

# Building and Grounds Committee

## AGENDA

Videoconference or

Jefferson County Courthouse  
311 S. Center Avenue, Room 205  
Jefferson, WI 53549

Wednesday, July 7, 2021  
9:00 a.m.

### Committee Members

Curtis Backlund, Greg David, Roger Lindl, Laura Payne, Mary Roberts

1. Call to order
2. Roll call
3. Certification of compliance with Open Meetings Law
4. Review of the Agenda
5. Public Comment  
(Members of the public who wish to address the committee on specific agenda items must register their request at this time)
6. Communications
7. Approval of the June 2, 2021 Building and Grounds Committee meeting minutes
8. Discussion and Possible Action Authorizing a Contract with Potter Lawson for Design work related to the Renovation/Addition to Courthouse and Sheriff's Office/Jail
9. Discussion and Possible Action Authoring the County to Issue a Request for Qualifications for an Owner's Representative related to the Renovation/Addition to Courthouse and Sheriff's Office/Jail
10. Discussion and Possible Action related to Construction Management related to the Renovation/Addition to Courthouse and Sheriff's Office/Jail
11. Discussion and possible action on bids for Annex Road watermain replacement
12. Discussion and possible action on bids for electrical de-icing cable system/gutter replacement and metal roof repairs at Workforce Development
13. Update on South Campus Projects.
14. Discussion and Possible action on Courthouse and Sheriff's Office/Jail Building Project
15. Financial Reports (YTD)
  - a. Central Services
  - b. Management Information Systems (MIS)
16. Discuss future meeting schedule. Next scheduled meeting date – August 4, 2021 – 9:00 a.m.
17. Discuss potential agenda items for the Committee's next meeting
18. Adjourn

\*Register in advance for this meeting:

[https://zoom.us/meeting/register/tJMsdO2ppj8uH9WoXUJhZYi8M4WMZsS2N0gX](https://zoom.us/join/zoom/register/tJMsdO2ppj8uH9WoXUJhZYi8M4WMZsS2N0gX)

After registering, you will receive a confirmation email containing information about joining the meeting.

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

(Via Zoom Videoconference and Courthouse, Room 205)

### MINUTES

Wednesday, June 2, 2021

1. **Call to Order**

Meeting was called to order by Payne at 9:00 a.m.

2. **Roll Call**

Members Present: Roger Lindl

Members Present via Videoconference: Laura Payne, Greg David, Mary Roberts

Others Present: Ben Wehmeier, County Administrator

Others Present via Videoconference: Marc DeVries

Absent: Curtis Backlund

3. **Certification of compliance with the Open Meetings Law**

Wehmeier 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 the May 5, 2021, Building and Grounds committee meeting minutes**

Minutes were provided for review.

Motion by Lindl/David to approve the May 5, 2021, Building and Grounds Committee minutes as printed.

Motion passed 3-0. Roberts Abstained.

8. **Update on South Campus Project**

Wehmeier said that the bid package for the water main and roof is being finalized. No action taken.

9. **Discussion and possible action on courthouse/sheriff building project**

A presentation was given to the county board. Wehmeier said there was not much feedback. The committee would like to move forward with this at the next County Board meeting. David does not support this. A resolution will be drafted for county board consideration.

Motion by Roberts/Lindl to send a resolution stating that we are going to proceed with the current plan for county board consideration. Motion passed 3-0. David No.

10. **Financial Reports (YTD)**

a. Central Services

b. Management Information Systems (MIS)

Financial Reports were provided for review. No action taken.

11. **Discuss future meeting schedule. Set next meeting date:**

July 7, 2021, at 9:00 a.m.

12. **Discuss potential agenda items for the Committee's next meeting**
  - a. Approval of Minutes from June 2, 2021
  - b. South Campus Project Bids
  - c. Discussion and possible action courthouse/sheriff building project
13. **Adjourn**

Motion by Lindl/Roberts to adjourn at 9:42 a.m.

07/01/2021  
12:19:08

Jefferson County  
CENTRAL SERVICES (YEAR TO DATE)

FROM 2021 01 TO 2021 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
11201 Central Services							
11201 411100 General Property Taxes	-1,012,122	0	-1,012,122	-506,060.76	.00	-506,060.79	50.0%
11201 474009 Housekeeping Services	-3,000	0	-3,000	.00	.00	-3,000.00	.0%
11201 486001 Vending Commission	-800	0	-800	-174.07	.00	-625.93	21.8%
11201 511110 Salary-Permanent Regular	74,595	0	74,595	.00	.00	74,595.25	.0%
11201 511210 Wages-Regular	273,486	0	273,486	116,993.68	.00	156,491.96	42.8%
11201 511220 Wages-Overtime	9,177	0	9,177	2,751.61	.00	6,425.14	30.0%
11201 511330 Wages-Longevity Pay	730	0	730	.00	.00	730.00	.0%
11201 512141 Social Security	26,682	0	26,682	8,797.03	.00	17,885.15	33.0%
11201 512142 Retirement (Employer)	23,265	0	23,265	7,863.29	.00	15,401.89	33.8%
11201 512144 Health Insurance	83,206	0	83,206	32,778.18	.00	50,427.63	39.4%
11201 512145 Life Insurance	115	0	115	55.17	.00	60.27	47.8%
11201 512151 HSA Contribution	8,625	0	8,625	5,756.25	.00	2,868.75	66.7%
11201 512173 Dental Insurance	6,240	0	6,240	2,413.00	.00	3,827.00	38.7%
11201 512390 Safety Equipment	0	0	0	2,602.67	.00	-2,602.67	.0%
11201 521219 Other Professional Serv	0	150,000	150,000	26,719.44	.00	123,280.56	17.8%
11201 521220 Consultant	0	0	0	75.00	.00	-75.00	.0%
11201 521296 Computer Support	0	0	0	12,377.95	.00	-12,377.95	.0%
11201 529170 Grounds Keeping Charges	8,947	0	8,947	8,277.15	.00	669.87	92.5%
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	21.89	.00	478.11	4.4%
11201 531302 Building & Maint Equipment	10,000	0	10,000	6,866.76	.00	3,133.24	68.7%
11201 531312 Office Supplies	200	0	200	76.22	.00	123.78	38.1%
11201 531313 Printing & Duplicating	200	0	200	.56	.00	199.44	.3%
11201 531314 Small Items Of Equipment	3,000	0	3,000	2,884.41	.00	115.59	96.1%
11201 531320 Safety Supplies	300	0	300	1,258.81	.00	-958.81	419.6%
11201 531326 Advertising	200	0	200	857.49	.00	-657.49	428.7%
11201 531351 Gas/Diesel	1,700	0	1,700	256.79	.00	1,443.21	15.1%
11201 532332 Mileage	200	0	200	1.20	.00	198.80	.6%
11201 533221 Water	6,000	0	6,000	1,830.21	.00	4,169.79	30.5%
11201 533222 Electric	110,000	0	110,000	34,772.99	.00	75,227.01	31.6%
11201 533223 Sewer	5,000	0	5,000	1,862.80	.00	3,137.20	37.3%
11201 533224 Natural Gas	30,000	0	30,000	14,211.67	.00	15,788.33	47.4%
11201 533225 Telephone & Fax	1,300	0	1,300	647.00	.00	653.00	49.8%
11201 533235 Storm Water Utility	2,400	0	2,400	806.25	.00	1,593.75	33.6%

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12:19:08

Jefferson County  
CENTRAL SERVICES (YEAR TO DATE)

FROM 2021 01 TO 2021 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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	33,387.12	6,725.00	4,887.88	89.1%
11201 535247 Building Repair & Maint	20,000	0	20,000	4,712.38	8,458.52	6,829.10	65.9%
11201 535297 Refuse Collection	3,000	0	3,000	712.21	.00	2,287.79	23.7%
11201 535344 Household & Janitorial Supp	18,000	0	18,000	11,245.24	.00	6,754.76	62.5%
11201 535344 22101 Household & Janitorial	0	0	0	1,980.05	.00	-1,980.05	.0%
11201 535349 Other Supplies	10,000	0	10,000	8,533.34	1,090.00	376.66	96.2%
11201 535352 Vehicle Parts & Repairs	1,500	0	1,500	.00	.00	1,500.00	.0%
11201 535353 Machinery & Equipment Parts	7,500	0	7,500	10,638.69	7,861.10	-10,999.79	246.7%
11201 535354 Paint	3,000	0	3,000	459.64	.00	2,540.36	15.3%
11201 535355 Plumbing & Electrical	5,000	0	5,000	3,767.04	.00	1,232.96	75.3%
11201 536531 Land Rent & Lease	1,800	0	1,800	1,800.00	.00	.00	100.0%
11201 571004 IP Telephony Allocation	403	0	403	369.38	.00	33.62	91.7%
11201 571005 Duplicating Allocation	1	0	1	.88	.00	.12	88.0%
11201 571009 MIS PC Group Allocation	53,143	0	53,143	48,714.38	.00	4,428.62	91.7%
11201 571010 MIS Systems Grp Alloc (ISIS)	5,139	0	5,139	4,710.75	.00	428.25	91.7%
11201 591519 Other Insurance	22,152	0	22,152	17,599.43	.00	4,552.85	79.4%
11201 594822 Capital Improvement Building	127,715	0	127,715	.00	.00	127,715.00	.0%
11201 699999 Budgetary Fund Balance	0	-150,000	-150,000	.00	.00	-150,000.00	.0%
TOTAL Central Services	0	0	0	-63,788.83	24,134.62	39,654.21	.0%
GRAND TOTAL	0	0	0	-63,788.83	24,134.62	39,654.21	.0%

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Jefferson County  
MIS (YEAR TO DATE)

FROM 2021 01 TO 2021 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
700 MIS Department Fund							
77001 PC Group							
77001 474180 MIS Billed	-1,014,548	0	-1,014,548	-930,002.37	.00	-84,545.55	91.7%
77001 511210 Wages-Regular	204,636	0	204,636	93,475.80	.00	111,160.20	45.7%
77001 511220 Wages-Overtime	717	0	717	118.69	.00	598.31	16.6%
77001 511330 Wages-Longevity Pay	325	0	325	.00	.00	325.00	.0%
77001 512141 Social Security	15,209	0	15,209	6,906.14	.00	8,302.86	45.4%
77001 512142 Retirement (Employer)	13,883	0	13,883	6,322.55	.00	7,560.45	45.5%
77001 512144 Health Insurance	36,641	0	36,641	20,197.03	.00	16,443.97	55.1%
77001 512145 Life Insurance	60	0	60	29.94	.00	30.06	49.9%
77001 512151 HSA Contribution	3,750	0	3,750	750.00	.00	3,000.00	20.0%
77001 512173 Dental Insurance	3,276	0	3,276	1,582.80	.00	1,693.20	48.3%
77001 521220 Consultant	95,400	0	95,400	6,769.51	.00	88,630.49	7.1%
77001 521296 Computer Support	381,536	0	381,536	244,540.81	47,722.50	89,272.69	76.6%
77001 529299 Purchase Care & Services	0	0	0	87.50	.00	-87.50	.0%
77001 531243 Furniture & Furnishings	300	0	300	.00	.00	300.00	.0%
77001 531298 United Parcel Service	0	0	0	56.49	.00	-56.49	.0%
77001 531301 Office Equipment	300	0	300	.00	.00	300.00	.0%
77001 531303 Computer Equipmt & Software	41,862	50,000	91,862	155,696.76	50,060.55	-113,895.31	224.0%
77001 531303 22101 Computer Equipmt & Soft	0	0	0	4,199.64	.00	-4,199.64	.0%
77001 531307 Microsoft Office Upgrade	71,000	0	71,000	.00	.00	71,000.00	.0%
77001 531312 Office Supplies	3,500	0	3,500	951.10	.00	2,548.90	27.2%
77001 531313 Printing & Duplicating	100	0	100	.00	.00	100.00	.0%
77001 531322 Subscriptions	330	0	330	17.90	.00	312.10	5.4%
77001 531324 Membership Dues	400	0	400	.00	.00	400.00	.0%
77001 532325 Registration	1,000	0	1,000	25.00	.00	975.00	2.5%
77001 532332 Mileage	200	0	200	.00	.00	200.00	.0%
77001 532335 Meals	100	0	100	.00	.00	100.00	.0%
77001 532336 Lodging	250	0	250	.00	.00	250.00	.0%
77001 532350 Training Materials	2,500	0	2,500	.00	.00	2,500.00	.0%
77001 533228 Internet	29,500	0	29,500	12,709.20	.00	16,790.80	43.1%
77001 535242 Maintain Machinery & Equip	15,000	0	15,000	2,923.14	.00	12,076.86	19.5%
77001 535355 Plumbing & Electrical	1,000	0	1,000	.00	.00	1,000.00	.0%
77001 571004 IP Telephony Allocation	3,631	0	3,631	3,328.38	.00	302.62	91.7%
77001 571008 MIS Overhead Allocation	16,724	0	16,724	3,112.20	.00	13,612.28	18.6%
77001 591519 Other Insurance	1,917	0	1,917	1,879.24	.00	38.20	98.0%
77001 594810 Capital Equipment	69,500	0	69,500	23,050.00	34,473.00	11,977.00	82.8%

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Jefferson County  
MIS (YEAR TO DATE)

FROM 2021 01 TO 2021 12

	ORIGINAL APPROP	TRNFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77001 594818 Capital Computer	0	0	0	6,015.16	.00	-6,015.16	.0%
77001 699999 Budgetary Fund Balance	0	-50,000	-50,000	.00	.00	-50,000.00	.0%
TOTAL PC Group	0	0	0	-335,257.39	132,256.05	203,001.34	.0%

FROM 2021 01 TO 2021 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77002 Systems Group							
77002 451200 Records & Reports	-1,200	0	-1,200	-225.00	.00	-975.00	18.8%
77002 474180 MIS Billed	-400,868	0	-400,868	-367,462.37	.00	-33,405.75	91.7%
77002 511110 Salary-Permanent Regular	198,841	0	198,841	93,792.89	.00	105,048.11	47.2%
77002 511210 Wages-Regular	31,287	0	31,287	14,849.11	.00	16,437.66	47.5%
77002 511330 Wages-Longevity Pay	623	0	623	.00	.00	623.00	.0%
77002 512141 Social Security	16,987	0	16,987	8,032.61	.00	8,954.39	47.3%
77002 512142 Retirement (Employer)	15,581	0	15,581	7,333.36	.00	8,247.91	47.1%
77002 512144 Health Insurance	38,167	0	38,167	20,499.57	.00	17,667.43	53.7%
77002 512145 Life Insurance	173	0	173	90.91	.00	82.09	52.5%
77002 512151 HSA Contribution	3,750	0	3,750	1,950.00	.00	1,800.00	52.0%
77002 512173 Dental Insurance	2,760	0	2,760	1,380.00	.00	1,380.00	50.0%
77002 521220 Consultant	4,500	0	4,500	1,087.50	.00	3,412.50	24.2%
77002 521296 Computer Support	13,300	0	13,300	3,108.34	.00	10,191.66	23.4%
77002 531303 Computer Equipmt & Software	0	4,000	4,000	2,950.00	.00	1,050.00	73.8%
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	300	0	300	150.00	.00	150.00	50.0%
77002 532325 Registration	1,700	0	1,700	.00	.00	1,700.00	.0%
77002 532332 Mileage	100	0	100	.00	.00	100.00	.0%
77002 532334 Commercial Travel	350	0	350	.00	.00	350.00	.0%
77002 532335 Meals	50	0	50	.00	.00	50.00	.0%
77002 532350 Training Materials	1,000	0	1,000	.00	.00	1,000.00	.0%
77002 535242 Maintain Machinery & Equip	51,516	0	51,516	43,611.60	2,003.00	5,901.40	88.5%
77002 571004 IP Telephony Allocation	672	0	672	616.00	.00	56.00	91.7%
77002 571008 MIS Overhead Allocation	16,724	0	16,724	3,112.20	.00	13,612.28	18.6%
77002 591519 Other Insurance	3,012	0	3,012	2,961.42	.00	50.18	98.3%
77002 699999 Budgetary Fund Balance	0	-4,000	-4,000	.00	.00	-4,000.00	.0%
TOTAL Systems Group	0	0	0	-162,161.86	2,003.00	160,158.86	.0%



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Jefferson County  
MIS (YEAR TO DATE)

FROM 2021 01 TO 2021 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77003 Programming - Special							
77003 474099 Dept Cap Program Charges	-133,292	0	-133,292	-122,184.15	.00	-11,107.59	91.7%
77003 511210 Wages-Regular	93,359	0	93,359	43,963.39	.00	49,395.96	47.1%
77003 512141 Social Security	6,811	0	6,811	3,211.78	.00	3,599.22	47.2%
77003 512142 Retirement (Employer)	6,301	0	6,301	2,967.55	.00	3,333.84	47.1%
77003 512144 Health Insurance	22,901	0	22,901	11,942.86	.00	10,958.14	52.1%
77003 512145 Life Insurance	13	0	13	6.82	.00	6.18	52.5%
77003 512151 HSA Contribution	2,250	0	2,250	1,650.00	.00	600.00	73.3%
77003 512173 Dental Insurance	1,656	0	1,656	828.00	.00	828.00	50.0%
TOTAL Programming - Special	0	0	0	-57,613.75	.00	57,613.75	.0%

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MIS (YEAR TO DATE)

FROM 2021 01 TO 2021 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77004 MIS Overhead							
77004 529299 Purchase Care & Services	5,000	0	5,000	1,634.00	.00	3,366.00	32.7%
77004 531298 United Parcel Service	200	0	200	.00	.00	200.00	.0%
77004 531320 Safety Supplies	50	0	50	397.69	.00	-347.69	795.4%
77004 533221 Water	435	0	435	147.16	.00	287.84	33.8%
77004 533222 Electric	6,400	0	6,400	1,486.77	.00	4,913.23	23.2%
77004 533223 Sewer	350	0	350	126.30	.00	223.70	36.1%
77004 533224 Natural Gas	2,700	0	2,700	1,032.46	.00	1,667.54	38.2%
77004 533225 Telephone & Fax	3,400	0	3,400	2,629.15	.00	770.85	77.3%
77004 533235 Storm Water Utility	180	0	180	74.95	.00	105.05	41.6%
77004 533236 Wireless Internet	3,200	0	3,200	575.05	.00	2,624.95	18.0%
77004 533236 22101 Wireless Internet	0	0	0	2,672.70	.00	-2,672.70	.0%
77004 535242 Maintain Machinery & Equip	6,500	0	6,500	.00	.00	6,500.00	.0%
77004 535246 Building Service & Maint	2,000	0	2,000	.00	.00	2,000.00	.0%
77004 535297 Refuse Collection	535	0	535	242.63	.00	292.37	45.4%
77004 571003 Housekeeping	2,200	0	2,200	.00	.00	2,200.00	.0%
77004 571008 MIS Overhead Allocation	-33,449	0	-33,449	-6,224.40	.00	-27,224.56	18.6%
77004 591519 Other Insurance	299	0	299	447.37	.00	-148.41	149.6%
TOTAL MIS Overhead	0	0	0	5,241.83	.00	-5,241.83	.0%

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Jefferson County  
MIS (YEAR TO DATE)

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FROM 2021 01 TO 2021 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77005 IP-Telephony							
77005 474190 IP-Telephony Billed	-104,079	0	-104,079	-95,405.75	.00	-8,673.57	91.7%
77005 511210 Wages-Regular	29,024	0	29,024	16,298.71	.00	12,725.66	56.2%
77005 511220 Wages-Overtime	0	0	0	25.12	.00	-25.12	.0%
77005 512141 Social Security	2,220	0	2,220	1,248.76	.00	971.22	56.3%
77005 512142 Retirement (Employer)	1,959	0	1,959	1,101.92	.00	857.48	56.2%
77005 512145 Life Insurance	15	0	15	9.17	.00	5.83	61.1%
77005 512173 Dental Insurance	552	0	552	331.20	.00	220.80	60.0%
77005 521220 Consultant	8,000	0	8,000	3,972.28	.00	4,027.72	49.7%
77005 521296 Computer Support	33,540	0	33,540	3,002.00	.00	30,538.00	9.0%
77005 531303 Computer Equipmt & Software	1,500	23,000	24,500	.00	.00	24,500.00	.0%
77005 535242 Maintain Machinery & Equip	2,000	0	2,000	622.42	.00	1,377.58	31.1%
77005 591519 Other Insurance	269	0	269	265.21	.00	3.36	98.7%
77005 594810 Capital Equipment	25,000	0	25,000	35,631.06	34,430.32	-45,061.38	280.2%
77005 699999 Budgetary Fund Balance	0	-23,000	-23,000	.00	.00	-23,000.00	.0%
TOTAL IP-Telephony	0	0	0	-32,897.90	34,430.32	-1,532.42	.0%

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Jefferson County  
MIS (YEAR TO DATE)

FROM 2021 01 TO 2021 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77006 Central Duplication							
77006 451002 Private Party Photocopy	-400	0	-400	-249.40	.00	-150.60	62.4%
77006 472003 Municipality Copies & Printin	-1,200	0	-1,200	-297.36	.00	-902.64	24.8%
77006 474180 MIS Billed	-15,679	0	-15,679	-14,372.38	.00	-1,307.06	91.7%
77006 474200 Copying & Printing Interdepa	-36,000	0	-36,000	-10,470.98	.00	-25,529.02	29.1%
77006 511210 Wages-Regular	17,224	0	17,224	10,787.40	.00	6,436.60	62.6%
77006 511330 Wages-Longevity Pay	124	0	124	.00	.00	124.00	.0%
77006 512141 Social Security	1,327	0	1,327	791.17	.00	535.97	59.6%
77006 512142 Retirement (Employer)	1,171	0	1,171	728.12	.00	442.47	62.2%
77006 512144 Health Insurance	0	0	0	5,273.69	.00	-5,273.69	.0%
77006 512145 Life Insurance	9	0	9	5.48	.00	3.52	60.9%
77006 512151 HSA Contribution	0	0	0	136.64	.00	-136.64	.0%
77006 512173 Dental Insurance	0	0	0	352.75	.00	-352.75	.0%
77006 531298 United Parcel Service	20	0	20	.00	.00	20.00	.0%
77006 531311 Postage & Box Rent	15	0	15	.00	.00	15.00	.0%
77006 531312 Office Supplies	12,000	0	12,000	3,670.91	.00	8,329.09	30.6%
77006 531313 Printing & Duplicating	0	0	0	-13.20	.00	13.20	.0%
77006 531314 Small Items Of Equipment	500	0	500	618.00	.00	-118.00	123.6%
77006 531349 Other Operating Expenses	200	0	200	92.00	.00	108.00	46.0%
77006 532332 Mileage	110	0	110	.00	.00	110.00	.0%
77006 533225 Telephone & Fax	0	0	0	7.90	.00	-7.90	.0%
77006 535242 Maintain Machinery & Equip	4,000	0	4,000	2,177.62	.00	1,822.38	54.4%
77006 535252 Printing Equip Maintenance	12,000	0	12,000	1,940.64	.00	10,059.36	16.2%
77006 571004 IP Telephony Allocation	134	0	134	122.87	.00	11.13	91.7%
77006 571009 MIS PC Group Allocation	3,623	0	3,623	3,321.12	.00	301.88	91.7%
77006 571010 MIS Systems Grp Alloc (ISIS)	350	0	350	320.87	.00	29.13	91.7%
77006 591519 Other Insurance	473	0	473	158.51	.00	314.20	33.5%
77006 594810 Capital Equipment	28,000	0	28,000	.00	.00	28,000.00	.0%
77006 611102 Transfer From General	-28,000	0	-28,000	.00	.00	-28,000.00	.0%
TOTAL Central Duplication	0	0	0	5,102.37	.00	-5,102.37	.0%
GRAND TOTAL	0	0	0	-577,586.70	168,689.37	408,897.33	.0%