

Building and Grounds Committee

AGENDA

Jefferson County Courthouse
311 S. Center Avenue, Room 112
Jefferson WI 53549

Wednesday, February 6, 2018
8:30 a.m.

***REVISED 03-01-2019**

Committee Members

Greg David, Roger Lindl, Laura Payne, Chair, Mary Roberts, Secretary, Jim Schroeder

1. Call to order
2. Roll call
3. Certification of compliance with Open Meetings Law
4. ***Election of Vice Chair**
5. ***Election of Secretary – if necessary**
6. Review of the Agenda
7. Public Comment
(Members of the public who wish to address the committee on specific agenda items must register their request at this time)
8. Communications
9. Approval of the February 6, 2019 Building and Grounds Committee meeting minutes
10. Discussion and possible action on acceptance of low bid for Sheriff's Range Building
11. Discussion and possible action on acceptance of low bid for boiler at the Workforce Development Center
12. Financial Reports (January)
 - a. Central Services
 - b. Management Information Systems (MIS)
13. Discuss future meeting schedule. Set next meeting date – March 6, 2019
14. Discuss potential agenda items for the Committee's next meeting
15. Possible tour of Courthouse
16. Adjourn

A quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting/visit at 920-674-7101 so appropriate arrangements can be made.

Building and Grounds Committee

MINUTES

Wednesday, February 6, 2019

1. **Call to Order**
Meeting was called to order by Payne at 8:40 a.m.
2. **Roll Call**
Laura Payne, Mary Roberts, Roger Lindl

Absent: Greg David

Others Present: Amy Listle, Fair Park Marketing Assistant, Roger Kylmanen, Fair Park Supervisor; Karl Hein, Human Services Maintenance; Paul Vogel, Human Service Maintenance; Richard Zeidler and Ryan Mundt, Human Services Maintenance Supervisor.
3. **Certification of compliance with the Open Meetings Law**
Staff reported that the meeting agenda was properly noticed in compliance with the law.
4. **Review of the Agenda**
No changes were made
5. **Public Comment**
None
6. **Communications**
None
7. **Approval of November 7, 2018 Building and Grounds Committee minutes**
Minutes were provided for review.

Motion by Roberts/Lindl to approve the November 7, 2018 Building and Grounds Committee minutes as printed. Motion passed 3-0.
8. **Approval of the January 3, 2019 Joint Committee minutes**
Minutes were provided for review.

Motion by Lindl/Roberts to approve the January 3, 2019 Joint Committee minutes as printed. Motion passed 3-0.
9. **Discussion on hiring a contractor to build Swine Barn and Wash Rack at Fair Park**
Bid Information was provided for review. Kylmanen and Listle reviewed the bid. The committee supports the bid from BOS Builders. No action taken.
10. **Financial Reports (December)**
 - a. Central Services
 - b. Management Information Systems (MIS)
11. **Discuss future meeting schedule. Set next meeting date:** March 6, 2019
12. **Discuss potential agenda items for the Committee's next meeting**

- a. Approval of Minutes from February 6, 2019
- b. Boiler Replacement Bids – Workforce Development (March or April)
- c. Possible tour of Courthouse

13. **Tour of Human Services**

Mundt gave a Power Point presentation on the Human Services Facilities and projects. The group toured the facilities.

14. **Adjourn**

The meeting adjourned at 11:15 a.m.

02/26/2019
15:10:03

Jefferson County
CENTRAL SERVICES (JANUARY)

FROM 2019 01 TO 2019 01

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
11201 Central Services							
11201 411100 General Property Taxes	-734,463	0	-734,463	.00	.00	-734,463.00	.0%
11201 474009 Housekeeping Services	-2,200	0	-2,200	2,800.00	.00	-5,000.00	127.3%
11201 483002 Misc Sale/Material & Supply	-400	0	-400	.00	.00	-400.00	.0%
11201 486001 Vending Commission	-1,150	0	-1,150	.00	.00	-1,150.00	.0%
11201 511110 Salary-Permanent Regular	79,712	0	79,712	.00	.00	79,712.00	.0%
11201 511210 Wages-Regular	212,065	0	212,065	18,227.97	.00	193,837.03	8.6%
11201 511220 Wages-Overtime	4,468	0	4,468	1,336.47	.00	3,131.53	29.9%
11201 511290 Wages-Other Wages	5,600	0	5,600	.00	.00	5,600.00	.0%
11201 511330 Wages-Longevity Pay	640	0	640	.00	.00	640.00	.0%
11201 512141 Social Security	23,140	0	23,140	1,477.22	.00	21,662.78	6.4%
11201 512142 Retirement (Employer)	18,971	0	18,971	1,216.74	.00	17,754.26	6.4%
11201 512144 Health Insurance	62,785	0	62,785	2,419.73	.00	60,365.27	3.9%
11201 512145 Life Insurance	78	0	78	4.54	.00	73.46	5.8%
11201 512150 FSA Contribution	9,000	0	9,000	.00	.00	9,000.00	.0%
11201 512151 HSA Contribution	0	0	0	7,000.00	.00	-7,000.00	.0%
11201 512173 Dental Insurance	4,752	0	4,752	109.23	.00	4,642.77	2.3%
11201 521215 Architectural & Engineering	7,000	0	7,000	.00	.00	7,000.00	.0%
11201 521296 Computer Support	400	0	400	.00	.00	400.00	.0%
11201 529170 Grounds Keeping Charges	12,607	0	12,607	.00	.00	12,607.00	.0%
11201 529299 Purchase Care & Services	5,000	0	5,000	.00	.00	5,000.00	.0%
11201 531008 Hazard Recycle Charges	500	0	500	.00	.00	500.00	.0%
11201 531298 United Parcel Service	500	0	500	.00	.00	500.00	.0%
11201 531302 Building & Maint Equipment	3,000	0	3,000	.00	.00	3,000.00	.0%
11201 531303 Computer Equipmt & Software	0	0	0	9,990.28	.00	-9,990.28	.0%
11201 531312 Office Supplies	300	0	300	3.49	.00	296.51	1.2%
11201 531313 Printing & Duplicating	200	0	200	.00	.00	200.00	.0%
11201 531314 Small Items Of Equipment	1,000	0	1,000	.00	.00	1,000.00	.0%
11201 531320 Safety Supplies	100	0	100	.00	.00	100.00	.0%
11201 531326 Advertising	200	0	200	.00	.00	200.00	.0%
11201 531351 Gas/Diesel	1,500	0	1,500	.00	.00	1,500.00	.0%
11201 533221 Water	5,000	0	5,000	.00	.00	5,000.00	.0%
11201 533222 Electric	105,000	0	105,000	.00	.00	105,000.00	.0%
11201 533223 Sewer	5,000	0	5,000	.00	.00	5,000.00	.0%
11201 533224 Natural Gas	27,297	0	27,297	6,590.26	.00	20,706.74	24.1%
11201 533225 Telephone & Fax	1,000	0	1,000	75.66	.00	924.34	7.6%

02/26/2019
15:10:03

Jefferson County
CENTRAL SERVICES (JANUARY)

FROM 2019 01 TO 2019 01

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11201 533235 Storm Water Utility	1,800	0	1,800	.00	.00	1,800.00	.0%
11201 535239 Street Repair & Maint	1,000	0	1,000	.00	.00	1,000.00	.0%
11201 535246 Building Service & Maint	45,000	0	45,000	1,564.74	32,523.00	10,912.26	75.8%
11201 535247 Building Repair & Maint	20,000	0	20,000	.00	.00	20,000.00	.0%
11201 535297 Refuse Collection	2,000	0	2,000	.00	.00	2,000.00	.0%
11201 535344 Household & Janitorial Supp	12,000	0	12,000	.00	.00	12,000.00	.0%
11201 535349 Other Supplies	8,500	0	8,500	.00	.00	8,500.00	.0%
11201 535352 Vehicle Parts & Repairs	1,000	0	1,000	.00	.00	1,000.00	.0%
11201 535353 Machinery & Equipment Parts	7,000	0	7,000	1,018.53	.00	5,981.47	14.6%
11201 535354 Paint	3,000	0	3,000	.00	.00	3,000.00	.0%
11201 535355 Plumbing & Electrical	5,000	0	5,000	306.25	.00	4,693.75	6.1%
11201 536531 Land Rent & Lease	1,800	0	1,800	.00	.00	1,800.00	.0%
11201 536533 Equipment Rent & Lease	0	0	0	5,626.50	.00	-5,626.50	.0%
11201 571004 IP Telephony Allocation	283	0	283	23.58	.00	259.42	8.3%
11201 571009 MIS PC Group Allocation	14,202	0	14,202	1,183.50	.00	13,018.50	8.3%
11201 571010 MIS Systems Grp Alloc(ISIS)	4,880	0	4,880	406.67	.00	4,473.33	8.3%
11201 591519 Other Insurance	13,933	0	13,933	1,161.12	.00	12,771.88	8.3%
11201 594819 Capital Other Equipment	60,000	0	60,000	.00	40,150.20	19,849.80	66.9%
11201 594821 Capital Improvement Land	130,000	0	130,000	.00	.00	130,000.00	.0%
11201 594822 Capital Improvement Building	135,000	0	135,000	.00	.00	135,000.00	.0%
TOTAL Central Services	325,000	0	325,000	62,542.48	72,673.20	189,784.32	41.6%
GRAND TOTAL	325,000	0	325,000	62,542.48	72,673.20	189,784.32	41.6%

02/26/2019
15:11:16

Jefferson County
PC GROUP (JANUARY)

FROM 2019 01 TO 2019 01

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
700 MIS Department Fund							
77001 PC Group							
77001 411100 General Property Taxes	-24,603	0	-24,603	.00	.00	-24,603.00	.0%
77001 474180 MIS Billed	-729,030	0	-729,030	-60,752.50	.00	-668,277.50	8.3%
77001 511210 Wages-Regular	183,894	0	183,894	17,440.81	.00	166,453.19	9.5%
77001 511220 Wages-Overtime	1,667	0	1,667	.00	.00	1,667.00	.0%
77001 511330 Wages-Longevity Pay	295	0	295	.00	.00	295.00	.0%
77001 512141 Social Security	14,218	0	14,218	1,302.05	.00	12,915.95	9.2%
77001 512142 Retirement (Employer)	12,174	0	12,174	1,142.37	.00	11,031.63	9.4%
77001 512144 Health Insurance	43,352	0	43,352	1,814.79	.00	41,537.21	4.2%
77001 512145 Life Insurance	43	0	43	3.04	.00	39.96	7.1%
77001 512150 FSA Contribution	6,000	0	6,000	.00	.00	6,000.00	.0%
77001 512151 HSA Contribution	0	0	0	5,000.00	.00	-5,000.00	.0%
77001 512173 Dental Insurance	3,240	0	3,240	111.38	.00	3,128.62	3.4%
77001 521220 Consultant	95,388	0	95,388	18,792.00	94,500.00	-17,904.00	118.8%
77001 521296 Computer Support	269,692	0	269,692	80,091.09	4,999.00	184,601.91	31.6%
77001 531243 Furniture & Furnishings	600	0	600	.00	.00	600.00	.0%
77001 531298 United Parcel Service	0	0	0	63.11	.00	-63.11	.0%
77001 531301 Office Equipment	300	0	300	.00	.00	300.00	.0%
77001 531303 Computer Equipmt & Software	26,500	0	26,500	.00	.00	26,500.00	.0%
77001 531307 Microsoft Office Upgrade	30,000	0	30,000	.00	.00	30,000.00	.0%
77001 531312 Office Supplies	4,000	0	4,000	.00	.00	4,000.00	.0%
77001 531313 Printing & Duplicating	100	0	100	.00	.00	100.00	.0%
77001 531314 Small Item Of Equipment	400	0	400	.00	.00	400.00	.0%
77001 531322 Subscriptions	350	0	350	.00	.00	350.00	.0%
77001 531324 Membership Dues	500	0	500	.00	.00	500.00	.0%
77001 532325 Registration	1,000	0	1,000	.00	.00	1,000.00	.0%
77001 532332 Mileage	400	0	400	8.70	.00	391.30	2.2%
77001 532335 Meals	175	0	175	.00	.00	175.00	.0%
77001 532336 Lodging	1,500	0	1,500	.00	.00	1,500.00	.0%
77001 532339 Other Travel & Tolls	100	0	100	.00	.00	100.00	.0%
77001 532350 Training Materials	1,000	0	1,000	2,133.00	.00	-1,133.00	213.3%
77001 533228 Internet	25,000	0	25,000	1,393.20	.00	23,606.80	5.6%
77001 535242 Maintain Machinery & Equip	15,000	0	15,000	2,835.78	.00	12,164.22	18.9%
77001 535355 Plumbing & Electrical	1,000	0	1,000	.00	.00	1,000.00	.0%
77001 571004 IP Telephony Allocation	1,133	0	1,133	94.42	.00	1,038.58	8.3%
77001 571008 MIS Overhead Allocation	15,359	0	15,359	.00	.00	15,359.00	.0%

02/26/2019
15:11:16

Jefferson County
PC GROUP (JANUARY)

FROM 2019 01 TO 2019 01

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77001 591519 Other Insurance	1,253	0	1,253	104.40	.00	1,148.60	8.3%
77001 594810 Capital Equipment	251,000	0	251,000	83,646.28	.00	167,353.72	33.3%
77001 611102 Transfer From General	-253,000	0	-253,000	.00	.00	-253,000.00	.0%
TOTAL PC Group	0	0	0	155,223.92	99,499.00	-254,722.92	.0%
GRAND TOTAL	0	0	0	155,223.92	99,499.00	-254,722.92	.0%

02/26/2019
15:11:56

Jefferson County
SYSTEMS GROUP (JANUARY)

FROM 2019 01 TO 2019 01

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
700 MIS Department Fund							
77002 Systems Group							
77002 411100 General Property Taxes	373	0	373	.00	.00	373.00	.0%
77002 451200 Records & Reports	-1,400	0	-1,400	.00	.00	-1,400.00	.0%
77002 474180 MIS Billed	-403,334	0	-403,334	-33,611.17	.00	-369,722.83	8.3%
77002 511110 Salary-Permanent Regular	188,342	0	188,342	15,855.95	.00	172,486.05	8.4%
77002 511210 Wages-Regular	30,719	0	30,719	9,583.60	.00	21,135.40	31.2%
77002 511220 Wages-Overtime	418	0	418	.00	.00	418.00	.0%
77002 511330 Wages-Longevity Pay	663	0	663	.00	.00	663.00	.0%
77002 512141 Social Security	16,841	0	16,841	1,891.07	.00	14,949.93	11.2%
77002 512142 Retirement (Employer)	14,419	0	14,419	1,666.29	.00	12,752.71	11.6%
77002 512144 Health Insurance	37,671	0	37,671	3,024.64	.00	34,646.36	8.0%
77002 512145 Life Insurance	133	0	133	8.65	.00	124.35	6.5%
77002 512150 FSA Contribution	5,038	0	5,038	.00	.00	5,038.00	.0%
77002 512151 HSA Contribution	0	0	0	8,000.00	.00	-8,000.00	.0%
77002 512173 Dental Insurance	2,722	0	2,722	128.52	.00	2,593.48	4.7%
77002 521220 Consultant	3,000	0	3,000	.00	.00	3,000.00	.0%
77002 521296 Computer Support	3,500	0	3,500	17,446.42	.00	-13,946.42	498.5%
77002 531303 Computer Equipmt & Software	7,500	0	7,500	.00	.00	7,500.00	.0%
77002 531312 Office Supplies	500	0	500	.00	.00	500.00	.0%
77002 531322 Subscriptions	175	0	175	.00	.00	175.00	.0%
77002 531324 Membership Dues	200	0	200	.00	.00	200.00	.0%
77002 532325 Registration	3,400	0	3,400	.00	.00	3,400.00	.0%
77002 532332 Mileage	100	0	100	.00	.00	100.00	.0%
77002 532334 Commercial Travel	450	0	450	.00	.00	450.00	.0%
77002 532335 Meals	120	0	120	.00	.00	120.00	.0%
77002 532336 Lodging	1,500	0	1,500	.00	.00	1,500.00	.0%
77002 532339 Other Travel & Tolls	150	0	150	.00	.00	150.00	.0%
77002 532350 Training Materials	1,200	0	1,200	.00	.00	1,200.00	.0%
77002 535242 Maintain Machinery & Equip	37,996	0	37,996	40,958.48	.00	-2,962.48	107.8%
77002 571004 IP Telephony Allocation	661	0	661	55.08	.00	605.92	8.3%
77002 571008 MIS Overhead Allocation	15,358	0	15,358	.00	.00	15,358.00	.0%
77002 591519 Other Insurance	1,855	0	1,855	154.61	.00	1,700.39	8.3%
77002 594818 Capital Computer	29,730	0	29,730	.00	.00	29,730.00	.0%
TOTAL Systems Group	0	0	0	65,162.14	.00	-65,162.14	.0%
GRAND TOTAL	0	0	0	65,162.14	.00	-65,162.14	.0%

02/26/2019
15:12:38

Jefferson County
SPECIAL PROGRAMMING (JANUARY)

FROM 2019 01 TO 2019 01

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
700 MIS Department Fund							
77003 Programming - Special							
77003 474099 Dept Cap Program Charges	-125,099	0	-125,099	-10,443.06	.00	-114,655.94	8.3%
77003 511210 Wages-Regular	85,750	0	85,750	.00	.00	85,750.00	.0%
77003 511220 Wages-Overtime	418	0	418	.00	.00	418.00	.0%
77003 512141 Social Security	6,592	0	6,592	.00	.00	6,592.00	.0%
77003 512142 Retirement (Employer)	5,644	0	5,644	.00	.00	5,644.00	.0%
77003 512144 Health Insurance	22,124	0	22,124	.00	.00	22,124.00	.0%
77003 512145 Life Insurance	11	0	11	.00	.00	11.00	.0%
77003 512150 FSA Contribution	2,962	0	2,962	.00	.00	2,962.00	.0%
77003 512173 Dental Insurance	1,598	0	1,598	.00	.00	1,598.00	.0%
TOTAL Programming - Special	0	0	0	-10,443.06	.00	10,443.06	.0%
GRAND TOTAL	0	0	0	-10,443.06	.00	10,443.06	.0%

02/26/2019
15:13:37

Jefferson County
OVERHEAD (JANUARY)

FROM 2019 01 TO 2019 01

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
700 MIS Department Fund							
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77004 MIS Overhead							
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77004 411100 General Property Taxes	60	0	60	.00	.00	60.00	.0%
77004 521296 Computer Support	0	0	0	8,453.21	.00	-8,453.21	.0%
77004 529299 Purchase Care & Services	4,000	0	4,000	.00	.00	4,000.00	.0%
77004 531298 United Parcel Service	200	0	200	.00	.00	200.00	.0%
77004 531320 Safety Supplies	50	0	50	99.00	.00	-49.00	198.0%
77004 533221 Water	400	0	400	.00	.00	400.00	.0%
77004 533222 Electric	6,250	0	6,250	.00	.00	6,250.00	.0%
77004 533223 Sewer	319	0	319	.00	.00	319.00	.0%
77004 533224 Natural Gas	2,500	0	2,500	709.79	.00	1,790.21	28.4%
77004 533225 Telephone & Fax	3,400	0	3,400	374.66	.00	3,025.34	11.0%
77004 533235 Storm Water Utility	180	0	180	.00	.00	180.00	.0%
77004 533236 Wireless Internet	2,500	0	2,500	120.96	.00	2,379.04	4.8%
77004 535242 Maintain Machinery & Equip	6,000	0	6,000	.00	.00	6,000.00	.0%
77004 535246 Building Service & Maint	2,000	0	2,000	.00	.00	2,000.00	.0%
77004 535297 Refuse Collection	535	0	535	.00	.00	535.00	.0%
77004 571003 Housekeeping	2,200	0	2,200	.00	.00	2,200.00	.0%
77004 571008 MIS Overhead Allocation	-30,777	0	-30,777	.00	.00	-30,777.00	.0%
77004 591519 Other Insurance	183	0	183	15.21	.00	167.79	8.3%
TOTAL MIS Overhead	0	0	0	9,772.83	.00	-9,772.83	.0%
GRAND TOTAL	0	0	0	9,772.83	.00	-9,772.83	.0%