

Minutes of the Finance Committee

Wednesday, September 5, 2018

Chair Heinrich called the meeting to order at 8:15 a.m.

Present: Supervisors Jim Heinrich, Duane Paulson, Tom Michalski, Tim Dondlinger, Tyler Foti, Richard Morris, and Ted Wysocki.

Also Present: Chief of Staff Mark Mader, Senior Civil Engineer Kevin Yanny, Engineering Services Manager Carolyn Gellings, Collections & Business Services Manager Andy Thelke, Principal Financial Projects Analyst Bob Ries, Criminal Justice Collaborating Council (CJCC) Coordinator Rebecca Luczaj, Administration Director Norm Cummings, Sheriff Eric Severson, Reporter Cara Spoto of *The Freeman*, Risk/Purchasing Manager Laura Stauffer, and Principal Risk Management Analyst Mark Jatczak.

Approve Minutes of August 22

MOTION: Paulson moved, second by Morris to approve the minutes of August 22. Motion carried 7-0.

Next Meeting Date

- September 19

Contract Procurement Process for CTH Y – Pilak Creek Tributary Structure, Professional Design Services, Capital Project # 201304

Yanny advised the contract was awarded to Ayres Associates, Inc., the highest rated proposer for a total contract cost of \$60,359. The budgeted amount is \$90,000. Eleven contractors submitted bids for consideration.

MOTION: Wysocki moved, second by Dondlinger to approve the contract procurement process for CTH Y – Pilak Creek tributary structure, professional design services, Capital Project # 201304. Motion carried 7-0.

Collections Report for Six Month Ended

Thelke discussed the report titled “Collections Division Delinquent Collection/Referral Analysis: 2018 Six Month Report” as outlined. Total collections during the first six months increased 0.3% from 2017. Tax intercept collections totaled \$1,130,447 through June 30, 2018 versus \$1,041,064 during this same period in 2017. A total of 5,411 tax intercept payments were received in 20-18 versus 4,852 in 2017. Total collections were \$2,310,138 and the amount retained by the County was \$1,533,860. This compares to the same period in 2017 when these figures were \$2,303,369 and \$1,557,563, respectively.

MOTION: Wysocki moved, second by Paulson to accept the Collections report for six months ended. Motion carried 7-0.

Proprietary Funds Report for Six Months Ended

Thelke discussed the six month report for the County’s enterprise and internal service funds as outlined. Those funds that showed a net loss at the end of six months in 2018 were the Naga-Waukee Golf Course (-\$186,713); Wanaki Golf Course (-\$179,681); Moor Downs Golf Course

(-\$32,567); Eble Park Ice Arena (-\$87,977); Materials Recycling (-\$748,663); Airport (-\$62,986); Vehicle/Equipment Replacement (-\$75,768); End User Technology (-\$403,811); and Health Insurance (-\$968,674). Those funds that showed a net income were the Naga-Waukeee Ice Arena (\$30,135); Central Fleet (\$34,174); Radio Services (\$392,014); Records Management (\$104,049); Communications (\$144,440); Risk Management/Workers Compensation (\$130,790); and Collections (\$136,405).

MOTION: Morris moved, second by Dondlinger to accept the Proprietary Funds report for six months ended. Motion carried 7-0.

Investments Report for Six Months Ended

Ries reviewed the investments report for six months ended including valuation at cost, valuation at market, total investment income and balances, and the County's portfolios. Total interest earnings for the quarter were \$784,547, up \$81,452 from the 1st quarter, and are up \$221,789 from the 2nd quarter of 2017, due largely to an increase in yields available in the market. The total return for the quarter was up 7 basis points from the last quarter, at 0.46%. For the year ending June 30, 2018, County investments returned 1.58%. Average invested balances were down approximately \$9 million from the 1st quarter, as proceeds from the 2018 bond issue were not received until late in the 2nd quarter. At the end of the 2nd quarter of 2018, the average daily balance totaled \$174,661,749.

MOTION: Michalski moved, second by Wysocki to accept the Investments report for six months ended. Motion carried 7-0.

Report on Alcohol Treatment Fees and Revenue Goals

Luczaj discussed the report titled "Alcohol Treatment Court (ATC) Program Fee Revenue Summary for 2009-2018" as outlined. Client fee collections include revenue from two categories of enrolled clients: tax levy-funded 3rd OWI offenders and Federal grant-funded 4th OWI offenders (and select number of 3rd's). The caseload capacity is 40-45 participants and the caseload as of July 2018 was 33 participants. Actual revenues during the first half of 2018 totaled \$21,126 (\$24,564 is budgeted for all of 2018).

MOTION: Paulson moved, second by Morris to accept the report on ATC Program fees and revenues. Motion carried 7-0.

Annual Report on County Equalized Property Values and Tax Incremental District (TID) Update

Cummings discussed his handouts on changes in equalized values by class and item, and net new construction in 2018, equalized values reduced by TID value increments, and TID value increments per municipality. The net new growth was 1.57% according to the report. Cummings went on to give an update on current TID projects.

MOTION: Wysocki moved, second by Dondlinger to accept the annual report on County equalized property values and TID update. Motion carried 7-0.

Claims Report for Six Months Ended

Jatczak reviewed the Workers Compensation report as outlined. During the first six months of 2018, 55 claims were opened and of those, 41 remained open at the end of six months. The totaled incurred was \$176,277. Since 2014, 439 claims were opened, 70 remain open, and three are in

litigation. The total incurred since 2014 is \$3,937,394. Jatczak highlighted the larger claims that have opened in closed.

Stauffer reviewed the claims history report for six months as outlined. During the first six months of 2018, 13 general liability claims were opened, six remained open, and the total incurred was \$93,967. Six auto liability claims were opened, one remained open, and the total incurred was \$5,097. A total of 23 auto physical damage claims were opened, nine remained open, and the total incurred was \$80,953. A total of 12 property damage claims were opened, 10 remained open, and the total incurred was \$75,551. Stauffer highlighted the larger claims that have opened and closed.

MOTION: Michalski moved, second by Foti to accept the claims report for six months ended. Motion carried 7-0.

MOTION: Paulson moved, second by Morris to adjourn at 10:45 a.m. Motion carried 7-0.

Respectfully submitted,

Thomas A. Michalski

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Secretary