(s):** None  
3) **Truck Updates:** Fire Chief Roberts stated a lot of maintenance is being done in-house.  
4) **Buildings and Grounds:** Fire Chief Roberts stated the gutter/downspout on the NE corner is coming off.  
5) **AFG Grant Update:** Fire Chief Jay Roberts said the air pack invoice was submitted and asked the Treasurer to keep an eye out for the FEMA grant of \$86,000 deposit into the account. Gear, boots and two helmets is what was spent for the 2% Fire Dues.  
6) **Training:** Fire Chief Roberts said this year, they are having a Christmas party. LifeStar came to the fire house with the ambulance to show the Fire/EMS volunteers.  
7) **SOP/SOG:** No updates but will provide the Board with a copy of the recent updates.  
B) **FIRE DEPARTMENT & TOWN ORDINANCE / BYLAWS**  
Fire Chief Roberts stated he received a call on November 24 regarding the burning issue and called the lady back on November 25. He told her to call the Sheriff, but he did for her. Fire Chief Roberts is documenting this.  
C) **NOVEMBER 2025: (7 Fire Calls / 9 EMS Calls)**
16. **ITEMS FOR INCLUSION IN NEWSLETTER:**  
A) **TOWN BOARD MEETING:** Monday, January 12, 2026 – 6:00pm at the Utica Town Hall, 1730 County Road FF in Fisk  
B) **2026 ELECTION DATES:** February 17, April 7, August 11, November 3 – Utica Town Hall, 1730 County Road FF in Fisk; Update your name/address, Register, Request an absentee ballot at: myvote.wi.gov  
C) **FIRE SIGNS:** When the Town of Utica installs the posts and fire signs, leave them there. They are Town property and are for your safety. If you moved/removed them, please put them back near your driveway in the ditch/culvert area in the Town's road right-of-way. Thank you!
17. **CORRESPONDENCE RECEIVED:**  
WI Towns Assoc Monthly Newsletter; Land Transfers; Building Permit: Davies 697 James Rd / Fenrich 2283 Job Rd
14. **ADJOURNMENT**  
6:34pm

*Jenny Sonnleitner, Clerk*

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