

TOWN OF UTICA

Town Board Meeting ~ Minutes

Thursday, March 19, 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 6:00PM (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 Town Board will take official action based on the 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; 6 present

2. Pledge of Allegiance

"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."

3. CONSENT AGENDA:

- A) Approve February 9, 2026 Town Board Meeting
- B) Affidavit of Posting/Publication
- C) Approve Payment of Bills

Chairman Schmick motions that we approve the Consent Agenda consisting of approving February 9, 2026 Town Board Meeting Minutes, the Affidavit of Posting/Publication, and approving the payment of bills; seconded by Supervisor Sawall; Carried 3-0

4. Treasurer's Report; BMO Harris Bank / Horicon Bank: February 2026

Two budget accounts are over 70%: Board of Appeals is at 100% and Fire Dept is at 90% with \$37,000 left to spend. Chairman Schmick is going to make our loan and credit card as an auto payment. BMO is totally closed out.

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

No comments

6. BUDGET: Any 2026 Amendment Resolutions

No amendments

7. Insurance Renewal

Chairman Schmick motions we renew with Horton Group; seconded by Supervisor Kuhrt. Carried 3-0

8. Town Attorney John Blazel's service is ending; discuss other Town Attorney options

Chairman Schmick stated he reached out to Preston Wurtz and will contact us when he gets back from vacation.

9. Burning Ordinance Letter to Imperial Hills residents

Chairman Schmick stated we sent a copy to the attorneys on both sides. Motions we send this letter to Imperial Hills with the amendment; seconded by Supervisor Stettler. Carried 3-0

10. WMTA 2026 Treasurer Workshop – April 29, 2026 in Green Bay, WI \$115

Chairman Schmick motions we spend \$80 (Discounted due to membership); seconded by Supervisor Kuhrt. Carried 3-0

11. WMCA 2026 Northern Clerks Conference – April 15-16, 2026 in Eau Claire, WI \$139 for both days

Chairman Schmick motions if Jenny is willing to go, the Town would pay for it; seconded by Supervisor Sawall. Carried 3-0

12. WINNEBAGO COUNTY ZONING: Map Amendment Resolutions for Towns of: Black Wolf, Vinland, Winneconne & Utica

Chairman Schmick motions we go ahead and approve it; seconded by Supervisor Sawall. Carried 3-0

13. ROADS:

A) Maintenance

Two trees went down in the snow storm and we had a couple pot holes filled.

B) Spring Road Inspection Date: March 26, 2026 at 8:00am

C) Local Small Structure Improvement Program (LSSIP) due 5/1/2026 [2/7/2026 email]

Supervisor Kuhrt stated the County has all our culverts on record

14. PLAN COMMISSION: Reappointment of Eric Whiting

Chairman Schmick motions to reappoint Eric Whiting for another 3-year term; seconded by Supervisor Kuhrt. Carried 3-0

15. AMBULANCE SERVICE / S.W.E.M.S.

A) Meeting: April 23, 2026 at 6:00pm at Town of Omro Town Hall

Chairman Schmick reported everything is going great and is receiving a lot of positive comments from everyone with this new ambulance service.

16. FIRE / EMS DEPARTMENTS:

A) Fire Chief's Report

1) New Applicant(s)

Nick Keator stated there is a new candidate: Ben Shafer. Recommending the Board to approve. Chairman Schmick motions that we approve him; seconded by Supervisor Sawall. Carried 3-0

2) Retirement(s)

No retirements this month

3) Truck Updates

a) Tahoe Recall Notice

Airbag recall was taken care of

b) Truck Routine Maintenance

Nothing to report

4) Buildings and Grounds

Nothing new to report

5) Training

Nick Keator stated the department was suggested to use Bluetooth speakers for the new air masks. They feel they are too expensive and they aren't needed. Continuing EMR recertification classes. Burning Knott Road house as soon as the spring thaw is done.

6) SOP/SOG

Closer to the end of this year, the department needs to come up with a process with the bylaws regarding the Fire Chief's three-year term. The Board would need to have interviews done prior to the end of the year so officers can apply for the position. The price for HIEBA maintenance system will stay the same. The three-year audit went really well. We already test hoses annually and we need to test ladders every year. We don't have the setup to properly test the ladders, so we will contract for that service. Every December we have a department party, but we also need to include training that month. We received an unpolished gold star.

B) Fire Department & Town Ordinance / Bylaws

Nothing new to report

C) February 2026: (3 Fire Calls / 13 EMS Calls)

17. WI Town Association County Meeting: Thursday, April 2, 2026 – Town of Vinland

Supervisor Sawall will attend.

18. ITEMS FOR INCLUSION IN THE PICKETT COMMUNITY CENTER'S NEWSLETTER:

A) TOWN BOARD MEETING: Monday, April 13, 2026 – 6:00pm at the Utica Town Hall, 1730 County Rd FF in Fisk

B) 2026 ELECTION DATES: April 7, August 11, November 3 – Utica Town Hall, 1730 County Rd FF in Fisk; Update your name/address, Register, Request an absentee ballot at: myvote.wi.gov. Photo ID is required.

19. CORRESPONDENCE RECEIVED:

A) WI Towns Assoc Monthly Newsletter; Land Transfers; WPS Road Improvement Project Planning letter; WI DOR – rescinding non-compliance notice – compliant for 2025.

20. Adjournment

6:15pm

Jenny Sonnleitner, Clerk

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