# Building and Grounds Committee AGENDA

Videoconference or

Jefferson County Courthouse 311 S. Center Ave, C2063, Jefferson Jefferson, WI 53549

> Monday, May 5, 2025 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 April 7, 2025 Building and Grounds Committee Minutes
- 8. Update on courthouse/sheriff/jail project
- 9. Updates on projects and contingency
- 10. Discussion and possible action on 2026 capital budget requests and 2025 capital needs
- 11. IT Project Update
- 12. Central Services Project Update
- 13. Financial Reports (YTD)
  - a. Central Services
  - b. Management Information Systems (MIS)
- 14. Discussion and possible action on future meeting dates and agenda items

  Next meeting scheduled for Monday, June2, 2025 at 8:30 a.m.
- 15. Adjourn

Join the Teams meeting now

Meeting ID: 237 913 659 935

Passcode: ty6hz3M8

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, April 7, 2025

#### 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: John Rageth, Michael Luckey, John Fox, Fahran Khatri, EE Consultants, LLC; Jared Potter; Kevin Wiesmann

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

Luckey 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 February 3, 2025 committee meeting minutes

Draft minutes were provided for review.

Motion by Braughler/Lindl to approve February 3, 2025 committee meeting minutes. Motion passed 5-0.

#### 8. Presentation from EE Consultants on Jefferson County Energy Audit

Khatri gave a presentation on the summary of the energy audit. No action taken.

# 9. Discussion and possible action on Fair Park property and building acquisition opportunities

Luckey and Backlund discussed a building and land purchase opportunities that have presented themselves. The committee discussed these options. No action taken.

# 10. Update on courthouse/sheriff/jail project

Luckey gave a verbal update. Finishing up the ventilation project in the jail. Waiting for variance on courtroom door security. No action taken.

# 11. Updates on projects and contingency

Luckey gave an update on projects and contingency. No action taken.

# 12. IT Project Update

A written report was provided for review. No action taken.

#### 13. Central Services Projects Update

Fox discussed some upcoming project. No action taken.

# 14. Financial Reports (YTD)

- a. Central Services
- b. Management Information Systems

Financial reports were provided for review. No action taken.

#### 15. Discuss potential agenda items for the Committee's next meeting

- a. Approval of April 7, 2025 Building and Grounds Committee meeting minutes
- b. Updates on projects and contingency
- c. IT Project Update
- d. Update on schedule for Courthouse/Jail Project

# e. Discussion on demolition of MIS building

Next meeting Monday, May 5, 2025 at 8:30 a.m. Jefferson County Courthouse

# 16. Adjourn

Motion by Lindl/Roberts to adjourn at 9:58 a.m.

# ADMIN/HR/Corp Counsel:

Telecommuting - working with Terri on creating a report for managers

Meeting with Tyler Tech to see if they can create a test environment for Time and Attendance

# County Board:

Ordered new monitors and display splitters for the County Board room

Fair:

Looking into adding cameras at the gates.

Land Records/Zoning/ Land and Water Conservation:

Meeting monthly to discuss the progress of the new systems

#### Treasurer:

A new multi-receipting web application for tax collections.

#### Clerk of Courts:

Working with the Courts on AVI-SPL upgrades for Courtrooms

#### Finance:

Munis (monthly updates ongoing)

#### **Veterans Services:**

We have the camera for their lobby area waiting for the cable to be run

# Highway:

We have the new Access Points, and we are scheduling dates to install

# Register of Deeds:

We have the camera for their lobby area waiting for the cable to be run

# Sheriff/EOC:

Sheriffs requested to add cameras to the outside of the courthouse, waiting for pricing

# **HUMAN SERVICES/ Health:**

Enhanced CHR(Clinical Health Record) main view, due to latency Billing changes

Note monitoring

We started to replace Access Points at Human Services

Installed the new UPS at Lueder House Adding speech-to-text capability for notes

#### MIS:

# Software *De*velopment:

Locking down security on the IFS (ongoing)

Verifying Anti-Virus results on the IBMi (ongoing)

Fix errors on the server log (ongoing)

Working on DR solution for the IBMi

Transitioning to PHP 8, the code must be modified to utilize the new functions introduced in this version.

Installed Daniel's Law for County Departments

# Networking:

Working on the acceptable use policy

Cybersecurity with MS-ISAC and EI-ISAC (monthly)

ThinkGard Recovery Test

We are working on replacing the End-of-Life Fortinet Sandbox

Looking into Server 2025 cost

Vendors are getting us pricing for the replacement of our Core Switches

EMS(Endpoint Manager Server) will be put into the budget for 2026

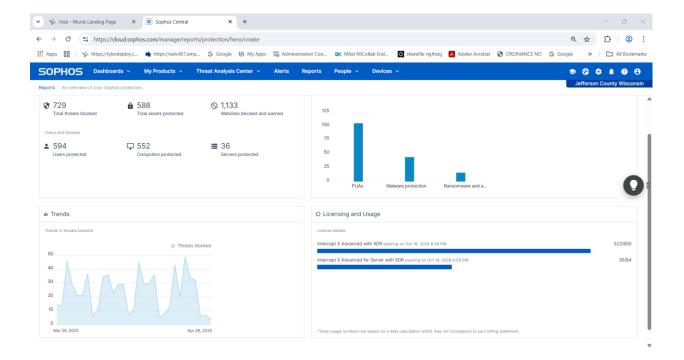
Installed a physical server

Moving the rest of the employees to Microsoft Office 365

Updating Windows 10 to Windows 11

Department equipment request form for 2026

2026 Budget





05/01/2025 Jefferson County PAGE 1 16:50:26 CENTRAL SERVICES (YEAR TO DATE) glflxrpt

FROM 2025 01 TO 2025 12

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

# 100 General Fund

# 11201 Central Services

11201 411100 General Property Taxes 11201 474009 Housekeeping Services 11201 474120 Sheriff Interdepart Billed 11201 483002 Misc Sale/Material & Supply 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 512151 HSA Contribution 11201 512151 HSA Contribution 11201 512153 HRA Contribution 11201 512153 HSA Contribution 11201 512153 HSA Contribution 11201 512153 Architectural & Engineering 11201 521219 Other Professional Serv 11201 521219 12101 Other Professional Serv 11201 521220 Consultant 11201 521296 Computer Support	10,000 4,000		-1,063,054	-354,351.36 .00 .00 -23.70 47,238.36 81,285.03 2,408.96 .00 9,439.16 8,623.16 22,513.95 61.76 .00 2,668.66 1,897.77 .00 .00 1,350.00 28,708.11 .00 2,156.64	.00 .00 .00 .00 .00 .00 .00 .00 .00 .00	-708,702.70 33.3% -2,000.00 .0% -20,000.00 .0% -476.30 4.7% 162,233.63 22.6% 206,604.93 28.2% 7,378.77 24.6% 603.75 .0% 26,721.47 26.1% 24,427.24 26.1% 68,893.08 24.6% 76.78 44.6% 8,050.00 .0% -2,668.66 .0% 5,518.23 25.6% 4,000.00 .0% 15,000.00 .0% 8,650.00 13.5% -28,708.11 .0% 10,000.00 .0% 1,843.36 53.9%
11201 521296 Computer Support	4,000	0	4,000	2,156.64	.00	1,843.36 53.9%
11201 529170 Grounds Keeping Charges	15,082		15,082	1,954.39	.00	13,127.77 13.0%
11201 531008 Hazard Recycle Charges 11201 531243 Furniture & Furnishings	1,000 2,000	0	1,000 2,000	.00 4,796.33	.00	1,000.00 .0% -2,796.33 239.8%
11201 531298 United Parcel Service	500	0	500	.00	.00	500.00 .0%
11201 531302 Building & Maint Equipment	20,000	0	20,000	.00	20,882.69	-882.69 104.4%
11201 531303 Computer Equipmt & Software	2,000	0	2,000	1,492.50	.00	507.50 74.6%
11201 531311 Postage & Box Rent	500	0	500	.00	.00	500.00 .0%
11201 531312 Office Supplies	1,000	0	1,000	49.66	.00	950.34 5.0%
11201 531313 Printing & Duplicating	500		500	31.62	.00	468.38 6.3%
11201 531314 Small Items Of Equipment	6,000		6,000	1,297.34	.00	4,702.66 21.6%
11201 531320 Safety Supplies 11201 531321 Publication Of Legal Notice	2,000 500	0	2,000 500	505.74	.00	1,494.26 25.3% 500.00 .0%
11201 531326 Advertising	500	0	500	.00	.00	500.00 .0%
11201 531351 Gas/Diesel	3,000		3,000	105.28	.00	2,894.72 3.5%



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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11201 532332 Mileage 11201 533221 Water 11201 533222 Electric 11201 533223 Sewer 11201 533224 Natural Gas 11201 533225 Telephone & Fax 11201 533235 Storm Water Utility 11201 535239 Street Repair & Maint 11201 535246 Building Service & Maint 11201 535247 Building Repair & Maint 11201 535297 Refuse Collection 11201 535344 Household & Janitorial Supp 11201 535344 Household & Janitorial Supp 11201 535354 Point 1201 535355 Vehicle Parts & Repairs 11201 535353 Machinery & Equipment Parts 11201 535354 Paint 11201 535355 Plumbing & Electrical 11201 536531 Land Rent & Lease 11201 536531 Land Rent & Lease 11201 571004 IP Telephony Allocation 11201 571009 MIS PC Group Allocation 11201 571009 MIS PC Group Allocation 11201 571010 MIS Systems Grp Alloc(ISIS) 11201 571020 Fleet Allocation 11201 591519 Other Insurance 11201 594810 Capital Equipment 11201 594822 Capital Improvement Building 11201 699999 Budgetary Fund Balance	300 5,000 75,000 4,500 35,000 1,500 2,500 50,000 6,000 2,500 20,000 10,000 1,000 2,500 1,800 10,000 2,500 1,800 10,000 2,500 1,800 10,000 2,500 1,800 10,000 2,500 1,800 10,000 2,500 1,800 10,000 2,500 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	300 5,000 75,000 4,500 35,000 1,500 2,500 50,000 6,000 2,500 20,000 10,000 2,500 1,000 1,000 1,000 2,500 1,800 10,000 2,500 1,800 10,000 2,500 1,800 10,000 2,500 1,800 10,000 1,	3.80 951.11 10,143.02 891.20 31,462.67 364.53 597.15 .00 5,732.09 201.61 476.29 8,972.57 1,321.29 72.56 340.56 .00 5,943.15 1,800.00 3,145.30 63.75 1.26 3,294.51 1,759.74 .00 10,025.73 .00 .00 .00	.00 .00 .00 .00 .00 .00 .00 .00 .00 .00	6,854.70 191.25 3.74 9,883.49 5,279.26 1,000.00 29,393.14 24,500.00 117,557.00 -142,057.00 21,591.06	1.3% 19.0% 13.5% 19.8% 89.9% 24.3% 23.9% 13.1% 3.4% 19.1% 44.9% 13.2% 7.3% 3.4% 100.0% 31.5% 25.0% 25.0% 25.0% 25.0% 25.0% 25.0% 25.0% 25.0% 25.0% 25.0%
GRAND TOTAL	0	0	0	-48,226.75	26,635.69	21,591.06	.0%



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# REPORT OPTIONS

Sequence 1 Sequence 2 Sequence 3 Sequence 4	Field # 1 9 0 0	Total N Y N N	Page Break N Y N N	From Yr/Per: 2025/ 1 To Yr/Per: 2025/12 Budget Year: 2025 Print totals only: N Format type: 1 Double space: N
Report title	e:			Suppress zero bal accts: Y
CENTRAL SER	RVICES (YEAR	TO DATE	)	Amounts/totals exceed 999 million dollars: N Roll projects to object: N Print journal detail: N
Includes acc Print Full o	counts excee or Short des	ding 0 cription	% of budget. : F	From Yr/Per: 2017/ 1 To Yr/Per: 2017/12
Print full (				<pre>Include budget entries: Y Incl encumb/lig entries: Y</pre>
Print Řevenu	ues-Version	headings	: N	Sort by JE # or PO #: J
Print revenu			N	Detail format option: 1
Print revenu	ie budgets a	ıs zero:	N	Multiyear view: D



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 Jefferson County
 PAGE 1

 16:51:16
 MIS (YEAR TO DATE)
 glflxrpt

FROM 2025 01 TO 2025 12

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

#### 700 MIS Department Fund 77001 PC Group -7,500 -1,880,257 77001 411100 General Property Taxes -7,500 -2,500.00 .00 -5,000.00 33.3% 77001 474180 MIS Billed -1,880,257Ó -470,064.12 .00 -1,410,192.41 25.0% 77001 511110 Salary-Permanent Regular 27,895.39 67,053.67 94,949 0 94,949 .00 29.4% 77001 511210 Wages-Regular 197,138 0 197,138 38,606.27 .00 158,531.27 19.6% 77001 511210 Wages-Overtime 77001 511220 Wages-Overtime 77001 512141 Social Security 77001 512142 Retirement (Employer) 77001 512144 Health Insurance .00 8,174.52 . 9% 8,249 0 8,249 74.22 .00 22.9% 21,478 0 21,478 4,916.37 16,561.93 0 .00 16,188.73 22.2% 20,816 20,816 4,626.99 46,172.69 58,386 0 58,386 12,213.19 .00 20.9% 77001 512145 Life Insurance 35 0 35 8.36 .00 26.92 23.7% 5,300 77001 512151 HSA Contribution 5,300 0 .00 5,300.00 .00 . 0% 77001 512173 Dental Insurance 3,240 0 3,240 2,566.14 673.86 .00 20.8% 56,212.75 405,295.57 77001 521220 Consultant 130,300 0 130,300 .00 74,087.25 43.1% 77001 521296 Computer Support Õ 38,497.60 210.590.16 654,383 654,383 67.8% 77001 529299 Purchase Care & Services 0 101,354.35 87,645.65 189,000 189,000 .00 53.6% 77001 531301 Office Equipment 300.00 300 0 300 .00 .00 .0% 77001 531303 Computer Equipmt & Software 108,085.67 82,500 0 82,500 .00 -25,585.67 131.0% 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 77001 531324 Membership Dues 0 300 300 .00 .00 300.00 . 0% 0 400 400 .00 .00 400.00 .0% 77001 531324 Membership bu 77001 532325 Registration 77001 532332 Mileage 77001 532335 Meals 3,200 3,200 0 .00 .00 3.200.00 . 0% Õ .00 200 200 .00 200.00 .0% 0 .00 150 150 .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% 0 25,000 4,497.00 77001 533228 Internet 25,000 .00 20,503.00 18.0% 77001 571004 IP Telephony Allocation 2,869.51 25.0% 3,826 0 3,826 956.49 .00 77001 571008 MIS Overhead Allocation 430 0 430 680.87 .00 -250.80 158.3% 77001 591519 Other Insurance 2,952 0 2,952 704.97 .00 2,246.64 23.9% 77001 594818 Capital Computer 382,900 0 382,900 .00 31,969.05 350,930.95 8.3% TOTAL PC Group 0 0 0 294,238.20 70,466.65 -364,704.85 . 0%



	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77002 Systems Group  77002 451200 Records & Reports 77002 474180 MIS Billed	-500 -525,929	0	-500 -525,929	-225.00 -131,482.14	.00	-275.00 -394,446.47	45.0% 25.0%
77002 511110 Salary-Permanent Regular 77002 511210 Wages-Regular 77002 511220 Wages-Overtime 77002 512141 Social Security 77002 512141 Social Security 77002 512142 Retirement (Employer) 77002 512144 Health Insurance 77002 512145 Life Insurance	253,989 86,842 47 750 24,298 23,848 54,079 92	0 0 0 0 0	253,989 86,842 47 750 24,298 23,848 54,079 92	80,274.43 20,009.41 .00 .00 7,101.77 6,969.75 20,182.65 35.48	.00 .00 .00 .00 .00 .00	173,714.34 66,832.15 46.88 750.00 17,196.01 16,877.83 33,895.93 56.73	31.6% 23.0% .0% .0% 29.2% 29.2% 37.3% 38.5%
77002 512151 HSA Contribution 77002 512173 Dental Insurance 77002 521220 Consultant 77002 531312 Office Supplies 77002 531324 Membership Dues 77002 532325 Registration 77002 532332 Mileage 77002 532335 Meals	4,810 2,945 7,500 200 300 3,000 100 75	0 0 0 0 0	4,810 2,945 7,500 200 300 3,000 100 75	.00 1,044.84 497.50 .00 375.00 1,458.50 .00	.00 .00 .00 .00 .00 .00	4,810.00 1,899.96 7,002.50 200.00 -75.00 1,541.50 100.00 75.00	.0% 35.5% 6.6% .0% 125.0% 48.6% .0%
77002 532350 Training Materials 77002 535242 Maintain Machinery & Equip 77002 571004 IP Telephony Allocation 77002 571008 MIS Overhead Allocation 77002 591519 Other Insurance  TOTAL Systems Group	1,000 58,800 638 430 2,687	0 0 0 0 0	1,000 58,800 638 430 2,687	36,412.20 159.51 680.87 801.90	.00 .00 .00 .00 .00	1,000.00 22,387.80 478.49 -250.80 1,885.48	.0% 61.9% 25.0% 158.3%



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 MIS (YEAR TO DATE)
 glflxrpt

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE PCT BUDGET USED
77004 MIS Overhead						
77004 533225 Telephone & Fax 77004 533236 wireless Internet 77004 571008 MIS Overhead Allocation 77004 591519 Other Insurance	0 0 -860 860	0 0 0 0	0 0 -860 860	785.22 714.38 -1,361.74 177.75	.00 .00 .00	-785.22 .0% -714.38 .0% 501.60 158.3% 682.39 20.7%
TOTAL MIS Overhead	0	0	0	315.61	.00	-315.61 .0%



	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77005 IP-Telephony  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 Consultant 77005 531303 Computer Equipmt & Software 77005 533225 Telephone & Fax 77005 535242 Maintain Machinery & Equip 77005 591519 Other Insurance	-104,185 77,072 828 5,959 5,414 60 1,104 7,000 2,500 0 3,500 747	0 0 0 0 0 0 0	-104,185 77,072 828 5,959 5,414 60 1,104 7,000 2,500 0 3,500 747	-26,048.76 22,585.19 10.69 1,728.55 1,570.42 21.52 348.28 283.50 .00 3,740.04 .00 182.85	.00 .00 .00 .00 .00 .00 .00 .00	-78,136.48 54,487.23 817.78 4,230.87 3,843.69 38.36 755.72 6,716.50 2,500.00 -3,740.04 3,500.00 564.09	25.0% 29.3% 1.3% 29.0% 29.0% 35.9% 31.5% 4.1% .0% .0% .0% 24.5%
TOTAL IP-Telephony	0	0	0	4,422.28	.00	-4,422.28	. 0%



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 Jefferson County
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 MIS (YEAR TO DATE)
 glflxrpt

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77006 Central Duplication  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-Death Benefit 77006 512141 Social Security 77006 531303 Computer Equipmt & Software 77006 531312 Office Supplies 77006 531314 Small Items Of Equipment 77006 531349 Other Operating Expenses 77006 532332 Wileage 77006 535252 Printing Equip Maintenance 77006 571004 IP Telephony Allocation 77006 571010 MIS Systems Grp Alloc(ISIS) 77006 591519 Other Insurance	-300 -1,000 -36,000 -22,063 17,145 79 0 14,500 600 500 110 5,500 14,000 128 4,942 372 169		-300 -1,000 -36,000 -22,063 17,145 79 0 14,500 600 500 110 5,500 14,000 128 4,942 372 169	-70.70 .00 -5,514.60 -3,862.80 2,549.93 .00 1,381.20 683.88 300.73 199.98 1,465.94 1,274.24 18.99 .00 728.58 408.80 32.01 1,235.49 93.00 40.44	.00 .00 .00 .00 .00 .00 .00 .00 .00 .00	-1,000.00 -30,485.40 -18,200.55 14,595.52 -79.02 -1,381.20 -683.88 1,016.94 -199.98 13,034.06 -674.24 2 481.01 110.00 4,771.42 13,591.20 95.99 3,706.51 279.00	23.6% .0% 15.3% 17.5% 14.9% .0% .0% .22.8% 10.1% 212.4% 3.8% .0% 13.2% 2.9% 25.0% 25.0% 23.9%
GRAND TOTAL	0	0	0	344,237.87	70,466.65	-414,704.52	.0%



# REPORT OPTIONS

Sequence 1 Sequence 2 Sequence 3 Sequence 4	Field # 1 9 0 0	Total N Y N N	Page Break N Y N N	From Yr/Per: 2025/ 1 To Yr/Per: 2025/12 Budget Year: 2025 Print totals only: N Format type: 1 Double space: N
Report title	e:			Suppress zero bal accts: Y
MIS (YEAR 7	TO DATE)			Amounts/totals exceed 999 million dollars: N Roll projects to object: N Print journal detail: N
Includes acc Print Full ( Print full ( Sort by ful <sup>1</sup> Print Revenu Print revenu Print revenu	or Short des GL account:   GL account ues-Version ue as credit	scription N : N headings : Y	: N	From Yr/Per: 2017/ 1 To Yr/Per: 2017/12 Include budget entries: Y Incl encumb/liq entries: Y Sort by JE # or PO #: J Detail format option: 1 Multiyear view: D