

# ANNUAL REPORT

## 2017



# Town of Schleswig 2017 Annual Report

Presented herein are annual reports for the Town of Schleswig, Cedar Lake Sanitary District, Wilke Lake Sanitary District, Rockville Millpond District and Millhome Dam District. Please review the information presented and attend the Annual Town Meeting on Tuesday April 17, 2018 at 7 PM. A free luncheon and a great opportunity to visit with your neighbors and elected officials awaits you!

## Town Officials

Town Chairman	Joe Meyer	920-894-2504	jmmeyer@tcei.com
First Supervisor	Richard Glomski	920-894-2530	richardglomski10@frontier.com
Second Supervisor	Jonathan Neils	920-279-8255	jneils03@gmail.com
Clerk	Deb Hoepfner	920-918-1956	townofschleswig@yahoo.com
Treasurer	Laurel Vondrachek	920-894-3945	garyv@tcei.com
Constable	Ken Schuler	920-629-6500	trawlers@trawlersmidwest.com
Assessor	Mike Denor	920-468-9698	800-236-1638
Judge	Dean Dietrich	920-894-2211	

## Recycling Center

The Recycling Center is open Saturdays from 9 AM to 4 PM year round. The Recycling Center is also open on Wednesday's from 1 PM to 4 PM the first Wednesday in June through the last Wednesday in September.

## Building Permits

To obtain a building permit, please contact Richard Glomski at 920-894-2530.

## Burning Permits

To obtain a burning permit, please contact the Town Chairman or either Town Supervisor.

## Dog License Information

All dogs over 5 months of age must have their Rabies vaccine and be licensed. Fees for unneutered males and females are \$10.00. Fees for neutered males and females are \$5.00. Send the license fee, Certificate of Rabies vaccination, and self-addressed stamped envelope to Laurel Vondrachek, 12912 Hwy 67, Kiel WI 53042.

## Regular Monthly Board Meetings

Regular monthly board meetings are held the second Thursday of each month at 7:00 PM at Schleswig Town Hall. The Schleswig Town Hall is located at 21935 Rockville Road. All residents are welcome to attend.

For more information, visit [www.townofschleswig.com](http://www.townofschleswig.com)

## Town of Schleswig 2017 Annual Report

	2015	2016	2017
Equalized Value	222,448,100	228,467,300	225,894,400
Assessed Value	222,493,600	225,675,100	227,027,500

### Capital Improvement Fund

	2015	2016	2017
Beginning Balance	153,482	155,485	20,184
Transfer from General Fund	25,000	25,000	25,000
Disbursements	48,000	161,000	0
Receipts	24,224	0	0
Interest	779	699	162
Year End Balance	155,485	20,184	45,346

### Equipment Fund

	2015	2016	2017
Beginning Balance	53,192	78,238	49,554
Transfer from General Fund	25,000	25,000	25,000
Equipment Purchases	274	54,105	0
Equipment sales	0	0	0
Interest	320	421	340
Year End Balance	78,238	49,554	74,894

### W-2 Wages Paid

	2015	2016	2017
Dennis Salzman	2,702	0	0
Richard Glomski	5,020	5,315	5,412
Joe Meyer	4,850	6,185	6,385
Jonathan Neils	1,710	4,155	3,733
Kristy Koenig	11,096	3,647	0
Laurel Vondrachek	7,232	7,788	7,412
Richard Shannon	2,960	710	0
Deb Hoepfner	0	9,637	11,490
Ken Schuler	0	2,190	3,835

## Revenues

	2015 Actual	2016 Actual	2017 Actual	2017 Budget
<b>Taxes</b>				
General property taxes	336,968	339,681	340,826	340,826
Mobile Home Fees	3,016	3,203	2,688	3,500
Special Charges	7,715	-	1,822	-
<b>Intergovernmental Revenues</b>				
State Shared Taxes	28,648	28,582	28,580	28,572
Fire Insurance Tax	7,638	7,991	8,698	7,000
State Exempt Computer Aid	107	65	51	51
Highway Aid	123,796	123,796	123,796	123,796
State Recycling Grant	4,630	4,416	4,110	4,600
In Lieu Tax, Conservation Land	173	173	173	175
Forest Crop Land	2,226	4,047	3,562	1,000
Bridge Aids-County	3,900	1,694	194	195
Other	-	-	1,525	-
<b>Licenses &amp; Permits</b>				
Business & Occupational Licenses	1,980	2,439	2,906	2,000
Dog License	4,628	4,546	4,109	3,800
Building Permits	5,365	10,670	13,891	8,000
<b>Public Charges for Services</b>				
General Governmental Fees	770	778	658	500
Landfill Charges	18,428	17,908	19,907	15,000
Sale of Highway Equipment	150	-	-	-
Highway Maintenance				
<b>Miscellaneous Income</b>				
Patronage Dividends	53	-	-	-
Interest	2,622	2,394	2,250	2,000
Rent	1,100	1,255	1,020	700
Fines	437	-	2,055	500
Use Value Penalty	852	2,528	-	-
	206	-	-	-
<b>Total Revenue:</b>	<b>555,408</b>	<b>556,166</b>	<b>562,821</b>	<b>542,215</b>

## Expenditures

	2015 Actual	2016 Actual	2017 Actual	2017 Budget
Town Board Wages	15,337	17,003	16,927	17,200
Town Board Other	7,335	8,298	8,462	8,400
Clerk	11,913	14,251	12,387	12,400
Clerk Other	1,955	2,655	2,362	2,500
Treasurer Wages	7,921	7,745	7,950	8,000
Treasurer Other	2,807	2,475	3,436	3,400
Election Wages	691	3,185	874	1,700
Election Other	798	1,521	1,311	1,300
Building Inspector	3,438	10,495	7,187	7,500
Assessor	12,845	19,365	13,443	15,000
Legal	3,785	1,644	6,330	6,300
Accounting	2,653	2,880	2,840	4,000

## Expenditures - continued

	2015 Actual	2016 Actual	2017 Actual	2017 Budget
Highway				
Bridge Repair	4,988	2,391	3,610	20,000
Road Signs and Markings	7,921	9,888	5,236	7,000
Maint. & Construction	251,985	176,738	122,283	138,515
Snow & Ice Control	16,198	10,158	16,200	17,000
Machinery Repair & Maint	8,719	32,253	18,178	19,000
Fuel, Oil & Grease	8,198	-	-	-
Shop & Equipment	1,357	1,782	1,966	1,900
Wages				
Maintenance	27,412	24,469	23,920	27,200
Snow & Ice Control	5,149	13,012	10,938	11,000
Machinery Repair & Maint	19,788	22,750	27,773	27,200
Landfill				
Wages	94	57	-	-
Other	31,189	34,928	37,142	37,900
Recycling				
Wages	8,759	8,731	8,577	8,500
Other	1,341	2,615	333	1,800
Municipal Buildings				
Utilities	4,888	5,269	7,492	8,000
Other	3,144	-	-	-
Fire Protection/Ambulance/EMS				
Equipment	-	197,875	4,028	4,000
City of Kiel	23,966	24,850	24,522	24,500
Fuel, Maintenance & Dues	9,674	4,293	4,869	1,200
Ambulance & EMS	6,429	6,429	6,429	10,800
Other payments				
Dog licenses	2,530	2,485	2,360	2,500
Constable/Municipal Court	4,604	3,684	5,167	5,800
Planning & Development	501	763	749	1,200
Dam Maintenance	9,000	10,189	9,159	9,500
Property & Liability Insurance	15,857	17,313	19,940	20,000
Omitted Taxes Shared	-	4,462	-	-
Equipment Outlay	-	-	-	-
Total Expenditures Before Transfers	545,169	708,901	444,381	492,215
Transfer to Capital Improvement Fund	25,000	25,000	25,000	25,000
Transfer to Equipment Fund	25,000	25,000	25,000	25,000
<b>Total Expenditures</b>	<b>595,169</b>	<b>758,901</b>	<b>494,381</b>	<b>542,215</b>

## Balance Sheet - Year End December 31, 2017

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Assets	2016	2017
Cash - operating	2,865	6,423
Cash - tax accounts	1,760,723	1,667,255
Cash - mobile home account	4,136	3,537
Cash - capital improvements	20,185	45,347
Cash - equipment	49,555	74,895
Advance - Millhome Dam Lake District	75	75
Total Assets	1,837,539	1,797,532
<u>Liabilities &amp; Fund Balance</u>		
Accounts payable	37,754	33,278
Advance tax collections	1,725,339	1,571,367
	1,763,093	1,604,645
Fund Balance	74,446	192,887
Total Liabilities & Fund Balance	1,837,539	1,797,532

# Schleswig Recycling Center

Located at 16326 Little Elkhart Lake Road,  
with the entrance just south of Highway 57.

Hours: Saturday 9 a.m. to 4 p.m.

(If a legal holiday, center will be open on the preceding Friday.)

Supplementary Summer Hours:

Center will be open Wednesday afternoons 1:00 to 4:00 p.m.

Beginning the first Wednesday in June through the last Wednesday in September

## Individuals will purchase from the Town at the Recycling Center:

30-gallon size plastic bags, 5 to a pack  
@ \$1.00 each for a total of  
**\$5 per pack**

Bags are yellow plastic with the  
township name imprinted on them. All  
non-recyclables must be put into these  
bags and the bags deposited into the  
compactor at the center and these  
materials will be landfilled. No other  
bags will be accepted.

Other items accepted into the compactor  
are the following with the respective fees:\*

- Small chairs - \$3 to \$5
- Large recliners - \$8  
*Cut in half will not be accepted*
- Sofa Sleepers - \$10  
*Spring unit removed*
- Television - \$20
- Television (newer plasma, LCD or  
LED) --\$10
- Computer Monitor - \$20

*\*Prices subject to change*

Small amounts of demolition rubble will be  
accepted.

Ashes not in purchased yellow bags will not  
be accepted. Individuals causing a fire by  
placing hot ashes into compactor will be  
charged a minimum of \$500 for damages.  
The following items will be accepted at the  
center for recycling and composting:

1. Yard waste, grass clippings, garden  
greens, brush under 3".
2. Magazines, newsprint, office paper  
(bundled and tied).
3. Aluminum containers.

4. Waste oil.
5. Mixed glass containers (NO window  
glass), plastic, and tin.
6. Foam polystyrene packing (At the  
present time put into the bags for  
land filling).
7. All large metal items may be placed  
into the large metal dumpster.
8. Tires will be accepted for an extra  
charge based on size.

No large metal drums with something in  
them.

The following items are banned from  
landfills and will not be accepted at the  
recycling center:

1. Lead acid batteries (Trade in where  
the new batteries are purchased or  
dispose of at your local salvage  
yard).
2. Refrigerators, dehumidifiers, air  
conditioners, freezers, LP tanks  
(Dispose of at your local salvage  
yard).

In the future when the recycling laws  
change, this information may change to  
comply.

Failure to comply with the regulations now  
in force or to comply with the Center  
Supervisor will definitely result in the loss of  
dumping privileges.

First violation is a written notice. Second  
violation in a calendar year results in a  
\$100.00 fine. Third violation in a calendar  
year results in a \$300.00 fine.

Only with your cooperation can this  
recycling system work and work for the  
betterment of our society.

## Fire Fighting Equipment Owned by Town of Schleswig

2000 IHC 3,500 gal tanker  
1993 Pierce fire truck with 1,250 gpm pump  
1986 IHC 2,000 gal tanker  
3 Radios, 4 Scott air packs, 6 extra air bottles

## Road Equipment Owned by Town of Schleswig

2013 IHC Model 7400 truck, 6 yard dump body, 11 foot reversible plow, side wing, Sander, 2 way radio

2004 Chevrolet 1/2 ton pickup, 2 way radio

2002 Freightliner FL80 truck, 6 yard dump body, 11 foot reversible plow, side wing, sander, 2 way radio

2000 John Deere 6110 tractor, loader, 8 foot flail mower, 6 foot rotary mower, 6 foot broom, 8 foot rear blade, post hole digger, backhoe, snow blower

1999 IHC Model 2554 truck, 6 yard dump body, 11 foot reversible plow, side wing, sander, 2 way radio

1990 Caterpillar 140G grader, V-plow, side wing, 2 way radio

1983 Oshkosh P-2330 truck, 14 foot one way plow, V-plow, side wing, 2 way radio

1991 Ford F350

## Miscellaneous Equipment Owned by Town of Schleswig

1989 225 amp Lincoln welder/generator  
100 gal FMC weed sprayer  
Truck mounted conveyor belt  
Dixon zero turn mower  
Miscellaneous shop equipment



**FINANCIAL STATEMENT**  
**Sanitary District No.1**  
**CEDAR LAKE**  
**January 1, 2017 to December 31, 2017**

Balance on Hand, First National Bank, Kiel 1-1-17

Checking Account	\$ 1,084.97
Savings Account	\$ 18,630.83
<b>TOTAL</b>	<b>\$ 19,715.80</b>

RECEIPTS

2016 Tax Levy	\$ 27,500.00
DNR Plant Mgmt Plan Grant	\$ 1,753.89
DNR Harvester Grant 17.5%	\$ 33,775.00
Title Verification	\$ 40.00
Deposit on Old Harvester Package	\$ 1,000.00
Harvester, Trailer, Conveyer Loan, Cleveland State Bank	\$ 125,050.00
Interest on Savings	\$ 105.78
<b>TOTAL</b>	<b>\$ 189,224.67</b>

**TOTAL RECEIPTS PLUS BALANCE ON HAND** **\$ 208,940.47**

DISBURSEMENTS

Muskrat Control	\$ 376.00
Insurance	\$ 1,714.82
Electricity	\$ 666.98
Meetings, Mileage, and Legal Notices	\$ 820.00
Tax Preparation	\$ -
Water Quality	\$ 125.00
Administrative, Information, Mailings, Mileage, Notices	\$ 1,012.93
Cutter Labor	\$ 4,580.00
Weed Removal Labor	\$ 1,124.76
Harvester, Conveyer, and Truck Repair	\$ 2,559.74
MISC: Final Harvester, Conveyer, Trailer Payment	\$ 124,040.50
Prepayment on Cleveland State Bank Harvester Loan	\$ 33,775.00
MISC: Plant Spraying, Water Use Fee, Materials	\$ 1,619.99
MISC: Final Payment on Aquatic Plant Mgmt Plan	\$ 5,517.00
<b>TOTAL DISBURSEMENTS</b>	<b>\$ 177,932.72</b>

Excess Receipts plus Balance on Hand over Disbursements \$ 31,007.75

Balance on Hand, First National Bank, Kiel, 12-29-17

Checking Account	\$ 12,271.14
Savings Account	\$ 18,736.61
<b>Total Balance on Hand</b>	<b>\$ 31,007.75</b>

**STATEMENT OF INDEBTEDNESS - Cleveland State Bank; Harvester, Conveyer, Trailer Loan originally \$125,050 @ 3.75% APR with final payment 3/1/27. Final payment date has been shortened by a \$33,775 loan prepayment.**

Earmarks-Allocations 1/1/2018

Pump Earmark	\$ 10,088
Conservation Earmark	\$ 4,000
Legal Earmark	\$ 2,000
Truck Earmark	\$ 7,500
General Contingency Earmark	\$ 7,419
<b>Total Earmarks</b>	<b>\$ 31,007</b>

Note: Payment of Harvester Downpayment came from 2017 General Contingency and Pump Earmarks  
 Conservation Earmark was used for the update to the Aquatic Plant Management Plan.

**Town of Schleswig Sanitary District #2- Wilke Lake**

**Financial Statement**

January 1, 2017 to December 31, 2017

	<u><b>Dec 31, 2017</b></u>
<b>Assets</b>	
Current Assets	
Checking/Savings	
Checking 1	858.11
Savings 1	5,085.73
Total Checking/Savings	<u><b>\$ 5,943.84</b></u>

<b>Income</b>	
Accounts Receivable	
Savings Interest	6.90
Tax Levy	16,450.00
Total Accts. Receivable	<u>16,456.90</u>
<b>Total Income</b>	<u><b>\$ 16,456.90</b></u>

	<b>2018 Budget</b>	<b>2017 Actual</b>	<b>2017 Budget</b>	<b>2016 Actual</b>	<b>2016 Budget</b>
<b>Expense</b>					
Accounts Payable					
Board Per Diem	900.00	900.00	900.00	1,050.00	900.00
Electric Bill	300.00	348.80	300.00	363.63	250.00
Equipment Fuel	900.00	588.25	900.00	126.85	1,000.00
Equipment Maint.	950.00	448.81	950.00	670.09	1,000.00
Equipment Rental	-	-	-	-	200.00
Maintenance Fee	-	100.00	-	100.00	200.00
Insurance	1,200.00	1,419.99	1,200.00	1,243.95	1,300.00
Land Rent	700.00	700.00	700.00	700.00	700.00
Office Supplies	100.00	108.75	100.00	400.99	100.00
Study of Prof Svcs	3,000.00	3,912.30	3,000.00	-	1,600.00
Loan-Weed Cutter	4,400.00	4,400.00	4,400.00	-	5,700.00
Weed Cutting	4,000.00	3,454.10	4,000.00	3,185.00	3,500.00
Loan-Property	7,150.00	-	-	-	-
Property Improvements	7,300.00	3,880.12	-	-	-
Total Accounts Payable	<u>30,900.00</u>	<u>20,261.12</u>	<u>16,450.00</u>	<u>7,840.51</u>	<u>16,450.00</u>
<b>Total Expense</b>	<u><b>\$ 30,900.00</b></u>	<u><b>\$ 20,261.12</b></u>	<u><b>\$ 16,450.00</b></u>	<u><b>\$ 7,840.51</b></u>	<u><b>\$ 16,450.00</b></u>

**ROCKVILLE MILLPOND MANAGEMENT DISTRICT  
INCOME STATEMENT 2017**

As of Decenber 31, 2017:

**Assets:**

Savings Account - 1-1-2017	\$ 11,703.49
Deposits:	
Tax Settlement Kiel	\$ 774.95
Tax Settlement Schleswig	\$ 351.37
Tax Settlement Schleswig	\$ 256.55
Tax Settlement Mantowoc Co.	\$ 482.10
<b>Total Savings Account—12/31/17</b>	<b>\$ 13,568.46</b>
Checking Account - 1-1-2017	\$ 6,535.05
Withdrawals:	
Dam Maintenance	\$ 100.00
Yearly Secretarial Fee	\$ 75.00
Meeting Ads For Year	\$ 181.89
Printing Suplies	\$ 42.27
Total Expenses:	\$ 399.16
<b>Total Checking Account: 12-31-2017</b>	<b>\$ 6,135.89</b>
<b>Total Assets: 12-31-2017</b>	<b>\$ 19,704.35</b>
<b>Liabilities: None at this time</b>	<b>\$ -</b>

**MILLHOME DAM LAKE DISTRICT  
INCOME STATEMENT 2017**

As of December 31, 2017:

Savings Account - 1-1-2017	\$ 40,323.32
Deposits:	
Deposits	\$ 9,500.00
Interest Earned 2017	\$ 19.35
Transfer to Checking	\$ (12,500.00)
<b>Total Savings Account—12/31/17</b>	<b>\$ 37,342.67</b>
Checking Account - 1-1-2017	\$ 1,373.72
Deposits:	
Donations	\$ 150.00
Income	\$ 24,500.00
Transfer from Savings	\$ 12,500.00
Total Deposits:	\$ 37,150.00
Withdrawals:	
WE Energy	\$ 197.86
Construction/Engineering Cost	\$ 5,194.85
Loan Payment	\$ 32,681.13
Total Expenses:	\$ 38,073.84
<b>Total Checking Account: 12-31-2017</b>	<b>\$ 449.88</b>
<b>Total Assets: 12-31-2017</b>	<b>\$ 37,792.55</b>

## **MAILBOXES**

As mailboxes may cause problems during the snow removal process, the following policy has been adopted by the Town Board;

The front of the box should be 36" from the blacktop edge of road.  
Backfilling around mailboxes on new construction will be the responsibility of the resident.

The following illustrates the approved installation.

INSERT DIAGRAM

## **MATERIALS LEFT ON HIGHWAY (INCLUDING SNOW)**

Under State Statute 86.01 - Materials left on Highway:

**PENALTY** - "It shall be unlawful for any person to leave any materials (including snow) on the travelled portion of any highway."

If in violation of the above State Statute (86.01), a citation and fine will be issued by the Town of Schleswig for \$100.00 per each citation issued.

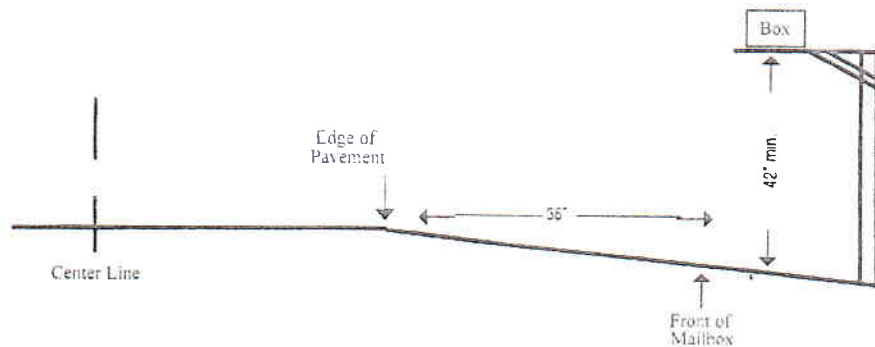
## Mailboxes

Because of mailboxes becoming a problem during snow removal, the following policy has been adopted by the Town Board.

The front of the box should be 36" from the blacktop edge.

The following installation is approved. (See illustration below.)

Backfilling around mailboxes on new construction will be the responsibility of the resident.



Under State Statutes 86.01 – Materials left on Highway: PENALTY "It shall be Unlawful for any person to leave any materials (snow) on the traveled portion Of any highway.

If this continues, the Town of Schleswig will issue a citation and fine up to \$100.00 for each citation issued.