

Utica

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2017 Annual Report

Town of Utica

Winnebago County ~ State of Wisconsin

Presented at the Annual Meeting ~ Tuesday, April 24, 2018

UTICA TOWN BOARD - ELECTED

Chairman..... Len Schmick 850-0758 cell
Supervisor 1 Chuck Kuhrt 589-5033 home
Supervisor 2 Donavon Bradley / Grant Stettler 589-6854 home / 410-8358 cell
(January – April) (April – December)

OTHER ELECTED TOWN OFFICERS

Clerk..... Jenny Sonnleitner..... 410-0347 cell
Treasurer..... Brenda Morrell..... 589-4110 home
Constable Ralph Kalies 589-6002 home / 410-0294 cell

PLAN COMMISSION & BOARD OF APPEALS/VARIANCE COMMITTEE

Chairman & Zoning Administrator..... Tom Thiel..... 589-3005 home, 579-3025 cell
Secretary..... Jenny Sonnleitner..... 410-0347 cell
Plan Commission Member..... Terry Beck
Plan Commission Member..... Darwin Briggs
Plan Commission Member..... Ralph Kalies
Plan Commission Member..... Tim Oliver
Plan Commission Member..... Ken Schmick
Plan Commission Member..... Grant Stettler
Plan Commission Alternate Chad Bowman
Plan Commission Alternate Eric Whiting
Board of Appeals/Variance Chairperson Vicki Williams..... 571-236-6697 cell
Board of Appeals/Variance Member..... Nelson Hinz
Board of Appeals/Variance Member..... Robert Potratz
Board of Appeals/Variance Member..... Don Draxler
Board of Appeals/Variance Member..... Walter Whiting
Board of Appeals/Variance Alternate..... Michael Christianson

OTHERS

Appointed Assessor..... Troy Zacharias..... 766-7323 office
Building Inspector..... Marty Johnson..... 685-6755 office, 410-6756 cell

MONTHLY BOARD MEETINGS are held the second Monday of the month at 7:30p.m. in the Utica Town Hall located at 1730 County Road FF in Fisk; date is subject to change.

PLAN COMMISSION MEETINGS are held as needed, on the first Thursday of the month at 7:30p.m. in the Utica Town Hall located at 1730 County Road FF in Fisk; date is subject to change.

ANNUAL TOWN MEETING is held around the third Tuesday in April at 7:30p.m. in the Utica Town Hall located at 1730 County Road FF in Fisk.

OPEN BOOK – Saturday, May 5, 2018 from 8:00-10:00am. Real Estate and Personal Property Assessments may be reviewed. No appointments or Objection forms are necessary to appear at the Open Book session.

BOARD OF REVIEW – Tuesday, May 22, 2018 from 7:00-9:00pm. Please make an appointment with the Town Clerk if you wish to appear before the Board of Review.
Objection forms must be filed with the Clerk 2 weeks prior.

POPULATION – The Wisconsin Department of Administration estimates the population for the Town of Utica to be 1324.

MILES – There are +/- 46 miles of town roads.

RECYCLING & GARBAGE COLLECTION – Garbage is picked up at the curbside weekly on Tuesday at each residence. Single-stream recycling is picked up every other week. There is one exception; any week that has a holiday on or before Tuesday, the garbage will be collected on Wednesday of that week. A calendar of the recycling dates is available on the Town website (townofutica.org) or by contacting the Clerk. All electronics (computers, printers, fax machines, TV's, DVD players, VCR's, etc.) must be recycled at a registered E-Cycle collector. See the DNR website for more information: <http://dnr.wi.gov/org/aw/wm/ecycle/>

BUILDING PERMITS – Contact Tom Thiel, Zoning Administrator, at 920-589-3005 to make sure your project meets all zoning ordinance requirements. The Town's Zoning Ordinance is on the Town website for your review.

RAZING PERMITS – Contact Tom Thiel, Zoning Administrator, at 920-589-3005 to obtain a permit; it is **FREE** and is required.

WISCONSIN INCOME TAX – Please note Town of Utica as your place of residence on State Income Tax forms so our Town receives its share of state aid.

WISCONSIN VEHICLE REGISTRATION – When applying for a license or registration for your automobile or truck, please be sure to show the **TOWN OF UTICA** as your tax district.

All newsletters, agendas and meeting minutes are posted on the website.

Website: townofutica.org

Clerk email: utica1730@gmail.com
Treasurer email: uticatreasurer@gmail.com
Chairman email: uticachairman@gmail.com
Supervisor 1 email: uticasupervisor1@gmail.com
Supervisor 2 email: uticasupervisor2@gmail.com
Constable: uticaconstable@gmail.com
Planning/Zoning email: uticaplanning@gmail.com

Utica Volunteer Fire Department 2017 Year in Review

Volunteer Fire Department Officers: Chief Tim Oliver Assistant Chief Tom Bean Captain 1 John Rivers Captain 2 Terin Krumenauer Captain 3 Andrew Griep Safety Officer & Secretary Todd Bethe Treasurer Dan Hinz Reporter Stanley Parafiniuk	Volunteer FireFighters: Jason Babiash, Randy Beck, Mark Borgardt, Kevin Butt, Tod Davies, Tyler Davies, Robert Davis, Jared Faust, Jeff Gibson, Chuck Griedl, Jeff Houle, Chuck Hunter, Ed Hunter, Greg Johnson, Justin Kain, Andy Krumenauer, Gunnar Lindo, Jerod Lloyd, Tom Lloyd, Paul Loughren, Mike Marx, Ryan Miller, Darwin Newell, Bard Olson, Stan Parafiniuk, Jay Roberts, Mike Schaefer, Josh Schuman, Chris Sherlin, Jeremy Tesch, Gabe Tucker, Eric Whiting, Walt Whiting
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The Utica Volunteer Fire Department responded to a total of 31 calls last year. These included structure fires, wild land fires, vehicle accidents, and carbon monoxide calls. 6 of these calls were MABAS calls, which uses the new mutual aid box alarm system, 5 of the calls were auto aid with our neighboring townships.

We are happy to say that in 2017, our 1978 Tanker 2-12 received a new 1500-gallon tank, new sub-frame and compartments, also a new paint job to match our current trucks. This truck should provide plenty of years of service, at about a quarter of the cost of a new truck. Thanks to the employees at Wisconsin Superior Paint & Coatings, also The Metal Connection, and Ferrel signs for the work they did bringing this truck back to life.

The department recruited 3 new members this year; 2 are Certified Firefighters Class 1, and one is currently taking his Tech school training now. We now have a roster of 40 volunteers.

This year, the department will be looking for a replacement pumper/rescue combination vehicle to replace our current Pumper 12 and Rescue 12. Pumper 12 is a 1974 Ford Pumper truck that was purchased new in 1974, it only has a 750-gallon per minute pump, and recently has had to have the electric pump switch motor replaced twice in the last 3 years. This truck still serves as a second backup truck to Engine 12, but it is getting hard to find parts for a 44-year-old truck. Rescue 12 is our truck that carries all the jaws-of-life tools, EMS equipment, imaging camera, flight-for-life land zone equipment, etc. With the needs of more extrication equipment, we are running out of room on this truck, to say it's busting at the seams is an understatement.

With the new MABAS criteria, when a department calls for an attack crew or a squad, we are required to send at least 4 firefighters geared up and ready to work, plus a driver/operator on one truck; there isn't room for personal vehicles at large fire scenes. So, we are looking at a 5 or 6 man cab, with at least 1500-gallon per minute pump, and plenty of room for extrication equipment, air packs, and other miscellaneous tools and appliances. This isn't a new concept for us, we replaced a 5-man cab Engine back in 2004 with our current Engine 12. There are numerous used trucks like we are looking for in Fire Trader, and other used fire truck publication. This doesn't have to take place this year, however, by 2019 we would like to have something picked out. If we go with a new truck, we would apply for a FEMA grant to help with the cost. FEMA grants cannot be used for used equipment.

Remember to call the Winnebago County Communications Center (Com Center) if you plan on burning any large acreage of grass or brush, or any large rubbish or building materials. They will put it on their burn board so passersby don't keep calling it in. Let's have a Fire Safe 2018!

Respectfully submitted,

*Tim Oliver - Fire Chief
Utica Volunteer Fire Department*

Utica Volunteer First Responders 2017 Year in Review

Volunteer First Responders Officers: EMS Director Jay Roberts Secretary Shelly Haffner Training Officer Kirk Griswold	Volunteer First Responders: Patsy Beck Julie Felix Dan Hinz Ashley Newell Vicki Williams
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During 2017, the Utica First Responders were dispatched to 243 calls and were cancelled from 168 Mutual Aid calls. We responded to 75 calls, 4 of those were in Nepeuskun and 5 were Mutual Aid. We assisted 90 patients. We respond to all emergency and non-emergency medical calls that we're called to. We never charge for any services that we provide. No matter how insignificant one may think an issue is, don't hesitate to call us. Night or day, we never mind being called, that's why we volunteer!

Initial training to become a 1st Responder is 180 hours plus 4 hours of CPR and AED taught by FVTC. Classes are either at the Public Safety Training Center next to Appleton Airport or at one of the many fire stations in the region. Every 2 years we need to renew our license and complete 18 hours of training plus 4 hours of CPR and AED. We spread those 18 hours and CPR between the 2 years to stay more up-to-date. Training requirements are taught by the Oshkosh Fire Department EMS Chief and other Paramedics. The training may seem overwhelming at first, but it is very rewarding to know that you really can handle any situation until an ambulance arrives. We are not just doing "basic first aid" putting on band-aids. We have a large variety of Basic Life Support skills and equipment that enable us to confidently and effectively handle even the worst situations. If anything from holding a patient's hand while they're having trouble breathing to bringing a patient back from Cardiac Arrest and someday getting a great big hug from them interests you, then PLEASE ask one of us about becoming a member of this lifesaving organization. Our 1st Responders are not required to be Firefighters nor are Firefighters required to be 1st Responders. Meetings are on the first Tuesday of every month at 6:30 pm.

Due to the decline of medical volunteers in Utica, we have worked with surrounding EMS groups to provide better daytime coverage from 7am to 8pm for the past 2 ½ years with great success. The 1st Responders of Algoma, Nekimi, Omro, and Utica are all paged at the same time for calls in these areas, except for the Omro-Rushford area. This allows any 1st Responder from all four departments to immediately respond to assist without waiting to be requested and paged as Mutual Aid, thus saving many minutes of response time. For example, in the past, if a 1st Responder was out of their own area and heard a medical call in another area where they were, they could not assist unless their own department was paged as Mutual Aid. This agreement takes care of the delay and legal issues within these areas. We had approximately 30 times where another department's personnel were utilized just this year. Don't be surprised to see 1st Responders from Omro, Nekimi, or Algoma coming to Utica or Utica going to these other areas to provide help. We respond along with an Oshkosh Fire Department Ambulance to calls in the Town of Utica. We continue to provide Emergency First Responder coverage to the Eastern half of the Town of Nepeuskun. We work with Berlin Ambulance for the Northeast half and Ripon Guardian Ambulance for the Southeast half of the Town of Nepeuskun. When an Ambulance is dispatched to Utica through the 911 system, the First Responders are paged out at the same time. In almost all cases, we arrive at the scene before the Ambulance and begin assessing and treating the patient according to the professional training we have received. Our training is ongoing and includes working with Oshkosh Fire Department Paramedics, other First Responder Units, and our own Utica Fire Department Firefighters. We are available to aid other EMS units surrounding us through mutual aid. We can also provide aid throughout the State and Region if called upon.

We currently have 8 First Responders on our roster. I can't stress enough how highly critical it is that we recruit more members, especially for daytime coverage. The training is paid for and all equipment is provided by the department and town. We are very well equipped with the tools we carry with us. Our First Responders always provide our community with professional and confidential care 24 hours a day, 7 days a week.

Thank you for your continued support,
EMS Director Jay Roberts

2017 Calls: Utica – 66, Nepeuskun – 4, Mutual Aid – 5; Total: 75

Call Types: Falls – 30, Auto Crash – 8, Unconscious – 6, Cardia Arrest – 5, Difficulty Breathing – 4, Sick – 4, Bleeding, Diabetic, Overdose, Stroke/TIA – each 3, Seizure & Standby – each 2, Allergy/Sting & Chest Pain – each 1.

TOWN OF UTICA

SUMMARY OF FINANCIAL ACTIVITY

JANUARY 1, 2017 - DECEMBER 31, 2017

2017 SUMMARY OF FINANCIAL ACTIVITY

BALANCE ON HAND: JANUARY 1, 2017		
Checking & Money Market Accounts - BMO Harris Bank		\$ 1,432,598
Fire Department & EMS Checkbook		25,467
TOTAL CASH ON HAND: JANUARY 1, 2017		<u>\$ 1,458,065</u>
Plus: Tax Collections for others	1,628,540	
2017 Town Cash Received	<u>663,207</u> A	<u>2,291,747</u>
TOTAL CASH AVAILABLE		<u>\$ 3,749,812</u>
Less: Tax Settlements paid to others	(1,628,540)	
2017 Town Expenses	<u>(807,915)</u> B	<u>(2,436,455)</u>
 BALANCE ON HAND: DECEMBER 31, 2017		 <u><u>\$ 1,313,357</u></u>
 NET REVENUES OVER EXPENSES	 <u><u>\$ (144,708)</u></u> A-B	

DECEMBER 31, 2017 BANK BALANCES

Checking Account - BMO Harris Bank		
General Fund	\$ 1,268,670	
Contingency Reserve	5,872	
Future Fire Dept Needs	-	
Year End Cash Balance	<u>10,000</u>	\$ 1,284,542
Fire Department & EMS Checking		28,814
TOTAL CASH ON HAND: DECEMBER 31, 2017		<u><u>\$ 1,313,357</u></u> C
Advance Tax Collections		\$ 1,228,361
Fire Department & EMS Checking		28,814
TOTAL CASH HELD FOR OTHERS		<u><u>\$ 1,257,175</u></u> D
TOWN CASH AVAILABLE BALANCE AT DECEMBER 31, 2017		<u><u>\$ 56,182</u></u> C-D

Town of Utica

2017 REVENUES

TAX COLLECTIONS:

2016 Tax Roll Collections - in 2017	\$	764,520
Refunds paid back to taxpayers		(5,602)
Tax Roll Settlement from County		102,062
Personal Property Taxes after Jan		-
Advance tax collections 2017 tax roll		<u>1,228,361</u>

\$ 2,089,342 A

LESS: TAX SETTLEMENTS

Winnebago County	568,823
Omro Area School	130,208
Oshkosh Area School	464,802
Ripon Area School	374,322
Fox Valley Tech College	68,125
Moraine Park Tech College	<u>22,259</u>

1,628,540 B

NET CASH AVAILABLE FROM TAX COLLECTIONS

	<u>Actual</u>	<u>Budget</u>	<u>Over/(Under)</u>
	A-B \$ <u>460,802</u>		
GARBAGE ASSESSMENT COLLECTED TAX COLLECTIONS	\$ 111,028	\$ 115,000	\$ (3,972)
INTERGOVERNMENTAL REVENUES:	349,774 **	409,537	(59,763) **
State Shared Revenues	14,408	14,408	0
Fire Insurance Dues	5,838	5,000	838
State Highway Aid	100,984	100,984	(0)
Exempt Computer Aids	391	450	(59)
Recycling Grant	2,883	2,600	283
DNR - PILT - net of payments	414	2,400	(1,986)
Lottery Credit	9,081	7,700	1,381
Managed Forest	26	6	20
Fish & Wildlife - net of payments	<u>1,354</u>	7,900	(6,546)
	135,379		
LICENSES AND PERMITS:			
Tobacco, Beer, Liquor & Operators	2,802	2,500	302
Building Permits and Inspection Fees	11,818	10,000	1,818
Variance/Conditional Use/Rezone	1,000	1,500	(500)
Dog Licenses & County refund - net	<u>387</u>	1,000	(613)
	16,007		
MISCELLANEOUS REVENUES:			
<i>Fire Department/EMS - checkbook revenues</i>			
Picnic	21,942		
Memorial	2,875		
Donation Income	7,307		
Interest	3		
Reimburse	5,312		
Misc.	<u>51</u>		
	37,490	25,000	12,490
<i>Town Revenues</i>			
Interest and Dividend Income	2,389	1,000	1,389
Title Searches	570	350	220
Town Hall Rent	1,450	350	1,100
Miscellaneous	<u>9,120</u>	3,000	6,120
	<u>13,529</u>		
TOTAL REVENUES	<u>\$ 663,207</u>	<u>\$ 711,385</u>	<u>\$ (47,478)</u>

** Is a mix of 2016 and 2017 collections

Town of Utica

2017 EXPENSES

GENERAL GOVERNMENT	<u>Actual</u>	<u>Budget</u>	<u>Over/ (Under)</u>
Legislative (Board)			
Board Chairman			
Chairman Salary	\$ 5,500		
Chairman Payroll Taxes	421		
Chair Training	-		
Total Board Chairman	<u>5,921</u>		
Supervisor Expenses			
Supervisor Salaries	5,500		
Supervisor Payroll Taxes	421		
Supervisor Training	65		
Total Supervisor Expenses	<u>5,986</u>		
Total Legislative (Board)	<u>11,907</u>	13,000	(1,093)
General Administration			
Clerk			
Clerk - Legal Postings	721		
Clerk - Equipment	81		
Clerk Salary	18,000		
Clerk Payroll Taxes	1,381		
Clerk Supplies	1,008		
Clerk Postage	1		
Clerk Training	115		
Clerk Mileage	81		
Clerk Dues	65		
Clerk - Miscellaneous	-		
Clerk - Website	415		
Total Clerk	<u>21,869</u>	22,800	(931)
Election			
Pollworkers Wages	842		
Elections - Training	334		
Election supplies	206		
Election Meals	137		
Election Equipment	705		
Elections Other	187		
Total Election	<u>2,410</u>	3,300	(890)
Total General Administration	<u>24,280</u>	<u>26,100</u>	<u>(1,820)</u>
Financial Administration			
Treasurer			
Treasurer Salary	9,000		
Treasurer Payroll Taxes	689		
Treasurer Expenses	1,812		
Treasurer Postage	48		
Total Treasurer	<u>11,548</u>	11,500	48
Assessor	9,000	9,000	-
Tax Collection Software	650	1,000	(350)
Total Financial Administration	<u>21,198</u>	<u>21,500</u>	<u>(302)</u>

Town of Utica

2017 EXPENSES

	<u>Actual</u>	<u>Budget</u>	<u>Over/ (Under)</u>
General buildings and plant			
Utilities			
Electric	3,294		
Gas	2,648		
Other	8		
Street lights	2,188		
Total Utilities	<u>8,138</u>		
Town Hall Maintenance	1,964		
Town Hall Supplies	1,177		
Janitorial Service	1,930		
Lawn Care	2,600		
Telephone	1,455		
General Buildings & Plant - Other	-		
Town Hall Snowplowing	1,375		
Total General buildings and plant	<u>18,638</u>	20,590	(1,952)
Other insurance	16,566	17,000	(434)
Plan Commission			
Plan Commission Wages	1,325		
Plan Commission Payroll Taxes	98		
Plan Commission Training	105		
Plan Commission - Miscellaneous	421		
PC Supplies/Mileage/Postage	243		
Total Plan Commission	<u>2,191</u>	4,520	(2,329)
Rush Lake Committee			
Rush Lake - Wages	250		
Rush Lake - Payroll Taxes	19		
Total Rush Lake Committee	<u>269</u>	330	(61)
Board of Appeals			
Board of Appeals Wages	-		
Board of Appeals Payroll Taxes	-		
Total Board of Appeals	<u>-</u>	360	(360)
Board of Review	-		
Legal	2,040	5,000	(2,960)
Other general government			
WI Towns Assn Dues	930		
Donations	1,000		
Other general government	1,131		
Total Other general government	<u>3,061</u>	6,800	(3,739)
Total GENERAL GOVERNMENT	<u>100,150</u>	<u>54,270</u>	<u>(14,990)</u>

Town of Utica

2017 EXPENSES

	Actual	Budget	Over/ (Under)
PUBLIC SAFETY			
Fire protection			
<i>Fire Department Account</i>			
Supplies	5,397		
Training & Education	2,458		
Refreshments	586		
Picnic	18,833		
Miscellaneous	50		
Memorial	311		
Donation	1,855		
Lunch & Steak Fry	1,665		
Equipment/fuel	3,276		
EMS Dues	250		
Total Fire Department Account	34,681	25,000	9,681
<i>Town Fire Department Expenses</i>			
Fire Dept. Fuel	1,854		
Firetruck Repairs	15,122		
Fire Dept. Expenses	2,341		
Fire Dept Training	190		
Fire Dept. Supplies	10,697		
Fire Inspections	353		
Fire Dept. Equipment	63,171		
Total Fire Department - Town	93,728	93,728	-
Total Fire protection + fire dues not included (\$5387.86)	128,409	118,728	9,681
Ambulance/EMS			
Paramedic Ambulance Service	1,857		
EMS Supplies/Training/Membership	1,479		
Total Ambulance/EMS	3,336	11,050	(7,714)
Building Inspections	6,072	7,000	(928)
Other Public Safety	-	500	(500)
Total PUBLIC SAFETY	137,818	137,278	540
PUBLIC WORKS			
SANITATION			
Refuse and Garbage	67,414		
Recycling expenditures	42,762		
Total SANITATION	110,176	115,000	(4,824)
TRANSPORTATION			
Highway and street maintenance			
Ditch cutting	9,180		
Road Maintenance	361,029		
Snowplowing	89,236		
Total TRANSPORTATION	459,445	467,000	(7,555)
Total PUBLIC WORKS	569,621	582,000	(12,379)
HEALTH AND HUMAN SERVICES			
Cab Rides	36	100	(64)
Public health service (animal cont)	291	400	(109)
Total HEALTH AND HUMAN SERVICES	327	500	(173)
 TOTAL EXPENSES	 \$ 807,915	 \$ 834,648	 \$ (26,733)

We, the Town Board of Utica, certify that the foregoing financial statement, required by §60.41 of the Wisconsin Statutes is a true and accurate statement of the revenues and expenses and financial condition of the Town.

Completed by Clerk Jenny Sonnleitner & Treasurer Brenda Morrell