

TOWN OF UTICA

Town Board Meeting ~ Minutes

Monday, May 11, 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; 21 present

2. Pledge of Allegiance

3. CONSENT AGENDA:

A) Approve April 13, 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 March 19, 2026 Town Board Meeting Minutes, 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: April 2026

Treasurer Hunter mentioned Other Insurance is at 90%, Plan Commission is at 100%, Board of Appeals is at 100%, Fire Protection is at 83%, Ambulance/EMS is at 76%, and Health and Human Services is at 100%. Trying to close BMO. The account was closed a month ago, money was since withdrawn by the government, so the account opened up again. Since the account opened again, needed to pay BMO off. Withdrew \$15,000 with a cashier's check but when she went to BMO, the amount was retracted, so kept the cashier's check waiting for BMO to call her. Will get a detailed transaction list from BMO. Since the cashier's check was needed, put that back in the Horicon account.

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

Sheriff Deputies present with no news.

Chairman Schmick read a letter from Tim Oliver to the Utica Volunteer Fire Department and the Town of Utica. It has been a pleasure to have served the residents of the township of Utica as a fire-fighter; for the past 42 years and 11 months. Thanked former Chief Ed Hunter for his mentoring and guidance over the years. Will retire today on May 11, 2026.

Walter Whiting asked about Agenda #9 regarding the Annual Meeting motion. The intent was to allow the Fire Dept to elect all officers, including the chief. Chairman Schmick talked with two attorneys regarding what can be discussed and motioned during an Annual Meeting, ultimately would like the Fire Dept to still hold their elections.

Walter Whiting asked about the property on Mahlke Road. Everything is going to be RR, if he wants to build, does he have to come back with another CSM? Chairman Schmick stated the parcel is under 40 and should have been RR. Whenever parcels change hands, should rezone. If a property owner wants to change a lot into multiple lots, the Zoning Committee would need to decide to allow a change. Walter asked about the property on James Road, and ordinances about cutting tile lines and a limit of the amount of fill to bring in, don't see how the north property can ever be developed without encroaching on the existing properties around it.

Clerk Sonnleitner stated 4H has a picnic table to donate and would like to present that at the June 2, 2026 Fire Department meeting at 7:00pm. They would like the Town Board present.

Session closed

6. BUDGET: Any 2026 Amendment Resolutions

\$337.22 from General Buildings and Plant account to Plan Commission account, and \$129.63 from General Buildings and Plant account to Health and Human Services acct.

Chairman Schmick motions that we accept that Resolution; seconded by Ben Sawall. Carried 3-0

7. Town Attorney

Chairman Schmick stated our current Town Attorney, John Blazel, will stop practicing municipal law, recommended Ludwig Wurtz. The Board met with Ludwig for about 45 minutes and motions to the Board that we hire Ludwig Wurtz as our new attorney; seconded by Supervisor Kuhrt. Carried 3-0

8. PLAN COMMISSION:

- A) **024-0169, 40 acres on Ripple Ave - BW Fish, LLC: To hear testimony for approval of a CSM for parcel number: 024-0169 of 40 acres currently zoned A2; creating Lot 1 of 5.001 acres and Lot 2 of the remaining 34.167 acres, all rezoned to RR.**
Supervisor Sawall motions that we accept the Planning Board's recommendation; seconded by Chairman Schmick. Carried 3-0
- B) **024-0747, 30 acres on Mahlke Road - Dean & Jayne Perlick: To hear testimony for approval of a CSM for parcel number: 024-0747 of 30 acres currently zoned A2; rezoning to RR.**
Supervisor Kuhrt motions that we accept as written; seconded by Chairman Schmick. Carried 3-0
Dean Perlick wants to make sure that there won't be a need for a Variance for the lot width. Chairman Schmick stated there would need to be Variance meeting. Dean stated there is a provision in the existing A2 district that allows for existing parcels less than 38 acres to be in an overlay district, to stay A2, with a recommendation from the Plan Commission to the Town Board. This provision allows this without having to rezone.
- C) **024-0240, 18.84 acres, zoned A2 on James Road - Ziegenhagen Farms LLC: To hear testimony for approval of a CSM for parcel number: 024-0240 of 18 acres currently zoned A2; creating Lot 1 of 9.4016 acres and Lot 2 of the remaining 9.5124 acres, both rezoning to RR.**
Supervisor Sawall motions that we accept the Board's recommendation; seconded by Chairman Schmick. Carried 3-0
- D) **June 4, 2026 Meeting: Conditional Use Application - River Velvet Retrievers: 024-0765, 204-0766, 024-0766-01**

9. April 21, 2026 Annual Meeting: Motion recommending changing the Fire Chief & Officers term from 3 years to one year

Chairman Schmick stated there is a current 3-year term. Attended the last Fire Dept meeting, a 3-year term allows time for a new Chief to get acclimated. If they bring it to us to bring to 1 year, it should be up to the Fire Dept. Supervisor Sawal asked if there was a decision. Fire Chief said now it's still in discussion, but would like to keep the 3-year term for now. Supervisor Sawall asked that if there is a change, you will bring that to us? Supervisor Kuhrt stated the consensus was something should be changed. The last thing we want to do is to tell them what to do. Chairman Schmick said there are 7 people on the bylaw committee and there may be two bylaws to change. He finally has a copy of the 2002 Fire Dept bylaws.

10. EAST CENTRAL WI REGIONAL PLANNING COMMISSION – OSHKOSH METROPOLITAN PLANNING ORGANIZATION: Municipal Board Appointment

Supervisor Sawall motions that Len stays on for another year; seconded by Supervisor Kuhrt. Carried 3-0

11. TOWN HALL / STREET LIGHTS: Energy Advisor, Focusonenergy.com/government

Clerk Sonnleitner received a flyer regarding this. We get two invoices from WPS; one is about \$20 and the other is around \$160, not sure why one is so much higher than the other. Will look into this and report later.

12. ROADS:

A) Maintenance

Chairman Schmick stated patching was done and side grading. Rustic Meadows will be blacktopped this year.

B) Ditch Mowing – JS Enterprises of Wisconsin

Chairman Schmick stated he is trying to get the County to spray the ditches to stunt the grass growth.

Josh Heine mentioned the County Highway Dept is retrofitting one of the brine tankers. Getting a new spray bar to spray the roads. It's in the process of building.

13. Winnebago County Emergency Management: Flood Disaster, Inform County of Damage Costs

Chairman Schmick said the Town doesn't really have anything that was damaged that the Town could be reimbursed for. Replied that we didn't have anything more. Did submit expenses for the snow storm, for about \$9000.

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

Chairman Schmick chaired this meeting and everything is going very well.

15. FIRE / EMS DEPARTMENTS:

A) Fire Chief's Report

Fire Chief Roberts would like to clear the air from the Annual Meeting of questions and allegations made. He was not appointed, he was elected by the Fire Dept. Six people retired or walked off within three months of his appointment. It wasn't until June 10, 2024; a month after the bylaw change, then we had three who retired. We had 3 termed for probation violations. We have 16 new people since Jay became Chief, only one not here since. Was said he doesn't know what he is doing and asks a lot of questions. Usually when he is at a scene and working with someone with experience, why not bounce ideas off each other for the best way. The Tahoe was not \$20,000, was free. Total expense was \$7054.10 for paint and graphics, and some work done. Currently it carries EMS supplies and some fire supplies. Some day, it will be set up as a Command vehicle. It can be utilized by whomever on the department, and can be taken home to take on calls. An air pack will be in there. There is a lifting bag with an air pump. The \$8000 expense for radios. Radios were about \$5000 each from the County grant. The dual band radio option, one radio is \$8000. A VHF radio is \$750, so ordered 10 instead of having only one. Bylaws, we've always had bylaws. The new bylaws were passed on May 6, 2025. Everyone on dept had to sign that they received a copy of the bylaws. Everybody had to sign it, or they would be released by the Town Board. The chimney fire in Pickett. Jay received a call from his neighbor. Jay called 911 since the homeowner wouldn't. Jay went over with a fire extinguisher. Ripon was already at a fire call, Nekimi is automatically called but wasn't moving yet. Requested another page and asked for Omro, asked for someone to help. Smoke was coming through the chimney mortar. Two deputies came with extinguishers, closed the fireplace, our engine arrived first, stretched a

hose line inside, put water in from the bottom after multiple attempts with extinguishers. The other option was the house would burn down. There was no liner in the chimney. The chimney was almost completely full of kreosolt. Home owners were happy their house didn't burn down. Didn't have anyone complain except one. Had a training from an Assistant Chief from Utica NY, they use water on chimney fires. Grant used Winchester, Winneconne, Omro, Poy Sippi as examples for bylaws. Detailed duties are listed on the first page of the bylaws. Only one person on the bylaws committee. There are actually 4 on the committee. Membership & bylaws committees combined has a total of 7. Randy Oliver was working on them, making changes, then stopped when the new bylaws started. Brings up at the monthly meetings, and there are no updates. Don't get rid of anyone; got rid of three. Don't do background checks. Would usually use CCAP in the past. The one that slipped through, Jay called the Chief but had no issues, didn't go into details. If can't trust another Chief, not sure what else to do. Clerk Sonleitner now processes background checks. The problem person was not from Princeton. Don't get many calls, unless from Imperial Hills, or asking to burn. Don't do burn bans in Winnebago County. Use common sense and be safe.

1) New Applicant(s)

No new applicants.

2) Retirement(s)/Termination(s)

Tim Oliver Retired

3) Truck Updates

a) Truck Routine Maintenance

Hose testing done with 9000' feet, only had one 50' hose that didn't pass; we are in compliance. Ladders all passed. Engine 12 has a repair for the recirculation valve that froze, they are leaking.

4) Buildings and Grounds

Fire Chief Roberts stated the pit stinks. Did flush some water out, but it should get pumped out.

5) Training

Sent a few guys to Kiel for extrication, jaws, and heavy lifting classes. Sent three to Watertown for a two-day interior fire-fighting class.

Car 12 is for running errands, not his personal car. Did sit in his driveway when it was extremely cold, didn't go anywhere with it. It was brought here if someone needs it, can use it. Does get used for training and getting supplies. Talked with most departments around and no one has ever heard of the Tahoe being called the clown car.

6) SOP/SOG

Nothing new

B) Fire Department & Town Ordinance / Bylaws

Nothing new to report.

C) March 2026: (1 Fire Calls / 5 EMS Calls)

Fire Chief Roberts stated it was recommended that he have a one-on-one with Tim Oliver. Did have a mutual party there. Tim has been my hero since the beginning. He was the guy that new everything, he was a Captain and has always been his superior. Gave Tim the option to either resign will recommend him for termination. This was the hardest thing he has ever done, except for responding to some nasty calls.

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

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

- A) BOARD OF REVIEW:** Thursday, June 4, 2026 – 5:00pm-7:00pm – Utica Town Hall, 1730 County Rd FF in Fisk
- B) PLAN COMMISSION MEETING:** Thursday, June 4, 2026 – 7:30pm – Utica Town Hall, 1730 County Rd FF in Fisk
- C) TOWN BOARD MEETING:** Monday, June 8, 2026 – 6:00pm at the Utica Town Hall, 1730 County Rd FF in Fisk
- D) 2026 ELECTION DATES:** August 11, November 3 – Utica Town Hall, 1730 County Rd FF in Fisk

18. CORRESPONDENCE RECEIVED:

- A)** WI Towns Assoc Monthly Newsletter; Land Transfers; Building Permit: Potratz 1931 Knott Rd, Tuchscherer 1127 Cty Rd FF; Oshkosh Human Society animal intake list; BMO Elite Business Checking Package; Unemployment Insurance Benefits: Willoughby

19. Adjournment

6:54pm

Jenny Sonleitner, Clerk

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