

TOWN OF UTICA

Town Board Meeting ~ Minutes

Monday, April 13, 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; 19 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 March 19, 2026 Town Board Meeting

B) Affidavit of Posting/Publication

C) Approve Payment of Bills

Chairman Schmick motions that we accept the Consent Agenda as being approved; March 19, 2026 Town Board Meeting Minutes, Affidavit of Posting/Publication, and approving the payment of bills; seconded by Supervisor Sawall; Carried 3-0

4. Treasurer's Report; Horicon Bank: March 2026

Other Insurance is at 90%, Board of Appeals is at 100%, Fire Protection is at 91%, and Ambulance/EMS is at 72%. All other budget items are under 70% at this point.

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

Darwin Larson – 1) Will Rustic Meadows be paved this year? Chairman Schmick replied "Yes". 2) What is the Road Budget for 2026, is it posted or listed somewhere? \$164,665.00. This was approved at the November 2025 Budget Hearing. 3) What roads are on the repair list? Chairman Schmick stated we have not received the list from the County yet. Clerk Sonnleitner asked what the cost would be for Rustic Meadows, if we will be able to afford it? Chairman Schmick stated our plan is to pave it and informed the County it is our priority to get it done, but we need to wait on final numbers from the County. 4) Snow plowing this year tore up the grade, can the grader come back and loosen it and re-pack? Chairman Schmick told the County to use screenings for edging, instead of gravel, to get less in the ditches when they plow. We won't know the final details until we get information from the County.

Walt Whiting – 1) Fee schedule. There are no numbers. What is changing? Chairman Schmick stated we review this yearly. 2) Did the road in Rustic Meadows ever be brought up when the subdivision was accepted by the town? The road technically was to be at town standards. Chairman Schmick stated the Town Attorney at the time, had the Letter of Guarantee, money was set aside at the bank, about \$140,000. If the person developing the land defaulted, the Town and/or Attorney missed the deadline, money was never drawn. It's now not fair to the people living on that road, the Town will now take care of it.

Session closed

6. BUDGET: Any 2026 Amendment Resolutions

No amendments

7. Fee Schedule

Clerk Sonnleitner will add the NSF check fee, copy fee, Hall/Pavilion Rental fees, dog license; all to be in one location. Clerk Sonnleitner mentioned Provisional Licenses fee could be added, we only charge for the main one. There is no interest in charging a fee for a Provisional License. The other committee chairperson gets \$50 per meeting. The Board of Variance Chairperson only gets \$25 per meeting. Do we want that to be consistent? The Chair usually does more than the other members. Chairman Schmick motions that we keep consistent and change that to \$50; seconded by Supervisor Sawall, Carried.

Supervisor Kuhrt mentioned Tom Thiel, Zoning Administrator, is out and helps with measuring without any reimbursement. Motions that the Planning Zoning Board that there be some sort of compensation for going out and helping people to locate their property, as far as putting a building on their property or information, or physically taking care of things like that. Wants to know what we can do. What can we do for compensation for the person going out and doing this? Seconded by Chairman Schmick. Clerk Sonnleitner stated Tom currently gets \$50/meeting. With all the hours put in for the year, he is being paid well below minimum wage. We can set a wage/amount and the person can always opt out of getting paid, if he doesn't want the pay. Tom Thiel isn't

aware what other municipalities are paying and never thought about compensation, just something he did. Chairman Schmick stated this is compensating somebody for the amount of money they spend for doing the job. Since Tom isn't interested at this time, we will table for now.

Chairman Schmick motions to accept it as it is, except with the changes that Jenny brought up; seconded by Supervisor Sawall. Carried 3-0

8. Town Attorney options

Chairman Schmick stated Preston Wurtz hasn't called him back after his vacation, so will call Preston again.

9. PLAN COMMISSION:

A) 024-0169, 40 acres on Ripple Ave – CSM

Chairman Schmick motions that we turn that over to the Planning Commission to check that out; seconded by Supervisor Kuhrt. Carried 3-0

B) 024-0747, 30 acres on Mahlke Road

Tom Thiel said it is currently A2 and needs to be RR. The frontage is too small right now, only 157', instead of 300'. They will need a variance for frontage if they plan to put a house on it. Chairman Schmick motions that we leave that up to the Zoning Committee to make that recommendation to the Board; seconded by Supervisor Sawall. Carried

C) 024-0240, 18.84 acres, zoned A2 on James Road

Chairman Schmick motions that we leave that up to the Zoning Board, if the guy goes through with this at all; seconded by Supervisor Kuhrt. Carried 3-0

10. ROADS:

A) Spring Road Inspection Update

Chairman Schmick stated we had that done and talked about Rustic Meadows, and a few other projects. The roads weren't too bad.

B) Maintenance

Supervisor Sawall said potholes are being filled already.

C) Resolution Supporting a Comprehensive and Sustainable Transportation Funding Solution

Clerk Sonnleitner stated the WTA wants the State to put aside funds for towns to receive funding; we receive the General Transportation Aids, which are below the year 2000 levels. The dollars haven't increased for revenues for towns to help pay for road projects. This is stating that we are supporting the efforts that the State will set the appropriate amounts aside to help towns. Chairman Schmick motions that we let them know that we are interested in keeping up with the times, where else are you going to get the money from? Doesn't hurt to tell them. Seconded by Supervisor Sawall. Carried 3-0

D) Ditch Mowing Offer – Robert Schuessler, Kaukauna

Chairman Schmick stated that Robert Shuessler sent us a letter asking to bid on the ditch mowing. We already signed the document with the County to take care of our maintenance.

E) County Bridge/Culvert Aid Program – 2027 Project Submittals

Chairman Schmick discussed this with our Highway guy. Every culvert we have has already been replaced that we need to with this program. It doesn't apply to bridges. John Hay stated there is still a culvert on James Road to do. John removed the tree like he was asked, so that culvert could be replaced. Chairman Schmick will talk with the County.

11. Winnebago County Emergency Management

A) Winter Storm – WI Disaster Fund

Chairman Schmick submitted for a winter storm disaster relief fund, if there is one. We spent \$10,265.70 in 48 hours, just our Town. Will keep up on any future charges.

B) Municipal Readiness Workshop: April 20, 2026 12:30-3:30pm at Wittman Regional Airport

Supervisor Kuhrt will attend.

12. AMBULANCE SERVICE / S.W.E.M.S.: Meeting: April 23, 2026 at 6:00pm at Town of Omro Town Hall

Chairman Schmick stated he has received nothing but positive comments about the ambulance service. Each ambulance has a Lucas machine. Utica donated one and the other towns went in together to provide the other.

13. FIRE / EMS DEPARTMENTS:

A) Fire Chief's Report

1) New Applicant(s)

No new applicants this month. Zack Nigl is off probation this month. Robert Davis will be off probation in April.

2) Retirement(s)

No retirements this month

3) Truck Updates

a) Truck Routine Maintenance

Hose testing at the end of this month.

4) Buildings and Grounds

Fire Chief Roberts heard from Mike Christianson that a cottonwood tree on the corner got hit by lightning. He will take it down if approved. Chairman Schmick said yes, if willing to. Supervisor Sawall said yes and thank you!

The Town flag is coming apart. Lisa Smith fixed it once already. Peter Smith has a business to raise and lower flags for a cost of \$1/day. He will supply one flag per year. Whenever the flag needs to be raised or lowered, he could do that for us. Right now, we would do it, but sometimes it gets missed. We can discuss this more in the future, but we do need a flag. Supervisor Sawall has a couple flags, Jay can have one.

5) Training

Sent a couple guys to Kiel last Saturday for extrication and heavy lifting classes.

6) SOP/SOG

Nothing new

B) Fire Department & Town Ordinance / Bylaws

Nothing new to report.

Received a FAP grant. The Lucas machine cost \$14,000. Didn't want to keep the Lucas machine at the Fire Station, felt it would be best to be kept in the ambulance.

Will be hosting a CPR class here. First Responders need to be renewed and will open up a class for the community. Lifestar and SWEMS will do the training. Treasurer Hunter asked if there will be a fee to attend? Fire Chief stated the cost would be about \$35, but is not sure, still planning this.

C) March 2026: (4 Fire Calls / 5 EMS Calls)

14. WI Town Association County Meeting: Thursday, July 2, 2026 – Town of Winchester

15. Annual Town Meeting: Tuesday, April 21, 2026 at 6:00pm; Utica Town Hall, 1730 County Road FF

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

A) TOWN BOARD MEETING: Monday, May 11, 2026 – 6:00pm at the Utica Town Hall, 1730 County Rd FF in Fisk

B) OPEN BOOK: Thursday, May 21, 2026 – 9:00am-11:00am. Any questions or concerns about your property value can be discussed with the Assessor.

C) 2026 ELECTION DATES: August 11, November 3 – Utica Town Hall, 1730 County Rd FF in Fisk

17. CORRESPONDENCE RECEIVED:

A) WI Towns Assoc Monthly Newsletter; Land Transfers; Building Permit: Meyer 1851 Crown Dr; BMO letter; Riesterer & Schnell

18. Adjournment

6:37pm

Jenny Sonnleitner, Clerk

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

Minutes to be Reviewed / Approved at the May 11, 2026 Town Board Meeting.