



**FINANCE COMMITTEE**  
**Minutes – June 7, 2018**

**Call to Order.** Chair Mawhinney called the meeting of the Finance Committee to order at 7:30 A.M. on Thursday, June 7, 2018, in Conference Room N-1, Fifth Floor, Rock County Courthouse-East.

**Committee Members Present.** Supervisors Mawhinney, Beaver, Podzilni and Yeomans.

**Committee Members Excused:** Supervisor Fox.

**Staff Members Present.** Sherry Oja, Finance Director; Nick Osborne, Assistant to the County Administrator; Mickey Crittenden, Information Technology Director; Jodi Timmerman, Deputy Corporation Counsel; Lisa Tollefson, County Clerk; Jodi Millis, Purchasing Manager.

**Others Present:** Supervisor Brien.

**Approval of Agenda.** Supervisor Podzilni moved approval of the agenda as presented, second by Supervisor Yeomans. ADOPTED.

**Citizen Participation, Communications and Announcements.** Ms. Oja said at the meeting of May 17, 2018, she had reported the daily average requirements on the First National Bank and Trust Contract was \$6 Million, that it had in fact gone down to \$5 Million in 2017 and 2018, but is back up to \$6 Million.

**Approval of Minutes – May 10, 2018 and May 17, 2018.** Supervisor Podzilni moved approval of the minutes of May 10, 2018 as presented and May 17, 2018 with the above change, second by Supervisor Yeomans. ADOPTED as amended.

**Transfers and Appropriations.** None.

**Committee Review and Approval of Per Meeting Allowances.** Supervisor Yeomans moved approval of per meeting allowances in the amount of \$12,397.28, second by Supervisor Podzilni. ADOPTED.

**Resolutions.**

**Awarding Contract for Mailroom Equipment Lease**

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_ 2018, does hereby authorize entering into a contact with Pitney Bowes of Brown Deer, Wisconsin,

for the lease of mailroom equipment from October 1, 2018 through September 30, 2023, in the amount of \$6,973.68 annually for a total 5-year contract of \$34,868.40.”

Supervisor Beaver moved approval of the above resolution, second by Supervisor Podzilni.

Ms. Millis said they are working on consolidating Human Services and the Sheriff’s Office mailroom equipment, which would save over \$24,700 as well as the time taken from these two offices to process the mail. She added that Pitney Bowes will waive the last quarter of our current contract to save an additional \$2,000.

ADOPTED.

**Authorizing Smarsh Cellular Text Message Archiving Service**

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_ 2018 that a Purchase Order for archiving cellular text messages be issued to Smarsh in the amount of \$51,991.60.”

Supervisor Yeomans moved approval of the above resolution, second by Supervisor Beaver.

Mr. Crittenden informed the Committee the County has a little over 400 cell phones in use and there is increased use of texting. At this time the County does not have the means to archive these text messages. Smarsh is a third party that US Cellular works with.

ADOPTED.

**Authorizing Purchase and Installation of New Spillman Law Record Server**

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_ 2018 that a Purchase Order be issued to Spillman Technologies in an amount not to exceed \$44,369 for the purchase and installation of a new server for use with the Spillman Law Records Management System.”

Supervisor Beaver moved approval of the above resolution, second by Supervisor Podzilni.

Mr. Crittenden said this is a budgeted purchase and will accommodate the additional agencies and jail modules added since the existing one.

ADOPTED.

Updates.

Report on the County's Ability to Process Credit Cards and Electronic Payments

Ms. Oja said the County currently cuts about 4,000 checks per month and we are looking into using a credit card to pay utility bills and many of our larger vendors. We will see how long it takes to process the payments this way and what we would receive in rebates. In addition, as part of the accounting system upgrade, the County will be able to make electronic payments to vendors. She said she is hoping this to be a more seamless payment system. Ms. Oja said this is a test at this time and, if this works well, to have it up and running by August.

Ms. Oja said we are also checking into a number of companies to see about accepting credit card payments, but we want to make sure it will work easily for both the customer and the County.

Chair Mawhinney said they will be setting the date for the tour of foreclosed properties at the next meeting.

Mr. Osborne reminded the Committee of the joint meeting with the County Board Staff Committee on Monday, June 11 at 8:00 A.M.

Adjournment. Supervisor Yeomans moved adjournment at 8:19 A.M., second by Supervisor Podzilni. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Confidential Administrative Assistant

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**