

Building and Grounds Committee AGENDA

Videoconference or
Conference Rm. C2003
Courthouse Bldg.
311 S Center Avenue
Jefferson, WI 53549

Monday, February 2, 2026
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 – auction items
7. Approval of January 5, 2026 Building and Grounds Committee Minutes
8. Updates on Human Services power outage
9. Updates on other projects:
 - a. Courthouse projects: video surveillance enhancements, security film on glass openings
 - b. Fair Park: Interior lighting grant project
 - c. Human Services: Security/access controls at UWC suite entrance
 - d. Highway: new controls software update
 - e. Legacy MIS Building demolition – auction, environmental survey, and permitting
10. Resolution for Fair Park LED lighting project
11. Review and approval of ADA improvements to community housing property
12. IT 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, March 2, 2026 at 8:30 a.m.
15. Adjourn

[Join the meeting now](#)

Meeting ID: 276 419 923 913 5

Passcode: Sf6xj3He

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 MINUTES

Monday, January 5, 2026

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 Fox, Michael Luckey, John Rageth
3. **Certification of compliance with 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. Preuss moved to approve the agenda as published. Seconded by Lindl and passed.
5. **Public Comment** - None
(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 1, 2025 Building and Grounds Committee Minutes**
Braughler moved to approve the December 1, 2025 committee meeting minutes. Seconded by Lindl and passed.
8. **Jail flood incident**
Fox reviewed the following: Tuesday, December 16th the Jail kitchen and the spaces directly below were flooded with clear potable water while the maintenance team was servicing the toilet in the kitchen restroom. The Command Center (Central) is close to directly below the kitchen area that was filled with water and that area incurred the greatest amount of damage. The fire alarm panel was saturated with water, and the purge system controls were also subjected to water and will be tested for operational impacts on Wednesday, January 7th. The ceiling panels were saturated with water and the floors to the Command Center and the Kitchen Supervisor's office will need to be replaced. There was discussion among the committee on next steps regarding repairs. No action taken.
9. **Review energy reduction opportunities identified in Centrix proposal**
There was no interest from the Committee in moving forward with Highway, Courthouse, or Human Services proposals for rooftop solar. The Committee expressed some interest in looking at Fair Park. Preuss said that the Committee needed to see information on the costs of leasing vs. purchasing. The Committee indicated that they would defer to Fair Park Committee and Fair Park staff for the time being on these recommendations. The Committee preferred to handle LED lighting in-house and followed the staff recommendation to not move forward with HVAC commissioning at this time. No formal action taken.
10. **2025 accomplishments and activities**
Fox reviewed the handout included in the packet. Discussion also ensued on a December 28th event regarding a generator and brief power interruption at Human Services. No action taken.
11. **Updates on other projects:**
 - a. Courthouse projects: Delayed egress installation completed, video surveillance enhancements, access control door alarms, resolution for Security Film on at grade glass openings
 - b. Fair Park: Interior lighting grant project
 - c. Human Services: Security/access controls at UWC suite entrance
 - d. Highway: new controls softwareFox shared information on all of these projects. Several are at completion. Feedback was given by the committee on any outstanding projects. A 2025/2026 Project Plan was included in the packet. No action taken.
12. **IT Project Update**
Rageth provided a report. No action taken.

13. **Financial Reports (YTD)**

- a. Central Services
- b. Management Information Systems (MIS)

Financial reports were provided for review. No action taken.

14. **Discussion and possible action on future meeting dates and agenda items**

Next meeting scheduled for Monday, February 2, 2026 at 8:30 a.m.

15. **Adjourn**

Motion by Lindl to adjourn at 9:28 a.m. Seconded by Preuss and passed.

RESOLUTION NO. 2026-_____

Accepting bids for the LED Interior Lighting Project at Fair Park

Executive Summary

Jefferson County Fair Park was awarded a \$125,000 grant as part of the RESP (Rural Energy Start-up Program). We have also partnered with Focus on Energy and Jefferson Utilities to collect a projected commitment of \$157,000 in rebates for the installation of energy-efficient products. This results in a net \$282,000 in funds for this project.

On December 5, 2025 The Jefferson Director of Facilities issued a request for proposals (RFP) to solicit bids for the transition to LED lighting of the interior of all buildings at Fair Park. Eight contractors participated in the pre-bid walk thru, and we received six bids on the January 13, 2026. The low bidder is Jefferson Current Electric in the amount of \$183,109. The Director of Facilities checked references to ensure this bidder would be able to perform the work as required and received positive responses and met with the Fair Park staff for consensus.

On February 2nd, the Buildings & Grounds Committee considered the proposal and recommended X-0 to move forward with Jefferson Current Electric to execute the LED Interior Lighting Project as specified in the RFP at an estimated project price of \$183,109.

WHEREAS, the Executive Summary is incorporated into this resolution, and

WHEREAS, Jefferson County solicited bids for LED Lighting of all Fair Park Buildings and

WHEREAS, such bids were received and opened on January 13, 2026, with the following results:

	Chateau Energy	Current Electric	Jefferson Current Electric	Foremost Electric	Midwest Electric	Pieper Electric	Quality Electric	Veterans Electric
Base bid	224,413	No bid	148,320	288,675	269,938	No bid	Withdrew	296,043
Alt. #01	7,216		15,759	10,755	(2,995)			(1,216)
Alt. #02	8,320		19,030	9,369	(18,588)			(11,069)
Voluntary Alt.								
Project completion	May, 27, 2026		July 3, 2026	Not included	July 3, 2026			July 3, 2026
Subtotal	239,949		183,109	308,799	269,938			296,043

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to enter into a contract with the lowest responsible bidder, Jefferson Current Electric, in the amount of \$183,109.

Fiscal Note: The anticipation of the RESP Grant was included in the Capital budget for 2026 to represent the project scope, but with no necessary budget funds needed to complete. No budget adjustment is necessary.

Ayes: ___ Noes: ___ Abstain: ___ Absent: ___ Vacant: ___

Referred By: Finance Committee 02-02-2026

REVIEWED: County Administrator: ML; Corporation Counsel: DT; Finance Director: MD

January 8, 2026

Janis Carpenter
jcarpenter@jeffersoncountywi.gov
Jefferson County CLTS

RE: 808 Jefferson St Fort Atkinson, WI 53538

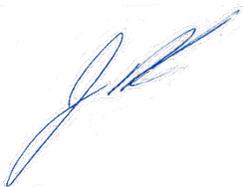
We are pleased to provide you with an estimate to remodel the existing bathroom located on the main floor of the residence listed above.

Labor	\$24,283.00
Materials	\$17,911.00
Total	\$42,194.00

EXCLUSIONS / CLARIFICATIONS

1. Material pricing is valid for 30 days.
2. Work area must be free and clear of debris or obstructions prior to work starting.
3. Excludes any structural work.
4. Excludes all asbestos, mold, and/or lead testing and abatement. Testing and mitigation by homeowner.
5. Any unknown conditions including minor structural will be billed for as incurred.
6. A plastic dust barrier will be installed to reduce debris into the adjacent rooms.
7. A dumpster will be placed on the property during construction.
8. Does not include price for shower chair, shower curtain, shower rod, water dam, or anything else not specified.
9. Homeowner will pick finishes after approval of estimate.
10. A plumbing permit is required for this project. This will require inspections/approvals and may increase the timeline for the project.

If you require additional information or have any questions, please contact me.



Joe Herr
Logan's Dad, Founder, & Program Director
jherr@logansheartandsmiles.org
608-712-7600

ACCEPTANCE OF PROPOSAL:

Signature: _____ Date of Acceptance: _____

Breakdown:

Carpentry \$5,950.00 (drywall, framing, paint, flooring, base, door)

Plumbing \$6,250.00 (New zero threshold shower insert, new sink, new shower/vanity faucets, accessories to include shower valve, drain, and tp holder).

Electrical \$1,500.00 (light, exhaust fan, relocate outlets/switches as needed, wall heater)

General Conditions \$4,211.00 (Dumpster, zip wall, tools, final clean, consumables)

Labor \$24,283.00 (Demolition of the existing plumbing fixtures, tub surround, vanity and cabinet, swing door and frame. Installation of new fiberglass zero entry surround shower, new wall mounted sink, fixtures, new shower fixtures, LVP flooring, enlarge doorway, install new door, new paint, new ADA toilet, moving plumbing and electrical as needed to accommodate new layout.)

Plan of Action:

Homeowner to have all personal items removed from bathroom prior to construction start.

Demo:

- Install plastic dust barrier to reduce debris into home.
- Remove sink, vanity, toilet, flooring, door, tub, and shower.

Install:

- Blocking and framing for new layout in shower and enlarged door.
- Zero entry fiberglass shower.
- Larger door. Reuse existing hardware.
- Flooring and vinyl base.
- 2 shower handles (1 shower head & hand 1 removable hand wand on a sliding grab bar).
- Exhaust fan, light, electrical outlets, switches.
- Drywall and paint any affected areas.
- Wall mounted sink, toilet, accessories, and move medicine cabinet.
- Final Clean

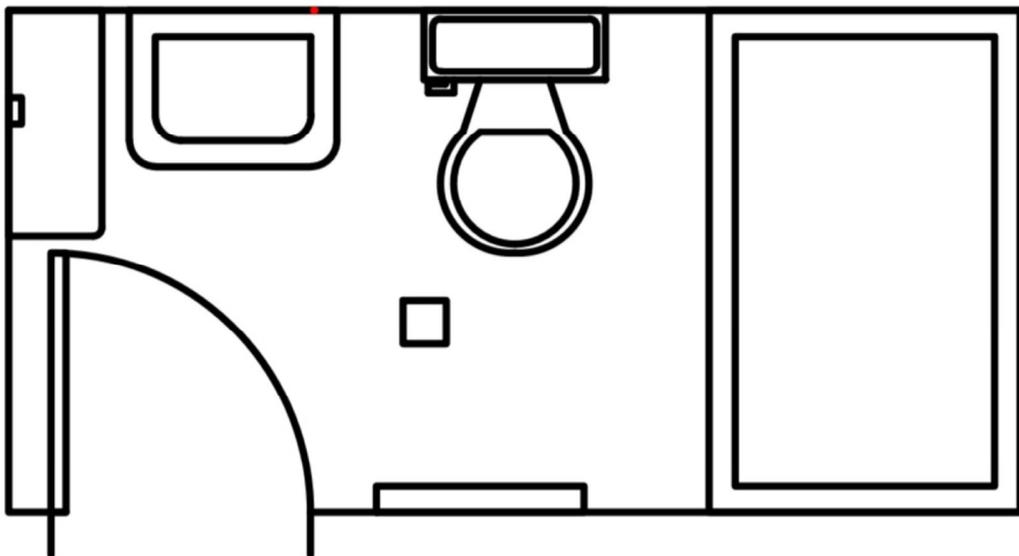
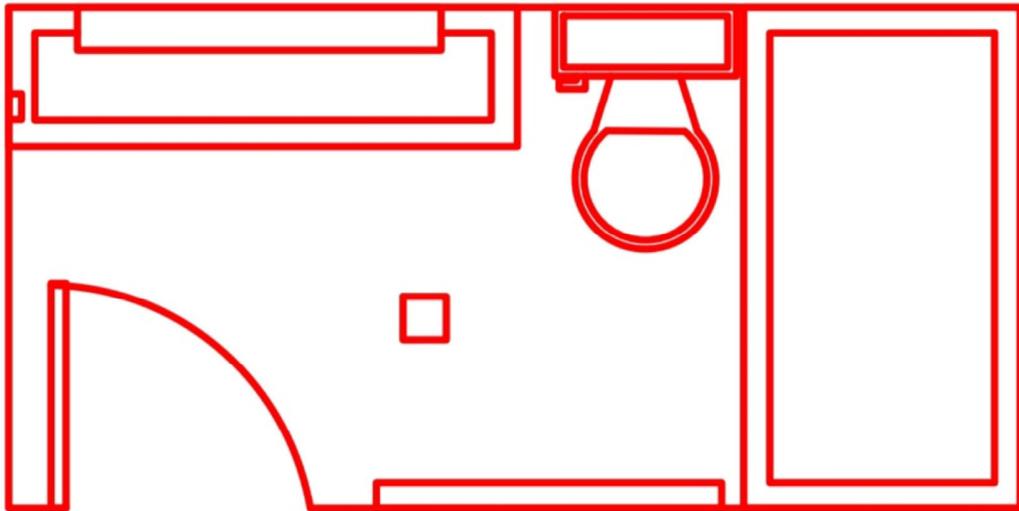
Additional Notes:

No HVAC work has been included in this estimate.

No grab bars have been included in this estimate.

Existing bathroom in red

Modifications in black



58"

117"

- Replace outlets with GFCI**
- Replace 2-8 door with 3-0**
- Replace electric heater (move location?)**
- Replace floor with LVP**
- Replace tub with ADA shower**
- Rotate studs in wall to accept 60" wide shower**
- Move toilet away from shower**
- Replace vanity with wall hung sink, mirror and shelves**
- Replace exhaust fan**

MIS January

2026

ADMIN/HR/Corp Counsel:

Telecommuting, working with Aristotle / looking at other options to replace Aristotle
Creating Agenda form

County Board :

Continue testing the County Board meetings
Training staff in the department to effectively manage the County Board meetings.
We ordered the new iPads to replace the older Androids

Child Support:

Fair:

Land Records/Zoning/ Land and Water Conservation:

Meeting monthly to discuss the progress of the new systems
Improving the sanitary permitting system

Treasurer:

Working on the new requirements for the Credit card process

Clerk of Courts:

Finance:

Munis (monthly updates ongoing)
We need to update Munis TCM to the latest version because a recent Munis update is incompatible

Veterans Services:

Assisted the new Veterans Service Director with her computer.

Parks:

Highway:

Having the Switch cabinet cleaned in the garage area
There are only a few access points that remain difficult to reach

Register of Deeds:

UW Extension:

County Clerk:

Open records request

DA:

Sheriff/EOC:

We are working with CIS to allow the Sheriffs to access data over their phones

HUMAN SERVICES/ Health:

Billing changes

Note monitoring

Replacing the protective payee system

MIS:

Software *Development*:

Locking down security on the IFS (ongoing)

Verifying Anti-Virus results on the IBMi (ongoing)

Fix errors on the server log (ongoing)

508 law ADA compliance

Networking:

Working on GIS server issues, completed

Ordered the new Switches Workforce and Human Services

Cyber security with MS-ISAC and EI-ISAC (monthly)

ThinkGard Recovery Test

Started implementation of ZTNA (Zero trust network access) !!

Need to update file director servers that are running 2016 EOL in 2027

AVI-SPL contract renewal

FRSecure started the Pen Test

Onboarding review

An overview of your Sophos protection.
 Reports | An overview of your Sophos protection.

Dec 28 - Jan 27

Overview

Highlights

- 1,028 Total threats blocked
- 618 Total assets protected
- 454 Websites blocked and warned

Users and Devices

- 616 Users protected
- 577 Computers protected
- 41 Servers protected



Licensing and Usage

License details

Sophos XDR - User expiring on Dec 16, 2025, 6:50 PM	529600
Sophos XDR - Server expiring on Dec 16, 2025, 6:59 PM	42164

These usage numbers are based on a daily calculation which may not correspond to your billing statement.

Export as PDF

01/28/2026
13:44:12

Jefferson County
FLEXIBLE PERIOD REPORT

PAGE 1
glflxrpt

FROM 2025 01 TO 2025 12

ACCOUNTS FOR:	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL REVENUE	REMAINING REVENUE	PCT COLL
100 General Fund						
11201 Central Services						
11201 411100 Gen Prop T	-1,063,054	-28,908	-1,091,962	-1,063,054.08	-28,907.98	97.4%
11201 421001 22101 St Aid	0	-125,000	-125,000	.00	-125,000.00	.0%
11201 424001 12101 Fed Grants	0	0	0	.00	.00	.0%
11201 424001 22216 Fed Grants	0	0	0	.00	.00	.0%
11201 459001 Soda	0	0	0	.00	.00	.0%
11201 474009 Hsk Serv	-2,000	0	-2,000	.00	-2,000.00	.0%
11201 474120 Shrf Intr	-20,000	0	-20,000	.00	-20,000.00	.0%
11201 483002 Misc Sale	-500	0	-500	-384.62	-115.38	76.9%
11201 484001 11201 Ins Revy	0	0	0	.00	.00	.0%
11201 486001 Vending	0	0	0	.00	.00	.0%
11201 511110 Salary	209,472	0	209,472	213,692.80	-4,220.81	102.0%
11201 511210 Wage Reg	287,890	0	287,890	281,404.28	6,485.68	97.7%
11201 511210 22101 Wage Reg	0	0	0	.00	.00	.0%
11201 511220 Wage Ovt	9,788	0	9,788	7,376.70	2,411.03	75.4%
11201 511220 22101 Wage Ovt	0	0	0	.00	.00	.0%
11201 511230 Wage Reg O	0	0	0	.00	.00	.0%
11201 511280 Wage PP	0	0	0	.00	.00	.0%
11201 511290 Wage Other	0	0	0	.00	.00	.0%
11201 511310 Wage SL	0	0	0	.00	.00	.0%
11201 511320 Wage Vac	0	0	0	.00	.00	.0%
11201 511330 Wage Long	604	0	604	633.63	-29.88	104.9%
11201 511340 Wage Hol	0	0	0	.00	.00	.0%
11201 511350 Wage Mic	0	0	0	.00	.00	.0%
11201 511380 Wage Berv	0	0	0	.00	.00	.0%
11201 512141 SS	36,161	0	36,161	36,789.12	-628.49	101.7%
11201 512141 22101 SS	0	0	0	.00	.00	.0%
11201 512142 Ret (Emlr)	33,050	0	33,050	30,123.11	2,927.29	91.1%
11201 512142 22101 Ret (Emlr)	0	0	0	.00	.00	.0%
11201 512144 Health	91,407	0	91,407	67,372.12	24,034.91	73.7%
11201 512144 22101 Health	0	0	0	.00	.00	.0%
11201 512145 Life	139	0	139	200.15	-61.61	144.5%
11201 512145 22101 Life	0	0	0	.00	.00	.0%
11201 512146 WC	0	0	0	.00	.00	.0%
11201 512148 Unemploy C	0	0	0	.00	.00	.0%
11201 512150 FSA Contr	0	0	0	.00	.00	.0%
11201 512151 HSA Contri	8,050	0	8,050	.00	8,050.00	.0%
11201 512152 Limted FSA	0	0	0	.00	.00	.0%
11201 512153 HRA Contri	0	0	0	2,668.66	-2,668.66	.0%

01/28/2026
13:44:13

Jefferson County
FLEXIBLE PERIOD REPORT

PAGE 2
glflxprt

FROM 2025 01 TO 2025 12

ACCOUNTS FOR:		ORIGINAL	ESTIM REV	REVISED	ACTUAL	REMAINING	PCT	
100	General Fund	ESTIM REV	ADJSTMTS	EST REV	REVENUE	REVENUE	COLL	
11201	512173	Dental	7,416	0	7,416	5,213.70	2,202.30	70.3%
11201	512173	22101 Dental	0	0	0	.00	.00	.0%
11201	512390	Safety Eq	4,000	0	4,000	265.19	3,734.81	6.6%
11201	512390	22101 Safety Eq	0	0	0	.00	.00	.0%
11201	521215	Arch&Eng	15,000	0	15,000	.00	15,000.00	.0%
11201	521219	Othr Prof	10,000	0	10,000	6,395.94	3,604.06	64.0%
11201	521219	12101 Othr Prof	0	0	0	28,708.11	-28,708.11	.0%
11201	521220	Consult	10,000	0	10,000	.00	10,000.00	.0%
11201	521296	Comp Sup	4,000	0	4,000	2,156.64	1,843.36	53.9%
11201	529170	Grounds Ke	15,082	0	15,082	17,461.78	-2,379.62	115.8%
11201	529299	Purch Care	0	0	0	.00	.00	.0%
11201	531008	Haz Recycl	1,000	0	1,000	.00	1,000.00	.0%
11201	531243	Furniture	2,000	0	2,000	12,910.85	-10,910.85	645.5%
11201	531298	UPS	500	0	500	.00	500.00	.0%
11201	531302	Build Eq	20,000	0	20,000	30,600.28	-10,600.28	153.0%
11201	531303	Comp Eq	2,000	0	2,000	4,362.52	-2,362.52	218.1%
11201	531311	Postage	500	0	500	.00	500.00	.0%
11201	531312	Office Sup	1,000	0	1,000	225.41	774.59	22.5%
11201	531312	22101 Office Sup	0	0	0	.00	.00	.0%
11201	531313	Print & Dp	500	0	500	129.82	370.18	26.0%
11201	531314	Small Item	6,000	0	6,000	9,575.74	-3,575.74	159.6%
11201	531320	Safety Sup	2,000	0	2,000	613.80	1,386.20	30.7%
11201	531320	22101 Safety Sup	0	0	0	.00	.00	.0%
11201	531321	Pub of Lgl	500	0	500	539.40	-39.40	107.9%
11201	531326	Advertise	500	0	500	571.46	-71.46	114.3%
11201	531349	Othr Oper	0	0	0	195.69	-195.69	.0%
11201	531351	Gas/Diesel	3,000	0	3,000	458.01	2,541.99	15.3%
11201	532325	Registr	0	0	0	180.00	-180.00	.0%
11201	532332	Mileage	300	0	300	13.11	286.89	4.4%
11201	532336	Lodging	0	0	0	241.84	-241.84	.0%
11201	533221	Water	5,000	0	5,000	3,637.43	1,362.57	72.7%
11201	533222	Electric	75,000	0	75,000	132,381.67	-57,381.67	176.5%
11201	533223	Sewer	4,500	0	4,500	3,420.45	1,079.55	76.0%
11201	533224	Nat Gas	35,000	0	35,000	46,803.06	-11,803.06	133.7%
11201	533225	Tele Fax	1,500	0	1,500	1,727.96	-227.96	115.2%
11201	533235	Storm Wtr	2,500	0	2,500	2,174.41	325.59	87.0%
11201	535239	St Rep Mat	500	0	500	.00	500.00	.0%
11201	535246	Build Serv	50,000	0	50,000	41,121.06	8,878.94	82.2%
11201	535246	22101 Build Serv	0	0	0	.00	.00	.0%
11201	535247	Build Repr	6,000	0	6,000	7,018.16	-1,018.16	117.0%
11201	535247	22101 Build Repr	0	0	0	.00	.00	.0%
11201	535297	Refuse Col	2,500	0	2,500	1,896.70	603.30	75.9%

01/28/2026
13:44:14

Jefferson County
FLEXIBLE PERIOD REPORT

PAGE 3
glflxrpt

FROM 2025 01 TO 2025 12

ACCOUNTS FOR:	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL REVENUE	REMAINING REVENUE	PCT COLL
100 General Fund						
11201 535344 Household	20,000	0	20,000	40,187.66	-20,187.66	200.9%
11201 535344 22101 Household	0	0	0	.00	.00	.0%
11201 535344 22216 Household	0	0	0	.00	.00	.0%
11201 535349 Oth Sup	10,000	0	10,000	14,145.89	-4,145.89	141.5%
11201 535352 Veh Repair	1,000	0	1,000	72.56	927.44	7.3%
11201 535353 Mach Parts	10,000	0	10,000	18,345.17	-8,345.17	183.5%
11201 535354 Paint	2,500	0	2,500	.00	2,500.00	.0%
11201 535355 Plumb & El	5,000	0	5,000	89,101.25	-89,029.25	*****%
11201 535361 11201 R&M Ins Re	0	0	0	.00	.00	.0%
11201 535452 Green Init	0	0	0	.00	.00	.0%
11201 536531 Land Rent	1,800	0	1,800	1,800.00	.00	100.0%
11201 536533 Equip Rent	10,000	0	10,000	3,230.30	6,769.70	32.3%
11201 571004 IP Tel All	255	0	255	233.75	21.25	91.7%
11201 571005 Dup Allc	5	0	5	4.62	.38	92.4%
11201 571007 MIS Direct	0	0	0	.00	.00	.0%
11201 571009 MIS PC	13,178	0	13,178	12,079.87	1,098.13	91.7%
11201 571010 MIS Sys	7,039	0	7,039	6,452.38	586.62	91.7%
11201 571020 FleetAlloc	1,000	0	1,000	.00	1,000.00	.0%
11201 591519 Oth Ins	39,419	0	39,419	36,761.01	2,657.86	93.3%
11201 591520 Liab Claim	0	0	0	.00	.00	.0%
11201 594809 Cap Build	0	0	0	.00	.00	.0%
11201 594810 Cap Equip	0	24,500	24,500	10,274.00	14,226.00	41.9%
11201 594819 Cap Oth Eq	0	0	0	.00	.00	.0%
11201 594820 Cap Other	0	0	0	.00	.00	.0%
11201 594821 Cap Imp L	0	0	0	.00	.00	.0%
11201 594822 Cap Imp B	0	271,465	271,465	26,395.00	245,070.00	9.7%
11201 594822 22101 Cap Imp B	0	0	0	.00	.00	.0%
11201 594829 Cap Imp O	0	0	0	.00	.00	.0%
11201 599999 Over Trans	0	0	0	.00	.00	.0%
11201 611202 Cap TO	0	0	0	.00	.00	.0%
11201 699999 Budget FB	0	-142,057	-142,057	.00	-142,057.00	.0%
TOTAL General Fund	0	0	0	196,905.52	-201,833.52	.0%
TOTAL REVENUES	-1,085,554	-295,965	-1,381,519	-1,063,438.70	-318,080.36	
TOTAL EXPENSES	1,085,554	295,965	1,381,519	1,260,344.22	116,246.84	

01/28/2026
13:44:14

Jefferson County
FLEXIBLE PERIOD REPORT

PAGE 4
glf1xprt

FROM 2025 01 TO 2025 12

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL REVENUE	REMAINING REVENUE	PCT COLL
GRAND TOTAL	0	0	0	196,905.52	-201,833.52	.0%

REPORT OPTIONS

Sequence 1	Field #	Total	Page Break	From Yr/Per: 2025/ 1
Sequence 2	1	Y	Y	To Yr/Per: 2025/12
Sequence 3	9	N	N	Budget Year: 2025
Sequence 4	0	N	N	Print totals only: N
	0	N	N	Format type: 1

Report title: FLEXIBLE PERIOD REPORT

Includes accounts exceeding 0% of budget.
 Print Full or Short description: S
 Print full GL account: N
 Sort by full GL account: N
 Print Revenues-Version headings: Y
 Print revenue as credit: Y
 Print revenue budgets as zero: N

Double space: N
 Suppress zero bal accts: N
 Amounts/totals exceed 999 million dollars: N
 Roll projects to object: N
 Print journal detail: N
 From Yr/Per: 2025/ 1
 To Yr/Per: 2025/12
 Include budget entries: Y
 Incl encumb/liq entries: N
 Sort by JE # or PO #: J
 Detail format option: 1
 Multiyear view: D