

TOWN OF UTICA

Town Board Meeting ~ Minutes

Monday, January 12, 2026

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 Sonnleitner; 13 present; 1 non-resident from Liberty Cemetery; County Executive Gordon Hintz

2. Pledge of Allegiance

3. CONSENT AGENDA:

A) Approve December 40 8, 2025 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 December 8, 2025 Town Board Meeting Minutes (there was a mistake on the sheet that showed the 10th but was actually the 8th), Affidavit of Posting/Publication, and approving payment of bills; seconded by Supervisor Sawall; Carried 3-0

"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."

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

Treasurer Hunter stated nobody is even close to spending their stuff; we just started so everyone's got plenty of money. We have about \$1.4 million in taxes right now, but all that will go back to the school districts, so we really don't have all that money. We have about half the taxes in for the Town of Utica right now.

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

Kevin Fritz asked if we closing out BMO at the end of December or January? Treasurer Hunter stated we have 2 checks that haven't cleared yet, so I need to keep that open until those clear. Kevin also asked if we always get a tax bond for \$236? Treasurer Hunter replied yes, have been bonding the Treasurer to collect taxes, it's protection for us.

Walter Whiting stated he saw in the December 8 Minutes to designate unspent funds from the 2025 budget and it's going to the Pierce firetruck fund. Thought we had to borrow money to get through the year. Treasurer Hunter stated we got to a certain part in the year where we knew that we weren't going to have large sums come in and we had a large check that we needed to pay out. The loan was to cover that large amount. So, we needed a large check to cover that; \$155k, and whatever was left we are going to put right back into the loan, to pay it off faster. Walt asked if the loan is paid off? Chairman Schmick said not yet. Walt then asked, why not take the access dollars and pay the loan off right away? Supervisor Sawall said it was discussed and if we put it towards the truck, that is money that Pierce will pay us, 6%. We are paying 4.5% interest on the loan; we are basically gaining 1.5%. Chairman Schmick stated we are leaving it as a safety net for now to make sure everything is kosher before we go paying it back.

County Executive Gordon Hintz stated he is trying to get out to Town meetings and he is also here if there are any questions regarding the Shoreland Zoning changes.

David Sina stated he is building a new house. He started out with inspectors from the Appleton/Neenah area, then the Town dropped them, and asked why he wasn't notified that that was happening. It took over two weeks to find another inspector, the inspector he has now is different than the other inspector. Clerk Sonnleitner asked if that was McMahon. David replied yes, it was McMahon. Clerk Sonnleitner stated that McMahon told her that they were continuing with his home until the final inspection. David said he called them and they told him that the Town of Utica dropped us. Clerk Sonnleitner said McMahon invoiced the Town and questioned them asking why they are still billing us and was told they are following through until final inspection. Read the email from McMahon stating they only have the final for 6190 County Road N left, hope this will be completed shortly. The dates on the invoice are for November 7, 17, 26. Asked David if he worked with them on those dates. David said no. Chairman Schmick stated he wasn't aware that they weren't following through. We will look into this invoice and hold the check until we get an answer. Thanked David for coming and letting us know, otherwise we wouldn't know. David said Andrew Johnson is coming out Wednesday for final inspection.

Public Forum closed

6. BUDGET: Any 2026 Amendments

No amendments.

7. GARBAGE / RECYCLING: Any Refund Requests

No refund requests during tax collection.

8. PLAN COMMISSION: County Shoreland Zoning Discontinuance, next steps

Chairman Schmick stated we have been working with the County to get organized and ready. We will have a meeting at the Town Hall on February 5 with the other committees to get ready to send out notices to those with shoreland zoning. Many people will be affected. There are still quite a few parcels zoned with designations that aren't zoned properly. Some parcels are zoned Ag that are less than 40 acres, that should be RR. It's not going to change taxes or anything for the homeowners; it won't cost anybody anything. Since we need to go through this, we will clean it up. The Town will be in charge of Shoreland Zoning. Actually, the DNR is in charge, but we will be

responsible for it now, instead of the County. Supervisor Kuhrt stated the County is still in charge of permitting. Chairman Schmick said we are still in the process of getting it the way the County now wants it to be.

9. **WI Towns Association County Meeting Review**

A WTA attorney talked about road right-of-way issues, what the Town has control over and an example of what to do in case of a tree growing beyond the 66' but the branches are growing into the road and how we should handle that.

Supervisor Kuhrt stated he will attend the WTA District Meeting in Beaver Dam; Saturday, March 14, 2026 for Board of Review training. Chairman Schmick motions you go to the Old Hickory Golf Club and get certified and that the Board approves the money required for it; Seconded by Ben Sawall. Clerk Sonnleitner stated it is \$65 for early registration, or \$80 for late/walk-in registrations.

10. **ROADS: Maintenance**

Chairman Schmick said everything seems to be going good; no major issues he is aware. Clerk Sonnleitner asked if potholes can still be filled because there are two potholes on Bradley Ave. Chairman Schmick will mention it to the County.

11. **TOWN BOARD & COMMITTEES WORKSHOP - February 5, 2026 at 7:30pm – Topics for discussion**

Chairman Schmick stated we will work on Shoreland and any other topics that come up during the meeting.

12. **RUSH LAKE: Reappoint Bruce Hunter to the Watershed Board of Directors**

Chairman Schmick motions to reappoint Bruce Hunter to the Watershed Board of Directors; seconded by Supervisor Kuhrt. Carried 3-0

Supervisor Kuhrt stated there should be a meeting at Rush Lake on January 15.

13. **AMBULANCE SERVICE / S.W.E.M.S.:**

A) **Updates from the December 11, 2025 meeting**

Chairman Schmick stated the new service has been running since the 6th and is aware of one call so far. One ambulance is located at Barr storage by Plane View Travel Plaza and one ambulance in Omro. Making sure there are final approvals for mutual aid agreements. LifeStar has two brand new ambulances with a flag decal. If you see one, it's the S.W.E.M.S. ambulance.

B) **Next meeting: January 29, 2026 at 6:00pm at Town of Omro Town Hall**

14. **FIRE/EMS DEPARTMENT:**

A) **FIRE CHIEF'S REPORT –**

- 1) **New Applicant(s):** Addison Hogland finished her classes and is waiting for the test results. Caylin Tesch will start classes on the 14th through May.
- 2) **Retirement(s):** None
- 3) **Truck Updates:** Fire Chief Roberts stated the current Rescue is paid for. A resident from the Town of Utica donated about half and Ripon Truck donated the other half. That is \$17,500 paid off. We really appreciate it! The other Rescue outside is still out for bids on WI Surplus. The current bid is up to \$5050. There are 7 days left, hoping for more activity these last few days. He has received calls from Texas, Michigan, and Florida. No other updates.
- 4) **Buildings and Grounds:** Fire Chief Roberts stated Supervisor Sawall and he looked at the downspout issue outside.
- 5) **AFG Grant Update:** Fire Chief Jay Roberts said all the air packs are here, received them last Thursday.
- 6) **Training:** Fire Chief Roberts said they will hold a training tomorrow on the air packs; will send the old ones back to Draeger.
- 7) **SOP/SOG:** No updates but will provide the Board with a copy of the recent updates.

Fire Chief Roberts said that they have received 2 calls so far with this new ambulance service. Other departments have received calls and they seem very professional and have quicker response times.

B) **FIRE DEPARTMENT & TOWN ORDINANCE / BYLAWS**

Fire Chief Roberts stated no updates on the ordinance, and has a meeting tomorrow with the lawyer.

C) **DECEMBER 2025: (12 Fire Calls / 21 EMS Calls)**

For 2025: 74 Fire calls / 148 EMS calls

15. **WI TOWNS ASSOCIATION COUNTY MEETING: Thursday, April 2, 2026 – Town of Vinland**

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

- A) **TOWN BOARD MEETING:** Monday, February 9, 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!

Chairman Schmick stated the signs are not designed to be moved and put in different spots. They should stay where they are so the firemen can see them when they are out at any time of day and night, or during a snowstorm. Do not move them.

17. **CORRESPONDENCE RECEIVED:**

WI Towns Assoc Monthly Newsletter; Land Transfers; Building Permits

14. **ADJOURNMENT**

6:23pm

Jenny Sonnleitner, Clerk

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