

Building and Grounds Committee AGENDA

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

Tuesday, October 3, 2023
8:30 a.m.

Building and Grounds Committee Members

Curtis Backlund, Jim Braugher, 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 September 5, 2023 Building and Grounds Committee Minutes
8. Update on courthouse/sheriff/jail project
9. Updates on projects and contingency
10. IT Projects Update
11. Financial Reports (YTD)
 - a. Central Services
 - b. Management Information Systems (MIS)
12. Discussion and possible action on future meeting dates and agenda items
Next meeting scheduled for Tuesday, November 7th
13. 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, September 5, 2023

1. **Call to Order**
Meeting was called to order by Backlund at 8:40 a.m.
2. **Roll Call**
Members Present: Curtis Backlund, Roger Lindl, Robert Preuss
Members Present via ZOOM: Mary Roberts
Members Excused: Jim Braughler
Others Present via ZOOM: Ben Wehmeier, County Administrator
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. **Approval of the August 7, 2023 committee meeting minutes**
Draft minutes were provided for review.

Motion by Lindl/Preuss to approve the August 7, 2023 committee meeting minutes. Motion passed 4-0.
8. **Update on courthouse/sheriff/jail project**
Photos of the project were shared and Wehmeier gave an update. No action taken.
9. **Financial Reports (YTD)**
 - Central Services
 - Management Information SystemsFinancial reports were provided for review. No action taken.
10. **Discuss potential agenda items for the Committee's next meeting**
 - a. Approval of September 5, 2023, Building and Grounds Committee meeting minutes
 - b. Update on schedule for Courthouse/Sheriff/Jail Project
 - c. Updates on projects and contingency
 - d. IT Projects UpdateNext meeting Tuesday, October 3, 2023 at 8:30 a.m. – Highway Committee Room.
11. **Adjourn**
Motion by Lindl/Preuss to adjourn at 9:26 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	-654,568.40	.00	-327,284.14	66.7%
11201 474009 Housekeeping Services	-3,000	0	-3,000	-1,100.00	.00	-1,900.00	36.7%
11201 486001 Vending Commission	-800	0	-800	.00	.00	-800.00	.0%
11201 511110 Salary-Permanent Regular	181,929	0	181,929	100,334.99	.00	81,594.03	55.2%
11201 511210 Wages-Regular	250,506	0	250,506	152,939.79	.00	97,566.11	61.1%
11201 511220 Wages-Overtime	7,137	0	7,137	3,825.26	.00	3,311.55	53.6%
11201 511330 Wages-Longevity Pay	514	0	514	.00	.00	513.75	.0%
11201 512141 Social Security	31,424	0	31,424	18,132.23	.00	13,291.59	57.7%
11201 512142 Retirement (Employer)	28,431	0	28,431	16,969.36	.00	11,461.43	59.7%
11201 512144 Health Insurance	117,589	0	117,589	81,233.27	.00	36,356.22	69.1%
11201 512145 Life Insurance	100	0	100	85.19	.00	15.01	85.0%
11201 512153 HRA Contribution	0	0	0	2,000.00	.00	-2,000.00	.0%
11201 512173 Dental Insurance	5,724	0	5,724	4,268.00	.00	1,456.00	74.6%
11201 512390 Safety Equipment	2,000	0	2,000	108.00	.00	1,892.00	5.4%
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	6,110.66	.00	8,141.10	42.9%
11201 531008 Hazard Recycle Charges	1,000	0	1,000	.00	.00	1,000.00	.0%
11201 531243 Furniture & Furnishings	0	0	0	28.68	.00	-28.68	.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	4,907.02	.00	7,092.98	40.9%
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	5,412.83	.00	-412.83	108.3%
11201 531320 Safety Supplies	1,000	0	1,000	850.55	.00	149.45	85.1%
11201 531321 Publication Of Legal Notice	0	0	0	104.90	.00	-104.90	.0%
11201 531326 Advertising	0	0	0	101.44	.00	-101.44	.0%
11201 531351 Gas/Diesel	3,000	0	3,000	3,082.44	.00	-82.44	102.7%
11201 532332 Mileage	0	0	0	128.20	.00	-128.20	.0%
11201 533221 water	6,000	0	6,000	3,005.70	.00	2,994.30	50.1%
11201 533222 Electric	125,000	0	125,000	56,327.67	.00	68,672.33	45.1%
11201 533223 Sewer	0	0	0	2,976.55	.00	-2,976.55	.0%
11201 533224 Natural Gas	0	0	0	16,392.07	.00	-16,392.07	.0%
11201 533225 Telephone & Fax	1,500	0	1,500	849.43	.00	650.57	56.6%
11201 533235 Storm Water Utility	2,800	0	2,800	1,378.12	.00	1,421.88	49.2%
11201 535239 Street Repair & Maint	500	0	500	.00	.00	500.00	.0%

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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 535246 Building Service & Maint	60,000	0	60,000	26,685.08	10,635.91	22,679.01	62.2%
11201 535247 Building Repair & Maint	0	0	0	10,167.00	.00	-10,167.00	.0%
11201 535297 Refuse Collection	0	0	0	1,309.68	.00	-1,309.68	.0%
11201 535344 Household & Janitorial Supp	25,000	0	25,000	10,527.50	.00	14,472.50	42.1%
11201 535349 Other Supplies	12,000	0	12,000	2,492.58	.00	9,507.42	20.8%
11201 535352 Vehicle Parts & Repairs	1,000	0	1,000	348.92	.00	651.08	34.9%
11201 535353 Machinery & Equipment Parts	10,000	60,000	70,000	82,358.78	.00	-12,358.78	117.7%
11201 535354 Paint	20,000	0	20,000	522.21	.00	19,477.79	2.6%
11201 535355 Plumbing & Electrical	10,000	0	10,000	3,233.48	.00	6,766.52	32.3%
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	291.50	.00	26.50	91.7%
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	7,709.13	.00	700.87	91.7%
11201 571010 MIS Systems Grp Alloc(ISIS)	5,996	0	5,996	5,496.37	.00	499.63	91.7%
11201 591519 Other Insurance	24,073	0	24,073	31,375.48	.00	-7,302.48	130.3%
11201 594810 Capital Equipment	0	0	0	5,995.00	.00	-5,995.00	.0%
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	60,000	60,000	16,202.66	10,635.91	33,161.43	44.7%
GRAND TOTAL	0	60,000	60,000	16,202.66	10,635.91	33,161.43	44.7%

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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	-149,714.72	.00	-74,857.32	66.7%
77001 474180 MIS Billed	-1,178,552	0	-1,178,552	-1,080,339.04	.00	-98,212.58	91.7%
77001 511110 Salary-Permanent Regular	0	0	0	60,053.63	.00	-60,053.63	.0%
77001 511210 Wages-Regular	293,926	-48,192	245,734	109,303.22	.00	136,431.22	44.5%
77001 511220 Wages-Overtime	1,139	0	1,139	32.21	.00	1,106.56	2.8%
77001 511330 wages-Longevity Pay	340	0	340	.00	.00	340.00	.0%
77001 512141 Social Security	21,298	0	21,298	12,327.61	.00	8,970.72	57.9%
77001 512142 Retirement (Employer)	20,088	0	20,088	11,518.54	.00	8,569.03	57.3%
77001 512144 Health Insurance	66,242	0	66,242	34,189.20	.00	32,052.82	51.6%
77001 512145 Life Insurance	66	0	66	39.41	.00	27.07	59.3%
77001 512173 Dental Insurance	3,792	0	3,792	2,430.00	.00	1,362.00	64.1%
77001 521220 Consultant	101,200	0	101,200	70,815.10	15,517.58	14,867.32	85.3%
77001 521296 Computer Support	433,413	0	433,413	425,538.25	9,530.68	-1,655.93	100.4%
77001 529299 Purchase Care & Services	135,000	0	135,000	92,184.06	33,645.00	9,170.94	93.2%
77001 531298 United Parcel Service	0	0	0	173.09	.00	-173.09	.0%
77001 531301 Office Equipment	300	0	300	.00	.00	300.00	.0%
77001 531303 Computer Equipmt & Software	58,000	0	58,000	44,168.79	.00	13,831.21	76.2%
77001 531312 Office Supplies	300	0	300	511.71	.00	-211.71	170.6%
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	175.00	.00	225.00	43.8%
77001 532325 Registration	1,000	0	1,000	125.00	.00	875.00	12.5%
77001 532332 Mileage	200	0	200	73.36	.00	126.64	36.7%
77001 532335 Meals	100	0	100	.00	.00	100.00	.0%
77001 532336 Lodging	250	0	250	220.00	.00	30.00	88.0%
77001 532350 Training Materials	1,500	0	1,500	.00	.00	1,500.00	.0%
77001 533228 Internet	38,000	0	38,000	15,143.76	.00	22,856.24	39.9%
77001 535242 Maintain Machinery & Equip	0	0	0	592.06	.00	-592.06	.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	2,627.13	.00	238.87	91.7%
77001 571008 MIS Overhead Allocation	17,759	0	17,759	13,744.84	.00	4,014.21	77.4%
77001 591519 Other Insurance	3,544	0	3,544	2,799.50	.00	744.50	79.0%
77001 594810 Capital Equipment	201,000	0	201,000	154,159.87	.00	46,840.13	76.7%
TOTAL PC Group	0	-48,192	-48,192	-177,108.42	58,693.26	70,223.16	245.7%

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FROM 2023 01 TO 2023 12

	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	-11,088.88	.00	-5,544.42	66.7%
77002 451200 Records & Reports	-1,200	0	-1,200	-225.00	.00	-975.00	18.8%
77002 474180 MIS Billed	-419,750	0	-419,750	-384,771.09	.00	-34,979.17	91.7%
77002 511110 Salary-Permanent Regular	227,775	0	227,775	166,087.01	.00	61,688.42	72.9%
77002 511210 Wages-Regular	31,755	0	31,755	41,431.58	.00	-9,676.57	130.5%
77002 511330 Wages-Longevity Pay	708	0	708	.00	.00	707.50	.0%
77002 512141 Social Security	18,584	0	18,584	15,006.16	.00	3,578.19	80.7%
77002 512142 Retirement (Employer)	17,696	0	17,696	14,111.31	.00	3,584.87	79.7%
77002 512144 Health Insurance	50,792	0	50,792	44,986.35	.00	5,805.80	88.6%
77002 512145 Life Insurance	52	0	52	65.53	.00	-13.63	126.3%
77002 512153 HRA Contribution	0	0	0	2,098.22	.00	-2,098.22	.0%
77002 512173 Dental Insurance	2,466	0	2,466	1,957.00	.00	509.00	79.4%
77002 521220 Consultant	7,000	0	7,000	995.00	.00	6,005.00	14.2%
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	157.20	.00	-57.20	157.2%
77002 532335 Meals	50	0	50	22.00	.00	28.00	44.0%
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	41,317.56	.00	13,158.44	75.8%
77002 571004 IP Telephony Allocation	531	0	531	486.75	.00	44.25	91.7%
77002 571008 MIS Overhead Allocation	17,759	0	17,759	13,744.84	.00	4,014.20	77.4%
77002 591519 Other Insurance	4,464	0	4,464	3,461.92	.00	1,002.08	77.6%
TOTAL Systems Group	0	0	0	-48,476.36	.00	48,476.36	.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	-6,066.56	.00	-3,033.24	66.7%
77003 474099 Dept Cap Program Charges	-139,892	0	-139,892	-128,234.37	.00	-11,657.63	91.7%
77003 511210 wages-Regular	105,062	0	105,062	94,350.68	.00	10,711.39	89.8%
77003 512141 Social Security	7,437	0	7,437	6,937.83	.00	499.45	93.3%
77003 512142 Retirement (Employer)	7,144	0	7,144	6,336.58	.00	807.64	88.7%
77003 512144 Health Insurance	27,971	0	27,971	18,878.04	.00	9,093.01	67.5%
77003 512145 Life Insurance	15	0	15	8.45	.00	6.73	55.7%
77003 512173 Dental Insurance	1,362	0	1,362	828.00	.00	534.00	60.8%
TOTAL Programming - Special	0	0	0	-6,961.35	.00	6,961.35	.0%

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	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	8,981.33	.00	-2,481.33	138.2%
77004 531298 United Parcel Service	200	0	200	.00	.00	200.00	.0%
77004 531320 Safety Supplies	50	0	50	279.41	.00	-229.41	558.8%
77004 533221 water	0	0	0	287.65	.00	-287.65	.0%
77004 533222 Electric	6,800	0	6,800	3,338.15	.00	3,461.85	49.1%
77004 533223 Sewer	400	0	400	254.43	.00	145.57	63.6%
77004 533224 Natural Gas	3,000	0	3,000	1,330.19	.00	1,669.81	44.3%
77004 533225 Telephone & Fax	3,400	0	3,400	3,373.24	.00	26.76	99.2%
77004 533228 Internet	0	0	0	9,920.00	.00	-9,920.00	.0%
77004 533235 Storm Water Utility	180	0	180	143.03	.00	36.97	79.5%
77004 533236 wireless Internet	3,200	0	3,200	1,447.12	.00	1,752.88	45.2%
77004 533236 22209 wireless Internet	0	0	0	1,316.20	.00	-1,316.20	.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	476.96	.00	58.04	89.2%
77004 571003 Housekeeping	2,200	0	2,200	1,100.00	.00	1,100.00	50.0%
77004 571008 MIS Overhead Allocation	-35,518	0	-35,518	-27,489.68	.00	-8,028.32	77.4%
77004 591519 Other Insurance	553	0	553	690.14	.00	-137.14	124.8%
TOTAL MIS Overhead	0	0	0	5,448.17	.00	-5,448.17	.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	-286	0	-286	-190.48	.00	-95.26	66.7%
77005 474190 IP-Telephony Billed	-86,933	0	-86,933	-79,686.99	.00	-7,245.61	91.7%
77005 511210 wages-Regular	33,885	0	33,885	50,119.50	.00	-16,234.97	147.9%
77005 511220 wages-Overtime	455	0	455	.00	.00	454.57	.0%
77005 512141 Social Security	2,627	0	2,627	3,834.10	.00	-1,207.16	146.0%
77005 512142 Retirement (Employer)	2,335	0	2,335	3,408.15	.00	-1,073.09	146.0%
77005 512145 Life Insurance	16	0	16	45.54	.00	-29.70	287.5%
77005 512173 Dental Insurance	552	0	552	828.00	.00	-276.00	150.0%
77005 521220 Consultant	6,500	0	6,500	5,335.00	.00	1,165.00	82.1%
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	9,690.32	.00	-9,690.32	.0%
77005 535242 Maintain Machinery & Equip	2,000	0	2,000	2,194.53	.00	-194.53	109.7%
77005 591519 Other Insurance	436	0	436	325.38	.00	110.62	74.6%
77005 594810 Capital Equipment	0	48,192	48,192	32,253.00	.00	15,939.00	66.9%
TOTAL IP-Telephony	0	48,192	48,192	28,445.05	.00	19,746.95	59.0%

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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	-2,446.00	.00	-1,223.01	66.7%
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	-26.84	.00	-1,773.16	1.5%
77006 474180 MIS Billed	-51,892	0	-51,892	-47,567.63	.00	-4,324.31	91.7%
77006 474200 Copying & Printing Interdepa	-36,000	0	-36,000	-20,927.27	.00	-15,072.73	58.1%
77006 511210 wages-Regular	20,908	0	20,908	3,561.60	.00	17,345.92	17.0%
77006 511220 wages-Overtime	62	0	62	.00	.00	62.00	.0%
77006 511240 wages-Temporary	0	0	0	3,086.25	.00	-3,086.25	.0%
77006 511330 wages-Longevity Pay	70	0	70	.00	.00	70.00	.0%
77006 512141 Social Security	1,599	0	1,599	508.56	.00	1,090.87	31.8%
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 531298 United Parcel Service	0	0	0	13.15	.00	-13.15	.0%
77006 531303 Computer Equipmt & Software	0	0	0	507.40	.00	-507.40	.0%
77006 531312 Office Supplies	12,000	0	12,000	6,892.38	.00	5,107.62	57.4%
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	1,654.64	.00	2,345.36	41.4%
77006 535252 Printing Equip Maintenance	12,000	0	12,000	3,028.76	.00	8,971.24	25.2%
77006 571004 IP Telephony Allocation	106	0	106	97.13	.00	8.87	91.6%
77006 571009 MIS PC Group Allocation	3,604	0	3,604	3,303.63	.00	300.37	91.7%
77006 571010 MIS Systems Grp Alloc(ISIS)	358	0	358	328.13	.00	29.87	91.7%
77006 591519 Other Insurance	291	0	291	199.43	.00	91.57	68.5%
77006 594810 Capital Equipment	28,000	0	28,000	31,405.00	.00	-3,405.00	112.2%
TOTAL Central Duplication	0	0	0	-16,552.31	.00	16,552.31	.0%
GRAND TOTAL	0	0	0	-215,205.22	58,693.26	156,511.96	.0%