

**ROCK COUNTY, WISCONSIN**



**FINANCE COMMITTEE  
THURSDAY – JUNE 7, 2018 - 7:30 A.M.  
CONFERENCE ROOM N-1 - FIFTH FLOOR  
ROCK COUNTY COURTHOUSE-EAST**

**AGENDA**

1. Call to Order
2. Approval of Agenda
3. Citizen Participation, Communications and Announcements
4. Approval of Minutes – May 10, 2018 and May 17, 2018
5. Transfers and Appropriations
6. Committee Review and Approval of Per Meeting Allowances
7. Resolutions
  - A. Awarding Contract for Mailroom Equipment Lease
  - B. Authorizing Smarsh Cellular Text Message Archiving Service
  - C. Authorizing Purchase and Installation of New Spillman Law Records Server
8. Updates
  - A. Report on the County's Ability to Process Credit Cards and Electronic Payments
9. Adjournment

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee  
INITIATED BY



Jodi Millis, Purchasing Manager  
DRAFTED BY

Finance Committee  
SUBMITTED BY

May 23, 2018  
DATE DRAFTED

**Awarding Contract for Mailroom Equipment Lease**

- 1 **WHEREAS**, funds are included in the budget to lease mailroom equipment to process outgoing mail
- 2 for various Rock County departments; and,
- 3
- 4 **WHEREAS**, the current lease will expire on September 30, 2018; and,
- 5
- 6 **WHEREAS**, Pitney Bowes holds the current State of Wisconsin contract #505ENT-018-
- 7 NASPMAILEQ-03 for mailroom equipment; and,
- 8
- 9 **WHEREAS**, by signing the contract with Pitney Bowes by the end of June, Rock County will receive
- 10 the last three months of the current lease at no charge, saving the County \$2,087.16.
- 11
- 12 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 13 this \_\_\_\_\_ day of \_\_\_\_\_, 2018, does hereby authorize entering into a contract with Pitney
- 14 Bowes of Brown Deer, Wisconsin, for the lease of mailroom equipment from October 1, 2018 through
- 15 September 30, 2023, in the amount of \$6,973.68 annually for a total 5-year contract of \$34,868.40.

Respectfully submitted,

FINANCE COMMITTEE

\_\_\_\_\_  
Mary Mawhinney, Chair

\_\_\_\_\_  
Mary Beaver, Vice Chair

\_\_\_\_\_  
Brent Fox

\_\_\_\_\_  
J. Russell Podzilni

\_\_\_\_\_  
Robert Yeomans

FISCAL NOTE:

Funds will need to be included in future budgets for the cost of this contract.

Sherry Oja  
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.

Richard Greenlee  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith  
County Administrator

## EXECUTIVE SUMMARY

The current lease for the mail machine in the Courthouse will expire on September 30, 2018.

Pitney Bowes currently holds the State of Wisconsin contract for mailroom equipment.

By utilizing the State contract, Pitney Bowes will waive the fee for the last three months of the current contract, saving the County \$2,087.16.

The total 5-year contract will be \$34,868.40 which is \$6,874.80 less than the current 5-year contract.

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Mickey Crittenden, Director of IT  
INITIATED BY



Mickey Crittenden, Director of IT  
DRAFTED BY

Finance Committee  
SUBMITTED BY

May 14, 2018  
DATE DRAFTED

**Authorizing Smarsh Cellular Text Message Archiving Service**

1 **WHEREAS**, Wisconsin state statutes and Rock County ordinances require that Rock County retain all  
2 records and communications related to County business for purposes of responding to requests such as  
3 Public Record requests, subpoenas, and other litigation matters; and,  
4

5 **WHEREAS**, Rock County employees are increasingly using cellular text messaging as part business  
6 processes; and,  
7

8 **WHEREAS**, the Information Technology department has coordinated the establishment of a cellular  
9 text message archival process with US Cellular, the County's primary cellular provider, and Smarsh,  
10 the sole third-party cellular text message archive provider that partners with US Cellular; and,  
11

12 **WHEREAS**, the 2018 budget includes funding for implementing text message archiving for County  
13 cellular phones and providing the first 12 months of archival service.  
14

15 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled  
16 this \_\_\_\_\_ day of \_\_\_\_\_, 2018 that a Purchase Order for archiving cellular text messages  
17 be issued to Smarsh in the amount of \$51,991.60.  
18

Respectfully submitted,

FINANCE COMMITTEE

\_\_\_\_\_  
Mary Mawhinney, Chair

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Mary Beaver, Vice Chair

\_\_\_\_\_  
Brent Fox

\_\_\_\_\_  
J. Russell Podzilni

\_\_\_\_\_  
Bob Yeomans

FISCAL NOTE:

Sufficient funds were included in the 2018 budget for the cost of this project.

Sherry Oja  
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder. Smarsh is the sole source provider of archival service that partners with US Cellular.

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith  
County Administrator

Richard Greenlee  
Corporation Counsel

## Executive Summary for Smarsh Cellular Text Message Archiving Service

The use of cellular text messaging by County employees as part of their work is increasing and has shown to be very useful in streamlining communications and business processes. The County recognizes the duty to comply with state statutes and County ordinances that deal with public records and records retention, and the County has identified the archival of cellular text messages as necessary to comply with public records and records retention requirements.

The County's primary cellular provider, US Cellular, has recently partnered with a third-party archival service, Smarsh, for meeting the needs of US Cellular customers who have text message archival requirements. The 2018 budget includes funding for the expense of cellular text message archival.

This resolution authorizes the first 12 months of archiving and includes the following cost components:

• One-time set-up fee	\$850.00
• 12 months of archival service for 534 phones (\$7.70 per month ea.)	\$49,341.60
• 12 months of Platform server charges	<u>\$1,800.00</u>
First 12 Months Total:	\$51,991.60

Smarsh is the sole archival service that partners with US Cellular.

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee  
INITIATED BY



Dara Mosley  
DRAFTED BY

Finance Committee  
SUBMITTED BY

May 23, 2018  
DATE DRAFTED

**AUTHORIZING PURCHASE AND INSTALLATION OF NEW  
SPILLMAN LAW RECORDS SERVER**

- 1 **WHEREAS**, all Law Enforcement Agencies within Rock County share the Spillman Records
- 2 Management System; and,
- 3
- 4 **WHEREAS**, the existing Spillman server is over five years old and is no longer under warranty, and
- 5 Rock County Information Technology worked with Spillman to specify the replacement server hardware
- 6 configuration; and,
- 7
- 8 **WHEREAS**, for the contracted amount, Spillman will supply the server, disk storage, and perform the
- 9 migration from the existing server to the new one; and,
- 10
- 11 **WHEREAS**, funds for the purchase of a replacement server funds were included in the 2018 Rock
- 12 County budget.
- 13
- 14 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 15 this \_\_\_\_\_ day of \_\_\_\_\_, 2018 that a Purchase Order be issued to Spillman Technologies in an
- 16 amount not to exceed \$44,369 for the purchase and installation of a new server for use with the Spillman
- 17 Law Records Management System.

Respectfully submitted,

FINANCE COMMITTEE

\_\_\_\_\_  
Mary Mawhinney, Chair

\_\_\_\_\_  
Mary Beaver, Vice Chair

\_\_\_\_\_  
Brent Fox

\_\_\_\_\_  
J. Russell Podzilni

\_\_\_\_\_  
Robert Yeomans

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith  
County Administrator

FISCAL NOTE:

Sufficient funds were included in the 2018 budget for the purchase and installation of this server. This contract is being funded by IT fund balance.

Sherry Oja  
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder. Spillman Technologies is the sole source provider.

Richard Greenlee  
Corporation Counsel

## EXECUTIVE SUMMARY

All Rock County Law Enforcement Agencies currently share a records management system used for storage and retrieval of incident, arrest, warrant, traffic accident, and citation data. In addition, the Sheriff's Office also uses this system as its Jail Management system, to record incarcerations and inmate housing. The Windows Server utilized by this system was purchased in 2012 and put into production in 2013. This server is beyond its five year warranty.

Spillman has quoted a new server that is expanded to take into account the four additional agencies and jail modules that have been added since the original server was purchased.

The quote from Spillman includes a new server, a new disk storage unit, and the migration of our data from the existing server to the new one.

The 2018 Rock County budget includes funds for the purchase of a replacement Spillman server.

This resolution authorizes the County to issue a Purchase Order to Spillman for a total not to exceed \$44,369 for the purchase of a new server for the operation of the Spillman Records Management System Software.