

SAUK COUNTY BOARD OF SUPERVISORS
NOTICE OF COMMITTEE MEETING
AGENDA

COMMITTEE: UW - Baraboo/Sauk County Campus Commission

DATE: Thursday, February 20, 2020

TIME: 8:00 AM

PLACE: UW - Baraboo/Sauk County Campus, Executive Dining Room,
1006 Connie Road, Baraboo, WI

REASON FOR MEETING: REGULAR

ORDER OF BUSINESS:

1. Call to order and certification of compliance with open meeting law.
2. Approval of agenda.
3. Approval of minutes of previous meeting.
4. Public comment.
5. Communications.
6. Facilities planning and maintenance report.
7. Discussion and approval of 2019 budget amendments.
8. Financial report and approval of vouchers.
9. Discussion of Master Plan.
10. Update from Student Housing Advisory Committee.
11. Deans' report.
12. Set next date and time.
13. Adjournment.

COPIES TO:

Committee: Wedekind Kolb Hazard VonAsten Downing Bolin Geise

Others: C. Clerk Haggard Palm Vedro Corp. Counsel Arias Simonds
Olson Beghin Pinion Crammond Web Liaison News Media Bulletin Boards Janairo

DATE NOTICE MAILED: February 14, 2020

NOTICE PREPARED BY: Office of the Administrative Coordinator

Any person who has a qualifying disability that requires the meeting or materials at the meeting to be in an accessible location or format should contact the U.W. Baraboo/Sauk County Campus at *(608) 355-5200 (same number for TTY) between the hours of 8:00 A.M. and 5:00 P.M., Monday through Friday, exclusive of legal holidays, at least 48 hours in advance of the meeting so that reasonable arrangements can be made to accommodate each request. Website: www.co.sauk.wi.us

UW-BARABOO / SAUK COUNTY CAMPUS COMMISSION MINUTES

UW-Baraboo/Sauk County Campus, Executive Dining Room

Baraboo, Wisconsin

Thursday, January 16, 2020

Members present: Phil Wedekind, Alene Bolin, Tom Kolb, Bryant Hazard, Cynthia Haggard, Cheryl Giese, Kennie Downing

Members Absent: Scott Von Asten

Others Present: Ed Janairo, Jesse Arias, John Christensen, Mike Compton, Peter Davis, Susan Endres, and Mike Palm.

Chair Wedekind called the meeting to order at 8:00 a.m. and Compliance with the Open Meeting Law was verified.

MOTION (Kolb/Hazard) adopt the agenda. Motion carried unanimously.

MOTION (Kolb/Hazard) to approve the minutes of the regular meeting on December 19, 2019 with addition. Motion carried unanimously.

Public Comment: None.

Communications: None.

Facilities planning and maintenance report:

Arias, Facilities Director gave the committee an update on proposed projects (report attached).

Approve payment of \$10,640.43 for handicap door closers at the Arts Center.

MOTION (Bolin/Kolb) to approve payment of \$10,640.43 for handicap closers at the Arts Center.

Financial report and approval of vouchers.

Report given.

MOTION (Giese/Hazard) to approve the bills in the amount of \$25,044.33. Motion carried unanimously.

Consideration of establishing term of office for public member of Campus Commission.

MOTION (Hazard/Bolin) to establish term of office for public member of Campus Commission and to end term in May 2022.

Consideration of bid for main electric service cabinet for Schneider Electric.

MOTION (Kolb/Hazard) to approve bid of \$18,696 for main electric service cabinet for Schneider Electric.

Update from Student Housing Advisory Committee.

Update was given.

Deans' Report.

Janairo gave the committee a brief update (report attached).

MOTION (Bolin/Kolb) to adjourn until Thursday, February 20, 2020 at 8:03 a.m. Motion carried.

Respectfully Submitted,

Alene Bolin
Administrative Coordinator

City of Baraboo
4th Quarter Budget Amendments
Budgetary Transfers

UW Campus

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Reduction in Other Appropriation within Same Fund			
UW Campus	800-80-55600-215-000	Professional Services	15,000	(15,000)	-
UW Campus	800-80-55600-822-000	Building Improvements	90,000	(2,942)	87,058
				<u>\$ (17,942)</u>	
Use of Funds					
UW Campus	800-80-55600-220-000	Telephone	1,200	81	1,281
UW Campus	800-80-55600-280-000	Repair & Maint Serv-Facilities	3,000	13,000	16,000
UW Campus	800-80-55600-330-000	Travel	220	56	276
UW Campus	800-80-55600-350-000	Repair & Maint Materials	15,000	1,641	16,641
UW Campus	800-80-55600-510-000	Insurance	20,000	3,164	23,164
				<u>\$ 17,942</u>	

To transfer for facilities, insurance, repairs

Chairperson:

Date

**UW-BSC Campus Commission Bills
February 2020**

UW-BSC reimbursement	Description	Amount	Invoice Date	Invoice Number	Account Description	Account Number
Menards	Skim coat for carpet repair in Umhoeffer Bldg	19.97	01/09/20	93292-04-7577	In-house Repair & Maint Materials	800-80-55600-350-000
Menards	Batteries for sensor faucets in Umhoeffer Bldg	36.91	12/26/19	26477-07-7948	In-house Repair & Maint Materials	800-80-55600-350-000
Menards	Trowel, patch and adhesive for carpet repairs in Umhoeffer Bldg.	50.38	01/09/20	93292-04-7497	In-house Repair & Maint Materials	800-80-55600-350-000
Optimum Energy Services	LED drivers for parking lot lights	736.45	01/28/20	2020000049	In-house Repair & Maint Materials	800-80-55600-350-000
Grainger	Drinking fountain faucets for Umhoeffer Bldg.	95.66	01/30/20	9428840616	In-house Repair & Maint Materials	800-80-55600-350-000
OCC Outdoors	Garbage can lids for campus	155.33	1/14/2020	43844	In-house Repair & Maint Materials	800-80-55600-350-000
Menards	Water fountain supply couplers	8.62	1/31/2020	32657-09-8326	In-house Repair & Maint Materials	800-80-55600-350-000
Menards	Water fountain connectors	15.14	2/5/2020	3894-02-9217	In-house Repair & Maint Materials	800-80-55600-350-000
Menards	Plumbing parts to repair water fountain in Lange Bldg.	29.62	2/5/2020	93286-09-9141	In-house Repair & Maint Materials	800-80-55600-350-000
Grainger	Water Fountain replacement valve for Umhoeffer Bldg.	95.66	1/30/2020	9428840616.00	In-house Repair & Maint Materials	800-80-55600-350-000
					in-house Repair & Maint Materials	800-80-55600-350-000
					In-house Repair & Maint Materials	800-80-55600-350-000
					In-house Repair & Maint Materials	800-80-55600-350-000
Maintenance reimbursement total		\$ 1,243.74				

Direct Bill Commission	Description	Amount	Invoice Date	Invoice Number	Account Description	Account Number
CenturyLink	Monthly elevator dialer expense	\$ 109.16	01/17/20	301298969	Telephone	800-80-55600-220-000
Schaeffer Electric	Maintenance shop welder plug	\$ 656.21	02/06/20	12614	Outsourced Repair & Maint Serv-Buildings	800-80-55600-260-000
HJ Pertzborn	Quarterly Sprinkler Inspection	165.00	02/13/20	35899	Outsourced Repair & Maint Serv-Facilities	800-80-55600-280-000
					Outsourced Repair & Maint Serv-Buildings	800-80-55600-260-000
					Outsourced Repair & Maint Serv-Buildings	800-80-55600-260-000
					Outsourced Repair & Maint Serv-Buildings	800-80-55600-260-000
					Outsourced Repair & Maint Serv-Buildings	800-80-55600-260-000
					Outsourced Repair & Maint Serv-Buildings	800-80-55600-260-000
					Outsourced Repair & Maint Serv-Buildings	800-80-55600-260-000
					Outsourced Repair & Maint Serv-Equipment	800-80-55600-250-000
					Outsourced Repair & Maint Serv-Equipment	800-80-55600-250-000
Total for direct pay		\$ 930.37				
Total for all		\$ 2,174.11				

The Commission approved this amount for invoices



Finance Department Memorandum

To: UW Baraboo/Sauk County Campus Commission
From: Cynthia Haggard, Finance Director, 
Date: February 20, 2020
Re: December 31, 2019 Financial Highlights

Balance Sheet:

Please see the attached Balance Sheets for:

- December 31, 2019 and December 31, 2018
- \$11,825 was moved from Fund Balance to Fund Balance Surplus Applied.

Income Statement:

Please see the attached Income Statement with comparison to budget for:

- December 31, 2019

Revenues

2019

- Total revenues are at 94.53 percent of budget.
- All appropriations have been collected.
- Interest income of \$550.72 is for January – December
- \$3,100 for Moraine Prairie Project was received as Donations and Contributions

Expenditures

2019

- Total expenditures are 86.69 percent of budget.

Summary

Net revenue over expenditures of \$17,312.65

City of Baraboo
UW_Baraboo/Sauk County Campus Commission
Balance Sheets
December 31, 2019 and December 31, 2018

Assets	Year to Date	December 31, 2018
Cash	\$ 238,873.16	\$ 223,096.67
Prepaid Expenses	18,687.50	5,480.78
Land	42,287.00	42,287.00
Buildings	15,473,515.53	15,473,515.53
Land Improvements	694,451.33	694,451.33
Machinery & Equipment	118,523.00	118,523.00
Total Assets	\$ 16,586,337.52	\$ 16,557,354.31
Liabilities and Fund Equity		
Liabilities;		
Accounts Payable	\$ 12,959.78	\$ 1,289.22
Fund Equity:		
Fed/State Investments Assets	500,000.00	500,000.00
County Investment in Assets	5,658,398.93	5,658,398.93
City Investment in Assets	5,658,398.93	5,658,398.93
Contrib in Aid of Construction	4,511,979.00	4,511,979.00
Fund Balance	196,775.73	227,523.18
Non-Spendable Prepaid Expenses	18,687.50	5,480.78
Fund Balance Surplus Applied	11,825.00	-
Assigned_Capital Improvements	-	-
Net Revenue (Expenditures)	17,312.65	(5,715.73)
Total Fund Equity	16,573,377.74	16,556,065.09
Total Liabilities and Fund Equity	\$ 16,586,337.52	\$ 16,557,354.31

City of Baraboo
UW_Baraboo/Sauk County Campus Commission
Income Statement with Comparison to Budget
For The Twelve Months Ending December 31, 2019

Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
Appropriations-County	\$ -	\$ 102,500.00	102,500.00	100.00
Appropriations- City	-	102,500.00	102,500.00	100.00
Interest on Investments	35.83	550.72	800.00	68.84
Rents and Leases	-	1.00	1.00	100.00
Sale of Assets	-	-	-	-
Donations and Contributions	-	3,100.00	3,100.00	100.00
Fund Balance Applied	-	-	11,825.00	-
Total Revenues	<u>35.83</u>	<u>208,651.72</u>	<u>220,726.00</u>	<u>94.53</u>
Expenditures:				
Social Security	19.89	92.56	130.00	71.20
Commission Fees	260.00	1,210.00	1,600.00	75.63
Professional Services	-	-	-	-
Telephone	220.46	1,280.35	1,281.00	99.95
Repair & Maint Serv-Equipment	-	-	-	-
Repair & Maint Serv-Buildings	15,028.46	47,746.92	70,825.00	67.42
Repair & Maint Serv-Facilities	-	19,096.62	19,100.00	99.98
Travel	13.92	275.52	276.00	99.83
Repair & Maint Materials	558.15	16,640.36	16,641.00	100.00
Other Supplies & Expense	1.07	182.87	651.00	28.09
Insurance	-	23,163.87	23,164.00	100.00
Building Improvements	-	81,650.00	87,058.00	93.79
Total Expenditures	<u>16,101.95</u>	<u>191,339.07</u>	<u>220,726.00</u>	<u>86.69</u>
Net Revenues (Expenditures)	<u>\$ (16,066.12)</u>	<u>\$ 17,312.65</u>	<u>\$ -</u>	



Finance Department Memorandum

To: UW Baraboo/Sauk County Campus Commission
From: Cynthia Haggard, Finance Director, 
Date: February 20, 2020
Re: January 31, 2020 Financial Highlights

Balance Sheet:

Please see the attached Balance Sheets for:

- January 31, 2020 and December 31, 2019

Income Statement:

Please see the attached Income Statement with comparison to budget for:

- January 31, 2020

Revenues

2020

- Total revenues are at 99.46 percent of budget.
- All appropriations have been collected.
- Interest income of \$50.09 is for January

Expenditures

2020

- Total expenditures are 10.53 percent of budget.

Summary

Net revenue over expenditures of \$107,335.54

City of Baraboo
UW_Baraboo/Sauk County Campus Commission
Balance Sheets
January 31, 2020 and December 31, 2019

Assets	Year to Date	December 31, 2019
Cash	\$ 333,248.92	\$ 238,873.16
Prepaid Expenses	18,687.50	18,687.50
Land	42,287.00	42,287.00
Buildings	15,473,515.53	15,473,515.53
Land Improvements	694,451.33	694,451.33
Machinery & Equipment	118,523.00	118,523.00
Total Assets	\$ 16,680,713.28	\$ 16,586,337.52
Liabilities and Fund Equity		
Liabilities;		
Accounts Payable	\$ -	\$ 12,959.78
Fund Equity:		
Fed/State Investments Assets	500,000.00	500,000.00
County Investment in Assets	5,658,398.93	5,658,398.93
City Investment in Assets	5,658,398.93	5,658,398.93
Contrib in Aid of Construction	4,511,979.00	4,511,979.00
Fund Balance	225,913.38	208,600.73
Non-Spendable Prepaid Expenses	18,687.50	18,687.50
Fund Balance Surplus Applied	-	-
Assigned_Capital Improvements	-	-
Net Revenue (Expenditures)	107,335.54	17,312.65
Total Fund Equity	16,680,713.28	16,573,377.74
Total Liabilities and Fund Equity	\$ 16,680,713.28	\$ 16,586,337.52

City of Baraboo
 UW_Baraboo/Sauk County Campus Commission
 Income Statement with Comparison to Budget
 For The One Months Ending January 31, 2020

Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
Appropriations-County	\$ 60,000.00	\$ 60,000.00	60,000.00	100.00
Appropriations- City	60,000.00	60,000.00	60,000.00	100.00
Interest on Investments	50.09	50.09	700.00	7.16
Rents and Leases	-	-	1.00	-
Sale of Assets	-	-	-	-
Donations and Contributions	-	-	-	-
Fund Balance Applied	-	-	-	-
Total Revenues	<u>120,050.09</u>	<u>120,050.09</u>	<u>120,701.00</u>	99.46
Expenditures:				
Social Security	-	-	130.00	-
Commission Fees	-	-	1,600.00	-
Professional Services	-	-	-	-
Telephone	-	-	1,300.00	-
Repair & Maint Serv-Equipment	-	-	-	-
Repair & Maint Serv-Buildings	12,714.55	12,714.55	73,800.00	17.23
Repair & Maint Serv-Facilities	-	-	7,200.00	-
Travel	-	-	220.00	-
Repair & Maint Materials	-	-	15,000.00	-
Other Supplies & Expense	-	-	651.00	-
Insurance	-	-	20,800.00	-
Building Improvements	-	-	-	-
Total Expenditures	<u>12,714.55</u>	<u>12,714.55</u>	<u>120,701.00</u>	10.53
Net Revenues (Expenditures)	<u>\$ 107,335.54</u>	<u>\$ 107,335.54</u>	<u>\$ -</u>	

UW PLATTEVILLE / BARABOO / SAUK COUNTY

COMMISSION MAINTENANCE REPORT

Jesse Arias, Facilities Director

Date: 02/20/2020

CAPITAL EXPENCES

Nothing to report

OUTSTANDING ITEMS

1. LANGE BLDG: We have received some preliminary bids to do the installation of the electrical service cabinets. Schaffer Electric, Hill Electric of Baraboo, Hill Electric of Sauk City and Service Electric of Reedsburg were invited to bid. So far, Service Electric and Hill of Baraboo have returned the bids. Service is the lowest bidder so far at \$2,190.00. Hill Electric of Baraboo came in at \$3,769.44. Once I get the three bids, you can vote on selecting the lowest bidder and I will proceed with locking in the repair date in July.
2. LANGE BLDG: We are in the process of having Schumacher Elevator replace the safety door bumper with sensor lights. This upgrade was discussed at the last meeting and will be a better way to go to avoid break downs from getting the door bumper knocked out of alignment. The cost for the upgrade is \$1,450.00
3. RG BROWN THEATRE: The Scope of Work to replace the A/C unit has been sent out to Pointon Heating of Baraboo, Statz Mechanical of Rock Springs, Baybrooks Mechanical of Sauk City , Ash Creek Plumbing and Heating of Richland Center and JF Ahern Mechanical in Madison So far, Baybrook has replied that they do not wish to bid on the project.
4. RG BROWN THEATRE: We are in the process of getting bids to replace the garage door to the maintenance shop. The old door is a heavy wooden door with

no insulation and is rotted at the bottom. We are looking to replace it with a new commercial polyurethane insulated steel garage door along with an electric door opener. Preliminary quotes are \$2500.00-\$3000.00

5. UMHOEFFER BLDG: We have received some preliminary bids to replace the carpet in the A-104 Lecture Room. So far, we have received bids from the Davis Home Furnishings in Reedsburg, Flooring Center in Baraboo and McGann's in Baraboo. McGann's was the lowest at \$9,000 but they did not include edging and a couple of other things. If you factor in the edging and other items, I would estimate their cost at \$15,000.00. The Flooring Center was the second highest at \$22,000.00. Davis Home Furnishings was the highest at \$24,000.00
6. GARAGE BLDG: We have gotten some preliminary costs to replace the gas fired unit heaters in the garage with propane unit heaters. The cost to replace is about \$1500.00 for the heaters and about \$500.00 for piping work. Another alternative are Infrared heaters that work the same way that the sun does. Infrared rays heat the object directly, not the air around it. When the object becomes hot, it heats the surrounding air and any other objects. With infrared heat, people, machinery, objects and floors all become heat reservoirs leading to greater fuel and cost efficiency. This is the new building standard for heating large spaces like warehouses, garages, shops etc. A 40,000BTU propane unit heater costs about \$500.00. A 40,000BTU Infrared tube heater costs about \$1800.00. We can discuss this on how you would like to proceed.
7. CAMPUS: The Campus Tree Committee would like to plant a tree behind the library in the turn around circle on Arbor Day, April 26th. We need to see if we can get the city of the county to come up with a loader and a dump truck to clear the circle area. There are a lot of stone and packed debris that the campus Bobcat cannot handle. The other thing is that we do not have a way of hauling the debris away. If the City of County could please volunteer to do this for us, that would be great. We can discuss this.

COMPLETED MAINTENANCE ITEMS

General Maintenance:

1. Repair carpet in Commons Area in the Umhoeffer Bldg.
2. Replace some of the broken lids on the outside garbage cans.
3. Install new shelving in the library for textbooks.
4. Pick up used furniture for the library from the Middleton Library.

Grounds and Custodial:

1. Snow removal

Preventive Maintenance:

HVAC and Plumbing:

1. Replace drinking fountain faucets in the Umhoeffer Bldg.
2. Install new batteries in the sensor faucets for the restrooms.