

Building and Grounds Committee AGENDA

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

Monday, October 5, 2026
9:00 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. 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 – Fire alarm drills planned for all County Properties Wednesday, October 7th.
7. Approval of August 3, 2026 Building and Grounds Committee Minutes
8. Project updates:
 - a. Courthouse cameras
 - b. Parking lot maintenance
 - c. Human Services space planning
 - d. Fair Park master planning
9. Discussion and possible action on Resolution - lightning protection requirements at Courthouse
10. Discussion and possible action on Sole sourced/Impracticality contracts related to facility services
11. Discussion on Cybersecurity Checklist from September WCA Magazine
12. Discussion and possible action on future meeting dates and agenda items
Next meeting scheduled for Monday, November 2, 2026 at 9:00 a.m.
13. 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, August 3, 2026**

1. Call to Order

Meeting was called to order by Ristow at 9:01 a.m.

2. Roll Call

Members Present: Kathi Cauley, Robert Preuss, Phil Ristow, Roger Lindl

Members Not Present: Michael Foster

Others Present: Michael Luckey, John Fox, John Rageth, Danielle Thompson, Jess Holmes

Others Present via Teams: James Kucken WDT, Rebecca Roberts, Sarana Stolar

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

None

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

Motion by Lindl to approve, seconded by Preuss. Motion carried

8. Updates On Projects

- a. **Courthouse:** video surveillance enhancements have one final proposal due this week. The building directory and new conference room name plates were installed last Friday
- b. **Fair Park:** interior lighting is near completion. The dimming timers are set to finalize in September/October
- c. **Legacy MIS Demolition:** the building is in the process of being cleaned out

9. Resolutions

a. Highway Shop Preventative Maintenance Agreement for Mechanical System

For Bassett Mechanical to service the HVAC Systems. Motion to approve by Preuss, seconded by Lindl.

Motion passed with a request to replace “mechanical equipment” with “HVAC System”.

b. Parking Lot Maintenance -Courthouse, Fair Park, and Carnes Park

Bid for Poblocki Paving. Motion to approve by Cauley, seconded by Preuss. Motion passed

10. Facilities Annual Report

Report reviewed. No action taken

11. Facilities 2027 Budget Submittal

Report reviewed. No Action taken

12. IT Project Updates

Rageth provided many updates included in the packet. Also made mention that the switch from US Cellular to T Mobile caused difficulties with the SIM cards. Ransomware this past month has improved

13. Financial Reports

- a. Central Services
- b. Management Information Systems

Reports reviewed no action taken

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

There will not be a September meeting. Fox is out of town. There will be a brief Building & Grounds Committee Meeting before the County Board meeting Monday, August 10th at 6:30 in room C2003, to discuss the Resolutions on line 9. The next regular meeting is scheduled for Monday, October 5, 2026.

15. Adjourn

Motion by Preuss to adjourn at 9:49 a.m. Seconded by Lindl. Motion passed

RESOLUTION NO. 2026-____

Accepting bids for lightning protection to the Law Enforcement Center

Executive Summary

Jefferson County Law Enforcement Center(LEC) located at 411 S Center Avenue, Jefferson requires repairs to the existing lightning protection and expanding coverage to include the south addition. This service agreement will correct deficiencies of the existing system included in the 1990 LEC project and add new lightning protection materials to the south building addition to protect the new cooling towers, chillers, air handling unit, generator, and screen wall located on the roof. On September 3rd three contractors participated in site walk thru, and we received proposals from two of them September 20th. The most responsive bidder is Pro-Lightning Protection in the amount of \$44,680. Note a class one notice of public contracting with the selected contractor was advertised in the required printed news services. The Director of Facilities checked references to ensure this bidder would be able to perform the work as required and received positive responses.

This resolution authorizes the County Administrator to contract with Pro-Lightning Protection at an estimated project price of \$44,680. On October 5, 2026, the Buildings & Grounds Committee considered the proposal and recommended forwarding it on to the County Board for approval.

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

WHEREAS, Jefferson County solicited proposals for Lightning Protection and

WHEREAS, such proposals were received and opened on September 20, 2026, with the following results:

Contractor	Cost	Notes
HLP Systems	45,750	
Jefferson Current Electric	N/A	Incomplete proposal
Pro-Lightning Protection	44,680	Selected contractor
Sweda & Sons Lightning Prot.	No bid	Called multiple times with no response
VFC	No bid	Called multiple times with no response

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to enter into a contract with the lowest responsible bidder, Pro-Lightning Protection, in the amount of \$44,680.

Fiscal Note: The cost of this service was not planned for and will be funded by a transfer from the Contingency Fund.

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

Referred By: Buildings & Grounds Committee 10-05-2026
REVIEWED: County Administrator: ML; Corporation Counsel: DT; Finance Director: MD

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10:57:56

Jefferson County
FLEXIBLE PERIOD REPORT

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FROM 2026 01 TO 2026 03

ACCOUNTS FOR:
700 MIS Department Fund

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77001 PC Group							
77001 511110 Salary-Permanent Regular	100,011	0	100,011	24,440.11	.00	75,570.63	24.4%
77001 511210 Wages-Regular	199,672	0	199,672	33,906.18	.00	165,765.95	17.0%
77001 511220 Wages-Overtime	789	0	789	92.05	.00	696.96	11.7%
77001 512141 Social Security	21,417	0	21,417	4,357.49	.00	17,059.19	20.3%
77001 512142 Retirement (Employer)	21,535	0	21,535	4,207.58	.00	17,327.78	19.5%
77001 512144 Health Insurance	66,118	0	66,118	11,416.56	.00	54,701.32	17.3%
77001 512145 Life Insurance	37	0	37	6.87	.00	30.21	18.5%
77001 512151 HSA Contribution	4,800	0	4,800	.00	.00	4,800.00	.0%
77001 512173 Dental Insurance	3,240	0	3,240	610.28	.00	2,629.72	18.8%
77001 521220 Consultant	90,300	0	90,300	30,678.00	.00	59,622.00	34.0%
77001 521296 Computer Support	737,656	0	737,656	543,205.01	.00	194,450.54	73.6%
77001 529299 Purchase Care & Services	206,000	0	206,000	110,307.43	12,066.48	83,626.09	59.4%
77001 531298 United Parcel Service	150	0	150	.00	.00	150.00	.0%
77001 531301 Office Equipment	300	0	300	.00	.00	300.00	.0%
77001 531303 Computer Equipmt & Software	70,000	0	70,000	8,213.33	.00	61,786.67	11.7%
77001 531312 Office Supplies	300	0	300	.30	.00	299.70	.1%
77001 531313 Printing & Duplicating	100	0	100	.00	.00	100.00	.0%
77001 531324 Membership Dues	300	0	300	.00	.00	300.00	.0%
77001 532325 Registration	500	0	500	50.00	.00	450.00	10.0%
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	300	0	300	.00	.00	300.00	.0%
77001 532350 Training Materials	1,500	0	1,500	.00	.00	1,500.00	.0%
77001 533225 Telephone & Fax	3,000	0	3,000	633.81	.00	2,366.19	21.1%
77001 533228 Internet	27,800	0	27,800	9,457.00	.00	18,343.00	34.0%
77001 533236 Wireless Internet	3,000	0	3,000	461.86	.00	2,538.14	15.4%
77001 571004 IP Telephony Allocation	5,866	0	5,866	1,159.26	.00	4,706.74	19.8%
77001 571008 MIS Overhead Allocation	750	0	750	.00	.00	750.00	.0%
77001 591519 Other Insurance	2,949	0	2,949	834.93	.00	2,114.42	28.3%
77001 594818 Capital Computer	310,000	0	310,000	3,637.60	137,622.94	168,739.46	45.6%
TOTAL PC Group	1,878,740	0	1,878,740	787,675.65	149,689.42	941,374.71	49.9%
77002 Systems Group							
77002 511110 Salary-Permanent Regular	264,138	0	264,138	68,996.61	.00	195,141.59	26.1%

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Jefferson County
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FROM 2026 01 TO 2026 03

ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
700 MIS Department Fund		APPROP	ADJSTMTS	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET	USED
77002	511210 wages-Regular	89,541	0	89,541	17,563.28	.00	71,977.33	19.6%
77002	511240 wages-Temporary	0	0	0	2,180.90	.00	-2,180.90	.0%
77002	511330 wages-Longevity Pay	750	0	750	.00	.00	750.00	.0%
77002	512141 Social Security	25,116	0	25,116	6,416.36	.00	18,699.35	25.5%
77002	512142 Retirement (Employer)	25,519	0	25,519	6,232.35	.00	19,286.52	24.4%
77002	512144 Health Insurance	70,489	0	70,489	12,587.44	.00	57,902.00	17.9%
77002	512145 Life Insurance	106	0	106	28.47	.00	78.02	26.7%
77002	512151 HSA Contribution	4,800	0	4,800	.00	.00	4,800.00	.0%
77002	512173 Dental Insurance	3,312	0	3,312	946.32	.00	2,365.68	28.6%
77002	521220 Consultant	11,000	0	11,000	.00	.00	11,000.00	.0%
77002	531303 Computer Equipmt & Software	0	0	0	39.98	.00	-39.98	.0%
77002	531312 Office Supplies	200	0	200	.00	.00	200.00	.0%
77002	531324 Membership Dues	300	0	300	205.50	.00	94.50	68.5%
77002	532325 Registration	2,000	0	2,000	2,157.86	.00	-157.86	107.9%
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	533225 Telephone & Fax	1,000	0	1,000	130.11	.00	869.89	13.0%
77002	535242 Maintain Machinery & Equip	73,900	0	73,900	28,765.54	12,125.65	33,008.81	55.3%
77002	571004 IP Telephony Allocation	917	0	917	181.26	.00	735.74	19.8%
77002	591519 Other Insurance	3,355	0	3,355	847.47	.00	2,507.38	25.3%
TOTAL Systems Group		577,618	0	577,618	147,279.45	12,125.65	418,213.07	27.6%
77005 IP-Telephony								
77005	511210 wages-Regular	79,208	0	79,208	21,679.33	.00	57,528.47	27.4%
77005	512141 Social Security	6,059	0	6,059	1,658.43	.00	4,400.97	27.4%
77005	512142 Retirement (Employer)	5,703	0	5,703	1,422.07	.00	4,280.89	24.9%
77005	512145 Life Insurance	65	0	65	17.31	.00	47.25	26.8%
77005	512173 Dental Insurance	1,104	0	1,104	315.44	.00	788.56	28.6%
77005	521220 Consultant	7,000	0	7,000	2,601.25	.00	4,398.75	37.2%
77005	531303 Computer Equipmt & Software	2,000	0	2,000	.00	.00	2,000.00	.0%
77005	533225 Telephone & Fax	45,000	0	45,000	20,904.46	18,453.00	5,642.54	87.5%
77005	535242 Maintain Machinery & Equip	2,500	0	2,500	.00	.00	2,500.00	.0%
77005	591519 Other Insurance	765	0	765	189.39	.00	575.61	24.8%
TOTAL IP-Telephony		149,404	0	149,404	48,787.68	18,453.00	82,163.04	45.0%
77006 Central Duplication								
77006	511210 wages-Regular	22,200	0	22,200	4,447.56	.00	17,752.62	20.0%

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FROM 2026 01 TO 2026 03

ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
700 MIS Department Fund		APPROP	ADJSTMTS	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET	USED
77006	512141 Social Security	1,698	0	1,698	340.23	.00	1,358.08	20.0%
77006	531312 Office Supplies	14,500	0	14,500	1,610.09	.00	12,889.91	11.1%
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	535252 Printing Equip Maintenance	15,000	0	15,000	1,631.73	.00	13,368.27	10.9%
77006	571004 IP Telephony Allocation	183	0	183	36.24	.00	146.76	19.8%
77006	571009 MIS PC Group Allocation	5,041	0	5,041	1,258.74	.00	3,782.26	25.0%
77006	571010 MIS Systems Grp Alloc(ISIS)	408	0	408	102.00	.00	306.00	25.0%
77006	591519 Other Insurance	169	0	169	53.07	.00	116.08	31.4%
77006	594817 Capital Print Equip	16,000	0	16,000	14,564.65	.00	1,435.35	91.0%
TOTAL Central Duplication		76,410	0	76,410	24,044.31	.00	52,365.33	31.5%
TOTAL MIS Department Fund		2,682,171	0	2,682,171	1,007,787.09	180,268.07	1,494,116.15	44.3%
TOTAL EXPENSES		2,682,171	0	2,682,171	1,007,787.09	180,268.07	1,494,116.15	

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FROM 2026 01 TO 2026 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	2,682,171	0	2,682,171	1,007,787.09	180,268.07	1,494,116.15	44.3%

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REPORT OPTIONS

	Field #	Total	Page Break	
Sequence 1	1	Y	Y	From Yr/Per: 2026/ 1
Sequence 2	9	Y	N	To Yr/Per: 2026/ 3
Sequence 3	0	N	N	Budget Year: 2026
Sequence 4	0	N	N	Print totals only: N
				Format type: 1
				Double space: N
Report title:				Suppress zero bal accts: Y
				Amounts/totals exceed 999 million dollars: N
FLEXIBLE PERIOD REPORT				Roll projects to object: N
				Print journal detail: N
Includes accounts exceeding 0% of budget.				From Yr/Per: 2018/ 1
Print Full or Short description: F				To Yr/Per: 2018/ 2
Print full GL account: N				Include budget entries: Y
Sort by full GL account: N				Incl encumb/liq entries: Y
Print Revenues-Version headings: N				Sort by JE # or PO #: J
Print revenue as credit: Y				Detail format option: 1
Print revenue budgets as zero: N				Multiyear view: D

Ten Cyber Questions for County Leadership



Want to foster a cybersecurity conversation at your board table?

Use these questions from the Cyber Guide for County Leaders from the National Association of Counties as a starting point.

1. Does our county have a board-adopted information security program in place to govern cyber risk management that includes:
 - Cybersecurity policies and procedures
 - Proper cyber hygiene that covers patching, routine assessments, annual security risk analysis, cyber insurance, and incident response
 - Identification of cyber strengths, weaknesses, opportunities, and threats in terms of people, process, and technology
 - Level of current and desired maturity of the county
2. Does our county have multifactor authentication (MFA) in place?
3. Does our county have a security incident plan in place and
 - Is that plan part of the overall continuity of government plan?
 - Is the IT department aware of the security incident plan?
 - Is the plan prioritized based on criteria that take into account critical services and potential impact?
 - Is the plan tested with county departments so they know what to do if a cyber incident occurs?
 - Does the plan include what is an acceptable computer/communication systems outage timeframe?
4. What cyber-related issues have we experienced in the past year or key high-level findings that have been uncovered through an assessment, and what is our plan for addressing them?
5. Are there security initiatives which you believe are important to take on in the next several years? And does that involve new tools and funding? How can elected leadership support you in those?
6. Does our county have an employee security awareness training program in place? Tell me more.
7. Are our backups safe from a security threat and have we conducted exercises to test reinstalling data from backup?
8. How does our county ensure the cyber safety of county employees, contractors and others that connect to the network, especially in a remote environment?
9. Is our county using the cloud for hosting data and applications and how is that protected?
10. Why do we need cyber insurance and what are the current challenges? ■

MIS Department Report –September 2026

ADMIN / HR / Corporation Counsel

- Agenda and resolution app.

County Board

- Four supervisors need to pick up their iPads.

Child Support

Fair

- Becky wants to improve wireless access to the fairgrounds.

Land Records / Zoning / Land & Water Conservation

- Monthly project review.
- The sanitary permitting process has been completed; waiting for Matt's approval to go live

Treasurer

- The City of Watertown property tax collection (still waiting on Dodge to respond)
- Meeting with clerks on tax receipting
- We are currently waiting for the test data needed to complete the credit card collection process.

Clerk of Courts

- Hearing assistance devices are not working in Branches 2 and 3; AVI-SPL needs to address the issue.

Finance

- Munis monthly updates

Veterans Services

Parks

Highway

UW Extension

County Clerk

District Attorney

Sheriffs

- Requested a meeting with Travis to discuss adding other municipalities to access the Sheriff's CIS software

HUMAN SERVICES / Health Department

- Improvements to CCS
- CLTS transactions and reconciliation improvements
- PPS will be put into production in September

MIS Department

Software Development

- Verifying IBMi antivirus results.
- Resolving server log errors.

Networking

- Phone logs stopped working; we need to update our SQL license and reinstall our MITEL phone license
- Working on having ZTNA implemented on all computers in the County.
- Seeking affordable storage devices to replace aging Nimble systems.
- Creating a strategy for configuring FortiDLP.
- Ordered ChatGPT licenses and are awaiting delivery.
- Working with Telecom-fit to transition from Spectrum to Dynalink for county phone services.
- Applied for the Cyber Security Grant with EOM
- Configuring the 701G FortiGate Firewalls
- T-Mobile has acquired US Cellular, leading to numerous cell phone issues.

