



WASHINGTON
EST **COUNTY** 1836
WISCONSIN

2018 ANNUAL REPORT

WASHINGTON COUNTY TREASURER

Jane C. Merten
Washington County Treasurer
Presented: August 15, 2019

The County Treasurer is an elected public official, whose constitutional duties are defined in the Wisconsin State Statutes, section 59.25. The County Treasurer's duties are governed by the State Statutes and county code. Currently, the County Treasurer's office collects the second installment (postponed) and delinquent taxes for 20 municipalities.

The County Treasurer is the legal custodian of all county tax records. The County Treasurer maintains a central file of all tax rolls for Washington County dating back to the 1830s. These records are open to the public and are consulted daily by title companies, real estate appraisers, banks, financial institutions, mortgage companies, attorneys, genealogists, and the general public. It is a vital function of our office to maintain accurate records at all times and have them available for public view.

The County Treasurer's Office has four major responsibilities:

1. Prepare and generate the property tax bills and tax rolls for all 20 municipalities in Washington County.
2. Collect the second installment of postponed real estate taxes for the 20 municipalities in Washington County, collect any real estate taxes that have become delinquent.
3. Act as the bank for the county where all county departments bring their revenues to be receipted to the general ledger and then deposited at the County's bank.
4. Invest and monitor county funds to earn interest on money until needed to pay county expenses and make debt payments.

Other responsibilities include, but are not limited to, preparing the February Tax Settlements for the 20 municipalities as they turn over the current year postponed and delinquent taxes to the County; paying out tax monies to approximately 40 taxing districts and municipalities for tax collection settlements in April and August; paying out monies to the State for State taxes in March; making the interest and principal debt payments in March and September; keeping a true and correct account of the receipts and expenditures that come through the Treasurer's office; researching tax deed parcels to determine first mortgage holder & preparing official notices and serving certified notices to the taxpayer and the mortgage holder; and publish and track unclaimed funds from county departments.

The County Treasurer initiates the transfer of unexpended revenues and reserves with various banking and investing institutions in accordance with the investment policy of the county. Funds in the County's general account are utilized to meet the needs of county payrolls as well as the approved general accounts payables.

It is crucial to timely file reports with the State throughout the year. Those reports include, but are not limited to, the District Treasurers Tax Roll Settlement report, Lottery and Gaming Credit report, First Dollar Credit report, monthly Real Estate Transfer Fee Transmittal report, quarterly Probate and Vital Record reports, and the monthly Clerk of Courts Fines and Assessment reports.

We take pride in the ability to do our jobs in the most efficient ways possible with the utmost accuracy. In addition, we provide information and support to the local governments by working with their clerks, treasurers, and administrators.

The County Treasurer's office is comprised of the County Treasurer, the Deputy Treasurer (moved on July 2018), and two Accounting Assistants (one full-time and one part-time with 20 hours/week). The last week of July and first week of August I had two former County Treasurer employees that retired assist my office with the processing of the postponed real estate tax payments. The mail, as well as the number of people coming in to pay their second installment of real estate taxes, increases significantly at this time of the year.

ACCOMPLISHMENTS – 2018

- Revenue-Interest Earned – Investments \$ 411,244
- Revenue-Interest Earned – Delinquent Tax \$ 621,610
- Ag Use-Value Change Fees Collected \$ 70,317
- Investment principal was preserved and earned interest on the investments.
- Remaining 18 municipalities transitioned over to the Transcendent Acsent Land Records Suite web-based tax program.
- 2018 tax bills and tax rolls were produced with 100% accuracy; each municipality was provided electronic files of their tax bills and tax rolls.
- Tax bill images and tax information were made available on the County Treasurer’s website.
- Continue to accept credit card and e-check payments for real estate taxes using a secure website with Point & Pay at **no cost to Washington County** (fees paid by user).
- Maintained the County Treasurer’s web page with updated Ag Use Conversion information; Lottery and Gaming Credit claim forms and information; municipality tax rates; local treasurer listing; tax deed lists; and unclaimed funds listing.
- 2nd installment tax collection payments were completely received by the third working day of August 2018.
- Participated in the annual Youth Government Day.
- Provide quality public service to the citizens of Washington County as well as other business professionals.

GOALS – 2019

- Continue to monitor county investments and banking functions to earn a fair rate of return and achieve maximum efficiency.
- Provide continued support and training to Washington County municipal clerks and treasurers.
- Produce 2019 tax bills and tax rolls with 100% accuracy.
- Continue to make sure County Treasurer’s web page information is up-to-date.
- Continue to educate and inform the public about the Lottery and Gaming Tax Credit.
- Maintain an up-to-date file for all properties that qualify for the Lottery and Gaming Credit.

**PERFORMANCE MANAGEMENT HIGHLIGHTS REPORT
DEPARTMENT: COUNTY TREASURER
2014 - 2018 TAX YEARS**

Section 1 – Identification and definition of indicators

Targeted Services to be measured

- S1. (INVESTMENTS) Investment of County funds to receive maximum interest revenue to meet County's goals
- S2. (TAX BILL PROCESSING) Tax bills, tax rolls, and special assessment reports are produced for 19 municipalities
- S3. (COUNTY BANKER) Departmental deposits are processed and deposited at the bank within 24 hours of receiving
- S4. (COLLECT PROPERTY TAX) Collect real estate taxes – current year and delinquent
- S5. (LOTTERY CREDITS) Lottery credits applied on real estate tax bills
- S6. (AG USE CONVERSION) Conversion charge for agricultural land converted to residential use

Outcomes of services to be measured

- O1. (INTEREST EARNINGS) Unexpended funds are invested in diverse products to yield the highest average return
- O2. (TAX BILL PROCESSING) #/% of municipalities that receive their tax bills by the deadline of December 8
- O3. (COUNTY BANKER) #/% of funds received by the departments are deposited within 24 hours
- O4. (COLLECT PROPERTY TAX) #/% of tax payments received are posted to the master file the same day
- O5. (LOTTERY CREDITS) Amount of tax relief
- O6. (AG USE CONVERSION) Amount of revenue proposed for the County

Section 2 – Data on indicators

TABLE 1 - Data on Targeted Services

Targeted Service	Measure	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL
S1. Investments	Diversified Portfolio	5	3	3	3	3
S2. Tax Bill Processing	# of real estate bills	57,896	57,964	58,009	58,093	58,670
	# of pers property bills	3,885	3,896	3,872	3,855	3,247
S3. County Banker	# of general receipts	6,047	6,147	6,005	5,716	6,218
S4. Collect Property Taxes	# of tax receipts (Sep 2015 switched to new tax software which combines multiple parcels on one receipt)	11,700	10,682	9,852	9,620	8,481
	Postponed RE \$ to be collected	\$24.7 mil	\$21.7 mil	\$28.0 mil	\$26.8 mil	\$23.7 mil
	Delq RE \$ collected	\$2.9 mil	\$3 mil	\$2.4 mil	\$2.3 mil	\$1.9 mil
S5. Lottery Credits	# of claims	40,002	39,928	40,001	40,036	40,240
S6. Ag Use Conversion	# of invoices (# of acres)	100 (107)	50 (108)	50 (83)	103 (178)	69 (250)

TABLE 2 - Data on Outcomes

Outcomes of Service	Measure	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL
O1. Interest earnings-Investments	Dollar amount of interest earned	\$ 166,180	\$ 115,844	\$ 121,338	\$ 158,917	\$ 411,244
O2. Municipalities receive tax bills & reports	#/% receive tax bills by Dec 8	100%	100%	100%	100%	100%
	% of funds to bank within 24 hours	\$155.5 mil	\$159.5 mil	\$167.2 mil	\$168.2 mil	\$175.1 mil
O4. Tax accts up-to-date	Pymts posted same day	\$27.2 mil	\$24.9 mil	\$30.6 mil	\$28.8 mil	\$26.7 mil
	Int/Pen earned-Delq tax	\$895,614	\$1,034,594	\$713,736	\$641,538	\$621,610
O5. Lottery Credits	Amount of tax relief	\$4,062,664	\$3,852,308	\$4,493,858	\$4,094,203	\$5,799,863
O6. Ag Use Conversion	Total billed	\$32,740	\$36,990	\$28,690	\$58,804	\$71,041

**REAL ESTATE PARCELS IN WASHINGTON COUNTY
GROWTH COMPARISON**

	2014	2015	2016	2017	2018
	TAX ROLL	TAX ROLL	TAX ROLL	TAX ROLL	TAX ROLL
TOWN OF ADDISON	1,830	1,843	1,832	1,832	1,833
TOWN OF BARTON	1,424	1,426	1,432	1,437	1,437
TOWN OF ERIN	1,962	1,962	1,957	1,963	1,965
TOWN OF FARMINGTON	2,073	2,078	2,081	2,083	2,078
TOWN OF GERMANTOWN	140	140	142	142	142
TOWN OF HARTFORD	1,846	1,847	1,845	1,843	1,839
TOWN OF JACKSON	2,221	2,222	2,224	2,224	2,230
TOWN OF KEWASKUM	671	674	678	682	684
TOWN OF POLK	2,153	2,149	2,153	2,166	2,169
TOWN OF TRENTON	2,361	2,380	2,382	2,385	2,387
TOWN OF WAYNE	1,421	1,422	1,424	1,434	1,438
TOWN OF WEST BEND	2,303	2,302	2,301	2,300	2,294
VILLAGE OF GERMANTOWN	8,108	8,127	8,138	8,149	8,146
VILLAGE OF JACKSON	2,532	2,544	2,554	2,557	2,566
VILLAGE OF KEWASKUM	1,742	1,744	1,742	1,741	1,709
VILLAGE OF SLINGER	2,289	2,287	2,295	2,302	2,303
VILLAGE OF NEWBURG	409	409	409	409	409
VILLAGE OF RICHFIELD (formerly TOWN OF RICHFIELD thru 2007)	5,309	5,309	5,309	5,325	5,330
CITY OF HARTFORD	5,641	5,643	5,670	5,702	5,702
SUBTOTAL	46,435	46,508	46,568	46,676	46,661
CITY OF WEST BEND	11,461	11,456	11,441	11,417	12,009
TOTAL	57,896	57,964	58,009	58,093	58,670

**TOTAL OF ALL LEVIES THE COUNTY TREASURER IS RESPONSIBLE
FOR PRORATING AT FEBRUARY SETTLEMENT
2018 TAX ROLL- COLLECTED IN 2019**

MUNICIPALITY	TOTAL GENERAL PROPERTY TAXES	STATE SCHOOL LEVY TAX CREDITS	LOTTERY & GAMING CREDIT *	FIRST DOLLAR CREDIT	NET PROPERTY TAX
T ADDISON	\$ 4,933,012.96	551,481.47	145,652.29	74,974.44	\$ 4,160,904.76
T BARTON	\$ 4,504,284.79	494,171.39	126,778.94	62,916.48	\$ 3,820,417.98
T ERIN	\$ 7,909,754.70	974,075.87	199,462.31	95,034.79	\$ 6,641,181.73
T FARMINGTON	\$ 5,614,270.68	677,715.05	181,439.84	89,863.02	\$ 4,665,252.77
T GERMANTOWN	\$ 417,530.00	41,180.10	12,090.06	6,388.62	\$ 357,871.22
T HARTFORD	\$ 5,534,576.42	683,746.15	181,008.95	87,637.73	\$ 4,582,183.59
T JACKSON	\$ 7,548,892.15	838,850.73	223,897.27	103,667.24	\$ 6,382,476.91
T KEWASKUM	\$ 1,878,416.05	222,235.93	53,620.40	27,090.18	\$ 1,575,469.54
T POLK	\$ 8,318,671.03	1,011,539.54	180,546.21	94,239.19	\$ 7,032,346.09
T TRENTON	\$ 6,916,866.12	773,771.78	216,951.51	104,792.40	\$ 5,821,350.43
T WAYNE	\$ 3,036,997.01	368,139.43	103,062.41	50,960.52	\$ 2,514,834.65
T WEST BEND	\$ 11,701,439.98	1,391,978.37	194,664.05	112,052.12	\$ 10,002,745.44
V GERMANTOWN	\$ 47,835,309.66	4,118,993.64	965,593.68	485,172.09	\$ 42,265,550.25
V JACKSON	\$ 12,734,516.63	886,603.60	261,534.30	132,989.34	\$ 11,453,389.39
V KEWASKUM	\$ 5,964,801.84	489,716.89	167,672.44	87,535.89	\$ 5,219,876.62
V SLINGER	\$ 9,520,707.27	753,883.92	204,741.02	111,528.48	\$ 8,450,553.85
V NEWBURG	\$ 1,464,886.44	113,424.49	40,788.51	21,427.20	\$ 1,289,246.24
V RICHFIELD	\$ 24,308,327.89	2,713,201.34	612,956.24	288,322.80	\$ 20,693,847.51
C HARTFORD	\$ 23,137,762.97	2,094,203.22	608,361.41	326,089.44	\$ 20,109,108.90
C WEST BEND	\$ 52,032,007.72	3,840,771.96	1,119,041.58	602,989.13	\$ 46,469,205.05
C MILWAUKEE	\$ 28,817.62	2,797.39	0.00	0.00	\$ 26,020.23
TOTALS	\$245,341,849.93	\$23,042,482.26	\$5,799,863.42	\$2,965,671.10	\$213,533,833.15

*Includes late claims

*First applied to
2008 tax bill

**COMPARISON OF TAXES LEVIED FOR FIVE YEAR PERIOD
BY TAX ROLL YEAR**

TAX ROLL YEAR	COLLECTION YEAR	TOTAL LEVY	COUNTY LEVY	% OF COUNTY TO TOTAL LEVY
2013	2014	243,206,940.78	34,807,810.26	14.31%
2014	2015	228,404,709.00	33,782,859.00	14.79%
2015	2016	232,795,292.45	33,537,934.78	14.41%
2016	2017	235,251,369.05	34,742,606.93	14.77%
2017	2018	237,999,395.93	35,344,142.65	14.85%

**SETTLEMENT & COLLECTIONS
BY COLLECTION YEAR**

TAX ROLL YEAR	COLLECTION YEAR	**UNCOLLECTED TAXES AS OF FEB 20	COLLECTED BY COUNTY TREASURER AS OF AUG 31	DELINQUENT AT DAY OF SALE ON AUG 31	NUMBER OF CERTIFICATES
2013	2014	\$ 25,308,333.51	\$ 23,131,515.76	\$ 2,813,902.84	1420
2014	2015	\$ 22,338,279.49	\$ 20,715,343.35	\$ 2,086,334.25	1120
2015	2016	\$ 29,289,397.22	\$ 27,055,823.17	\$ 2,233,574.05	1103
2016	2017	\$ 27,770,403.81	\$ 25,758,038.80	\$ 2,022,584.28	989
2017	2018	\$ 25,443,606.51	\$ 23,774,869.09	\$ 1,668,737.42	915

** City of West Bend
not included until
2015 tax roll when they
went to 2 installments

**WASHINGTON COUNTY INVESTMENT INVENTORY
12-31-18**

		PURCHASE		AVG		MATURITY	
CD'S		DATE	TERM	RATE	YIELD	DATE	PRINCIPAL
	Horicon Bank, West Bend	06/13/18	7 mo	1.800	1.800	01/13/19	250,000.00
	Associated Bank (fka Bank Mutual), Wes	01/25/18	12 mo	1.970	1.970	01/25/19	250,000.00
	First Bank Financial Centre, West Bend	01/13/18	13 mo	1.540	1.550	02/13/19	250,000.00
	State Bank of Newburg	03/13/18	12 mo	1.150	1.150	03/13/19	250,000.00
	Securant Bank & Trust, Slinger	04/18/18	12 mo	2.100	2.100	04/18/19	250,000.00
	Commerce State Bank, West Bend	04/16/18	14 mo	2.100	2.100	06/16/19	250,000.00
	Waterstone Bank SSB, Germantown	07/05/18	13 mo	2.080	2.100	08/05/19	<u>250,000.00</u>
9.5%	SUBTOTAL						\$ 1,750,000.00
				AVG			
INTEREST BEARING ACCTS				RATE	YIELD		BALANCE
	First National Bank of Hartford	Platinum Public MMDA		0.2182	0.2266	OPEN	14,268.58
	BMO Harris Bank NA, West Bend	Bus Relationship MMDA		0.7600	0.7600	OPEN	<u>5,209,745.57</u>
28.5%	SUBTOTAL						\$ 5,224,014.15
62.0%	State of Wisconsin Investment Pool				2.370		<u>11,358,291.62</u>
							<u>\$ 11,358,291.62</u>
	AVERAGE WEIGHTED YIELD				1.860		
100.0%	GRAND TOTAL						<u>\$ 18,332,305.77</u>

WASHINGTON COUNTY LONG TERM DEBT 12-31-18

**GENERAL OBLIGATION PROMISSORY NOTE DATED APRIL 1, 2009
(REFUNDING GO PROMISSORY NOTE DATED 03-01-01 FOR UWWC EXPANSION &
PAC FACILITY UPGRADES) (REFUNDING GO PROMISSORY NOTED DATED 03-01-02
FOR UWWC EXPANSION & VEHICLE MAINTENANCE FACILITY)**

DUE	RATE	PRINCIPAL	INTEREST	TOTAL
2019	3.000%	290,000.00	5,800.00	295,800.00
		\$ 290,000.00	\$ 5,800.00	\$ 295,800.00

**GENERAL OBLIGATION REFUNDING BOND DATED AUGUST 30, 2012
(REFUNDING STATE TRUST FUND LOAN DATED 08-23-07 FOR CABELA MUSEUM)**

DUE	RATE	PRINCIPAL	INTEREST	TOTAL
2019	1.600%	440,000.00	14,530.00	454,530.00
2020	1.850%	460,000.00	6,755.00	466,755.00
2021	2.000%	125,000.00	1,250.00	126,250.00
		\$ 1,025,000.00	\$ 22,535.00	\$ 1,047,535.00

**GENERAL OBLIGATION REFUNDING BOND DATED AUGUST 6, 2015
(REFUNDING SAMARITAN HEALTH CENTER REMODELING PROJECT)**

DUE	RATE	PRINCIPAL	INTEREST	TOTAL
2019	2.000%	505,000.00	142,175.00	647,175.00
2020	2.000%	515,000.00	131,975.00	646,975.00
2021	2.000%	525,000.00	121,575.00	646,575.00
2022	2.000%	540,000.00	110,925.00	650,925.00
2023	2.500%	555,000.00	98,587.50	653,587.50
2024	3.000%	575,000.00	83,025.00	658,025.00
2025	3.000%	590,000.00	65,550.00	655,550.00
2026	3.000%	610,000.00	47,550.00	657,550.00
2027	3.000%	630,000.00	28,950.00	658,950.00
2028	3.000%	650,000.00	9,750.00	659,750.00
		\$ 5,695,000.00	\$ 840,062.50	\$ 6,535,062.50

**GENERAL OBLIGATION PROMISSORY NOTE DATED OCTOBER 1, 2018
(FUNDING HIGHWAY PROJECTS INCLUDED IN COUNTY'S CAPITAL IMPROVEMENT PLAN)**

DUE	RATE	PRINCIPAL	INTEREST	TOTAL
2019	3.000%	1,630,000.00	265,262.50	1,895,262.50
2020	3.000%	1,495,000.00	244,725.00	1,739,725.00
2021	3.000%	1,540,000.00	199,200.00	1,739,200.00
2022	3.000%	1,585,000.00	152,325.00	1,737,325.00
2023	3.000%	1,635,000.00	104,025.00	1,739,025.00
2024	3.000%	0.00	79,500.00	79,500.00
2025	3.500%	500,000.00	70,750.00	570,750.00
2026	3.500%	520,000.00	52,900.00	572,900.00
2027	4.000%	535,000.00	33,100.00	568,100.00
2028	4.000%	560,000.00	11,200.00	571,200.00
		10,000,000.00	1,212,987.50	11,212,987.50

TOTAL WASHINGTON COUNTY INDEBTEDNESS (PRINCIPAL ONLY) \$ 17,010,000.00

TOTAL WASHINGTON COUNTY DEBT SERVICE (PRINCIPAL & INTEREST) \$ 19,091,385.00