

2023 ANNUAL REPORT

TOWN OF UTICA WINNEBAGO COUNTY, WI



Presented: Tuesday, April 16, 2024

TOWN OF UTICA TOWN BOARD - ELECTED

Chairman Len Schmick uticachairman@gmail.com 850-0758 cell
Supervisor 1 Chuck Kuhrt uticasupervisor1@gmail.com 410-8939 cell
Supervisor 2 Grant Stettler uticasupervisor2@gmail.com 410-8358 cell

TOWN OF UTICA ELECTED TOWN OFFICERS

Clerk Jenny Sonnleitner utica1730@gmail.com 410-0347 cell
Treasurer Trisha Hunter uticatreasurer@gmail.com 379-5548 cell
Constable Ralph Kalies uticaconstable@gmail.com 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: uticaplaning@gmail.com Jenny Sonnleitner 410-0347 cell
Plan Commission Member Terry Beck
Plan Commission Member Darwin Briggs
Plan Commission Member Ralph Kalies
Plan Commission Member Grant Stettler
Plan Commission Member Eric Whiting
Board of Appeals/Variance Chairperson Vicki Williams 571-236-6697 cell
Board of Appeals/Variance Member Darwin Briggs
Board of Appeals/Variance Member Emily Hunter
Board of Appeals/Variance Member Marek Potratz
Board of Appeals/Variance Member Brian Trebiatewski
Board of Appeals/Variance Alternate Walter Whiting
Board of Appeals/Variance Alternate Andrew Verwey (2024)

RUSH LAKE STEERING COMMITTEE

Mark Davis
Kevin Fritz
Chuck Kuhrt

OTHERS

Appointed Assessor Zach Zacharias, Action Appraisers 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 5:30pm 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 7:30pm in the Utica Town Hall located at 1730 County Road FF in Fisk; date is subject to change.

ANNUAL TOWN MEETING will be held Tuesday, April 16, 2024 at 5:30pm in the Utica Town Hall located at 1730 County Road FF in Fisk.

OPEN BOOK – Tuesday, May 21, 2024 from 9:00-11:00am via phone call to Action Appraisers, 920-766-7323. 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, June 4, 2024 from 5:00-7:00pm. 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 48 hours prior.**

POPULATION – The Wisconsin Department of Administration estimates the population for the Town of Utica to be 1359.

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

RECYCLING & GARBAGE COLLECTION – Garbage is picked up at the curbside weekly on Wednesday 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 Wednesday, the garbage will be collected on Thursday of that week. A calendar of the recycling dates is available on the Town website (townofuticawi.gov) or by contacting the Clerk. Contact GFL at 1-920-685-0771 if replacement garbage/recycling bins are needed. 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: <https://dnr.wisconsin.gov/topic/ecycle/Wisconsin.html>.

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

Website: townofuticawi.gov

Utica Volunteer Fire Department 2023 Year in Review

Volunteer Fire Department Officers:

Tim Oliver - Chief
Jay Roberts – Assistant Chief
Andrew Greip – Captain 1
Jerod Lloyd – Captain 2
Kevin Butt – Captain 3
Nick Keator – Safety Officer
Patsy Beck – Secretary
Kevin Butt – Treasurer
Randy Oliver – Reporter

The Utica Volunteer Fire Department responded to a total of 55 emergencies in 2023. These included structure fires, grass fires, vehicle crashes, carbon monoxide calls, and MABAS (Mutual Aid Box Alarm System) calls.

The department recruited 3 new firefighters: Jason Bauer, Travis Banks and Kelsie Smith.

The Fire Department is always looking for Utica residents, or those in close proximity, who are interested in firefighting and helping your neighbors when disaster strikes. We always welcome DEDICATED individuals, male or female, who want to help out. Feel free to come on down to the station and see what the requirements are to join. Applications are available from any current fire department member or stop at Station 12 on the first and third Tuesday of each month at 6:30pm, 1730 County Road FF in Fisk.

Please remember to call the Winnebago County Communications Center at 920-236-7300 if you plan on burning large acreages of grass, old building materials, or brush piles. The Dispatchers will put it on their Burn Board and call your phone to see if the fire department is actually needed when people call it in as a fire.

Also, you can look up the Town's Burn Ordinance at townofuticawi.gov for what can and cannot be legally burned.

Let's have a Fire Safe 2024.

*Respectfully submitted,
Jay Roberts - Fire Chief, Utica Volunteer Fire Department*

Utica Volunteer First Responders 2023 Year in Review

Volunteer First Responders Officers and Members:

Jay Roberts - EMS Director	
Nick Keator - Assistant EMS Director/Training Officer	
Bailey Fernau – Secretary	
Ashley Banks	Travis Banks
Jason Bauer	Patsy Beck
Cody Clark	Bradley Fisher
Randy Oliver	Corey Pawlowski
Kelsie Smith	

In 2023, the Utica First Responders were dispatched to 136 calls and 75 were assisting as Mutual Aid. We provide EMR coverage for 103 square miles. We respond to all emergency and non-emergency medical calls that we are called to. No matter how insignificant one may think an issue is, do not hesitate to call us. Night or day, we never mind being called, that is why we volunteer! We also provide lift assists when requested.

We have a few new members who have recently finished the training to become Emergency Medical Responders. Training to become a First Responder is 76 hours of CPR and AED spread over 6 months and taught by FVTC. Classes are taught at the Public Safety Training Center next to the Appleton Airport or at one of the fire stations in the region. Every 3 years, we need to renew our license and complete hours of training. We spread the training over the 3 years to stay more up-to-date. Training requirements are taught through FVTC. The training may seem overwhelming at first, but it is extremely rewarding to know that you really can handle any situation until an ambulance arrives. We are not just doing “basic first aid” by 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 treating them for 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 life saving organization. Our First Responders are not required to be Firefighters nor are Firefighters required to be First Responders. However, cross-training is encouraged. Meetings are on the first Tuesday evening of every month. December 23, 2020 we began to provide Emergency Medical Responder coverage to the entire Town of Nepeuskun. Ripon Guardian is the Ambulance that covers Nepeuskun. Nepeuskun is looking for volunteers to join our First Responder group, so if you know anyone interested, have them call us.

Oshkosh Fire Department responds with an Ambulance to calls in the Town of Utica. 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 Paramedics, Ripon 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 12 active First Responders on our roster. I cannot stress enough how 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. We are very well equipped with the tools and medications 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

TOWN OF UTICA

SUMMARY OF FINANCIAL ACTIVITY

JANUARY 1, 2023 - DECEMBER 31, 2023

2023 SUMMARY OF FINANCIAL ACTIVITY

BALANCE ON HAND: JANUARY 1, 2023

Checking & Money Market Accounts - BMO Harris Bank	\$	1,212,230.68
Fire Department & EMS Checkbook	\$	30,345.41
TOTAL CASH ON HAND: JANUARY 1, 2023		<u>\$ 1,242,576.09</u>

Plus: Tax Collections for others	\$	1,817,786.28
2023 Town Cash Received	\$	636,278.21 A
		<u>\$ 2,454,064.49</u>

TOTAL CASH AVAILABLE **\$ 3,696,640.58**

Less: Tax Settlements paid to others	\$	(1,817,786.28)
2023 Town Expenses	\$	(980,665.94) B
		<u>\$ (2,798,452.22)</u>

BALANCE ON HAND: DECEMBER 31, 2023 **\$ 898,188.36**

NET REVENUES OVER EXPENSES **\$ (344,387.73) A-B**

DECEMBER 31, 2023 BANK BALANCES

Checking Account - BMO Harris Bank		
General Fund	\$	829,810.34
ARPA funds	\$	-
Contingency Reserve	\$	15,000.00
Future Fire Dept Needs	\$	10,000.00
Year End Cash Balance	\$	10,000.00
		<u>\$ 864,810.34</u>
Fire Department & EMS Checking		\$ 33,378.02
TOTAL CASH ON HAND: DECEMBER 31, 2023		<u>\$ 898,188.36 C</u>

Advance Tax Collections	\$	807,900.87
Fire Department & EMS Checking		
TOTAL CASH HELD FOR OTHERS		<u>\$ 807,900.87 D</u>

TOWN CASH AVAILABLE BALANCE AT DECEMBER 31, 2022 **\$ 90,287.49 C-D**

Summary Completed by Treasurer Trisha Hunter

Town of Utica

2023 REVENUES

TAX COLLECTIONS:

2022 Tax Roll Collections - in 2023	\$1,158,594.64	
Refunds paid back to taxpayers	\$ (3,710.11)	
Tax Roll Settlement from County	\$ 109,113.03	
Personal Property Taxes after Jan	\$ 202.46	
Advance tax collections 2023 tax roll	\$ 807,900.87	
		\$ 2,072,100.89 A

LESS: TAX SETTLEMENTS

Winnebago County	\$ 584,018.22	
Omro Area School	\$ 172,569.83	
Oshkosh Area School	\$ 594,263.81	
Ripon Area School	\$ 376,825.28	
Fox Valley Tech College	\$ 68,075.06	
Moraine Park Tech College	\$ 22,034.08	
		\$ 1,817,786.28 B

	Actual	Budget	Over/(Under)
NET CASH AVAILABLE FROM TAX COLLECTIONS	A-B \$ 254,314.61		
GARBAGE ASSESSMENT COLLECTED	\$ 127,880.00	\$ 134,840.00	\$ (6,960.00)
TAX COLLECTIONS	\$ 126,434.61 **	\$ -	\$ 126,434.61 **
INTERGOVERNMENTAL REVENUES:			
State Shared Revenues	\$ 14,407.95	\$ 14,408.00	\$ (0.05)
Personal Property Aid	\$ 2,508.44	\$ 2,508.00	
Fire Insurance Dues	\$ 7,172.87	\$ 6,300.00	\$ 872.87
State Highway Aid	\$ 125,381.24	\$ 125,381.00	\$ 0.24
Exempt Computer Aids	\$ 406.35	\$ 406.00	\$ 0.35
Recycling Grant	\$ 2,890.76	\$ 2,800.00	\$ 90.76
County Aid	\$ 145,000.00	\$ -	\$ 145,000.00
DNR - PILT - net of payments	\$ 709.08	\$ 9,324.00	\$ (8,614.92)
Lottery Credit	\$ 16,545.61	\$ 14,000.00	\$ 2,545.61
Managed Forest	\$ 2.00	\$ 100.00	\$ (98.00)
Fish & Wildlife - net of payments	\$ 1,282.55	\$ -	\$ 1,282.55
	\$ 316,306.85		
LICENSES AND PERMITS:			
Tobacco, Beer, Liquor & Operators	\$ 2,990.00	\$ 2,500.00	\$ 490.00
Building Permits and Inspection Fees	\$ 11,367.80	\$ 4,000.00	\$ 7,367.80
Variance/Conditional Use/Rezone	\$ 800.00	\$ 800.00	\$ -
Dog Licenses & County refund - net	\$ 400.13	\$ 550.00	\$ (149.87)
	\$ 15,557.93		
MISCELLANEOUS REVENUES:			
<i>Fire/EMS Department - checkbook revenues</i>			
Picnic	\$ 32,356.00		
Memorial	\$ -		
Donation Income	\$ 4,697.86		
Interest	\$ 148.25		
Reimburse	\$ 557.73		
Misc.	\$ 37,759.84	\$ 25,000.00	\$ 12,759.84
<i>Town Revenues</i>			
Interest and Dividend Income	\$ 9,081.45	\$ 250.00	\$ 8,831.45
Title Searches	\$ 667.00	\$ 300.00	\$ 367.00
Town Hall Rent	\$ 1,650.00	\$ 1,500.00	\$ 150.00
Insurance Refund	\$ -	\$ -	\$ -
Miscellaneous	\$ 940.53	\$ -	\$ 940.53
TOTAL REVENUES	\$ 636,278.21	\$ 344,967.00	\$ 291,310.77

** Is a mix of 2022 and 2023 collections

Revenues Completed by Treasurer Trisha Hunter

Town of Utica

2023 EXPENSES

	<u>Actual</u>	<u>Budget</u>	<u>Over/ (Under)</u>
GENERAL GOVERNMENT			
Legislative (Board)			
Board Chairman			
Chairman Salary	\$ 6,999.96		
Chairman Payroll Taxes	\$ 535.50		
Chair Training	\$ -		
Chair Expenses	\$ -		
Total Board Chairman	<u>\$ 7,535.46</u>	\$ 7,925.00	
Supervisor Expenses			
Supervisor Salaries	\$ 7,000.08		
Supervisor Payroll Taxes	\$ 535.51		
Supervisor Training	\$ 110.00		
Supervisor - Expenses-Other	\$ -		
Total Supervisor Expenses	<u>\$ 7,645.59</u>	\$ 8,040.00	
Total Legislative (Board)	<u>\$ 15,181.05</u>	<u>\$ 15,965.00</u>	\$ (783.95)
Legal	<u>\$ 700.00</u>	<u>\$ 1,000.00</u>	\$ (300.00)
General Administration			
Clerk			
Clerk - Miscellaneous	\$ -		
Clerk - Legal Postings	\$ 77.51		
Clerk - Equipment	\$ 3,035.00		
Clerk Salary	\$ 20,000.04		
Clerk Payroll Taxes	\$ 1,533.83		
Clerk Supplies	\$ 879.73		
Clerk Postage	\$ 63.00		
Clerk Training	\$ -		
Clerk Mileage	\$ 115.75		
Clerk Dues	\$ 65.00		
Clerk - Miscellaneous	\$ -		
Clerk - Website	\$ 1,978.00		
Clerk - Printing	\$ -		
Total Clerk	<u>\$ 27,747.86</u>	\$ 27,747.86	\$ -
Election			
Pollworkers Wages	\$ 1,063.13		
Elections - Training	\$ 121.76		
Election supplies	\$ 1,097.92		
Election Meals	\$ 112.83		
Election Equipment	\$ 463.00		
Elections Other	\$ 107.47		
Total Election	<u>\$ 2,966.11</u>	\$ 4,400.00	\$ (1,433.89)
Total General Administration	<u>\$ 30,713.97</u>	<u>\$ 32,147.86</u>	\$ (1,433.89)
Financial Administration			
Treasurer			
Treasurer Salary	\$ 9,999.96		
Treasurer Payroll Taxes	\$ 765.00		
Treasurer - Bank Service Charges	\$ -		
Treasurer Expenses	\$ 5,805.67		
Treasurer Postage	\$ 657.00		
Treasurer Training	\$ 499.00		
Total Treasurer	<u>\$ 17,726.63</u>	\$ 14,575.00	\$ 3,151.63
Assessor	\$ 10,323.50	\$ 10,000.00	\$ 323.50
Tax Collection Software	\$ -	\$ 1,000.00	\$ (1,000.00)
Total Financial Administration	<u>\$ 28,050.13</u>	<u>\$ 25,575.00</u>	\$ 2,475.13

Town of Utica

2023 EXPENSES

	<u>Actual</u>	<u>Budget</u>	<u>Over/ (Under)</u>
General buildings and plant			
Utilities			
Electric	\$ 3,526.44		
Gas	\$ 4,307.66		
Other	\$ 1.02		
Street lights	\$ 2,536.65		
Total Utilities	<u>\$ 10,371.77</u>		
Town Hall Maintenance	\$ 6,879.20		
Town Hall Supplies	\$ -		
Janitorial Service	\$ 1,920.00		
Lawn Care	\$ 3,100.00		
Telephone	\$ 1,671.54		
General Buildings & Plant - Other	\$ 15.00		
Town Hall Snowplowing	\$ 3,900.00		
Total General buildings and plant	<u>\$ 27,857.51</u>	\$ 29,010.14	\$ (1,152.63)
Other insurance	\$ 20,472.00	\$ 20,472.00	\$ -
Plan Commission			
Plan Commission Wages	\$ 225.00		
Plan Commission Payroll Taxes	\$ 13.38		
Plan Commission Notices	\$ -		
Plan Commission Training	\$ -		
Plan Commission - Miscellaneous	\$ -		
PC Supplies/Mileage/Postage	\$ 6.72		
Total Plan Commission	<u>\$ 245.10</u>	\$ 1,620.00	\$ (1,374.90)
Rush Lake Committee			
Rush Lake - Wages	\$ 275.00		
Rush Lake - Payroll Taxes	\$ 21.03		
Total Rush Lake Committee	<u>\$ 296.03</u>	\$ 380.00	\$ (83.97)
Board of Appeals			
Board of Appeals Wages	\$ 75.00		
Board of Appeals Payroll Taxes	\$ 5.75		
Total Board of Appeals	<u>\$ 80.75</u>	\$ 360.00	\$ (279.25)
Board of Review	\$ -	\$ 100.00	
Board of Appeals Wages	\$ 25.00		
Board of Appeals Payroll Taxes	\$ 1.91		
Total Board of Review	<u>\$ 26.91</u>		
Other general government			
WI Towns Assn Dues	\$ 1,599.50		
Donations	\$ 1,000.00		
Other general government	\$ 698.15		
Total Other general government	<u>\$ 3,297.65</u>	\$ 8,694.52	\$ (5,396.87)
Total GENERAL GOVERNMENT	<u>\$ 126,921.10</u>	<u>\$ 60,636.66</u>	<u>\$ (7,946.36)</u>

Town of Utica

2023 EXPENSES

	Actual	Budget	Over/ (Under)
PUBLIC SAFETY			
Fire protection			
<i>Fire/EMS Department Account</i>			
Supplies	\$ 2,223.15		
Training & Education	\$ 5,640.15		
Refreshments	\$ 514.74		
Picnic	\$ 15,988.63		
Miscellaneous	\$ 466.35		
Memorial	\$ 408.00		
Donation	\$ -		
Lunch & Steak Fry	\$ 3,269.24		
Equipment/fuel	\$ 6,216.97		
EMS Dues	\$ -		
Total Fire Department Account	\$ 34,727.23	\$ 25,000.00	
<i>Town Fire Department Expenses</i>			
Fire Dept. Fuel	\$ 2,351.36		
Firehouse Repairs	\$ 9,337.43		
Firetruck Repairs	\$ -		
Fire Dept. Expenses	\$ -		
Fire Dept Training	\$ -		
Fire Dept. Supplies	\$ 6,853.66		
Fire Inspections	\$ -		
Fire Dept. Equipment	\$ 5,629.83		
Total Fire Department - Town	\$ 24,172.28	\$ 71,350.00	\$ (47,177.72)
Total Fire protection	\$ 58,899.51	\$ 96,350.00	\$ (37,450.49)
Ambulance/EMS			
Paramedic Ambulance Service	\$ -		
EMS Supplies/Training/Membership	\$ 10,512.53		
Total Ambulance/EMS	\$ 10,512.53	\$ 15,550.00	\$ (5,037.47)
Building Inspections	\$ 6,051.80	\$ 7,000.00	\$ (948.20)
Other Public Safety	\$ -	\$ 500.00	\$ (500.00)
Total PUBLIC SAFETY	\$ 75,463.84	\$ 119,400.00	\$ (43,936.16)
PUBLIC WORKS			
SANITATION			
Fuel	\$ 6,609.30		
Refuse and Garbage	\$ 80,954.82		
Recycling expenditures	\$ 51,231.36		
Total SANITATION	\$ 138,795.48	\$ 138,795.48	\$ -
TRANSPORTATION			
Highway and street maintenance			
Road Maintenance	\$ 586,854.99		
Snowplowing	\$ 52,405.53		
Total TRANSPORTATION	\$ 639,260.52	\$ 643,216.00	\$ (3,955.48)
Total PUBLIC WORKS	\$ 778,056.00	\$ 782,011.48	\$ (3,955.48)
HEALTH AND HUMAN SERVICES			
Cab Rides	\$ -	\$ -	\$ -
Public health service (animal cont)	\$ 225.00	\$ -	\$ 225.00
Total HEALTH AND HUMAN SERVICES	\$ 225.00	\$ 500.00	\$ 225.00
DEBT SERVICE			
Fire Protection Principal	\$ -		
Fire Protection Interest	\$ -		
TOTAL DEBT SERVICE	\$ -	\$ -	
 TOTAL EXPENSES	 \$ 980,665.94	 \$ 1,037,236.00	 \$ (56,570.06)

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.

Expenses Completed by Clerk Jenny Sonnleitner