

Building and Grounds Committee AGENDA

Videoconference or
Highway Committee Room
1425 Wisconsin Drive
Jefferson, WI 53549

Tuesday, April 4, 2023
8:30 a.m.

Building and Grounds Committee Members

Curtis Backlund, Jim Braugler, Roger Lindl, Robert Preuss, 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 March 7, 2023 Building and Grounds Committee Minutes
8. Update on courthouse/sheriff/jail project
9. Financial Reports (YTD)
 - a. Central Services
 - b. Management Information Systems (MIS)
10. Adjourn

Join Zoom Meeting

<https://us06web.zoom.us/j/87697754337?pwd=cnVKMzd0TkZFY3RPRHpxMW5kTGxVdz09>

Meeting ID: 876 9775 4337

Passcode: Meet2022

Dial by your location: 1 312 626 6799

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 Highway Committee Room)

MINUTES

Tuesday, March 7, 2023

1. **Call to Order**

Meeting was called to order by Backlund at 8:30 a.m.

2. **Roll Call**

Members Present: Curtis Backlund, Jim Braughler, Roger Lindl, Robert Preuss, Mary Roberts

Others Present: Ben Wehmeier, County Administrator

Others Present via ZOOM: Kim Gretz, Maas Bros Construction, Tim O'Donnel, Julia, Ann

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**

No action taken.

6. **Communications**

- Wehmeier said that they are in the final Facilities Director interviews.

7. **Approval of the February 6, 2023 committee meeting minutes**

Draft minutes were provided for review.

Motion by Lindl/Roberts to approve the February 6, 2023 committee meeting minutes. Motion passed 5-0.

8. **Discussion and Possible Action on Courthouse/Sheriff Furniture Procurement and Process**

Wehmeier explained that M & M Furniture has been working with staff on furniture needs. They looked at our inventory to see if anything could be reused. Tim O'Donnell went over their furniture selection process. He talked about pricing, future availability, quality, and warranty. The furniture quote is locked in for 2 years. Ann shared floorplans and 3D image of the proposed furniture. No action taken.

9. **Update on courthouse/sheriff/jail project**

Photos of the project were shared and Gretz and Wehmeier gave an update. No action taken.

10. **Update on Capital Projects**

Gretz gave an update on the Capital Projects. No action taken.

11. **Financial Reports (YTD)**

- Central Services
- Management Information Systems

Financial reports were provided for review. No action taken.

12. **Discuss potential agenda items for the Committee's next meeting**

- a. Approval of March 7, 2023, Building and Grounds Committee meeting minutes
- b. Update on schedule for Courthouse/Sheriff/Jail Project
- c. Update on Capital Projects

Next meeting Tuesday, April 4, 2023 at 8:30 a.m. – Highway Committee Room.

13. **Adjourn**

Motion by Lindl/Braughler to adjourn at 10:11 a.m.

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Jefferson County
CENTRAL SERVICES (YEAR TO DATE)

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FROM 2023 01 TO 2023 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
11201 Central Services							
11201 411100 General Property Taxes	-981,853	0	-981,853	-163,642.10	.00	-818,210.44	16.7%
11201 474009 Housekeeping Services	-3,000	0	-3,000	.00	.00	-3,000.00	.0%
11201 486001 Vending Commission	-800	0	-800	.00	.00	-800.00	.0%
11201 511110 Salary-Permanent Regular	181,929	0	181,929	14,758.46	.00	167,170.56	8.1%
11201 511210 Wages-Regular	250,506	0	250,506	46,589.65	.00	203,916.25	18.6%
11201 511220 Wages-Overtime	7,137	0	7,137	1,283.42	.00	5,853.39	18.0%
11201 511330 Wages-Longevity Pay	514	0	514	.00	.00	513.75	.0%
11201 512141 Social Security	31,424	0	31,424	4,436.44	.00	26,987.38	14.1%
11201 512142 Retirement (Employer)	28,431	0	28,431	3,940.20	.00	24,490.59	13.9%
11201 512144 Health Insurance	117,589	0	117,589	19,594.52	.00	97,994.97	16.7%
11201 512145 Life Insurance	100	0	100	16.38	.00	83.82	16.3%
11201 512173 Dental Insurance	5,724	0	5,724	1,388.00	.00	4,336.00	24.2%
11201 512390 Safety Equipment	2,000	0	2,000	.00	.00	2,000.00	.0%
11201 521219 Other Professional Serv	3,000	0	3,000	.00	.00	3,000.00	.0%
11201 529170 Grounds Keeping Charges	14,252	0	14,252	1,941.39	.00	12,310.37	13.6%
11201 531008 Hazard Recycle Charges	1,000	0	1,000	.00	.00	1,000.00	.0%
11201 531298 United Parcel Service	1,000	0	1,000	.00	.00	1,000.00	.0%
11201 531302 Building & Maint Equipment	12,000	0	12,000	219.92	.00	11,780.08	1.8%
11201 531312 Office Supplies	350	0	350	.00	.00	350.00	.0%
11201 531313 Printing & Duplicating	300	0	300	6.00	.00	294.00	2.0%
11201 531314 Small Items Of Equipment	5,000	0	5,000	649.92	.00	4,350.08	13.0%
11201 531320 Safety Supplies	1,000	0	1,000	12.12	.00	987.88	1.2%
11201 531351 Gas/Diesel	3,000	0	3,000	56.45	.00	2,943.55	1.9%
11201 533221 Water	6,000	0	6,000	460.40	.00	5,539.60	7.7%
11201 533222 Electric	125,000	0	125,000	7,853.39	.00	117,146.61	6.3%
11201 533223 Sewer	0	0	0	453.29	.00	-453.29	.0%
11201 533224 Natural Gas	0	0	0	6,563.56	.00	-6,563.56	.0%
11201 533225 Telephone & Fax	1,500	0	1,500	148.93	.00	1,351.07	9.9%
11201 533235 Storm Water Utility	2,800	0	2,800	173.15	.00	2,626.85	6.2%
11201 535239 Street Repair & Maint	500	0	500	.00	.00	500.00	.0%
11201 535246 Building Service & Maint	60,000	0	60,000	9,563.85	7,350.00	43,086.15	28.2%
11201 535247 Building Repair & Maint	0	0	0	929.00	.00	-929.00	.0%
11201 535297 Refuse Collection	0	0	0	327.30	.00	-327.30	.0%
11201 535344 Household & Janitorial Supp	25,000	0	25,000	3,541.40	.00	21,458.60	14.2%
11201 535349 Other Supplies	12,000	0	12,000	211.23	.00	11,788.77	1.8%

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Jefferson County
CENTRAL SERVICES (YEAR TO DATE)

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FROM 2023 01 TO 2023 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11201 535352 Vehicle Parts & Repairs	1,000	0	1,000	.00	.00	1,000.00	.0%
11201 535353 Machinery & Equipment Parts	10,000	0	10,000	.00	.00	10,000.00	.0%
11201 535354 Paint	20,000	0	20,000	.00	.00	20,000.00	.0%
11201 535355 Plumbing & Electrical	10,000	0	10,000	1,218.48	.00	8,781.52	12.2%
11201 536531 Land Rent & Lease	1,800	0	1,800	1,800.00	.00	.00	100.0%
11201 571004 IP Telephony Allocation	318	0	318	79.50	.00	238.50	25.0%
11201 571007 MIS Direct Charges	5,000	0	5,000	.00	.00	5,000.00	.0%
11201 571009 MIS PC Group Allocation	8,410	0	8,410	2,102.49	.00	6,307.51	25.0%
11201 571010 MIS Systems Grp Alloc(ISIS)	5,996	0	5,996	1,499.01	.00	4,496.99	25.0%
11201 591519 Other Insurance	24,073	0	24,073	10,163.00	.00	13,910.00	42.2%
11201 594822 Capital Improvement Building	0	212,715	212,715	.00	.00	212,715.00	.0%
11201 699999 Budgetary Fund Balance	0	-212,715	-212,715	.00	.00	-212,715.00	.0%
TOTAL Central Services	0	0	0	-21,661.25	7,350.00	14,311.25	.0%
GRAND TOTAL	0	0	0	-21,661.25	7,350.00	14,311.25	.0%

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FROM 2023 01 TO 2023 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
700 MIS Department Fund							
77001 PC Group							
77001 411100 General Property Taxes	-224,572	0	-224,572	-37,428.68	.00	-187,143.36	16.7%
77001 474180 MIS Billed	-1,178,552	0	-1,178,552	-294,637.92	.00	-883,913.70	25.0%
77001 511110 Salary-Permanent Regular	0	0	0	15,616.05	.00	-15,616.05	.0%
77001 511210 Wages-Regular	293,926	0	293,926	38,134.17	.00	255,792.27	13.0%
77001 511220 Wages-Overtime	1,139	0	1,139	.00	.00	1,138.77	.0%
77001 511330 wages-Longevity Pay	340	0	340	.00	.00	340.00	.0%
77001 512141 Social Security	21,298	0	21,298	3,939.71	.00	17,358.62	18.5%
77001 512142 Retirement (Employer)	20,088	0	20,088	3,655.03	.00	16,432.54	18.2%
77001 512144 Health Insurance	66,242	0	66,242	9,497.00	.00	56,745.02	14.3%
77001 512145 Life Insurance	66	0	66	12.38	.00	54.10	18.6%
77001 512173 Dental Insurance	3,792	0	3,792	920.40	.00	2,871.60	24.3%
77001 521220 Consultant	101,200	0	101,200	16,642.60	31,130.58	53,426.82	47.2%
77001 521296 Computer Support	433,413	0	433,413	346,578.30	4,564.00	82,270.70	81.0%
77001 529299 Purchase Care & Services	135,000	0	135,000	74,708.72	.00	60,291.28	55.3%
77001 531298 United Parcel Service	0	0	0	117.19	.00	-117.19	.0%
77001 531301 Office Equipment	300	0	300	.00	.00	300.00	.0%
77001 531303 Computer Equipmt & Software	58,000	0	58,000	5,899.23	.00	52,100.77	10.2%
77001 531312 Office Supplies	300	0	300	310.31	.00	-10.31	103.4%
77001 531313 Printing & Duplicating	100	0	100	.00	.00	100.00	.0%
77001 531322 Subscriptions	300	0	300	.00	.00	300.00	.0%
77001 531324 Membership Dues	400	0	400	.00	.00	400.00	.0%
77001 532325 Registration	1,000	0	1,000	.00	.00	1,000.00	.0%
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	1,500	0	1,500	.00	.00	1,500.00	.0%
77001 533228 Internet	38,000	0	38,000	3,516.83	.00	34,483.17	9.3%
77001 535242 Maintain Machinery & Equip	0	0	0	60.21	.00	-60.21	.0%
77001 535355 Plumbing & Electrical	1,000	0	1,000	.00	.00	1,000.00	.0%
77001 571004 IP Telephony Allocation	2,866	0	2,866	716.49	.00	2,149.51	25.0%
77001 571008 MIS Overhead Allocation	17,759	0	17,759	.00	.00	17,759.05	.0%
77001 591519 Other Insurance	3,544	0	3,544	763.50	.00	2,780.50	21.5%
77001 594810 Capital Equipment	201,000	0	201,000	49,585.20	89,461.30	61,953.50	69.2%
TOTAL PC Group	0	0	0	238,606.72	125,155.88	-363,762.60	.0%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77002 Systems Group							
77002 411100 General Property Taxes	-16,633	0	-16,633	-2,772.22	.00	-13,861.08	16.7%
77002 451200 Records & Reports	-1,200	0	-1,200	-125.00	.00	-1,075.00	10.4%
77002 474180 MIS Billed	-419,750	0	-419,750	-104,937.57	.00	-314,812.69	25.0%
77002 511110 Salary-Permanent Regular	227,775	0	227,775	43,501.94	.00	184,273.49	19.1%
77002 511210 Wages-Regular	31,755	0	31,755	19,634.21	.00	12,120.80	61.8%
77002 511330 Wages-Longevity Pay	708	0	708	.00	.00	707.50	.0%
77002 512141 Social Security	18,584	0	18,584	4,597.14	.00	13,987.21	24.7%
77002 512142 Retirement (Employer)	17,696	0	17,696	4,281.94	.00	13,414.24	24.2%
77002 512144 Health Insurance	50,792	0	50,792	12,189.04	.00	38,603.11	24.0%
77002 512145 Life Insurance	52	0	52	14.04	.00	37.86	27.1%
77002 512173 Dental Insurance	2,466	0	2,466	595.00	.00	1,871.00	24.1%
77002 521220 Consultant	7,000	0	7,000	995.00	.00	6,005.00	14.2%
77002 521296 Computer Support	0	0	0	5,525.00	.00	-5,525.00	.0%
77002 531312 Office Supplies	200	0	200	180.18	.00	19.82	90.1%
77002 531322 Subscriptions	175	0	175	.00	.00	175.00	.0%
77002 531324 Membership Dues	300	0	300	.00	.00	300.00	.0%
77002 532325 Registration	1,700	0	1,700	1,500.00	.00	200.00	88.2%
77002 532332 Mileage	100	0	100	.00	.00	100.00	.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	54,476	0	54,476	21,936.92	.00	32,539.08	40.3%
77002 571004 IP Telephony Allocation	531	0	531	132.75	.00	398.25	25.0%
77002 571008 MIS Overhead Allocation	17,759	0	17,759	.00	.00	17,759.04	.0%
77002 591519 Other Insurance	4,464	0	4,464	944.16	.00	3,519.84	21.2%
TOTAL Systems Group	0	0	0	8,192.53	.00	-8,192.53	.0%

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FROM 2023 01 TO 2023 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77003 Programming - Special							
77003 411100 General Property Taxes	-9,100	0	-9,100	-1,516.64	.00	-7,583.16	16.7%
77003 474099 Dept Cap Program Charges	-139,892	0	-139,892	-34,973.01	.00	-104,918.99	25.0%
77003 511210 wages-Regular	105,062	0	105,062	13,691.56	.00	91,370.51	13.0%
77003 512141 Social Security	7,437	0	7,437	972.37	.00	6,464.91	13.1%
77003 512142 Retirement (Employer)	7,144	0	7,144	931.05	.00	6,213.17	13.0%
77003 512144 Health Insurance	27,971	0	27,971	5,243.90	.00	22,727.15	18.7%
77003 512145 Life Insurance	15	0	15	1.80	.00	13.38	11.9%
77003 512173 Dental Insurance	1,362	0	1,362	276.00	.00	1,086.00	20.3%
TOTAL Programming - Special	0	0	0	-15,372.97	.00	15,372.97	.0%

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FROM 2023 01 TO 2023 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77004 MIS Overhead							
77004 529299 Purchase Care & Services	6,500	0	6,500	1,321.39	.00	5,178.61	20.3%
77004 531298 United Parcel Service	200	0	200	.00	.00	200.00	.0%
77004 531320 Safety Supplies	50	0	50	86.14	.00	-36.14	172.3%
77004 533221 water	0	0	0	40.53	.00	-40.53	.0%
77004 533222 Electric	6,800	0	6,800	459.92	.00	6,340.08	6.8%
77004 533223 Sewer	400	0	400	36.40	.00	363.60	9.1%
77004 533224 Natural Gas	3,000	0	3,000	506.00	.00	2,494.00	16.9%
77004 533225 Telephone & Fax	3,400	0	3,400	750.72	.00	2,649.28	22.1%
77004 533228 Internet	0	0	0	4,960.00	.00	-4,960.00	.0%
77004 533235 Storm Water Utility	180	0	180	14.99	.00	165.01	8.3%
77004 533236 wireless Internet	3,200	0	3,200	308.08	.00	2,891.92	9.6%
77004 533236 22209 wireless Internet	0	0	0	348.60	.00	-348.60	.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	119.24	.00	415.76	22.3%
77004 571003 Housekeeping	2,200	0	2,200	.00	.00	2,200.00	.0%
77004 571008 MIS Overhead Allocation	-35,518	0	-35,518	.00	.00	-35,518.00	.0%
77004 591519 Other Insurance	553	0	553	188.22	.00	364.78	34.0%
TOTAL MIS Overhead	0	0	0	9,140.23	.00	-9,140.23	.0%

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FROM 2023 01 TO 2023 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77005 IP-Telephony							
77005 411100 General Property Taxes	-286	0	-286	-47.62	.00	-238.12	16.7%
77005 474190 IP-Telephony Billed	-86,933	0	-86,933	-21,732.99	.00	-65,199.61	25.0%
77005 511210 wages-Regular	33,885	0	33,885	7,652.61	.00	26,231.92	22.6%
77005 511220 wages-Overtime	455	0	455	.00	.00	454.57	.0%
77005 512141 Social Security	2,627	0	2,627	585.40	.00	2,041.54	22.3%
77005 512142 Retirement (Employer)	2,335	0	2,335	520.40	.00	1,814.66	22.3%
77005 512145 Life Insurance	16	0	16	5.62	.00	10.22	35.5%
77005 512173 Dental Insurance	552	0	552	165.60	.00	386.40	30.0%
77005 521220 Consultant	6,500	0	6,500	4,235.00	.00	2,265.00	65.2%
77005 521296 Computer Support	36,913	0	36,913	.00	.00	36,913.40	.0%
77005 531303 Computer Equipmt & Software	1,500	0	1,500	289.00	.00	1,211.00	19.3%
77005 533225 Telephone & Fax	0	0	0	2,730.73	.00	-2,730.73	.0%
77005 535242 Maintain Machinery & Equip	2,000	0	2,000	528.07	.00	1,471.93	26.4%
77005 591519 Other Insurance	436	0	436	88.74	.00	347.26	20.4%
TOTAL IP-Telephony	0	0	0	-4,979.44	.00	4,979.44	.0%

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	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77006 Central Duplication							
77006 411100 General Property Taxes	-3,669	0	-3,669	-611.50	.00	-3,057.51	16.7%
77006 451002 Private Party Photocopy	-1,200	0	-1,200	-170.63	.00	-1,029.37	14.2%
77006 472003 Municipality Copies & Printin	-1,800	0	-1,800	.00	.00	-1,800.00	.0%
77006 474180 MIS Billed	-51,892	0	-51,892	-12,972.99	.00	-38,918.95	25.0%
77006 474200 Copying & Printing Interdepa	-36,000	0	-36,000	-4,850.09	.00	-31,149.91	13.5%
77006 511210 wages-Regular	20,908	0	20,908	3,086.72	.00	17,820.80	14.8%
77006 511220 wages-Overtime	62	0	62	.00	.00	62.00	.0%
77006 511330 wages-Longevity Pay	70	0	70	.00	.00	70.00	.0%
77006 512141 Social Security	1,599	0	1,599	236.12	.00	1,363.31	14.8%
77006 512142 Retirement (Employer)	1,213	0	1,213	.00	.00	1,213.00	.0%
77006 512144 Health Insurance	8,316	0	8,316	.00	.00	8,316.00	.0%
77006 512145 Life Insurance	20	0	20	.00	.00	20.00	.0%
77006 512173 Dental Insurance	1,104	0	1,104	.00	.00	1,104.00	.0%
77006 531303 Computer Equipmt & Software	0	0	0	507.40	.00	-507.40	.0%
77006 531312 Office Supplies	12,000	0	12,000	5,673.36	.00	6,326.64	47.3%
77006 531314 Small Items Of Equipment	600	0	600	.00	.00	600.00	.0%
77006 531349 Other Operating Expenses	200	0	200	.00	.00	200.00	.0%
77006 532332 Mileage	110	0	110	.00	.00	110.00	.0%
77006 535242 Maintain Machinery & Equip	4,000	0	4,000	429.33	.00	3,570.67	10.7%
77006 535252 Printing Equip Maintenance	12,000	0	12,000	724.15	.00	11,275.85	6.0%
77006 571004 IP Telephony Allocation	106	0	106	26.49	.00	79.51	25.0%
77006 571009 MIS PC Group Allocation	3,604	0	3,604	900.99	.00	2,703.01	25.0%
77006 571010 MIS Systems Grp Alloc(ISIS)	358	0	358	89.49	.00	268.51	25.0%
77006 591519 Other Insurance	291	0	291	54.39	.00	236.61	18.7%
77006 594810 Capital Equipment	28,000	0	28,000	.00	.00	28,000.00	.0%
TOTAL Central Duplication	0	0	0	-6,876.77	.00	6,876.77	.0%
GRAND TOTAL	0	0	0	228,710.30	125,155.88	-353,866.18	.0%