

Building and Grounds Committee AGENDA

Videoconference or

Jefferson County Courthouse
311 S. Center Ave, C2003, Jefferson
Jefferson, WI 53549

Monday, February 3, 2025
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 December 2, 2024 Building and Grounds Committee Minutes
8. Update on courthouse/sheriff/jail project
9. Updates on projects and contingency
10. IT Project 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 Monday, March 3, 2025 at 8:30 a.m.
13. Adjourn

TEAMS Meeting

[Join the meeting now](#)

Meeting ID: 246 640 862 818

Passcode: XZ7B7Lj7

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 Jefferson County Courthouse)

MINUTES

Monday, December 2, 2024

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 Excused: Mary Roberts
Others Present: John Rageth, IT Director; Michael Luckey, Administration; Ben Wehmeier, County Administrator; Ryan Hayes, Director of Facilities Management
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**
Luckey and Hayes gave an update on the facility energy project.
7. **Approval of the November 4, 2024 committee meeting minutes**
Draft minutes were provided for review.

Motion by Braughler/Lindl to approve the November 4, 2024 committee meeting minutes. Motion passed 4-0.
8. **Update on courthouse/sheriff/jail project**
Wehmeier shared photos of the building project. Wehmeier and Hayes gave an update. No action taken.
9. **Updates on projects and contingency**
Wehmeier gave an update on projects and contingency. No action taken.
10. **IT Project Update**
A written report was provided for review. Rageth went over the report. No action taken.
11. **Financial Reports (YTD)**
 - a. Central Services
 - b. Management Information SystemsFinancial reports were provided for review. No action taken.
12. **Discuss potential agenda items for the Committee's next meeting**
 - a. Approval of December 2, 2024, Building and Grounds Committee meeting minutes
 - b. Updates on projects and contingency
 - c. IT Project Update
 - d. Update on schedule for Courthouse/Jail Project
Next meeting Monday, January 6, 2025 at 8:30 a.m. Jefferson County Courthouse
13. **Adjourn**
Motion by Lindl/Preuss to adjourn at 9:01 a.m.

01/24/2025
07:46:08

Jefferson County
CENTRAL SERVICES

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FROM 2025 01 TO 2025 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
11201 Central Services							
11201 411100 General Property Taxes	-1,063,054	0	-1,063,054	-88,587.84	.00	-974,466.22	8.3%
11201 474009 Housekeeping Services	-2,000	0	-2,000	.00	.00	-2,000.00	.0%
11201 474120 Sheriff Interdepart Billed	-20,000	0	-20,000	.00	.00	-20,000.00	.0%
11201 483002 Misc Sale/Material & Supply	-500	0	-500	.00	.00	-500.00	.0%
11201 511110 Salary-Permanent Regular	209,472	0	209,472	2,538.97	.00	206,933.02	1.2%
11201 511210 wages-Regular	287,890	0	287,890	8,139.56	.00	279,750.40	2.8%
11201 511220 wages-Overtime	9,788	0	9,788	156.10	.00	9,631.63	1.6%
11201 511330 wages-Longevity Pay	604	0	604	.00	.00	603.75	.0%
11201 512141 Social Security	36,161	0	36,161	764.11	.00	35,396.52	2.1%
11201 512142 Retirement (Employer)	33,050	0	33,050	718.13	.00	32,332.27	2.2%
11201 512144 Health Insurance	91,407	0	91,407	3,018.60	.00	88,388.43	3.3%
11201 512145 Life Insurance	139	0	139	.00	.00	138.54	.0%
11201 512151 HSA Contribution	8,050	0	8,050	.00	.00	8,050.00	.0%
11201 512173 Dental Insurance	7,416	0	7,416	374.77	.00	7,041.23	5.1%
11201 512390 Safety Equipment	4,000	0	4,000	.00	.00	4,000.00	.0%
11201 521215 Architectural & Engineering	15,000	0	15,000	.00	.00	15,000.00	.0%
11201 521219 Other Professional Serv	10,000	0	10,000	.00	.00	10,000.00	.0%
11201 521220 Consultant	10,000	0	10,000	.00	.00	10,000.00	.0%
11201 521296 Computer Support	4,000	0	4,000	.00	.00	4,000.00	.0%
11201 529170 Grounds Keeping Charges	15,082	0	15,082	.00	.00	15,082.16	.0%
11201 531008 Hazard Recycle Charges	1,000	0	1,000	.00	.00	1,000.00	.0%
11201 531243 Furniture & Furnishings	2,000	0	2,000	.00	.00	2,000.00	.0%
11201 531298 United Parcel Service	500	0	500	.00	.00	500.00	.0%
11201 531302 Building & Maint Equipment	20,000	0	20,000	.00	.00	20,000.00	.0%
11201 531303 Computer Equipmt & Software	2,000	0	2,000	.00	.00	2,000.00	.0%
11201 531311 Postage & Box Rent	500	0	500	.00	.00	500.00	.0%
11201 531312 Office Supplies	1,000	0	1,000	.00	.00	1,000.00	.0%
11201 531313 Printing & Duplicating	500	0	500	.00	.00	500.00	.0%
11201 531314 Small Items Of Equipment	6,000	0	6,000	.00	.00	6,000.00	.0%
11201 531320 Safety Supplies	2,000	0	2,000	.00	.00	2,000.00	.0%
11201 531321 Publication Of Legal Notice	500	0	500	.00	.00	500.00	.0%
11201 531326 Advertising	500	0	500	.00	.00	500.00	.0%
11201 531351 Gas/Diesel	3,000	0	3,000	.00	.00	3,000.00	.0%
11201 532332 Mileage	300	0	300	.00	.00	300.00	.0%
11201 533221 water	5,000	0	5,000	.00	.00	5,000.00	.0%

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Jefferson County
CENTRAL SERVICES

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FROM 2025 01 TO 2025 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11201 533222 Electric	75,000	0	75,000	.00	.00	75,000.00	.0%
11201 533223 Sewer	4,500	0	4,500	.00	.00	4,500.00	.0%
11201 533224 Natural Gas	35,000	0	35,000	.00	.00	35,000.00	.0%
11201 533225 Telephone & Fax	1,500	0	1,500	.00	.00	1,500.00	.0%
11201 533235 Storm Water Utility	2,500	0	2,500	.00	.00	2,500.00	.0%
11201 535239 Street Repair & Maint	500	0	500	.00	.00	500.00	.0%
11201 535246 Building Service & Maint	50,000	0	50,000	.00	.00	50,000.00	.0%
11201 535247 Building Repair & Maint	6,000	0	6,000	.00	.00	6,000.00	.0%
11201 535297 Refuse Collection	2,500	0	2,500	.00	.00	2,500.00	.0%
11201 535344 Household & Janitorial Supp	20,000	0	20,000	.00	.00	20,000.00	.0%
11201 535349 Other Supplies	10,000	0	10,000	.00	.00	10,000.00	.0%
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	2,500	0	2,500	.00	.00	2,500.00	.0%
11201 535355 Plumbing & Electrical	5,000	0	5,000	.00	.00	5,000.00	.0%
11201 536531 Land Rent & Lease	1,800	0	1,800	1,800.00	.00	.00	100.0%
11201 536533 Equipment Rent & Lease	10,000	0	10,000	10.30	.00	9,989.70	.1%
11201 571004 IP Telephony Allocation	255	0	255	.00	.00	255.00	.0%
11201 571005 Duplicating Allocation	5	0	5	.00	.00	5.00	.0%
11201 571009 MIS PC Group Allocation	13,178	0	13,178	.00	.00	13,178.00	.0%
11201 571010 MIS Systems Grp Alloc(ISIS)	7,039	0	7,039	.00	.00	7,039.00	.0%
11201 571020 Fleet Allocation	1,000	0	1,000	.00	.00	1,000.00	.0%
11201 591519 Other Insurance	39,419	0	39,419	.00	.00	39,418.87	.0%
11201 594810 Capital Equipment	0	24,500	24,500	.00	.00	24,500.00	.0%
11201 594822 Capital Improvement Building	0	94,272	94,272	.00	.00	94,272.00	.0%
11201 699999 Budgetary Fund Balance	0	-118,772	-118,772	.00	.00	-118,772.00	.0%
TOTAL Central Services	0	0	0	-71,067.30	.00	71,067.30	.0%
GRAND TOTAL	0	0	0	-71,067.30	.00	71,067.30	.0%

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FROM 2025 01 TO 2025 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	-7,500	0	-7,500	-625.00	.00	-6,875.00	8.3%
77001 474180 MIS Billed	-1,880,257	0	-1,880,257	.00	.00	-1,880,256.53	.0%
77001 511110 Salary-Permanent Regular	94,949	0	94,949	2,815.09	.00	92,133.97	3.0%
77001 511210 Wages-Regular	197,138	0	197,138	3,895.98	.00	193,241.56	2.0%
77001 511220 Wages-Overtime	8,249	0	8,249	.00	.00	8,248.74	.0%
77001 512141 Social Security	21,478	0	21,478	496.31	.00	20,981.99	2.3%
77001 512142 Retirement (Employer)	20,816	0	20,816	466.42	.00	20,349.30	2.2%
77001 512144 Health Insurance	58,386	0	58,386	1,232.50	.00	57,153.38	2.1%
77001 512145 Life Insurance	35	0	35	.00	.00	35.28	.0%
77001 512151 HSA Contribution	5,300	0	5,300	.00	.00	5,300.00	.0%
77001 512173 Dental Insurance	3,240	0	3,240	139.86	.00	3,100.14	4.3%
77001 521220 Consultant	130,300	0	130,300	43,632.00	.00	86,668.00	33.5%
77001 521296 Computer Support	654,383	0	654,383	92,618.83	.00	561,764.50	14.2%
77001 529299 Purchase Care & Services	189,000	0	189,000	20,904.50	.00	168,095.50	11.1%
77001 531301 Office Equipment	300	0	300	.00	.00	300.00	.0%
77001 531303 Computer Equipmt & Software	82,500	0	82,500	.00	17,080.00	65,420.00	20.7%
77001 531312 Office Supplies	300	0	300	.00	.00	300.00	.0%
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	3,200	0	3,200	.00	.00	3,200.00	.0%
77001 532332 Mileage	200	0	200	.00	.00	200.00	.0%
77001 532335 Meals	150	0	150	.00	.00	150.00	.0%
77001 532336 Lodging	425	0	425	.00	.00	425.00	.0%
77001 532350 Training Materials	1,500	0	1,500	.00	.00	1,500.00	.0%
77001 533228 Internet	25,000	0	25,000	.00	.00	25,000.00	.0%
77001 571004 IP Telephony Allocation	3,826	0	3,826	.00	.00	3,826.00	.0%
77001 571008 MIS overhead Allocation	430	0	430	.00	.00	430.07	.0%
77001 591519 Other Insurance	2,952	0	2,952	.00	.00	2,951.61	.0%
77001 594818 Capital Computer	382,900	0	382,900	.00	.00	382,900.00	.0%
TOTAL PC Group	0	0	0	165,576.49	17,080.00	-182,656.49	.0%

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FROM 2025 01 TO 2025 12

	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77002 Systems Group							
77002 451200 Records & Reports	-500	0	-500	-225.00	.00	-275.00	45.0%
77002 474180 MIS Billed	-525,929	0	-525,929	.00	.00	-525,928.61	.0%
77002 511110 Salary-Permanent Regular	253,989	0	253,989	8,013.19	.00	245,975.58	3.2%
77002 511210 Wages-Regular	86,842	0	86,842	2,019.26	.00	84,822.30	2.3%
77002 511220 Wages-Overtime	47	0	47	.00	.00	46.88	.0%
77002 511330 Wages-Longevity Pay	750	0	750	.00	.00	750.00	.0%
77002 512141 Social Security	24,298	0	24,298	710.17	.00	23,587.61	2.9%
77002 512142 Retirement (Employer)	23,848	0	23,848	697.26	.00	23,150.32	2.9%
77002 512144 Health Insurance	54,079	0	54,079	2,036.76	.00	52,041.82	3.8%
77002 512145 Life Insurance	92	0	92	.00	.00	92.21	.0%
77002 512151 HSA Contribution	4,810	0	4,810	.00	.00	4,810.00	.0%
77002 512173 Dental Insurance	2,945	0	2,945	216.84	.00	2,727.96	7.4%
77002 521220 Consultant	7,500	0	7,500	497.50	.00	7,002.50	6.6%
77002 531312 Office Supplies	200	0	200	.00	.00	200.00	.0%
77002 531324 Membership Dues	300	0	300	.00	.00	300.00	.0%
77002 532325 Registration	3,000	0	3,000	1,333.50	.00	1,666.50	44.5%
77002 532332 Mileage	100	0	100	.00	.00	100.00	.0%
77002 532335 Meals	75	0	75	.00	.00	75.00	.0%
77002 532350 Training Materials	1,000	0	1,000	.00	.00	1,000.00	.0%
77002 535242 Maintain Machinery & Equip	58,800	0	58,800	.00	.00	58,800.00	.0%
77002 571004 IP Telephony Allocation	638	0	638	.00	.00	638.00	.0%
77002 571008 MIS Overhead Allocation	430	0	430	.00	.00	430.07	.0%
77002 591519 Other Insurance	2,687	0	2,687	.00	.00	2,687.38	.0%
TOTAL Systems Group	0	0	0	15,299.48	.00	-15,299.48	.0%

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FROM 2025 01 TO 2025 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77004 MIS Overhead							
77004 571008 MIS overhead Allocation	-860	0	-860	.00	.00	-860.14	.0%
77004 591519 Other Insurance	860	0	860	.00	.00	860.14	.0%
TOTAL MIS Overhead	0	0	0	.00	.00	.00	.0%

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FROM 2025 01 TO 2025 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77005 IP-Telephony							
77005 474190 IP-Telephony Billed	-104,185	0	-104,185	.00	.00	-104,185.24	.0%
77005 511210 Wages-Regular	77,072	0	77,072	2,279.20	.00	74,793.22	3.0%
77005 511220 Wages-Overtime	828	0	828	10.69	.00	817.78	1.3%
77005 512141 Social Security	5,959	0	5,959	175.18	.00	5,784.24	2.9%
77005 512142 Retirement (Employer)	5,414	0	5,414	159.15	.00	5,254.96	2.9%
77005 512145 Life Insurance	60	0	60	.00	.00	59.88	.0%
77005 512173 Dental Insurance	1,104	0	1,104	72.28	.00	1,031.72	6.5%
77005 521220 Consultant	7,000	0	7,000	.00	.00	7,000.00	.0%
77005 531303 Computer Equipmt & Software	2,500	0	2,500	.00	.00	2,500.00	.0%
77005 535242 Maintain Machinery & Equip	3,500	0	3,500	.00	.00	3,500.00	.0%
77005 591519 Other Insurance	747	0	747	.00	.00	746.94	.0%
TOTAL IP-Telephony	0	0	0	2,696.50	.00	-2,696.50	.0%

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FROM 2025 01 TO 2025 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77006 Central Duplication							
77006 451002 Private Party Photocopy	-300	0	-300	.00	.00	-300.00	.0%
77006 472003 Municipality Copies & Printin	-1,000	0	-1,000	.00	.00	-1,000.00	.0%
77006 474180 MIS Billed	-36,000	0	-36,000	.00	.00	-36,000.00	.0%
77006 474200 Copying & Printing Interdepa	-22,063	0	-22,063	.00	.00	-22,063.35	.0%
77006 511210 Wages-Regular	17,145	0	17,145	.00	.00	17,145.45	.0%
77006 511220 Wages-Overtime	79	0	79	.00	.00	79.02	.0%
77006 511240 Wages-Temporary	0	0	0	81.99	.00	-81.99	.0%
77006 512141 Social Security	1,318	0	1,318	6.27	.00	1,311.40	.5%
77006 531312 Office Supplies	14,500	0	14,500	.00	.00	14,500.00	.0%
77006 531314 Small Items Of Equipment	600	0	600	.00	.00	600.00	.0%
77006 531349 Other Operating Expenses	500	0	500	.00	.00	500.00	.0%
77006 532332 Mileage	110	0	110	.00	.00	110.00	.0%
77006 535242 Maintain Machinery & Equip	5,500	0	5,500	.00	.00	5,500.00	.0%
77006 535252 Printing Equip Maintenance	14,000	0	14,000	.00	.00	14,000.00	.0%
77006 571004 IP Telephony Allocation	128	0	128	.00	.00	128.00	.0%
77006 571009 MIS PC Group Allocation	4,942	0	4,942	.00	.00	4,942.00	.0%
77006 571010 MIS Systems Grp Alloc(ISIS)	372	0	372	.00	.00	372.00	.0%
77006 591519 Other Insurance	169	0	169	.00	.00	169.21	.0%
TOTAL Central Duplication	0	0	0	88.26	.00	-88.26	.0%
GRAND TOTAL	0	0	0	183,660.73	17,080.00	-200,740.73	.0%