# Building and Grounds Committee AGENDA

Videoconference or

Highway Committee Room 1425 Wisconsin Drive Jefferson, WI 53549

Tuesday, June 6, 2023 8:30 a.m.

# **Building and Grounds Committee Members**

Curtis Backlund, Jim Braughler, 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 May 2, 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. Discussion and possible action on future meeting dates and agenda items
- 11. 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, May 2, 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

Members Present via ZOOM: Mary Roberts

Others Present: Ben Wehmeier, County Administrator; Mark Stafford, Maas Bros Construction; Ryan Hayes, Director of Facilities Management.

Others Present via ZOOM: Kim Gretz, Maas Bros Construction

## 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

None

## 7. Introduction of Director of Facilities Management – Ryan Hayes

Wehmeier introduced Ryan Hayes, Director of Facilities Management. No action taken.

## 8. Approval of the April 4, 2023 committee meeting minutes

Draft minutes were provided for review.

Motion by Braughler/Lindl to approve the April 4, 2023 committee meeting minutes. Motion passed 5-0.

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

Photos of the project were shared and Gretz and Wehmeier gave an update. Wehmeier and Stafford talked about the timeline for equipment shipments and occupying the new space. No action taken.

## 10. Discussion and possible action on Terrazzo contractor

A draft Resolution - Authorization to contract with Wisconsin Terrazzo & Tile for Terrazzo Restoration was provided for review. Stafford talked about the process and phases of the work. Wehmeier discussed the maintenance cost savings going forward.

Motion by Braughler/Lindl accept the bid from Wisconsin Terrazzo & Tile for terrazzo repairs and forward the Resolution to the County Board for their consideration. Motion passed 5-0.

# 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 May 2, 2023, Building and Grounds Committee meeting minutes
- b. Update on schedule for Courthouse/Sheriff/Jail Project

Next meeting Tuesday, June 6, 2023 at 8:30 a.m. – Highway Committee Room.

# 13. Adjourn

Motion by Lindl/Preuss to adjourn at 9:35 a.m.



Jefferson County CENTRAL SERVICES (YEAR TO DATE) 05/30/2023 10:21:32 PAGE 1 glflxrpt

FROM 2023 01 10 2023 12	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11201 Central Services  11201 411100 General Property Taxes 11201 474009 Housekeeping Services 11201 486001 Vending Commission 11201 511110 Salary-Permanent Regular 11201 511210 Wages-Regular 11201 511220 Wages-Overtime 11201 511230 Wages-Longevity Pay 11201 512141 Social Security 11201 512142 Retirement (Employer) 11201 512144 Health Insurance 11201 512145 Life Insurance 11201 512145 Dental Insurance 11201 512173 Dental Insurance 11201 512190 Other Professional Serv 11201 529170 Grounds Keeping Charges 11201 531008 Hazard Recycle Charges 11201 531008 Hazard Recycle Charges 11201 531243 Furniture & Furnishings 11201 531298 United Parcel Service 11201 531312 Office Supplies 11201 531312 Office Supplies 11201 531313 Printing & Duplicating 11201 531314 Small Items Of Equipment 11201 531320 Safety Supplies 11201 531331 Gas/Diesel 11201 533221 Water 11201 533223 Mileage 11201 533221 Water 11201 533224 Natural Gas 11201 533225 Telephone & Fax 11201 533225 Telephone & Fax 11201 535239 Street Repair & Maint 11201 535247 Building Service & Maint 11201 535247 Building Service & Maint	-981,853 -3,000 -800 181,929 250,506 7,137 514 31,424 28,431 117,589 100 5,724 2,000 3,000 14,252 1,000 12,000 350 300 5,000 1,000 0 6,000 125,000 1,500 2,800 500 60,000		-981,853 -3,000 -800 181,929 250,506 7,137 514 31,424 28,431 117,589 1000 5,724 2,000 3,000 14,252 1,000 12,000 350 300 5,000 1,000 0 3,000 1,000 0 1,500 0 1,500 2,800 500 60,000	-327,284.20 .00 .37,489.60 .85,175.59 1,788.92 .00 .8,744.13 .8,011.53 .43,221.05 .44.25 .2,256.00 .00 .00 .00 .2,902.27 .00 .28.68 .00 .432.02 .00 .6.00 1,562.61 .99.04 .101.44 .380.93 .13.68 1,523.42 .23,244.44 1,507.92 15,577.64 .379.62 .668.80 .00 .24,454.54 1,101.00	.00 .00 .00 .00 .00 .00 .00 .00 .00 .00	-654,568.34 -3,000.00 144,439.42 165,330.31 5,347.89 513.75 22,679.69 20,419.26 74,368.44 555.95 3,468.00 2,000.00 3,000.00 11,349.49 1,000.00 11,567.98 350.00 294.00 3,437.39 900.96 -101.44 2,619.07 -13.68 4,476.58 101,755.56 -1,507.92 -15,577.64 1,120.38 2,131.20 500.00 24,909.55 -1,101.00	33.3% .0% .0% 20.6% 34.0% 25.1% .0% 27.8% 28.2% 36.8% 44.2% 39.4% .0% .0% .0% .0% .0% .0% .0% .0% .0% .0



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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11201 535297 Refuse Collection 11201 535344 Household & Janitorial Supp 11201 535349 Other Supplies 11201 535352 Vehicle Parts & Repairs 11201 535353 Machinery & Equipment Parts 11201 535354 Paint 11201 535355 Plumbing & Electrical 11201 536531 Land Rent & Lease 11201 571004 MIS Direct Charges 11201 571007 MIS Direct Charges 11201 571009 MIS PC Group Allocation 11201 571010 MIS Systems Grp Alloc(ISIS) 11201 591519 Other Insurance 11201 594822 Capital Improvement Building 11201 699999 Budgetary Fund Balance	0 25,000 12,000 1,000 20,000 10,000 1,800 318 5,000 8,410 5,996 24,073 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 25,000 12,000 1,000 10,000 20,000 10,000 1,800 318 5,000 8,410 5,996 24,073 212,715	654.76 5,677.41 418.66 35.47 1,184.68 522.21 2,178.48 1,800.00 132.50 .00 3,504.15 2,498.35 15,466.12 .00	.00 .00 .00 .00 .00 .00 .00 .00 .00 .00	-654.76 19,322.59 11,581.34 964.53 8,815.32 19,477.79 7,821.52	.0% 22.7% 3.5% 3.5% 3.5% 2.6% 21.8% 100.0% 41.7% 41.7% 64.2% .0%
TOTAL Central Services	0	0	0	-32,496.29	10,635.91	21,860.38	.0%
GRAND TOTAL	0	0	0	-32,496.29	10,635.91	21,860.38	.0%



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FROM 2023 01 TO 2023 12

TOTAL PC Group

ORIGINAL TRANFRS/ REVISED AVAILABLE PCT
APPROP ADJSTMTS BUDGET ACTUALS ENCUMBRANCES BUDGET USED

#### 700 MIS Department Fund 77001 PC Group -149,714.68 33.3% -687,488.42 41.7% 77001 411100 General Property Taxes -224,572 -224,572 -74,857.36 .00 77001 474180 MIS Billed -1,178,552Ó -1,178,552-491,063.20 .00 77001 511110 Salary-Permanent Regular 31,232.10 -31,232.100 0 0 .00 .0% 77001 511210 Wages-Regular 293,926 0 293,926 222,470.97 24.3% 71,455.47 .00 77001 511220 Wages-Overtime .00 1,106.56 1,139 0 1,139 32.21 2.8% 77001 511230 Wages-Longevity Pay 77001 512141 Social Security 77001 512142 Retirement (Employer) 77001 512144 Health Insurance .00 .00 340 0 340 340.00 . 0% 21,298 7,512.63 13,785.70 21,298 0 .00 35.3% 6,984.97 18,994.00 20,088 0 20,088 .00 13,102.60 34.8% 66,242 0 66,242 .00 47,248.02 28.7% 77001 512145 Life Insurance 77001 512173 Dental Insurance 0 31.56 34.92 47.5% 66 66 .00 3,792 3,792 2,258.00 0 1,534.00 .00 40.5% 77001 521220 Consultant 101,200 0 15,517.58 40,514.32 101,200 45,168.10 60.0% 225.00 77001 521296 Computer Support 433,413 0 433,413 363,591.76 69,596.24 83.9% 77001 529299 Purchase Care & Services 0 54,922.28 135,000 135,000 80,077.72 .00 59.3% 77001 531298 United Parcel Service -154.340 0 154.34 .00 . 0% 77001 531301 Office Equipment 300 0 300 .00 .00 300.00 .0% 77001 531303 Computer Equipmt & Software 58,000 0 58,000 12,046.31 5,377.00 40,576.69 30.0% 77001 531312 Office Supplies 77001 531313 Printing & Duplicating .00 300 0 300 310.31 -10.31 103.4% .00 0 100.00 100 100 .00 .0% 0 .00 77001 531322 Subscriptions 300 300 .00 300.00 .0% 77001 531322 Membership Dues 77001 532325 Registration 0 400 400 175.00 .00 225.00 43.8% Õ 1,000 1.000 875.00 125.00 .00 12.5% 77001 532332 Mileage 0 73.36 200 200 .00 126.64 36.7% 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 1,500 0 .00 .00 1,500.00 .0% 8,693.67 77001 533228 Internet 38,000 0 38,000 .00 29,306.33 22.9% 77001 535242 Maintain Machinery & Equip 0 0 0 68.33 .00 -68.33 .0% .00 77001 535355 Plumbing & Electrical 1,000 0 1,000 .00 1,000.00 . 0% 77001 571004 IP Telephony Allocation 1,194.15 2,866 0 2,866 .00 1,671.85 41.7% 77001 571008 MIS Overhead Allocation 17,759 0 17,759 5,353.88 .00 12,405.17 30.1% 77001 591519 Other Insurance 3,544 0 3,544 1,272.50 .00 2,271.50 35.9% 77001 594810 Capital Equipment 201,000 0 201,000 108,121.07 46,038.80 46,840.13 76.7%

0

0

198,281.88

67,158.38

-265,440.26

. 0%

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 77002 451200 Records & Reports 77002 474180 MIS Billed 77002 511110 Salary-Permanent Regular 77002 511210 Wages-Regular 77002 512141 Social Security 77002 512141 Social Security 77002 512142 Retirement (Employer) 77002 512144 Health Insurance 77002 512173 Dental Insurance 77002 512173 Dental Insurance 77002 521290 Computer Support 77002 531312 Office Supplies	-16,633 -1,200 -419,750 227,775 31,755 708 18,584 17,696 50,792 52 2,466 7,000 0 200	0 0 0 0 0 0 0 0 0 0 0	-16,633 -1,200 -419,750 227,775 31,755 708 18,584 17,696 50,792 52 2,466 7,000 0	-5,544.44 -225.00 -174,895.95 87,003.89 35,916.31 .00 8,934.01 8,330.27 24,803.39 35.57 1,049.00 995.00 5,525.00 180.18	.00 .00 .00 .00 .00 .00 .00 .00 .00	-11,088.86 -975.00 -244,854.31 140,771.54 -4,161.30 707.50 9,650.34 9,365.91 25,988.76 16.33 1,417.00 6,005.00 -5,525.00 19.82	33.3% 18.8% 41.7% 38.2% 113.1% .0% 48.1% 47.1% 48.8% 68.5% 42.5% 14.2% .0% 90.1%
77002 531322 Subscriptions 77002 531324 Membership Dues 77002 532352 Registration 77002 532332 Mileage 77002 532335 Meals 77002 532350 Training Materials 77002 535242 Maintain Machinery & Equip 77002 571004 IP Telephony Allocation 77002 571008 MIS Overhead Allocation 77002 591519 Other Insurance	175 300 1,700 100 50 1,000 54,476 531 17,759 4,464	0 0 0 0 0 0 0	175 300 1,700 100 50 1,000 54,476 531 17,759 4,464	.00 .00 1,500.00 .00 .00 .00 29,726.62 221.25 5,353.88 1,573.60	.00 .00 .00 .00 .00 .00 .00 .00	175.00 300.00 200.00 100.00 50.00 1,000.00 24,749.38 309.75 12,405.16 2,890.40	. 0% . 0% 88.2% . 0% . 0% . 0% 54.6% 41.7% 30.1% 35.3%
TOTAL Systems Group	0	0	0	30,482.58	.00	-30,482.58	.0%



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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77003 Programming - Special							
77003 411100 General Property Taxes 77003 474099 Dept Cap Program Charges 77003 511210 Wages-Regular 77003 512141 Social Security 77003 512142 Retirement (Employer) 77003 512144 Health Insurance 77003 512145 Life Insurance 77003 512173 Dental Insurance	-9,100 -139,892 105,062 7,437 7,144 27,971 15 1,362	0 0 0 0 0 0	-9,100 -139,892 105,062 7,437 7,144 27,971 15 1,362	-3,033.28 -58,288.35 27,383.11 1,943.41 1,862.10 10,487.80 4.57 460.00	.00 .00 .00 .00 .00 .00	-6,066.52 -81,603.65 77,678.96 5,493.87 5,282.12 17,483.25 10.61 902.00	33.3% 41.7% 26.1% 26.1% 26.1% 37.5% 30.1% 33.8%
TOTAL Programming - Special	0	0	0	-19,180.64	.00	19,180.64	.0%



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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE PCT BUDGET USED
77004 MIS Overhead  77004 529299 Purchase Care & Services 77004 531298 United Parcel Service 77004 531320 Safety Supplies 77004 533221 Water 77004 533222 Electric 77004 533223 Sewer 77004 533224 Natural Gas 77004 533225 Telephone & Fax	6,500 200 50 0 6,800 400 3,000 3,400	0 0 0 0 0 0	6,500 200 50 0 6,800 400 3,000 3,400	4,207.49 .00 173.82 141.97 1,335.82 125.36 1,264.72 1,554.35	.00 .00 .00 .00 .00 .00	2,292.51 64.7% 200.00 .0% -123.82 347.6% -141.97 .0% 5,464.18 19.6% 274.64 31.3% 1,735.28 42.2% 1,845.65 45.7%
77004 533228 Internet 77004 533235 Storm Water Utility 77004 533236 Wireless Internet 77004 533236 22209 Wireless Internet 77004 535242 Maintain Machinery & Equip 77004 535246 Building Service & Maint 77004 535297 Refuse Collection 77004 571003 Housekeeping 77004 571008 MIS Overhead Allocation 77004 591519 Other Insurance	0 180 3,200 0 6,500 2,000 535 2,200 -35,518 553	0 0 0 0 0 0	0 180 3,200 0 6,500 2,000 535 2,200 -35,518 553	4,960.00 59.96 616.16 697.20 .00 .00 238.48 .00 -10,707.76 313.70	.00 .00 .00 .00 .00 .00 .00	-4,960.00 .0% 120.04 33.3% 2,583.84 19.3% -697.20 .0% 6,500.00 .0% 2,000.00 .0% 296.52 44.6% 2,200.00 .0% -24,810.24 30.1% 239.30 56.7%
TOTAL MIS Overhead	0	0	0	4,981.27	.00	-4,981.27 .0%



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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77005 IP-Telephony							
77005 411100 General Property Taxes 77005 474190 IP-Telephony Billed 77005 511210 Wages-Regular 77005 511220 Wages-Overtime 77005 512141 Social Security 77005 512142 Retirement (Employer) 77005 512145 Life Insurance 77005 512173 Dental Insurance 77005 521220 Computer Support 77005 531303 Computer Equipmt & Software 77005 533225 Telephone & Fax 77005 535242 Maintain Machinery & Equip 77005 591519 Other Insurance	-286 -86,933 33,885 455 2,627 2,335 16 552 6,500 36,913 1,500 0 2,000 436	0 0 0 0 0 0 0 0	-286 -86,933 33,885 455 2,627 2,335 16 552 6,500 36,913 1,500 2,000 436	-95.24 -36,221.49 15,305.23 .00 1,170.80 1,040.80 14.23 276.00 5,335.00 .00 289.00 5,766.14 1,386.60 147.90	.00 .00 .00 .00 .00 .00 .00 .00 .00 .00	-190.50 -50,711.11 18,579.30 454.57 1,456.14 1,294.26 1.61 276.00 1,165.00 36,913.40 1,211.00 -5,766.14 613.40 288.10	33.3% 41.7% 45.2% .0% 44.6% 49.8% 50.0% 82.1% .0% 19.3% .0% 69.3% 33.9%
TOTAL IP-Telephony	0	0	0	-5,585.03	.00	5,585.03	.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 77006 451002 Private Party Photocopy 77006 472003 Municipality Copies & Printin 77006 474180 MIS Billed 77006 474200 Copying & Printing Interdepa 77006 511210 Wages-Regular 77006 511220 Wages-Overtime 77006 511240 Wages-Temporary 77006 511241 Social Security 77006 512141 Social Security 77006 512142 Retirement (Employer) 77006 512143 Dental Insurance 77006 512173 Dental Insurance 77006 531303 Computer Equipmt & Software 77006 531312 Office Supplies 77006 531314 Small Items Of Equipment 77006 532332 Mileage 77006 535242 Maintain Machinery & Equip 77006 535252 Printing Equip Maintenance 77006 571004 IP Telephony Allocation 77006 571009 MIS PC Group Allocation 77006 591519 Other Insurance 77006 594810 Capital Equipment	-3,669 -1,200 -1,800 -51,892 -36,000 20,908 62 0 70 1,599 1,213 8,316 20 1,104 0 12,000 600 200 110 4,000 12,000 106 3,604 358 291 28,000		-3,669 -1,200 -1,800 -51,892 -36,000 20,908 62 0 70 1,599 1,213 8,316 20 1,104 0 12,000 4,000 12,000 110 4,000 12,000 3,604 358 291 28,000	-1,223.00 -170.63 -26.84 -25,945.98 -4,850.09 3,561.60 .00 761.25 .00 330.68 .00 .00 .00 .00 .00 .00 .00 .00 .00 .0	.00 .00 .00 .00 .00 .00 .00 .00 .00 .00	-2,446.01 -1,029.37 -1,773.16 -25,945.96 -31,149.91 17,345.92 62.00 -761.25 70.00 1,268.75 1,213.00 8,316.00 20.00 1,104.00 -507.40 4,630.05 600.00 200.00 110.00 3,107.67 9,514.52 61.85 2,102.35 208.85 200.35 -3,405.00	
TOTAL Central Duplication	0	0	0	-14,522.25	31,405.00	-16,882.75	.0%
GRAND TOTAL	0	0	0	194,457.81	98,563.38	-293,021.19	.0%