

TOWN OF UTICA

Town Board Meeting ~ Minutes

Monday, August 10, 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; 17 present

2. Pledge of Allegiance

3. CONSENT AGENDA:

A) Approve Town Board Meeting Minutes: July 13, 2026

B) Affidavit of Posting/Publication

C) Approve Payment of Bills

Chairman Schmick motions that we approve the Consent Agenda consisting of approving of the Town Board Meeting Minutes from July 13, 2026; the Affidavit of Posting/Publication, and approving payments 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: July 2026

Treasurer Hunter stated Supervisor Expenses are at 76%, Board is at 71%, Legal is at 82%, Clerk is at 76%, Other Insurance is at 91%, Plan Commission is over their budget at 119% and to be taken care of today, Board of Appeals is at 100%, EMS is at 93%, Building Inspections is at 107% and to be taken care of today, Transportation is at 100%, and Human Services is at 100%. We had a meeting with fire dept yesterday, talked about money and budgets. There are grants from 2025 that are still with them. They don't need to spend it within a certain year. New line for grants on the spreadsheet to see where grant money is versus the Town budget. They are not spending oodles of money. Winnebago County is asking all towns to get Personal Property taxes off of their books. Our personal property taxes are from 2012 – 2022. Asking the Town Board to forgive these since we can't get them back; it has been over 6 years. \$98,000 was not collected in personal property taxes for the County to get off their books. Every town in Winnebago County is doing this.

5. Public Forum: 2-Minutes to comment on an Agenda item or new business; state your name & address. (No action taken by the Board)

Darwin Larson thanked the Board for getting Rustic Meadows Road paved, we and the neighbors appreciate it. Would like a sign like "Dead End", "Not a Through Street", "Children at Play", or speed limit. Passersby and delivery vehicles are speeding down the road, thinking it's a through street, then turning around at the cul-de-sac.

Aaron Voight asked if there is an Ordinance about storing vehicles in the yard? Chairman Schmick said the DNR would get involved in that, piling up junk cars is not allowed, due to leaking oil, fuel, etc.; it's unsightly. They need to be licensed and insured to have on your property.

Kevin Fritz mentioned the State has twice as many voters on their voter registration than we have voters, how is that taken care of in the Town of Utica, or is that taken care of by the County? What about voters that moved? Clerk Sonnleitner stated she frequently checks the Registration Alerts on the WisVote website. Clears up and Deceased and/or Duplicate voters. Then when the poll book is printed, won't have duplicate or deceased people. For those that move, it depends when the citizen moved. Postcards are sent by the State and any undeliverable ones are marked as Undeliverable and deactivated.

Ray Yearwood reported that Liberty Prairie Cemetery has about \$13,000 left in their account. Should be about \$6000-7000 left to pay out on lawn care, spending about \$14,000 for mowing this year; may be short next year.

Darwin Briggs had an update on the dog kennel property. He talked with Caleb Edwards with Winnebago County. This property is allowed to train up to 4 dogs. Any more than that, they need a Conditional Use. There is a small amount of the property in Town zoning, which is used for dog training. If they come in for a Conditional Use, the Town will be notified and the County will hold the Town's opinion higher. Will we have any say in that? They are no longer using shotguns. Using pistols and not parking along his barn by the cattle. Without this in writing, the next owner could do what they want. Would like to see some conditions put on this so it stays with the property. We should do what we can to avoid future problems. Will the town get involved? Chairman Schmick said we keep hearing different stories. The County told him they have been there for 25 years, they are grandfathered in and can do what they want; wasn't told the dog limit is 4. Start with the County and may end up having a Conditional Use meeting. Majority of the property is under Shoreland, which is controlled by the County. Darwin Briggs stated the property is up for sale again.

Kevin Fritz asked if the Town is going to keep giving the cemetery money or will we take it over? Chairman Schmick stated we gave them \$10,000 about 4 years ago. We will let them run it for as long as possible. Kevin Fritz stated many cemeteries aren't selling plots because of cremations.

Walt Whiting had three comments: 1) The Plan Commission Conditional Use recommendation. Where is Jasper's going to end up in this situation and are there plans to shut him down? Chairman Schmick stated Jasper's has talked with Fox River Valley Ethanol and is okay with what is going on. Aaron from Fox River Valley Ethanol stated there is no reason to go that course to shut Jasper's down. 2) Data Center & information. The County has this, is the Town drafting an Ordinance? Chairman Schmick stated we are collecting data and he talked with Carey Rowe from the County. They are close to finishing, which would engulf us too. Counties near nuclear plants are the ones that may have to worry about this. 3) Chapter 16 Private On-site Wastewater Treatment System.

Clerk Sonleitner read the County's explanation and they will be re-wording it to update some language and terms. Kevin Fritz asked it that comes from WI State Statutes? Chairman Schmick is not sure.

Walt Whiting complimented the Town Board for doing what they did to go with the new Ambulance Service. The city is taxing the ambulance service on each parcel, not by property owner.

Public Session closed.

6. BUDGET:

A) Any 2026 Amendment Resolutions

Chairman Schmick read the Resolution and motions that we allocate it for the fire department for next year's partial payment towards the \$250,000 for the new fire truck; seconded by Supervisor Kuhrt. Carried 3-0

Chairman Schmick motions to allocate this \$6.04 to the same place that we allocated the \$70,752.81; seconded by Supervisor Sawall. Carried 3-0

7. Action to clear Town's documented personal property taxes from 2012-2022

Chairman Schmick motions that we clear the Town's documented Personal Property taxes from 2012-2022; seconded by Supervisor Sawall. Carried 3-0

8. PLAN COMMISSION:

A) Conditional Use Permit from Fox River Valley Ethanol for parcel number 024-0624-01 to install a rail spur

Chairman Schmick stated the Ethanol plant talked with the Fire Chief. Fire Chief Roberts stated this would be in the open area, there wouldn't be any different response from us. Chairman Schmick asked if there is a deep water well. Fire Chief Roberts said we are working on that and we can use it; it takes a lot of hoses. Supervisor Sawall motions that we approve the Conditional Use Permit for Fox Valley Ethanol; seconded by Chairman Schmick. Carried 3-0

B) Overhead Electric to Underground Electric conversion project along Ripon Place

Chairman Schmick motions we allow them to do that; seconded by Supervisor Kuhrt. Carried 3-0

9. LICENSES: Operator Licenses and Temp Picnic Licenses for Jasper Pickett Foundation and Utica Volunteer Fire Dept

Supervisor Kuhrt motions that we allow the license to whoever is going to be in charge of that; seconded by Chairman Schmick. Carried 3-0

10. Data Center Ordinance and Information

Chairman Schmick would like to see what the County does, then we can vote on our Ordinance.

11. TOWN HALL: Window Repair Quotes

Supervisor Sawall received three quotes. Lueck's 5-window triple-pane quote is for \$7538.98, duo-pane is \$7185.30; Duncan's triple-pane quote is for \$21,799; Packerland Windows quote is for \$20,852.10. Asked Lueck's to clarify their quote; price is for all 5 windows installed, not per window. Another update from Lueck's is if we replace the windows this year, the price would be less: triple-pane \$7113 and double-pane \$6784. Chairman Schmick motions we accept Lueck's for next year, seconded by Supervisor Sawall; carried 3-0. Darwin Larson stated it could be a possibility to do the work this year, but pay next year. Ben will ask.

12. WINNEBAGO COUNTY Resolutions

A) Text Amendment to Chapter 23, Data Center and 12-month Moratorium

Chairman Schmick motions that we approve what the County has determined to do with Data Centers; seconded by Supervisor Kuhrt. Carried 3-0. Chairman Schmick stated it's keeping them out of our town.

B) Chapter 16 Private On-Site Wastewater Treatment System (POWTS), public hearing 8/25/2026

Chairman Schmick motions we approve it as they stated, we really don't have a choice; seconded by Supervisor Sawall. Carried 3-0

13. ROADS: Maintenance

Chairman Schmick stated Rustic Meadows is paved and the gravel is in. Drive down County Road M and look down the road to check it out. Supervisor Kuhrt motions we contact our highway man if he has a thought on what we should put, or something similar to "No Through Street", something to eliminate people from wanting just to drive through; seconded by Chairman Schmick. Carried 3-0

14. RUSH LAKE COMMITTEE: Wednesday, July 22, 2026 at 7:00pm at the Town of Nepeuskun Town Hall

Supervisor Kuhrt hasn't received an agenda yet, haven't had a meeting yet this year.

15. AMBULANCE SERVICE / S.W.E.M.S. meeting updates from July 30, 2026. Next meeting: October 29, 2026 at 6:00pm at Town of Omro Town Hall

Chairman Schmick stated the service is going really well, no issues. We have some of the best ambulance service around. Only issue is the remodeling of the old fire house on Main Street. It was supposed to be done in March, hoping to be done in the next month or two.

16. FIRE / EMS DEPARTMENTS:

A) Fire Chief's Report

1) New Applicant(s)

No new applicants

2) Retirement(s)/Termination(s)

No retirements

3) Truck & Routine Truck Maintenance Updates

Had pump tests done. Engine 12 pumped good, check valve is bad. Foam is circulating through the pump, so that needs to get fixed. Rescue 12 (donated to us) pumped good. Pump shift has an issue. Tanker was good, has a brand new pump. Pumper 12 failed the pump test and vacuum test. Unable to complete pump test due to electric transfer valve not switching; had to crawl underneath to get it into gear. This is the oldest truck that doesn't get used, it takes up space.

4) Buildings and Grounds

The roof next door is rusted. It should get painted before it rusts through. The pavilion iron structure is just primed, not painted, and is starting to rust. Should have that painted to maintain it. The building next door has an AC unit in the wall. With the humidity we have had this year, the floor was sopping wet. Not everything is on shelves. Can we update the air conditioner to dehumidify? We tried fans and it just moves the air around. Clerk Sonleitner mentioned that with the window replacement, there may be more work needing to be done with the wall beneath the windows. The floor tiling looks wet too, possibly from the excess water sitting next to the building. Fire Chief Roberts said there is no downspout on the NE corner to get the water away.

Treasurer Hunter mentioned that we talked about having monthly reports from the Fire Dept. Sending them to her so we have transparency to show how their side and our side matches.

5) Training

Nick Keator stated they did SCBA compliance work and hose mazes through the department. We have a forceable entry door loaned to us from Oshkosh Fire to practice with, along with more air pack use.

6) SOP/SOG

Nick Keator stated they have one bylaw amendment for membership requirements. This was voted on by the department. Required to attend 6 monthly department meetings and 6 monthly department trainings each year. Training attendance is mandatory and cannot be excused. Failure to meet this requirements will result in discharge from the department. If requirements are not met by a member, they will be given a written notice of disciplinary probation for a 6-month duration. If the member fails to meet the required 6 months of training during their probation, they may be terminated from the department. This is holding people accountable to make sure they meet the state law requirement of training hours and to be a member of the department and to be able to vote on future things; to be in good standing.

Chairman Schmick stated to give us a copy to go over and vote on next month.

B) Fire Department & Town Ordinance / Bylaws – Any Updates

C) July 2026: (7 Fire Calls / 12 EMS Calls)

D) VOLUNTEER FIREMEN'S PICNIC: Saturday, August 22, 2026 - \$14 Chicken Dinner served 12-4pm (or until sold out); Maintenance Men 3-5pm; Road Trip 6-9:30pm at 1730 County Road FF in Fisk

17. WI Town Association County Meeting: Thursday, October 1, 2026 – Town of Winneconne (6:00pm dinner)

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

A) TOWN BOARD MEETING: Monday, September 14, 2026 – 6:00pm at the Utica Town Hall, 1730 County Rd FF in Fisk

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

19. CORRESPONDENCE RECEIVED:

A) WI Towns Assoc Monthly Newsletter; Land Transfers; Building Permits: Sutton 1755 Crown Dr, Tipps 482 Cty Rd FF, Micele 5943 St Rd 91, Fisher 5969 Ripple Ave; Winnebago County Storm Mgmt Debris Tips for Municipalities; WPS Road improvement planning; Winnebago County Comprehensive Future Land Use Plan & Map 10-year Update; Freedom & Glory catalog

Clerk Sonleitner mentioned there are WTA trainings available, Fall Workshop and Convention, let her know if interested in attending to get registered.

20. Adjournment

6:56pm

Jenny Sonleitner, Clerk

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

Minutes to be Reviewed / Approved at the September 14, 2026 Town Board Meeting.