

Building and Grounds Committee AGENDA

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

Monday, July 6, 2026
8:30 a.m.

Building and Grounds Committee Members

Kathi Cauley, Michael Foster, Roger Lindl, Robert Preuss, Phil Ristow

1. Call to order
2. Roll Call
3. Certification of Compliance with Open Meetings Law
4. Review of the Agenda
5. Confirmation of Officers – Chair and Vice Chair
6. Public Comment
(Members of the public who wish to address the committee on specific agenda items must register their request at this time)
7. Communications – \$400K grant application submitted for Highway and Jail
8. Approval of June 1, 2026 Building and Grounds Committee Minutes
9. Updates on projects:
 - a. Courthouse projects: video surveillance enhancements, audible alarms at emergency exit doors, mechanical equipment access platform
 - b. Fair Park: Interior lighting grant project
 - c. Fair Park: Gate status update
 - d. Legacy MIS building discussion
10. Resolution – Highway Shop gate repairs
11. Facilities staffing changes
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, August 3, 2026 at 9:00 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
Meeting Minutes
Monday, June 1, 2026**

1. Call to Order

Meeting was called to order by Luckey at 8:36 a.m.

2. Roll Call

Members Present: Kathi Cauley, Robert Preuss, Phil Ristow

Members Not Present: Roger Lindl

Others Present: Michael Luckey, John Fox, and John Rageth

Others Present via Teams: Michael Foster, Sarana Stolar, James Kuckkan (Watertown Daily Times)

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 Agenda

No changes were made.

5. Public Comment - None

6. Communications

Communications on auction updates – will be putting excess furniture out to scrap value. Highway Department struck by lightning will involve replacement gates. Insurance has settled and will cover; we just need to do deductible. A building by the gate on the north side of Fair Park needs some repair for some rotting wood. Also, space study at Human Services is ongoing.

7. Approval of April 6th, 2026, Building and Grounds Committee Minutes

Preuss moved to approve previous meeting minutes, Ristow seconded. Motion passed

8. Elections of Building and Grounds Committee Chair and Vice Chair

Cauley nominated Ristow as Chair. Cauley nominated Robert Preuss as Vice Chair. Unanimous ballot.

Confirmation at the next meeting as to whether a vote with all committee members will be required.

9. Updates On Projects

- a. **Courthouse:** video surveillance enhancements, audible alarms at emergency exit doors, mechanical equipment access platform being installed
- b. **Fair Park:** the interior lighting is being updated through grants
- c. **Legacy MIS Demolition:** Demolition
- d. **Highway Department:** building automation system software updates, gate repairs from April lightning strike

10. IT Project Update

Rageth noted that they are looking at more options for cybersecurity and gave an update on AI

11. Financial Reports (YTD)

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

Reports were reviewed. No action taken

12. Discussion and possible action on future meeting dates and agenda items

Next meeting scheduled for Monday, July 6th, 2026, at 8:30 a.m.

13. Adjourn

Motion by Preuss to adjourn at 9:22 a.m. Seconded by Cauley. Motion passed

RESOLUTION NO. 2026-_____

Accepting bids for the gate operators to the Highway Maintenance Property

Executive Summary

Jefferson County Highway Maintenance Property located at 1425 S Wisconsin Drive, Jefferson was struck by lightning in mid-April. An insurance claim was submitted and has reached a settlement in the amount of \$39,000. The Highway Maintenance Property has two 36' wide gates each 18' bi-parting chain link gates operated by (4) power operators. The manufacturer of the existing operators has stopped production for this model and does not have parts to repair the operators damaged by the lightning strike.

The Jefferson County Director of Facilities requested proposals from four different contractors receiving proposals from two of those bidders. Power Gate Opener System was selected because of their responsive bid and prior work experience with the County, with a bid in the amount of \$43,418. The Director of Facilities checked references to ensure this bidder would be able to perform the work as required and received positive responses.

On July 6th, the Buildings & Grounds Committee considered the proposal and recommended X-0 to move forward with Power Gate Opener System for this Project in accordance with their proposal at an estimated project price of \$43,418.

WHEREAS, the Buildings & Grounds Executive Summary is incorporated into this resolution, and

WHEREAS, Jefferson County solicited bids for the Gate Operators Repair Project and

WHEREAS, such bids were received and opened on May 31, 2026, with the following results:

Contractor	Cost	Notes
Ghosts Controls	No bid	They stopped servicing sliding gates
Glab Maintenance Services	No Bid	They didn't service this market
Power Gate Opener System	\$43,418	Quoting the same manufacturer that discontinued the current model
SOS Electronics	\$55,500	Includes all parts, materials, programming, and installation for a complete system and warranty

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to enter into a contract with the lowest responsible bidder, Power Gate Opener System, in the amount of \$43,418.

Fiscal Note: The cost of this project was not included in the Capital budget for 2026 to represent the project scope. Budget adjustment will be reviewed at a later date if necessary.

Ayes: ____ Noes: ____ Abstain: ____ Absent: ____ Vacant: ____

Referred By: Buildings & Grounds Committee 07-06-2026
REVIEWED: County Administrator: ML; Corporation Counsel: DT; Finance Director: MD

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14:51:53

Jefferson County
FLEXIBLE PERIOD REPORT

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FROM 2026 01 TO 2026 05

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET	USED
11201 Central Services							
11201 411100 General Property Taxes	-1,310,812	0	-1,310,812	-546,171.55		-764,640.19	41.7%
11201 442010 Restitution Revenue	0	0	0	.00		.00	.0%
11201 459001 Soda	0	0	0	.00		.00	.0%
11201 474009 Housekeeping Services	0	0	0	.00		.00	.0%
11201 474120 Sheriff Interdepart Billed	0	0	0	.00		.00	.0%
11201 483002 Misc Sale/Material & Supply	0	0	0	-147.18		147.18	.0%
11201 486001 Vending Commission	0	0	0	.00		.00	.0%
11201 511110 Salary-Permanent Regular	219,439	0	219,439	56,859.06		162,579.63	25.9%
11201 511210 Wages-Regular	335,571	0	335,571	143,377.26		192,193.50	42.7%
11201 511220 Wages-Overtime	10,290	0	10,290	1,612.00		8,678.45	15.7%
11201 511230 Wages-Regular Overtime	0	0	0	.00		.00	.0%
11201 511280 Wages-Premium Pay	0	0	0	.00		.00	.0%
11201 511290 Wages-Other Wages	0	0	0	.00		.00	.0%
11201 511310 Wages-Sick Leave	0	0	0	.00		.00	.0%
11201 511320 Wages-Vacation Pay	0	0	0	.00		.00	.0%
11201 511330 Wages-Longevity Pay	634	0	634	.00		633.75	.0%
11201 511340 Wages-Holiday Pay	0	0	0	.00		.00	.0%
11201 511350 Wages-Miscellaneous(Comp)	0	0	0	.00		.00	.0%
11201 511380 Wages-Bereavement	0	0	0	.00		.00	.0%
11201 512141 Social Security	40,681	0	40,681	14,810.45		25,871.00	36.4%
11201 512142 Retirement (Employer)	40,220	0	40,220	13,533.34		26,686.18	33.6%
11201 512144 Health Insurance	122,673	0	122,673	38,858.11		83,815.16	31.7%
11201 512145 Life Insurance	213	0	213	104.54		108.64	49.0%
11201 512146 Workers Compensation	0	0	0	.00		.00	.0%
11201 512148 Unemployment Compensation	0	0	0	.00		.00	.0%
11201 512150 FSA Contribution	0	0	0	.00		.00	.0%
11201 512151 HSA Contribution	7,200	0	7,200	.00		7,200.00	.0%
11201 512152 Limited FSA Contribution	0	0	0	.00		.00	.0%
11201 512153 HRA Contribution	0	0	0	1,169.23		-1,169.23	.0%
11201 512173 Dental Insurance	7,932	0	7,932	2,217.61		5,714.39	28.0%
11201 512390 Safety Equipment	0	0	0	.00		.00	.0%
11201 521215 Architectural & Engineering	0	0	0	.00		.00	.0%
11201 521219 Other Professional Serv	40,000	0	40,000	3,011.44		34,488.56	13.8%
11201 521220 Consultant	0	0	0	.00		.00	.0%
11201 521296 Computer Support	5,176	0	5,176	.00		5,176.00	.0%
11201 529170 Grounds Keeping Charges	13,509	0	13,509	9,058.97		4,449.92	67.1%
11201 529299 Purchase Care & Services	0	0	0	.00		.00	.0%
11201 531008 Hazard Recycle Charges	0	0	0	.00		.00	.0%

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FROM 2026 01 TO 2026 05

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET	USED
11201 531243 Furniture & Furnishings	7,500	0	7,500	-37.91		7,537.91	-.5%
11201 531298 United Parcel Service	0	0	0	195.06		-195.06	.0%
11201 531302 Building & Maint Equipment	15,000	0	15,000	357.33		14,642.67	2.4%
11201 531303 Computer Equipmt & Software	0	0	0	3,350.00		-3,350.00	.0%
11201 531311 Postage & Box Rent	1,000	0	1,000	.00		1,000.00	.0%
11201 531312 Office Supplies	1,000	0	1,000	148.37		851.63	14.8%
11201 531313 Printing & Duplicating	0	0	0	114.30		-114.30	.0%
11201 531314 Small Items Of Equipment	3,921	0	3,921	1,467.28		2,453.72	37.4%
11201 531320 Safety Supplies	26,000	0	26,000	28,346.74		-2,346.74	109.0%
11201 531321 Publication Of Legal Notice	0	0	0	.00		.00	.0%
11201 531326 Advertising	500	0	500	617.76		-117.76	123.6%
11201 531349 Other Operating Expenses	0	0	0	.00		.00	.0%
11201 531351 Gas/Diesel	1,000	0	1,000	256.48		743.52	25.6%
11201 532325 Registration	0	0	0	.00		.00	.0%
11201 532332 Mileage	0	0	0	4.94		-4.94	.0%
11201 532336 Lodging	0	0	0	.00		.00	.0%
11201 533221 Water	3,615	0	3,615	1,577.12		2,037.88	43.6%
11201 533222 Electric	42,660	0	42,660	40,064.44		2,595.56	93.9%
11201 533223 Sewer	3,390	0	3,390	1,472.92		1,917.08	43.4%
11201 533224 Natural Gas	89,509	0	89,509	22,612.39		66,896.61	25.3%
11201 533225 Telephone & Fax	1,875	0	1,875	1,216.53		658.47	64.9%
11201 533235 Storm Water Utility	2,160	0	2,160	916.41		1,243.59	42.4%
11201 535239 Street Repair & Maint	0	0	0	.00		.00	.0%
11201 535246 Building Service & Maint	82,297	0	82,297	55,981.57		7,696.54	90.6%
11201 535247 Building Repair & Maint	5,027	19,408	24,435	5,902.28		-1,064.85	104.4%
11201 535297 Refuse Collection	50,000	0	50,000	836.44		49,163.56	1.7%
11201 535344 Household & Janitorial Supp	30,323	0	30,323	11,481.76		18,841.24	37.9%
11201 535349 Other Supplies	8,023	0	8,023	628.07		7,394.93	7.8%
11201 535352 Vehicle Parts & Repairs	0	0	0	.00		.00	.0%
11201 535353 Machinery & Equipment Parts	8,746	0	8,746	-5,812.11		14,558.11	-66.5%
11201 535354 Paint	2,500	0	2,500	.00		2,500.00	.0%
11201 535355 Plumbing & Electrical	0	0	0	12,463.74		-12,463.74	.0%
11201 535452 Green Initiatives	0	0	0	.00		.00	.0%
11201 536531 Land Rent & Lease	0	0	0	1,800.00		-1,800.00	.0%
11201 536533 Equipment Rent & Lease	12,106	0	12,106	.00		12,106.00	.0%
11201 571004 IP Telephony Allocation	183	0	183	60.40		122.60	33.0%
11201 571005 Duplicating Allocation	0	0	0	.00		.00	.0%
11201 571007 MIS Direct Charges	0	0	0	.00		.00	.0%
11201 571009 MIS PC Group Allocation	13,442	0	13,442	5,594.60		7,847.40	41.6%
11201 571010 MIS Systems Grp Alloc(ISIS)	7,972	0	7,972	3,321.65		4,650.35	41.7%
11201 571020 Fleet Allocation	2,500	0	2,500	.00		2,500.00	.0%
11201 591519 Other Insurance	45,025	0	45,025	19,915.13		25,109.65	44.2%

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FROM 2026 01 TO 2026 05

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
11201 591520 Liability Claims	0	0	0	.00		.00	.0%
11201 594809 Capital Building	0	0	0	.00		.00	.0%
11201 594810 Capital Equipment	0	0	0	.00		.00	.0%
11201 594819 Capital Other Equipment	0	0	0	.00		.00	.0%
11201 594820 Capital Other	0	0	0	.00		.00	.0%
11201 594821 Capital Improvement Land	0	0	0	.00		.00	.0%
11201 594822 Capital Improvement Building	0	0	0	.00		.00	.0%
11201 594829 Capital Improvement Other	0	0	0	.00		.00	.0%
11201 599999 Overdraft Transfer	0	0	0	.00		.00	.0%
11201 611202 Capital Transfer Out	0	0	0	.00		.00	.0%
11201 699999 Budgetary Fund Balance	0	-19,408	-19,408	.00		-19,408.00	.0%
11201 2023 Courthouse Water Damage Claim							
11201 484001 11201 Insurance Recovery	0	0	0	.00		.00	.0%
11201 535361 11201 Repair & Maintenance In	0	0	0	.00		.00	.0%
11201 PSC Rural Energy Startup Program							
11201 424001 12101 Federal Grants	0	0	0	.00		.00	.0%
11201 521219 12101 Other Professional Serv	0	0	0	.00		.00	.0%
22101 COVID-19							
11201 421001 22101 State Aid	0	0	0	.00		.00	.0%
11201 511210 22101 Wages-Regular	0	0	0	.00		.00	.0%
11201 511220 22101 Wages-Overtime	0	0	0	.00		.00	.0%
11201 512141 22101 Social Security	0	0	0	.00		.00	.0%
11201 512142 22101 Retirement (Employer)	0	0	0	.00		.00	.0%
11201 512144 22101 Health Insurance	0	0	0	.00		.00	.0%
11201 512145 22101 Life Insurance	0	0	0	.00		.00	.0%
11201 512173 22101 Dental Insurance	0	0	0	.00		.00	.0%
11201 512390 22101 Safety Equipment	0	0	0	.00		.00	.0%
11201 531312 22101 Office Supplies	0	0	0	.00		.00	.0%
11201 531320 22101 Safety Supplies	0	0	0	.00		.00	.0%
11201 535246 22101 Building Service & Main	0	0	0	.00		.00	.0%
11201 535247 22101 Building Repair & Maint	0	0	0	.00		.00	.0%
11201 535344 22101 Household & Janitorial	0	0	0	.00		.00	.0%
11201 594822 22101 Capital Improvement Bui	0	0	0	.00		.00	.0%

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FROM 2026 01 TO 2026 05

ACCOUNTS FOR:
100 General Fund

ORIGINAL
APPROP

TRANFRS/
ADJSTMTS

REVISED
BUDGET

ACTUALS

ENCUMBRANCES

AVAILABLE
BUDGET

PCT
USED

22216 1.4 Prevention Congregate Setting

11201 424001 22216 Federal Grants	0	0	0	.00		.00	.0%
11201 535344 22216 Household & Janitorial	0	0	0	.00		.00	.0%
TOTAL General Fund	0	0	0	-46,853.03		6,136.57	.0%
TOTAL REVENUES	-1,310,812	-19,408	-1,330,220	-546,318.73		-783,901.01	
TOTAL EXPENSES	1,310,812	19,408	1,330,220	499,465.70		790,037.58	

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FROM 2026 01 TO 2026 05

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	0	-46,853.03		6,136.57	.0%

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REPORT OPTIONS

	Field #	Total	Page Break
Sequence 1	1	Y	Y
Sequence 2	9	N	N
Sequence 3	12	N	N
Sequence 4	0	N	N

Report title:

FLEXIBLE PERIOD REPORT

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

From Yr/Per: 2026/ 1
To Yr/Per: 2026/ 5
Budget Year: 2026
Print totals only: N
Format type: 1
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