

**GENERAL FINANCIAL CONDITION  
JEFFERSON COUNTY WISCONSIN  
July 1, 2023**

Available Cash on Hand		
June 1, 2023	\$	2,671,578.74
June Receipts	\$	<u>6,714,923.46</u>
 Total Cash	 \$	 9,386,502.20
Disbursements		
General - June 2023	\$	6,514,912.45
Payroll - June 2023	\$	<u>2,755,920.05</u>
 Total Disbursements	 \$	 <u>9,270,832.50</u>
	\$	115,669.70
Cash on Hand (in bank) July 1, 2023	\$	1,384,324.52
Less Outstanding Checks	\$	<u>1,268,654.82</u>
 Total Available Cash	 \$	 115,669.70
 Local Government Investment Pool - General	 \$	 38,348,942.81
Dana Investments	\$	35,415,580.82
Ehlers Investments	\$	14,413,143.71
Local Government Investment Pool -Clerk of Courts	\$	30,424.65
Local Government Investment Pool -Farmland Preservation	\$	187,358.85
Local Government Investment Pool -Parks/Liddle	\$	90,072.34
Local Government Investment Pool -County Bond	\$	<u>558,909.68</u>
	\$	89,044,432.86
2023 Interest - Super N.O.W. Account	\$	297.97
2023 Interest - L.G.I.P. - General Funds	\$	801,280.60
2023 Inerest - Ehlers 2022A	\$	182,892.92
2023 Interest - DANA Investments	\$	509,781.77
2023 Interest - L.G.I.P. - Parks /Carol Liddle Fund	\$	2,080.14
2023 Interest - L.G.I.P. - Farmland Preservation	\$	4,326.87
2023 Interest - L.G.I.P. - Clerk of Courts	\$	702.62
2023 Interest - L.G.I.P. - County Bond	\$	<u>42,012.51</u>
Total 2023 Interest	\$	1,543,375.40

Kelly M Stade  
JEFFERSON COUNTY TREASURER

**RESOLUTION NO. 2023-\_\_\_\_**

**Entering into a 5-year lease agreement with Mitel Communications, Inc. for replacement of the County's telephone system**

Executive Summary

Jefferson County purchased its current telephone system in 2003. The telephone system and technical support are currently provided by Cisco Systems. Recently, Cisco Systems informed the County that its current phones will not be supported in the next system upgrade which will take place in 2025. The telephone system and technical support are critical to ensure that Jefferson County is able to continue operations and serve the public.

The Management Information Systems department has evaluated the following options for the current Cisco telephone system:

1. Cisco On-Premises (current provider) – total \$485,003 (3-year license)
2. Cisco Webex - \$688,973 (3-year license)
3. RingCentral - \$788,939 (5-year license)
4. Teams for Phones - \$715,774 (5-year license)
5. Mitel - \$601,460 less discount of \$202,865 – total \$398,595 (5-year license)

The phone system replacement was not included in the 2023 County budget, and because of this, evaluating financing options was required along with evaluating the different telephone system options. Mitel has offered to provide financing for the new system over a 5-year period at 8% interest. Under this proposal, Jefferson County would be responsible for payments in 2023 of \$48,192, which will be paid by the MIS Department's budget. Beyond 2023, Administration and Finance will seek opportunities in the 2024 budget process to satisfy the full principal balance of the license as early as January of 2024. A penalty of two months interest will apply for early payment of the license which is estimated to be less than \$5,000 at the beginning of 2024 but will save the County \$63,474 of interest over the 5-year license term.

The Finance Committee and the Building and Grounds Committee, considered this resolution at their meetings on June 13 and July 7, 2023, respectively, and by a vote of 5-0 from the Finance Committee and a vote of 4-0 from the Building and Grounds Committee, recommended entering into a 5-year license agreement with Mitel for replacement of the County's current phone system at a total cost of \$400,000 to be financed through a license agreement over a 5-year period, and that the County Administrator and Finance Director seek opportunities to satisfy the license obligation in full in 2024, thereby avoiding all future interest cost.

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WHEREAS, the Executive Summary is incorporated into this resolution, and

WHEREAS, the County has been notified by its current phone provider that technical support will discontinue for its current telephone system within the next two years, and

WHEREAS, the County has identified five options with the capability to perform the required telephone replacement and support, and

WHEREAS, providers conducted onsite evaluations of the required work and determined the means and methods to facilitate the desired outcomes, and

WHEREAS, it was determined that Mitel's means and methods will lead to the best product at the lowest cost.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Administrator is hereby authorized to enter into a 5-year license agreement with Mitel for telephone system replacement, technical support, and licensing at a cost not to exceed \$400,000.

*Fiscal Note: Budgeted funds are available in the Management Information Systems department budget for 2023 due to one position going from full-time to part-time early in the year. This transition will fund the payments due for 2023 of \$48,192. Administration and Finance will work together to seek opportunities to pay the remaining license balance of \$357,482 in early January of 2024, which will save \$63,474 of interest cost over the 5-year license term.*

Referred By:  
Finance Committee  
Building and Grounds Committee

07-11-2023

REVIEWED: Corporation Counsel: JBW; Finance Director: 

## RESOLUTION NO. 2023-\_\_

### **Entering into a contract with Pioneer Roofing, LLC. for roofing project at the Courthouse**

#### Executive Summary

Prior to commencement of the Jefferson County Courthouse project, existing sections of the Courthouse were inspected to determine if they required repair or upgrading instead of full reconstruction. The inspection determined that the existing roof system did not need to be reconstructed due to previous roof repairs and replacement as needed. Because of this, the amount allocated as part of the Courthouse project for existing roof repairs and upgrading was minimal. When coordinating the existing roof systems with the new roof systems on the Courthouse additions along with preparing to replace the new air handling units, several areas of concern were identified by the current roofing contractor SRS and Maas Brothers. The areas of concern were the north wing and the central corridor of the Courthouse (the original component of the courthouse).

To address these concerns, the County requested an estimate from the current roofing contractor, which was approximately \$500,000, to upgrade the existing north wing and central corridor roof systems to similar specifications as the new additions. These concerns were reviewed with the Building and Grounds Committee which determined that there should be a full analysis of the roofing systems. The county engaged Interstate Roof Systems Consultants, Inc. to conduct the analysis of the approximately 15 sections of existing roof systems. The analysis determined that a full roof replacement of the north wing and center corridor was required, with the remaining roof sections subject to a detailed preventive maintenance and capital replacement schedule. Although parts of the north wing and center corridor roof had some life remaining, the analysis determined that these would need to be replaced in a few years. Also, sections of the existing roof had been compromised from oil overflows from rooftop air handling units in need of repair, limited insulation, previous patching, and the presence of asbestos in parts of the roofing system.

Interstate Roof Systems Consultants completed a bid specification that was published and held a pre-bid walk-through for interested vendors. The bid specification included removal of all layers of the old roofing systems down to the existing concrete decking, installation of a fully adhered 60-millimeter EPDM rubber roof system, and insulation with an insulating value of R-30. In addition, alternatives were requested to include a 60-millimeter ballasted EPDM rubber roof system in lieu of a fully adhered system.

The County has reserved \$250,000 from the FY 2022 and 2023 Carryover Budget and reallocated \$250,000 of ARPA funds towards this project. The remainder will come from project contingency. This is being bid as a separate project. Only one bid was received from Pioneer Roofing of Johnson Creek for \$703,121. No alternative bid was received.

The Building and Grounds Committee considered this resolution at its meeting on July 7, 2023, and recommended forwarding to the County Board by a vote of 4-0 to enter into a contract with Pioneer Roofing for roofing installation as part of the Courthouse project for a total cost of \$703,141.

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WHEREAS, the Executive Summary is incorporated into this resolution, and

WHEREAS, the County had identified through a full roof analysis that certain sections of the courthouse are or will need full roof replacement as part of the Courthouse project, and

WHEREAS, the County and Maas Brothers worked with Interstate Roof Systems Consultants, Inc to develop bid specifications and alternatives, and

WHEREAS, a bid solicitation was published and a pre-bid walk through was conducted for interested vendors, and

WHEREAS, the bids were opened on July 7, 2023, with the bid results shown below:

**Pioneer Roofing, LLC for \$703,141**

NOW, THEREFORE, BE IT RESOLVED the Jefferson County Administrator is authorized to enter into a contract with Pioneer Roofing for roofing installation as part of the Courthouse project for a total cost of \$703,141.

*Fiscal Note: There is \$250,000 from 2022 to 2023 carryover budget and the allocation of \$250,000 of American Rescue Plan Act, the additional funds will be utilizing project contingency.*

Referred By:  
Building and Grounds Committee

07-11-2023

REVIEWED: Corporation Counsel: JBW; Finance Director:

## RESOLUTION NO. 2023-\_\_\_

### **Entering into a contract with M&M Office Interiors for procurement of furniture through a State of Wisconsin cooperative purchasing contract**

#### Executive Summary

In preparation for County operations returning to the courthouse, staff began to review the need for furniture and how it integrated with the new office layouts as well as evaluating the condition of existing furniture. The County engaged with M&M Office Interiors last fall through a State cooperative purchasing contract to assist with the process of furniture design and analysis. Through this process, it was determined in many cases that utilization of existing furniture would be a limited option not only due to its age and condition but because many pieces had been custom-made and installed for specific locations which will no longer be available following completion of the Courthouse project.

In the development of a furniture package, M&M Office Interiors was required to include the option of a long-term warranty, the ability of the County to have flexibility of furniture systems for future configuration needs, and ergonomic alignment of furniture with the interior design of the project to accommodate office locations needing customization due to their location.

The Building and Grounds Committee reviewed the furniture design and procurement process in March. A presentation was made to the committee on the status of the design efforts and the recommended product lines with warranty information and pricing. During this meeting, it was advised that M&M Office Interiors has been able to lock in pricing at the 2021 State contract rate or better and would be locked in for the duration of the Courthouse project. The Committee was informed that the 2021 State contract rate was a significant savings from the 2023 State contract rate which could be up to 20% higher. Although no specific action took place, the guidance from the Building and Grounds Committee was to continue to work with M&M Office Interiors.

The Jefferson County Purchasing Ordinance authorizes the utilization of state bids and cooperative purchasing contracts because they have gone through a bidding process and procurement/contracting process with the State of Wisconsin to secure the best pricing.

The following Departments are included in this Phase 1 furniture procurement: Administration, Human Resources, Finance, Corporation Counsel, County Clerk, County Board Room, County Board Chair, majority of conference/meeting room spaces, Child Support, a portion of the District Attorney's Office, County Treasurer, Register of Deeds, Land Information, Zoning, Land and Water, Parks, Clerk of Courts, Register in Probate, Family Courts, CJCC/Treatment Courts, Medical Examiner, two new hearing rooms, Court Commissioner Offices, break rooms, Patrol Division, Dispatch Center and Emergency Management/Emergency Operations Center.

At the time of the Building and Grounds Committee meeting in March, the estimated cost was approximately \$1,343,070. The revised number in the latest proposal is \$1,267,506.

The Building and Grounds Committee considered this resolution on July 7, 2023, and recommended forwarding to the County Board by a vote of 4-0 to authorize the Jefferson County

Administrator to enter into a contract with M&M Office Interiors for procurement of furniture at a total cost of \$1,267,506.

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WHEREAS, the Executive Summary is incorporated into this resolution, and

WHEREAS, the County has worked with M&M Office Interiors through a State cooperative purchasing contract to develop specifications and plans for new furniture systems for the Courthouse and Sheriff's Office, and

WHEREAS, the recommendations for furniture procurement took into consideration life cycle and warranty of the product, flexibility for future office configuration, ergonomics, and coordination of interior design, and

WHEREAS, the pricing has been locked in at the 2021 State cooperative purchasing contract rate or better, and

WHEREAS, the Jefferson County Purchasing Ordinance authorizes the utilization of State cooperative purchasing contracts.

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson County Administrator is authorized to enter into a contract with M&M Office Interiors for procurement of furniture at a price not to exceed \$1,280,000.

***Fiscal Note: \$1 million was allocated towards the purchase of furniture in the original project budget. On March 13, 2023, the Board authorized an additional \$850,000 for furniture from General Fund working capital. This resolution would utilize \$280,000 from that amount, leaving \$570,000 for Phase 2 of the project.***

Referred By:  
Buildings and Grounds Committee

07-11-23

REVIEWED: Corporation Counsel: JBW ; Finance Director: 