

Parks Committee Agenda  
Jefferson County  
Jefferson County Courthouse  
311 S. Center Avenue, Room 202  
Jefferson, WI 53549

Date: Monday, March 4, 2019

Time: 8:30 a.m.

Committee members: Tietz, Augie (Chair) Nass, Steve (Vice Chair)  
Morse, Ed (Secretary) Lund, Kirk  
Johns, Jeff

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the Open Meetings Law
4. Approval of the agenda
5. Approval of Park Committee Minutes for February 4, 2019
6. Communications
7. Public Comment (Members of the public who wish to address the Committee on specific agenda items must register their request at this time)
8. Discussion and Possible Action on 2019-2020 Outdoor Recreation Aids Grant
9. Discussion and Possible Action on State HWY 16 Wayside
10. Discussion and Possible Action on Rock River Trail Initiative
11. Discussion on Holzhueter State Park
12. Discussion on Innovation Square as a Component of Wisconsin Farm Technology Days
13. Discussion on Increased Involvement with Facilities Maintenance
14. Discussion on Canoeopia, 2019
15. Discussion on Wisconsin Department of Transportation TAP Grant Request for Proposals Engineering Design Services Interurban Trail Segment II
16. Discussion on Cambridge Connector Trail
17. Discussion on Glacial Heritage Area (GHA) –Friends of GHA
18. Discussion on 2018/2019 Parks Department Budget
19. Adjourn

Next scheduled meetings: April 1, 2019  
May 6, 2019  
June 3, 2019  
July 1, 2019

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 this meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

Jefferson County  
Parks Committee Minutes  
Monday, February 04, 2019

Committee members: Tietz, Augie (Chair) Nass, Steve (Vice Chair)  
Morse, Ed (Secretary) Patrick, Greg  
Lund, Kirk

**1. Call to order**

Tietz called the meeting to order at 8:30am

**2. Roll call (establish a quorum)**

Parks Committee members present: Tietz, Morse, Lund, Nass (@ 8:31am)

Parks Committee members absent: None

Staff in attendance: Joe Nehmer, Mary Truman, Kaela Hutter, Kevin Wiesmann, Ben Wehmeier, Blair Ward

Members of the public present: Frankie Fuller (Friends of GHA @ 8:32am )

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

County Administrator Ben Wehmeier certified compliance with the Open Meetings Law.

**4. Approval of the agenda**

Agenda approved as written.

**5. Approval of Park Committee Minutes for January 7, 2019**

Lund/Morse motion to approve the January 7, 2019 minutes. Motion passes 4/0.

**6. Communications**

No communications.

**7. Public Comment** (Members of the public who wish to address the Committee on specific agenda items must register their request at this time)

No Public Comment.

**8. Discussion and Possible Action on Approval of the Holzhuetter Park Implementation Plan**

Nehmer indicated that this is an Implementation Plan, not Master Plan. The Wisconsin DNR has officially retracted the plan. The WIDNR Forestry, Wildlife, and Parks Departments have concerns. The joint easement area in question is owned by the private property owner. The only other party that can utilize the joint access is the Wisconsin Department of Natural Resources. If the county and/or public wanted to access the park, entrance would be on the drive to the east, walk out onto the road and enter the park west of the driveway.

Ward stated that the DNR will work with the landowner for access to the property. Ward will research and offer additional commentary.

**9. Discussion and Possible Action on Underground Utility Easement(s) at the Jefferson County Dog Park**

Nehmer stated that this is for electric install at the Dog Park. Electricity will aid in lights and security cameras.

Wiesmann received quotes from WE Energies for service drops @ two pedestals @ \$14,314. Utility easements under review. Electrician quote @ approximately \$15,000.

Nimm will research Wi-Fi connective technology and camera costs.

Nass/Lund motion to approve the underground utility easements with We Energies and to forward for County Board approval at the March, 2019 County Board meeting. Motion passed 4/0.

**10. Discussion and Possible Action on Request to have Wedding Ceremony in the Red Covered Bridge on the Glacial River Trail (south of Fort Atkinson)**

Hutter stated that she received a request from a private party to hold a 10-15 minute wedding ceremony of approximately 15 ppl on a Friday afternoon in September, 2019 in the Red Covered Bridge.

No committee action taken. Ceremony is allowed.

**11. Discussion and Possible Action on potential design and development of Hwy 16 Wayside**

Nehmer noted that Blair Ward has expedited the transfer of the real estate to Jefferson County and he is looking for recommendations on operating in 2019.

There is approximately a 10 foot drop in elevation from the road into the park.

The Department will consult with the WIDNR regarding rules and regulations as they pertain to future development. The Department will follow WISDOT protocol for 2019 operations – will open as a park if it's dry enough to open and close if it's too wet to open.

**12. Discussion and Possible Action on Ash Tree Removal from County Parks and other County owned property**

Nehmer stated that Wiesmann researched grant funding for the removal of ash trees and there is no funding available. Wiesmann stated that he did a preliminary inventory of 400+ trees, some of which are high priority that need to be dealt with short-term and there is no budget line item that addresses how to pay for the removal of the trees.

Wiesmann will provide a preliminary estimate to Wehmeier.

**13. Discussion on the Process of Selecting a Design Firm for the Garman Nature Preserve Signage Project**

Wiesmann stated that two examples have been provided to the committee by the two firms that are being considered.

Taylor Design @ \$39,125 and The 106 Group @ \$45,000 – for interpretative plans only.

Sign design process will be similar in price, with overall costs at approximately \$100,000.

The firms selected specialize in historical/archeological/geographical/geological/botanical research and interpretation.

Wehmeier and Ward will review the donation and budget policy.

Committee is supporting of following the donation policy and hiring The 106 Group. The department head and County Administrator to move forward with the selection process.

**14. Presentation from Glacial Heritage Area (GHA) –Friends of GHA**

Frankie Fuller noted the Friends were involved in the Nickerbocker Ice Festival.

**15. Discussion on 2018/2019 Parks Department Budget**

Nehmer noted that the 2018 numbers will be available shortly.

In 2019 the department is looking at: Joint County/City Park, RFP for Park Rec Open Space Plan, RFP Interurban TAP, potential land purchase, Interurban trail improvements to river road, Jones Lane gate, Dog Park fencing and electricity.

**16. Tour of Holzhueter Park – weather permitting**

Tour cancelled.

**17. Adjourn**

Nass/Lund motion to adjourn at 9:48am. Motion passed 4/0.

*Minutes prepared by:*

*Mary Truman*

*Program Assistant*

*Jefferson County Parks*

**RESOLUTION NO. 2018-\_\_**

**Authorizing Application for Outdoor Recreation Aids Grant to Fund the Snowmobile Trail Maintenance Program**

Executive Summary

Jefferson County participates in the Wisconsin Department of Natural Resources (DNR) Snowmobile Trail Maintenance Program which maintains approximately 191 miles of public snowmobile trails and is funded by Wisconsin DNR grants. These grant funds require annual County Board authorization to submit a grant application. This resolution authorizes the Jefferson County Parks Director to submit a Wisconsin DNR Snowmobile Trail Maintenance Program grant application seeking funds for snowmobile trail maintenance for the 2019-2020 snowmobile season and to administer the funds according to the grant requirements. The Parks Committee considered this resolution at its February 4, 2019, meeting and recommended forwarding to the County Board for approval.

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

WHEREAS, Jefferson County is interested in developing lands for public outdoor recreation purposes which includes approximately 191 miles of public snowmobile trails in Jefferson County, and

WHEREAS, grant funds are required to fund the annual snowmobile trail maintenance program and must be applied for annually, and

WHEREAS, Jefferson County includes the anticipated grant funds in the adopted budget each year for this program,

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors authorizes Joseph W. Nehmer, the Jefferson County Parks Director, to act on behalf of Jefferson County to:

- submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available for the snowmobile trail maintenance program;
- submit reimbursement claims along with necessary supporting documentation;
- take all other action required to undertake, direct and administer the snowmobile trail maintenance program.

BE IT FURTHER RESOLVED that Jefferson County will comply with state and federal laws and rules requiring the program to be open to the general public during reasonable hours consistent with the type of facility and will obtain from the State of Wisconsin Department of Natural Resources approval in writing before any change is made in the use of the project sites.

*Fiscal Note: The snowmobile trail maintenance program is expected to cost approximately \$57,210 for winter 2019-2020. One hundred percent (100%) of this cost is funded by the grant and the anticipated grant funds have been included in the adopted budget for 2019.*

Ayes\_\_\_\_ Noes\_\_\_\_ Abstain\_\_\_\_ Absent\_\_\_\_ Vacant\_\_\_\_

Requested by Parks Committee

County Board Date

Joe Nehmer & J. Blair Ward: 01-30-19 REVIEWED: Administrator\_\_\_\_; Corp. Counsel \_\_\_\_; Finance Director \_\_\_\_

**Motorized Recreation Grant Application**

For: (choose all that apply)

Form 8700-159 (R 12/18)

**Due Date: April 15**

- ATV/UTV Trail Aid
- Snowmobile Trail Aid
- Motorized Stewardship - 20% County match required

**Notice:** Completion of this form is required under Wisconsin Statutes 23.09(26) and 23.33. Failure to complete this form will result in denial of financial assistance. Personally identifiable information found on this form is not intended to be used for any other purpose. The Department of Natural Resources (DNR) may provide this information to requesters as required by Wisconsin's Open Records law (ss. 19.31 – 19.39, Wis. Stats.).

**Instructions:** Applications may combine more than one source of funds. They may be submitted for consideration of traditional ATV, UTV, Snowmobile and Motorized Stewardship funding. Submit one copy of all forms and attachments. See Page 2 for necessary attachments. Send applications to your [Community Services Specialist](#).

DNR Use Only	
Category	Number

**Section 1: Applicant Information**

Applicant / Organization Name JEFFERSON COUNTY PARKS DEPARTMENT			Check Recipient: Individual other than authorized individual to act on behalf of the applicant. <input type="checkbox"/> Select if the same as applicant.		
Individual Authorized to Act on Behalf of Applicant per Resolution JOE NEHMER			Check Recipient Name (Name to Appear on Check) JEFFERSON COUNTY		
Title DIRECTOR			Title		
Address 311 S. CENTER AVENUE			Address 311 S. CENTER AVENUE		
City JEFFERSON	State WI	ZIP Code 53549	City JEFFERSON	State WI	ZIP Code 53549
Telephone Number		Email Address JOEN@JEFFERSONCOUNTYWI.GOV			

**Section 2: Project Information Required for all Projects**

Project Title JEFFERSON COUNTY SNOWMODILE TRAIL MAINTENANCE				Current Funded Miles 190.7	New Miles (if applicable)
County Jefferson	Township N	Range <input type="radio"/> E <input type="radio"/> W	Section ¼ ¼	¼	GPS Coordinates: Lat. Long.

**Project Description Summary**

JEFFERSON COUNTY PROPOSES TO MAINTAIN APPROXIMATELY 190.7 MIELS OF PUBLIC SNOWMOBILE TRAILS.

I certify that all maintenance land use agreements are on file.

**Estimated Cost**

Maintenance	Acquisition	Insurance	Development	Bridge Rehab.	Trail Rehab.	Total Estimated Cost
\$57,210.00						\$57,210.00

**Leave Blank – DNR Use Only**

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**Applicant Certification**

Printed Name of Authorized Official JOE NEHMER	Official's Title
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As the applicant's authorized official, I certify that, to the best of my knowledge, the information in this application is true and correct.

Signature of Authorized Official

Date Prepared

Checklist for Maintenance and Projects		
Snowmobile	ATV/UTV	
<input checked="" type="checkbox"/>		Project resolution by grant applicant authorizing participation ( <a href="#">sample resolution</a> )
		Project is on public land and I will be applying for RTP funds for this project. \$
		Land Acquisition – consult your Regional Grant Specialist for required procedures
<b>Maintenance</b>		
<input checked="" type="checkbox"/>		Current trail map identifying funded/unfunded miles.
		Troutes – identify gas tax or no gas tax
<b>Bridge Rehab/Replace/New, Re-Route w/bridge – Must complete Appendix A</b>		
		Quality photos showing need for rehabilitation (no snow photos)
		County wide trail map showing bridge location on the funded trail
		Aerial, wetland, topo, and plat maps showing bridge location with trails overlaid
		Detailed construction plans (show length, width, rail height and approaches)
		Reroute - Cost Estimate Worksheet <a href="#">Form 8700-014</a>
		Reroute - trail map showing old trail and proposed new trail with bridge location
		<a href="#">New Bridge Rank</a> (don't need for replacement or reroute bridges)
		<a href="#">Trail Reroute Ranking Tool</a>
		Identify season - Summer, Winter, Year-Round (Winter include rules)
<b>Trail Rehab/Qualified Troute – Must complete Appendix B</b>		
		Quality photos showing need for rehabilitation
		County wide trail map showing the segment proposed for rehabilitation on the funded trail
		Aerial, wetland, topo, and plat maps with the trails overlaid
		Cost Estimate Worksheet – <a href="#">Form 8700-014</a> (Itemize gravel costs)
		Depth and location of gravel to be used
		Identify season - Summer, Winter, Year-Round (Winter include rules)
<b>New Miles – Must complete Appendix B if development funds are requested</b>		
		Current county trail map identifying all requested segments.
		Aerial and topo site maps for each segment requested. Include Town-Range-Section.
		Cost Estimate Worksheet – <a href="#">Form 8700-014</a> (only if development funds needed)
		Construction plans for bridges or other structures. Include Appendix A
		<a href="#">New Trail Ranking Tool</a>
		Troutes – identify gas tax or no gas tax
		Identify season - Summer, Winter, Year-Round (Winter include rules)
<b>Intensive Use Area</b>		
		County, plat, wetland, topo maps showing project boundaries, trails, and elements
		Site plans showing any existing facilities along with proposed new construction including trails, riding courses, bridges, culverts, shelters, parking lots and toilets
		Preliminary construction plans for new trails, major grading, buildings, bridges, etc.
		Cost Estimate Worksheet – <a href="#">Form 8700-014</a>
<b>Motorized Stewardship</b>		
		Use the above categories except New Miles. Must provide 20 percent match from the county.
<b>New Support</b>		
		Campgrounds, shelter, etc. Please provide detailed information.
		Cost Estimate Worksheet – <a href="#">Form 8700-014</a>

Jefferson  
COUNTY



WISCONSIN FARM TECHNOLOGY DAYS

Generations of Farm Pride

July 23-25

## Showcase of Jefferson County in Innovation Square



### JEFFERSON COUNTY BUSINESS SHOWCASE AREAS:

- Ag Innovation
- Energy
- Health
- Recreation
- Food & Beverage

## Why YOU should be there:

- 40,000 attendees expected!
- 60% of attendees live within a 50-mile radius
- EXCELLENT opportunity to recruit workers!
- Over 600 exhibitors on-site!
- Innovation Square = 60,000s.f. in the center of the show grounds

### HOW YOU CAN PARTICIPATE:

- Spaces starting at 10'x10' and \$385 (includes 20 amp electric, trash removal, tables, & chairs)
- Exhibitor Space needs to be manned: 9am - 4pm July 23<sup>rd</sup> & 25<sup>th</sup>, 9am - 7pm July 24<sup>th</sup>
- State Supported New Technology companies in Innovation Square: see attached application
- Additional marketing opportunities available through sponsorships
- Sign-up online at [www.wifarmtechnologydays.com/jefferson](http://www.wifarmtechnologydays.com/jefferson) or call (920) 674-7295



# Showcase of Jefferson County in Innovation Square

Wisconsin Farm Technology Days  
July 23 - 25, 2019  
Walter Grain Farms, Host Farm

## Key Features of Innovation Square

- Highlighting Jefferson County’s Generations of Agriculture, Innovation and local businesses
- 1.3 acres (200’ x 300’) strategically located in the center of the exhibit grounds.
- Over 40,000 visitors expected!
- Opportunity to introduce your business and products to these visitors.
- **History:** Recognition of century and sesquicentennial farms and exhibits organized by various Jefferson County Historical Societies.
- **Parks & Recreation:** “Outdoor Recreation Meets Small Town Living.” People visiting Innovation Square will be energized to see the recreational opportunities Jefferson County provides.
- **Health:** Healthy living, healthy lifestyles and farm safety are top-of-mind issues for many visitors. This pavilion will provide information and resources they can use daily.
- **Energy:** From wind to solar to methane, sustainable energy; this pavilion will provide attendees with current information on technologies that save money and improve the environment.
- **Food & Beverage:** highlighting “favorite foods” in Jefferson County
- Show Promotion
  - **Raffle Tickets:** More than \$22,000 worth of raffle items have been donated.
  - **Collectible Tractor:** 1/16 scale Oliver tractor with mounted corn picker
  - **Merchandise:** Hats, shirts, Koozies and more!
  - **Media campaign:** Digital, print and radio ads reaching Northern Illinois, Northern Iowa and the entire State of Wisconsin. A special magazine titled “Discover Farm Tech” will be published and distributed by the Jefferson County Daily Union Newspaper.

## Sign-up Now!

\$385 for a 10’ x 10’  
\$695 for a 10’ x 20’

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Social Media Handles: \_\_\_\_\_

Type of Exhibit (equipment/products/services to be displayed): \_\_\_\_\_

Other Special Requests: \_\_\_\_\_



**Innovation Square: New Technology Application**  
**Wisconsin Farm Technology Days 2019, Jefferson County**

**\*\*\*\*Application Deadline: March 1, 2019\*\*\*\***

GENERAL INFORMATION

Innovation Square will be offered again at WFTD in 2019, occupying a large open space in Tent City. Companies, university faculty, and farmer-inventors are invited to submit their latest technological advances for inclusion into the exhibit space. A panel of industry judges with a broad range of expertise will evaluate the proposals with the goal of including new technology from all three sectors representing a mix of machinery, crop and livestock technology.

There will be no cost to exhibitors selected for displays in this space although you will be required to have paid booth space in the show to be eligible. Exhibit space will be flexible, based on the amount of room needed to adequately display each technology. Exhibits will need to be accompanied by a company representative during each day of the show.

**Division:** (Please check one)

\_\_\_\_\_ Commercial                      \_\_\_\_\_ University                      \_\_\_\_\_ Producer

Contact Information:

Company/University or Farm Name: \_\_\_\_\_

Name of Individual Submitting Application: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Technology Information:

New Technology Name: \_\_\_\_\_

Technology Release Date: \_\_\_\_\_

Briefly describe the new technology (500 words or less; attach a page if necessary; or attach appropriate product literature):

\_\_\_\_\_  
\_\_\_\_\_

In 100 words or less describe the technology and how this innovation will benefit agriculture (this will be used in press releases if the technology is selected for Innovation Square):

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Check all areas of agriculture that apply to your technology:

- Hay, Forage, or Biomass Production Systems
- Grain/Row Crop Production Systems
- Livestock/Dairy Production Systems
- Vegetable Production Systems
- Small Farm Production Systems
- Organic Production Systems
- Other \_\_\_\_\_

Briefly describe the impact the new technology will have on agricultural production systems (1000 words or less; attach a page if necessary; or attach appropriate product literature):

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If selected, how much space would be needed to display this technology? \_\_\_\_\_(sq ft)  
Please describe space needs. \_\_\_\_\_  
(Space requirements may vary from a 12' x 12' booth under tent to an outside space for large machinery)

Return applications (electronic submission preferred) by March 1, 2019 to:

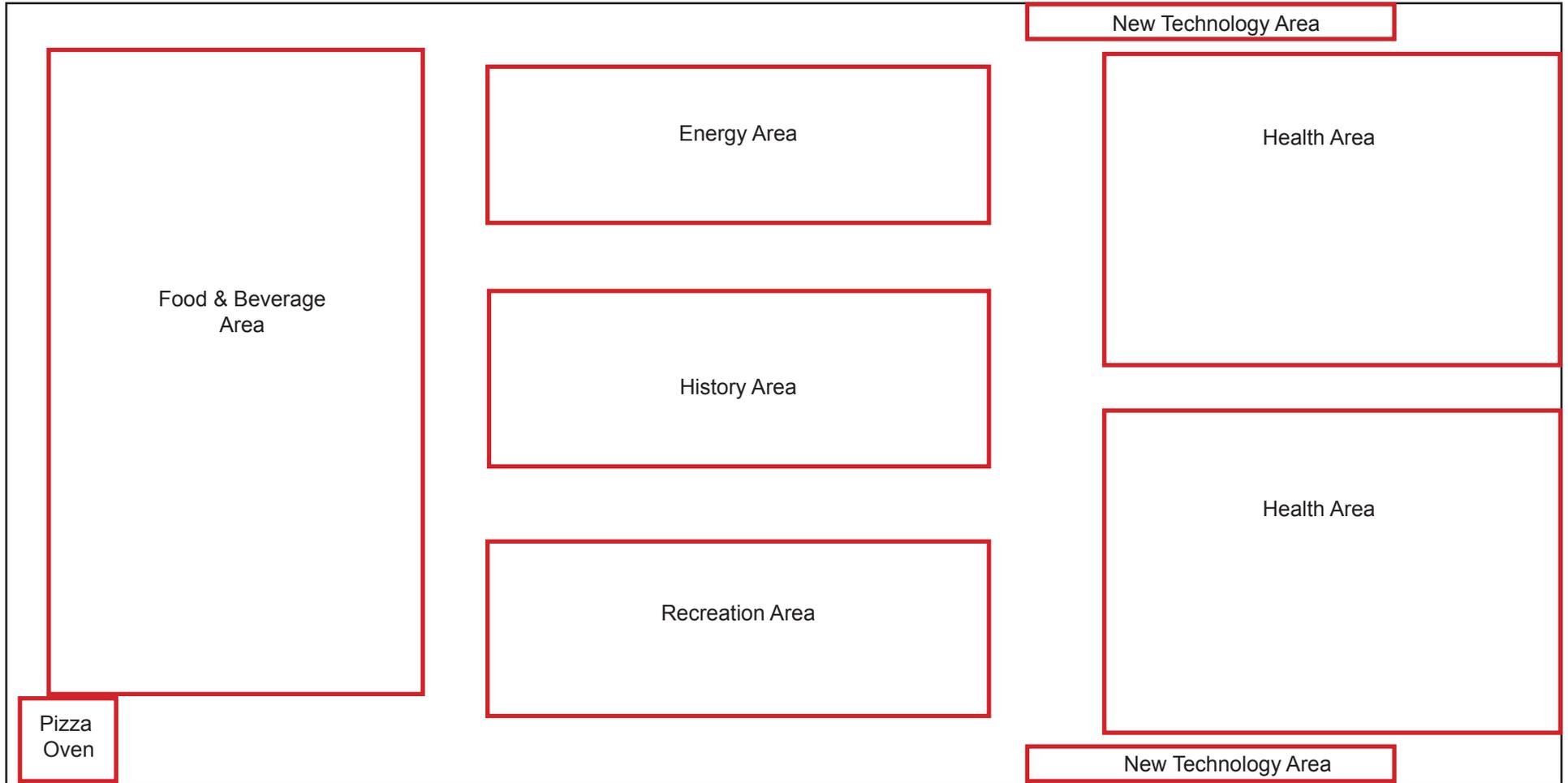
Dr. Brian Luck  
[bluck@wisc.edu](mailto:bluck@wisc.edu)  
Biological Systems Engineering  
460 Henry Mall  
Madison, WI 53061

ph. 608-890-1861



Total Space  
200' x 300'

# Showcase of Jefferson County in Innovation Square



Wisconsin Farm Technology Days

July 23 – 25, 2019  
[wifarmtechnologydays.com/jefferson](http://wifarmtechnologydays.com/jefferson)

Walter Grain Farms, Host Farm

I have had concerns about Winter Maintenance in both County Facilities and Parks. The increased burden continues to pull toward our department taking a larger and larger role in winter maintenance of parking lots and other facilities. In the beginning we would occasionally salt parking lots and would be asked to haul snow from the courthouse when parking was limited. We are now plowing in all facilities, salting during every storm, and spending more and more time during each storm on facility projects.

- What role is our department expected to play in winter maintenance of county facilities.
- What is the acceptable level of overtime allowed to meet the goals of both winter maintenance in county facilities and recreational maintenance of parks and trails?
- What is the future of Maintenance in County Facilities? Will there be a more centralized function to coordinate these types of activities?
- What are the options for purchasing additional equipment to streamline these operations? Additional Dump Truck with Plow and Salter (\$65,00.00)? Additional wheeled bobcat and snow plow for tight parking spaces and moving snow where it needs to go (\$50,000.00)?
- What are the options for adding hours to existing staff to help facilitate these winter operations? Bring up 1560 hour staff to full time to add staffing to meet needs/goals?
- How can we more fully bill back time and equipment for facility maintenance such as miles, gallons of gas, staff overtime, etc.
- What is the priority to have winter recreation in parks such as cross country skiing, sledding, snowshoeing, etc? Should grooming be a priority when we have good snow conditions?



Jefferson County Parks Department  
 311 S. Center Avenue  
 Jefferson, WI 53549  
 920-674-7260

Joseph Nehmer  
 Parks Director

January 24, 2019

## Request for Proposals Engineering Design Services

**Owner:** Jefferson County Parks Department

**Project:** Jefferson County Interurban Trail (River Road – CTH F)  
 Length: 4.7 miles

**Contacts:** Joseph Nehmer, Parks Director: (920) 674-7260  
 311 South Center Avenue  
 Jefferson, WI 53549

Brian Udovich, Highway Operations Manager (920) 674-7273  
 1425 South Wisconsin Drive  
 Jefferson, WI 53549

### **Project Summary:**

The Jefferson County Parks Department has been awarded a Wisconsin Department of Transportation (WisDOT) Transportation Alternatives Program (TAP) grant and is planning on completing work on the Jefferson County Interurban Trail between River Road in the Town of Watertown and County Trunk Highway F in the Town of Ixonia. The proposed 4.7 mile trail will utilize the former Interurban Rail Line corridor and is the second of three segments that will ultimately connect to the Glacial River Trail in the City of Watertown and the Lake Country Trail in the City of Oconomowoc in Waukesha County.

Jefferson County is seeking a consultant to provide engineering services to complete the design of the proposed paved trail. Consultant selection will be based on a Qualification Based Selection (QBS) process. Following a review of the proposals, Jefferson County staff will create a list of firms to be interviewed from which the most qualified firm will be identified to negotiate an engineering services and design contract.

### **Scope of Services:**

The selected consultant will provide all services necessary for project development according to federal and state requirements to satisfy the TAP funding guidelines and meet the August 25, 2021 PS&E date. The following list summarizes the elements of work and is generally consistent with engineering design practice.

#### *Survey:*

Survey data collection shall provide information necessary for the preparation of the trail plans. Surveys shall include topographic information and data for roadway crossings & drainage/other features that may be affected by construction, cross sections, utility locations, lot pipes, ties to section corners, quarter section corners, and street lines or block corners in platted areas. The consultant shall send notification letters to adjacent property owners prior to commencing with surveys on private property.

## **Engineering Design Services (Page 2)**

### *Reports:*

Soil borings and a geotechnical report will be required to assist in the preparation of a pavement design report. The preparation of a design study report and environmental document will also be necessary. If needed, prepare and submit an exception to standards report.

### *Engineering/Design:*

Prepare preliminary and final trail plans, specifications, and engineer's estimates (including preparation and submittal of all PS&E documents to WisDOT) including title/notes sheets, typical cross sections, construction details, quantities, horizontal & vertical alignments, plan/profile & cross section sheets, drainage/erosion control plan, and a signing/marketing plan.

### *Project Coordination, Meetings, and Presentations:*

Coordinate and obtain location of all utilities and drainage lines, attend 2 utility coordination meetings, and prepare a design for relocation of utilities if necessary.

Coordinate and attend 1 Operational Planning Meeting (OPM), 3 Plan Review Meetings at 30%, 60%, and 90% of project completion), 1 Local Official Meeting (LOM), and 1 Public Information Meeting (PIM) including preparation of meeting notices, handouts, exhibits, and minutes.

Attend Preconstruction Meeting and provide technical support during construction as necessary.

### **Additional information to be included in all proposals:**

Design Firm: Name, Address, Contact Information.

Key Personnel: Project personnel, experience, and contact information. Limit each resume to one page.

Project Experience: Recent experience in the performance of similar projects, especially administration of TAP projects (include owner contact information). Limit to no more than five projects.

Project Approach: Outline of design approach for the project including all services the firm will provide (indicate subconsultants as necessary).

Present Workload: Provide a list of present or committed engineering projects including project description, measure of the project size (length, value, complexity, etc.), areas of work remaining, and time remaining to completion of the project.

Project Schedule: Provide a timetable that includes a sequence and relationship of tasks within your proposal which are necessary to complete the project by the PS&E date.

### **Limitation of Liability:**

Jefferson County will not be responsible for costs incurred by anyone in the submittal of proposals or incurred prior to contract execution.

Jefferson County reserves the right to waive any irregularities in the bid process, and to accept any submittal or portion of a submittal, or to reject all submittals solely at its discretion.

**Application Deadline:**

Friday, February 22, 2019 @ 3:30 P.M.

**Submit (5 copies of) Proposals to:**

Jefferson County Parks Department  
Joseph Nehmer, Parks Director  
311 South Center Avenue  
Jefferson, WI 53549  
(920) 674-7260



03/01/2019  
10:17:31

Jefferson County  
FLEXIBLE PERIOD REPORT

PAGE 1  
glflxrpt

FROM 2018 01 TO 2019 01

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
12801 Parks Department							
12801 411100 General Property Taxes	-755,983	0	-755,983	-760,188.96		4,205.96	100.6%
12801 421001 State Aid	0	0	0	-1,370.54		1,370.54	.0%
12801 421099 Capital State Aid	0	0	0	.00		.00	.0%
12801 442010 Restitution Revenue	0	0	0	.00		.00	.0%
12801 451002 Private Party Photocopy	0	0	0	.00		.00	.0%
12801 457017 Park Shelter Rental Fees	-13,000	0	-13,000	-16,365.71		3,365.71	125.9%
12801 457019 Park Shelter Deposits	0	0	0	-4,890.00		4,890.00	.0%
12801 457024 Camping Fees	-50	0	-50	40.00		-90.00	80.0%
12801 471130 State Billed-Other	0	0	0	.00		.00	.0%
12801 482011 Rent Garden Plots	-725	0	-725	-562.50		-162.50	77.6%
12801 482021 Camping Fee Other	-200	0	-200	-902.09		702.09	451.0%
12801 483001 Sale Of County Property	-18,650	0	-18,650	-2,775.78		-15,874.22	14.9%
12801 483002 Misc Sale/Material & Supply	0	0	0	.00		.00	.0%
12801 485100 Donations - Unrestricted	0	0	0	-798.80		798.80	.0%
12801 485200 Donations Restricted	0	0	0	-2,994.20		2,994.20	.0%
12801 486004 Miscellaneous Revenue	0	0	0	-1,222.63		1,222.63	.0%
12801 511100 Wages Allocation	0	0	0	.00		.00	.0%
12801 511110 Salary-Permanent Regular	173,467	0	173,467	161,089.58		12,377.42	92.9%
12801 511210 Wages-Regular	278,495	0	278,495	222,836.20		55,658.80	80.0%

03/01/2019  
10:17:31

Jefferson County  
FLEXIBLE PERIOD REPORT

FROM 2018 01 TO 2019 01

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12801 511220 Wages-Overtime	4,127	0	4,127	1,400.56		2,726.44	33.9%
12801 511240 Wages-Temporary	0	0	0	15,261.29		-15,261.29	.0%
12801 511290 Wages-Other Wages	0	0	0	125.00		-125.00	.0%
12801 511310 Wages-Sick Leave	0	0	0	8,895.57		-8,895.57	.0%
12801 511320 Wages-Vacation Pay	0	0	0	19,262.86		-19,262.86	.0%
12801 511330 Wages-Longevity Pay	1,133	0	1,133	1,055.89		77.11	93.2%
12801 511340 Wages-Holiday Pay	0	0	0	12,114.70		-12,114.70	.0%
12801 511350 Wages-Miscellaneous(Comp)	0	0	0	7,557.07		-7,557.07	.0%
12801 511380 Wages-Bereavement	0	0	0	176.40		-176.40	.0%
12801 512141 Social Security	35,749	0	35,749	33,806.34		1,942.66	94.6%
12801 512142 Retirement (Employer)	26,300	0	26,300	26,825.20		-525.20	102.0%
12801 512144 Health Insurance	75,043	0	75,043	99,049.61		-24,006.61	132.0%
12801 512145 Life Insurance	74	0	74	78.94		-4.94	106.7%
12801 512146 Workers Compensation	0	0	0	13,492.12		-13,492.12	.0%
12801 512148 Unemployment Compensation	10,088	0	10,088	4,465.52		5,622.48	44.3%
12801 512150 FSA Contribution	10,800	0	10,800	1,287.50		9,512.50	11.9%
12801 512151 HSA Contribution	0	0	0	10,318.95		-10,318.95	.0%
12801 512152 Limited FSA Contribution	0	0	0	.00		.00	.0%
12801 512153 HRA Contribution	0	0	0	.00		.00	.0%
12801 512173 Dental Insurance	5,620	0	5,620	5,788.52		-168.52	103.0%
12801 521219 Other Professional Serv	7,500	0	7,500	5,295.45		2,204.55	70.6%

03/01/2019  
10:17:31

Jefferson County  
FLEXIBLE PERIOD REPORT

FROM 2018 01 TO 2019 01

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12801 529170 Grounds Keeping Charges	0	0	0	.00		.00	.0%
12801 529299 Purchase Care & Services	4,000	0	4,000	1,504.00		2,496.00	37.6%
12801 531001 Credit Card Fees	0	0	0	.00		.00	.0%
12801 531100 Permits Purchased	583	0	583	583.00		.00	100.0%
12801 531298 United Parcel Service	0	0	0	.00		.00	.0%
12801 531302 Building & Maint Equipment	0	0	0	.00		.00	.0%
12801 531303 Computer Equipmt & Software	0	0	0	87.00		-87.00	.0%
12801 531304 Noncapital Auto	0	0	0	.00		.00	.0%
12801 531311 Postage & Box Rent	400	0	400	352.28		47.72	88.1%
12801 531312 Office Supplies	2,000	0	2,000	807.60		1,192.40	40.4%
12801 531313 Printing & Duplicating	1,200	0	1,200	382.49		817.51	31.9%
12801 531314 Small Items Of Equipment	6,371	0	6,371	3,976.25		2,394.75	62.4%
12801 531320 Safety Supplies	1,400	0	1,400	2,559.71		-1,159.71	182.8%
12801 531324 Membership Dues	500	0	500	440.00		60.00	88.0%
12801 531326 Advertising	1,800	0	1,800	1,755.15		44.85	97.5%
12801 531346 Clothing & Uniform	900	0	900	1,232.50		-332.50	136.9%
12801 531348 Educational Supplies	100	0	100	.00		100.00	.0%
12801 531349 Other Operating Expenses	0	0	0	.00		.00	.0%
12801 531351 Gas/Diesel	20,000	0	20,000	19,472.35		-27,351.26	236.8%
12801 532325 Registration	2,800	0	2,800	545.00		2,255.00	19.5%
12801 532332 Mileage	2,000	0	2,000	1,924.27		75.73	96.2%

03/01/2019  
10:17:31

Jefferson County  
FLEXIBLE PERIOD REPORT

FROM 2018 01 TO 2019 01

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12801 532335 Meals	200	0	200	48.60		151.40	24.3%
12801 532336 Lodging	900	0	900	85.50		814.50	9.5%
12801 532339 Other Travel & Tolls	30	0	30	13.00		17.00	43.3%
12801 533221 Water	75	0	75	70.80		4.20	94.4%
12801 533222 Electric	2,500	0	2,500	2,915.87		-415.87	116.6%
12801 533225 Telephone & Fax	595	0	595	434.65		160.35	73.1%
12801 533236 Wireless Internet	300	0	300	242.38		57.62	80.8%
12801 535232 Graveling	1,500	0	1,500	460.16		1,039.84	30.7%
12801 535242 Maintain Machinery & Equip	10,500	0	10,500	14,032.80		-3,532.80	133.6%
12801 535245 Grounds Improvements	27,300	0	27,300	16,154.98		9,238.48	66.2%
12801 535247 Building Repair & Maint	3,000	0	3,000	3,595.72		-595.72	119.9%
12801 535249 Sundry Repair	0	0	0	199.47		-199.47	.0%
12801 535297 Refuse Collection	2,500	0	2,500	2,080.08		419.92	83.2%
12801 535344 Household & Janitorial Supp	4,000	0	4,000	4,631.99		-631.99	115.8%
12801 535349 Other Supplies	11,500	0	11,500	10,636.05		863.95	92.5%
12801 535352 Vehicle Parts & Repairs	5,000	0	5,000	4,567.65		432.35	91.4%
12801 535360 Repair & Maintenance	0	0	0	857.39		-857.39	.0%
12801 536533 Equipment Rent & Lease	4,000	0	4,000	5,608.23		-1,608.23	140.2%
12801 571004 IP Telephony Allocation	283	0	283	415.62		-132.62	146.9%
12801 571005 Duplicating Allocation	1,154	0	1,154	194.58		959.42	16.9%
12801 571007 MIS Direct Charges	0	0	0	.00		.00	.0%

03/01/2019  
10:17:31

Jefferson County  
FLEXIBLE PERIOD REPORT

FROM 2018 01 TO 2019 01

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12801 571009 MIS PC Group Allocation	5,681	0	5,681	5,878.37		-197.37	103.5%
12801 571010 MIS Systems Grp Alloc(ISIS)	7,128	0	7,128	9,663.43		-2,535.43	135.6%
12801 591519 Other Insurance	10,012	0	10,012	10,265.82		-253.82	102.5%
12801 592003 Note Payable Principal	0	0	0	14,000.00		-14,000.00	.0%
12801 593420 Contributions	0	0	0	.00		.00	.0%
12801 594808 Capital Land	0	0	0	.00		.00	.0%
12801 594809 Capital Building	0	0	0	.00		.00	.0%
12801 594810 Capital Equipment	35,500	0	35,500	15,066.61		20,433.39	42.4%
12801 594811 Capital Automobiles	50,000	0	50,000	.00		50,000.00	.0%
12801 594820 Capital Other	0	0	0	.00		.00	.0%
12801 594821 Capital Improvement Land	32,500	0	32,500	.00		32,500.00	.0%
12801 594829 Capital Improvement Other	0	0	0	10,781.00		-10,781.00	.0%
12801 699992 Balance Forward Prior Year	0	0	0	.00		.00	.0%
<u>12802 Carol Liddle Fund</u>							
12802 481099 Capital Interest & Dividends	0	0	0	-1,915.48		1,915.48	.0%
12802 594960 Capital Reserve	82,661	0	82,661	.00		82,661.00	.0%
12802 699800 Resv Applied Capital	-82,661	0	-82,661	.00		-82,661.00	.0%
<u>12803 Carlin Weld Park Trust</u>							
12803 421001 State Aid	0	0	0	-1,750.00		1,750.00	.0%

03/01/2019  
10:17:31

Jefferson County  
FLEXIBLE PERIOD REPORT

FROM 2018 01 TO 2019 01

ACCOUNTS FOR:  
100 General Fund

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12803 481001 Interest & Dividends	0	0	0	-81.86		81.86	.0%
12803 485100 Donations - Unrestricted	0	0	0	.00		.00	.0%
12803 485200 Donations Restricted	-19,700	0	-19,700	-109.13		-19,590.87	.6%
12803 535245 Grounds Improvements	19,700	0	19,700	.00		19,700.00	.0%
12803 535349 Other Supplies	0	0	0	.00		.00	.0%
12803 535360 Repair & Maintenance	0	0	0	.00		.00	.0%
12803 594821 Capital Improvement Land	0	0	0	.00		.00	.0%
12803 594829 Capital Improvement Other	10,000	0	10,000	.00		10,000.00	.0%
12803 594950 Operating Reserve	7,069	0	7,069	.00		7,069.00	.0%
12803 699700 Resv Applied Operating	-17,069	0	-17,069	.00		-17,069.00	.0%
<u>12804 Korth Park Development</u>							
12804 421001 State Aid	0	0	0	.00		.00	.0%
12804 485200 Donations Restricted	-337,500	0	-337,500	-12,602.66		-324,897.34	3.7%
12804 535360 Repair & Maintenance	0	0	0	.00		.00	.0%
12804 536533 Equipment Rent & Lease	0	0	0	110.00		-110.00	.0%
12804 594808 Capital Land	450,000	0	450,000	.00		450,000.00	.0%
12804 594821 Capital Improvement Land	0	0	0	112,119.09		-112,119.09	.0%
<u>12805 Carnes Park Development</u>							
12805 421001 State Aid	0	0	0	.00		.00	.0%

03/01/2019  
10:17:32

Jefferson County  
FLEXIBLE PERIOD REPORT

FROM 2018 01 TO 2019 01

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12805 482002 Rent Of County Property	-23,560	0	-23,560	-21,204.00		-2,356.00	90.0%
12805 483001 Sale Of County Property	0	0	0	.00		.00	.0%
12805 483002 Misc Sale/Material & Supply	0	0	0	.00		.00	.0%
12805 485200 Donations Restricted	0	0	0	-7,423.60		7,423.60	.0%
12805 521219 Other Professional Serv	0	0	0	.00		.00	.0%
12805 531302 Building & Maint Equipment	0	0	0	.00		.00	.0%
12805 531314 Small Items Of Equipment	0	0	0	.00		.00	.0%
12805 535232 Graveling	0	0	0	.00		.00	.0%
12805 535245 Grounds Improvements	0	0	0	24.52		-24.52	.0%
12805 535247 Building Repair & Maint	0	0	0	.00		.00	.0%
12805 535249 Sundry Repair	0	0	0	.00		.00	.0%
12805 535349 Other Supplies	0	0	0	184.82		-184.82	.0%
12805 536533 Equipment Rent & Lease	0	0	0	385.00		-385.00	.0%
12805 594809 Capital Building	0	0	0	.00		.00	.0%
12805 594820 Capital Other	22,000	0	22,000	.00		22,000.00	.0%
12805 594821 Capital Improvement Land	0	0	0	.00		.00	.0%
12805 594822 Capital Improvement Building	0	0	0	.00		.00	.0%
12805 594950 Operating Reserve	161,471	0	161,471	.00		161,471.00	.0%
12805 594960 Capital Reserve	0	0	0	.00		.00	.0%
12805 691100 Oper Rev Adjust	0	0	0	.00		.00	.0%
12805 691200 Cap Rev Adjust	0	0	0	.00		.00	.0%

03/01/2019  
10:17:32

Jefferson County  
FLEXIBLE PERIOD REPORT

FROM 2018 01 TO 2019 01

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12805 699700 Resv Applied Operating	-159,911	0	-159,911	.00		-159,911.00	.0%
12805 699800 Resv Applied Capital	0	0	0	.00		.00	.0%
12805 699992 Balance Forward Prior Year	0	0	0	.00		.00	.0%
<u>12806 Parks Building</u>							
12806 411100 General Property Taxes	-14,886	0	-14,886	-17,085.00		2,199.00	114.8%
12806 483001 Sale Of County Property	0	0	0	.00		.00	.0%
12806 512390 Safety Equipment	0	0	0	39.80		-39.80	.0%
12806 521219 Other Professional Serv	0	0	0	140.00		-140.00	.0%
12806 529299 Purchase Care & Services	0	0	0	1,507.00		-1,507.00	.0%
12806 531302 Building & Maint Equipment	1,000	0	1,000	905.95		94.05	90.6%
12806 531314 Small Items Of Equipment	0	0	0	.00		.00	.0%
12806 531320 Safety Supplies	0	0	0	169.80		-169.80	.0%
12806 531351 Gas/Diesel	0	0	0	.00		.00	.0%
12806 533221 Water	1,200	0	1,200	1,186.50		13.50	98.9%
12806 533222 Electric	5,500	0	5,500	5,358.86		141.14	97.4%
12806 533223 Sewer	1,200	0	1,200	1,171.30		28.70	97.6%
12806 533224 Natural Gas	1,000	0	1,000	415.05		584.95	41.5%
12806 533225 Telephone & Fax	600	0	600	592.98		7.02	98.8%
12806 533235 Storm Water Utility	775	0	775	821.04		-46.04	105.9%
12806 533236 Wireless Internet	400	0	400	502.25		-102.25	125.6%

03/01/2019  
10:17:32

Jefferson County  
FLEXIBLE PERIOD REPORT

FROM 2018 01 TO 2019 01

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12806 535232 Graveling	0	0	0	.00		.00	.0%
12806 535242 Maintain Machinery & Equip	1,500	0	1,500	961.22		538.78	64.1%
12806 535246 Building Service & Maint	0	0	0	2,288.42		-2,288.42	.0%
12806 535249 Sundry Repair	0	0	0	.00		.00	.0%
12806 535349 Other Supplies	100	0	100	1,069.55		-969.55	%
12806 591519 Other Insurance	1,611	0	1,611	1,820.97		-209.97	113.0%
12806 594822 Capital Improvement Building	0	0	0	.00		.00	.0%
<u>12807 Garman Nature Preserve</u>							
12807 485200 Donations Restricted	-60,000	0	-60,000	-21,200.00		-38,800.00	35.3%
12807 521219 Other Professional Serv	0	0	0	10,134.20		-65,850.00	.0%
12807 535245 Grounds Improvements	0	0	0	67.92		-67.92	.0%
12807 594808 Capital Land	0	0	0	91.12		-91.12	.0%
12807 594820 Capital Other	15,000	0	15,000	.00		15,000.00	.0%
12807 594821 Capital Improvement Land	0	0	0	.00		.00	.0%
12807 594950 Operating Reserve	46,872	0	46,872	.00		46,872.00	.0%
12807 631100 Proceeds Of Bonds	0	0	0	.00		.00	.0%
12807 699700 Resv Applied Operating	0	0	0	.00		.00	.0%
12807 699992 Balance Forward Prior Year	-1,872	0	-1,872	.00		-1,872.00	.0%
<u>12808 Glacial Heritage Development</u>							
12808 521219 Other Professional Serv	0	0	0	.00		.00	.0%

03/01/2019  
10:17:32

Jefferson County  
FLEXIBLE PERIOD REPORT

FROM 2018 01 TO 2019 01

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12808 531313 Printing & Duplicating	1,500	0	1,500	.00		1,500.00	.0%
12808 535245 Grounds Improvements	0	0	0	81.96		-81.96	.0%
12808 594950 Operating Reserve	16,945	0	16,945	.00		16,945.00	.0%
12808 699700 Resv Applied Operating	-18,445	0	-18,445	.00		-18,445.00	.0%
12808 699992 Balance Forward Prior Year	0	0	0	.00		.00	.0%
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12809 Snowmobile Trails							
12809 421001 State Aid	-57,210	0	-57,210	-45,398.98		-11,811.02	79.4%
12809 531274 Administrative Fee	0	0	0	.00		.00	.0%
12809 535245 Grounds Improvements	57,210	0	57,210	39,963.31		17,246.69	69.9%
12809 535349 Other Supplies	0	0	0	4,927.50		-4,927.50	.0%
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12810 Bike Trails							
12810 421001 State Aid	0	0	0	.00		.00	.0%
12810 421001 28101 State Aid	0	0	0	.00		.00	.0%
12810 421001 28102 State Aid	0	0	0	.00		.00	.0%
12810 421099 Capital State Aid	-1,102,840	0	-1,102,840	.00		-1,102,840.00	.0%
12810 421099 28101 Capital State Aid	0	0	0	.00		.00	.0%
12810 421099 28102 Capital State Aid	0	0	0	.00		.00	.0%
12810 451029 Sale Of Misc Items	0	0	0	-28.44		28.44	.0%
12810 472007 Municipal Other Charges	0	0	0	.00		.00	.0%

03/01/2019  
10:17:32

Jefferson County  
FLEXIBLE PERIOD REPORT

PAGE 11  
glflxrpt

FROM 2018 01 TO 2019 01

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET	USED
12810 472007 28101 Municipal Other Charges	0	0	0	.00		.00	.0%
12810 472007 28102 Municipal Other Charges	0	0	0	.00		.00	.0%
12810 485200 Donations Restricted	0	0	0	-171,215.78		171,215.78	.0%
12810 485200 28101 Donations Restricted	0	0	0	.00		.00	.0%
12810 485200 28102 Donations Restricted	0	0	0	.00		.00	.0%
12810 521219 Other Professional Serv	0	0	0	5,588.50		-5,588.50	.0%
12810 521219 28101 Other Professional Serv	0	0	0	1,403.11		-7,129.76	.0%
12810 521219 28102 Other Professional Serv	0	0	0	.00		.00	.0%
12810 531313 Printing & Duplicating	0	0	0	.00		.00	.0%
12810 531313 28101 Printing & Duplicating	0	0	0	.00		.00	.0%
12810 531313 28102 Printing & Duplicating	0	0	0	.00		.00	.0%
12810 535245 Grounds Improvements	25,000	0	25,000	930.02		24,069.98	3.7%
12810 535245 28101 Grounds Improvements	0	0	0	.00		.00	.0%
12810 535245 28102 Grounds Improvements	0	0	0	5,001.07		-5,001.07	.0%
12810 535349 Other Supplies	0	0	0	420.88		-420.88	.0%
12810 535349 28101 Other Supplies	0	0	0	.00		.00	.0%
12810 535349 28102 Other Supplies	0	0	0	504.63		-504.63	.0%
12810 536533 Equipment Rent & Lease	0	0	0	.00		.00	.0%
12810 536533 28101 Equipment Rent & Lease	0	0	0	.00		.00	.0%
12810 536533 28102 Equipment Rent & Lease	0	0	0	1,145.00		-1,145.00	.0%
12810 594821 Capital Improvement Land	0	0	0	.00		.00	.0%

03/01/2019  
10:17:32

Jefferson County  
FLEXIBLE PERIOD REPORT

PAGE 12  
glflxrpt

FROM 2018 01 TO 2019 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
12810 594821 28101 Capital Improvement Lan	0	0	0	.00		.00	.0%
12810 594821 28102 Capital Improvement Lan	0	0	0	.00		.00	.0%
12810 594829 Capital Improvement Other	1,378,550	0	1,378,550	6,774.00		1,348,926.00	2.1%
12810 594829 28101 Capital Improvement Oth	0	0	0	640,161.64		-653,401.64	.0%
12810 594829 28102 Capital Improvement Oth	0	0	0	.00		.00	.0%
12810 594950 Operating Reserve	94,408	0	94,408	.00		94,408.00	.0%
12810 594950 28101 Operating Reserve	0	0	0	.00		.00	.0%
12810 594950 28102 Operating Reserve	0	0	0	.00		.00	.0%
12810 699700 Resv Applied Operating	-119,408	0	-119,408	.00		-119,408.00	.0%
12810 699700 28101 Resv Applied Operating	0	0	0	.00		.00	.0%
12810 699700 28102 Resv Applied Operating	0	0	0	.00		.00	.0%
12810 699800 Resv Applied Capital	0	0	0	.00		.00	.0%
12810 699800 28101 Resv Applied Capital	0	0	0	.00		.00	.0%
12810 699800 28102 Resv Applied Capital	0	0	0	.00		.00	.0%
12810 699992 Balance Forward Prior Year	0	0	0	.00		.00	.0%
12810 699992 28101 Balance Forward Prior Y	0	0	0	.00		.00	.0%
12810 699992 28102 Balance Forward Prior Y	0	0	0	.00		.00	.0%
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12811 Dog Park							
12811 451038 Daily Permit Fees	-5,000	0	-5,000	-7,280.37		2,280.37	145.6%
12811 451039 Annual Permit Fees	-30,000	0	-30,000	-42,900.47		12,900.47	143.0%

03/01/2019  
10:17:32

Jefferson County  
FLEXIBLE PERIOD REPORT

PAGE 13  
glflxrpt

FROM 2018 01 TO 2019 01

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12811 451308 Postage Fees	0	0	0	-2.50		2.50	.0%
12811 457017 Park Shelter Rental Fees	0	0	0	.00		.00	.0%
12811 483001 Sale Of County Property	0	0	0	-35.10		35.10	.0%
12811 485200 Donations Restricted	0	0	0	-8,494.48		8,494.48	.0%
12811 511210 Wages-Regular	21,648	0	21,648	17,732.48		3,915.52	81.9%
12811 511220 Wages-Overtime	0	0	0	.00		.00	.0%
12811 511240 Wages-Temporary	0	0	0	.00		.00	.0%
12811 511310 Wages-Sick Leave	0	0	0	133.12		-133.12	.0%
12811 511320 Wages-Vacation Pay	0	0	0	133.12		-133.12	.0%
12811 511340 Wages-Holiday Pay	0	0	0	79.04		-79.04	.0%
12811 512141 Social Security	1,656	0	1,656	1,367.18		288.82	82.6%
12811 512142 Retirement (Employer)	1,418	0	1,418	1,209.55		208.45	85.3%
12811 512144 Health Insurance	3,737	0	3,737	1,174.42		2,562.58	31.4%
12811 512145 Life Insurance	11	0	11	14.64		-3.64	133.1%
12811 512148 Unemployment Compensation	0	0	0	3,245.00		-3,245.00	.0%
12811 512150 FSA Contribution	500	0	500	.00		500.00	.0%
12811 512151 HSA Contribution	0	0	0	418.97		-418.97	.0%
12811 512152 Limited FSA Contribution	0	0	0	.00		.00	.0%
12811 512153 HRA Contribution	0	0	0	.00		.00	.0%
12811 512173 Dental Insurance	270	0	270	104.78		165.22	38.8%
12811 531303 Computer Equipmt & Software	0	0	0	.00		.00	.0%

03/01/2019  
10:17:32

Jefferson County  
FLEXIBLE PERIOD REPORT

PAGE 14  
glflxrpt

FROM 2018 01 TO 2019 01

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12811 531311 Postage & Box Rent	1,000	0	1,000	1,237.64		-237.64	123.8%
12811 531313 Printing & Duplicating	500	0	500	1,981.92		-1,481.92	396.4%
12811 531314 Small Items Of Equipment	250	0	250	.00		250.00	.0%
12811 531320 Safety Supplies	0	0	0	.00		.00	.0%
12811 531326 Advertising	0	0	0	72.90		-72.90	.0%
12811 533225 Telephone & Fax	0	0	0	.00		.00	.0%
12811 533236 Wireless Internet	480	0	480	242.38		237.62	50.5%
12811 535232 Graveling	0	0	0	.00		.00	.0%
12811 535245 Grounds Improvements	1,500	0	1,500	725.56		774.44	48.4%
12811 535249 Sundry Repair	0	0	0	.00		.00	.0%
12811 535297 Refuse Collection	720	0	720	734.20		-14.20	102.0%
12811 535344 Household & Janitorial Supp	0	0	0	543.28		-543.28	.0%
12811 535349 Other Supplies	4,000	0	4,000	3,428.65		571.35	85.7%
12811 535352 Vehicle Parts & Repairs	0	0	0	44.44		-44.44	.0%
12811 536533 Equipment Rent & Lease	0	0	0	.00		.00	.0%
12811 571005 Duplicating Allocation	11	0	11	510.83		-499.83	%
12811 571010 MIS Systems Grp Alloc(ISIS)	362	0	362	490.35		-128.35	135.5%
12811 591519 Other Insurance	297	0	297	336.84		-39.84	113.4%
12811 594809 Capital Building	0	0	0	.00		.00	.0%
12811 594820 Capital Other	0	0	0	13,675.00		-13,675.00	.0%
12811 594821 Capital Improvement Land	66,500	0	66,500	.00		66,500.00	.0%

03/01/2019  
10:17:32

Jefferson County  
FLEXIBLE PERIOD REPORT

PAGE 15  
gflxrpt

FROM 2018 01 TO 2019 01

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12811 594950 Operating Reserve	38,400	0	38,400	.00		38,400.00	.0%
12811 594960 Capital Reserve	0	0	0	.00		.00	.0%
12811 691100 Oper Rev Adjust	0	0	0	.00		.00	.0%
12811 691200 Cap Rev Adjust	0	0	0	.00		.00	.0%
12811 699700 Resv Applied Operating	0	0	0	.00		.00	.0%
12811 699800 Resv Applied Capital	0	0	0	.00		.00	.0%
12811 699992 Balance Forward Prior Year	-108,260	0	-108,260	.00		-108,260.00	.0%
<hr/>							
12812 Grounds Keeping							
<hr/>							
12812 474118 Parks Interdepartment Billed	0	0	0	.00		.00	.0%
12812 474119 Courthouse Interdepart Billed	-12,607	0	-12,607	-13,192.10		585.10	104.6%
12812 474150 Human Services Billed	-16,972	0	-16,972	-16,051.10		-920.90	94.6%
12812 474169 Fair Billed	-26,951	0	-26,951	-21,498.24		-5,452.76	79.8%
12812 474170 Land Conservation Billed	-785	0	-785	-623.91		-161.09	79.5%
12812 474175 Highway Billed	-10,442	0	-10,442	-7,873.60		-2,568.40	75.4%
12812 474180 MIS Billed	0	0	0	-6,960.00		6,960.00	.0%
12812 511110 Salary-Permanent Regular	3,659	0	3,659	4,346.87		-687.87	118.8%
12812 511210 Wages-Regular	31,888	0	31,888	21,698.72		10,189.28	68.0%
12812 511220 Wages-Overtime	0	0	0	.00		.00	.0%
12812 511240 Wages-Temporary	0	0	0	2,924.26		-2,924.26	.0%
12812 511310 Wages-Sick Leave	0	0	0	.00		.00	.0%

03/01/2019  
10:17:33

Jefferson County  
FLEXIBLE PERIOD REPORT

PAGE 16  
glflxrpt

FROM 2018 01 TO 2019 01

ACCOUNTS FOR:  
100 General Fund

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12812 511320 Wages-Vacation Pay	0	0	0	.00		.00	.0%
12812 511330 Wages-Longevity Pay	0	0	0	42.86		-42.86	.0%
12812 511340 Wages-Holiday Pay	0	0	0	.00		.00	.0%
12812 511350 Wages-Miscellaneous(Comp)	0	0	0	.00		.00	.0%
12812 512141 Social Security	2,719	0	2,719	2,201.20		517.80	81.0%
12812 512142 Retirement (Employer)	1,830	0	1,830	1,304.14		525.86	71.3%
12812 512144 Health Insurance	4,335	0	4,335	4,092.53		242.47	94.4%
12812 512145 Life Insurance	1	0	1	3.09		-2.09	309.0%
12812 512148 Unemployment Compensation	3,000	0	3,000	4,261.20		-1,261.20	142.0%
12812 512150 FSA Contribution	700	0	700	87.50		612.50	12.5%
12812 512151 HSA Contribution	0	0	0	100.00		-100.00	.0%
12812 512152 Limited FSA Contribution	0	0	0	.00		.00	.0%
12812 512153 HRA Contribution	0	0	0	.00		.00	.0%
12812 512173 Dental Insurance	356	0	356	263.48		92.52	74.0%
12812 521219 Other Professional Serv	500	0	500	7,797.94		-7,297.94	%
12812 531314 Small Items Of Equipment	400	0	400	529.00		-129.00	132.3%
12812 531320 Safety Supplies	600	0	600	190.41		409.59	31.7%
12812 531326 Advertising	0	0	0	135.60		-135.60	.0%
12812 531351 Gas/Diesel	4,850	0	4,850	5,390.23		-540.23	111.1%
12812 535242 Maintain Machinery & Equip	1,000	0	1,000	4,356.26		-3,356.26	435.6%
12812 535245 Grounds Improvements	5,000	0	5,000	2,003.21		2,996.79	40.1%

03/01/2019  
10:17:33

Jefferson County  
FLEXIBLE PERIOD REPORT

PAGE 17  
glflxrpt

FROM 2018 01 TO 2019 01

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12812 535249 Sundry Repair	0	0	0	36.80		-36.80	.0%
12812 535349 Other Supplies	3,500	0	3,500	4,652.93		-1,152.93	132.9%
12812 535352 Vehicle Parts & Repairs	1,200	0	1,200	570.96		629.04	47.6%
12812 536533 Equipment Rent & Lease	300	0	300	449.10		-149.10	149.7%
12812 571010 MIS Systems Grp Alloc(ISIS)	557	0	557	755.87		-198.87	135.7%
12812 591519 Other Insurance	1,362	0	1,362	1,392.24		-30.24	102.2%
12812 594810 Capital Equipment	0	0	0	.00		.00	.0%
12812 594821 Capital Improvement Land	0	0	0	.00		.00	.0%
TOTAL General Fund	488,210	0	488,210	569,939.28		-209,047.18	%
TOTAL REVENUES	-3,014,687	0	-3,014,687	-1,216,958.01		-1,797,728.99	
TOTAL EXPENSES	3,502,897	0	3,502,897	1,786,897.29		1,588,681.81	

03/01/2019  
10:17:33

Jefferson County  
FLEXIBLE PERIOD REPORT

FROM 2018 01 TO 2019 01

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	488,210	0	488,210	569,939.28		-209,047.18	%

REPORT OPTIONS

	Field #	Total	Page Break	
Sequence 1	1	Y	Y	From Yr/Per: 2018/ 1
Sequence 2	9	N	N	To Yr/Per: 2019/ 1
Sequence 3	0	N	N	Budget Year: 2019
Sequence 4	0	N	N	Print totals only: 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

Format type: 1

Double space: Y

Suppress zero bal accts: N

Amounts/totals exceed 999 million dollars: N

Roll projects to object: N

Print journal detail: N

From Yr/Per: 2018/ 1

To Yr/Per: 2019/ 1

Include budget entries: N

Incl encumb/liq entries: N

Sort by JE # or PO #: J

Detail format option: 1

Multiyear view: D