

SAUK COUNTY BOARD OF SUPERVISORS
NOTICE OF COMMITTEE MEETING
AGENDA

COMMITTEE: UW - Baraboo/Sauk County Campus Commission

DATE: Thursday, October 18, 2018

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. Financial report and approval of vouchers.
8. Update on student housing.
9. Deans' Report.
10. Set next date and time.
11. Adjournment.

COPIES TO:

Committee: Wedekind Kolb Geimer Hazard VonAsten Geick Bolin

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

DATE NOTICE MAILED: October 15, 2018

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, September 20, 2018

Members present: Phil Wedekind, Bryant Hazard, Ed Geick, Tom Kolb

Members Absent: Tom Geimer, Scott Von Asten, and Alene Bolin

Others Present: Haley Hoffman, Ed Janairo, Steve Schara, Cynthia Haggard, David Olson, Ian Crammond, Mike Palm

Chair Wedekind called the meeting to order at 8:06 a.m. and compliance with the Open Meeting Law was verified.

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

MOTION (Kolb/Geick) to approve the minutes of the regular meeting on July 19, 2018. Motion carried.

Public Comment: None.

Communications: None.

Facilities planning and maintenance report.

Report given. See attached.

Financial report and approval of vouchers.

Motion to approve invoices in amount of \$41,243.07 by Kolb, second by Hazard.

Approval of Fine Arts Building Window Replacment Bid

Motion to approve bid from Glacier Glass of \$12,820.00 by Wedekind, second by Kolb.

Discussion of Sauk County Energy Efficiency Study

Ian Crammond (Sauk County) presented study. See attached.

Update on student housing

Report given.

Deans' Report

See attached.

MOTION (Wedekind/Kolb) to adjourn until Thursday, October 18, 2018 at 8:00 am. Motion Carried.

Respectfully Submitted,

Haley Hoffman
Administrative Specialist



Finance Department Memorandum

To: UW Baraboo/Sauk County Campus Commission

From: Cynthia Haggard, Director of Finance, 

Date: October 18, 2018

Re: September 30, 2018 Financial Highlights

Balance Sheet:

Please see the attached Balance Sheets for:

- September 30, 2018 and December 31, 2017

Income Statement:

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

- September 30, 2018

Revenues

- Total revenues are at 99.97 percent of budget.
- All appropriations have been collected.
- Fund balance has been applied.
- Interest income of \$567.25 is for January – August.

Expenditures

- Total expenditures are 80.35 percent of budget.

City of Baraboo
UW_Baraboo/Sauk County Campus
Balance Sheets
September 30, 2018 and December 31, 2017

Assets	<u>Year to Date</u>	<u>December 31, 2017</u>
Cash	\$ 250,440.03	\$ 218,843.84
Prepaid Expenses	2,532.74	16,523.05
Land	42,287.00	42,287.00
Buildings	15,327,533.83	15,327,533.83
Land Improvements	694,451.33	694,451.33
Machinery & Equipment	118,523.00	118,523.00
Total Assets	<u><u>\$ 16,435,767.93</u></u>	<u><u>\$ 16,418,162.05</u></u>
Liabilities and Fund Equity		
Liabilities;		
Accounts Payable	<u>\$ -</u>	<u>\$ 2,362.93</u>
Fund Equity:		
Fed/State Investments Assets	500,000.00	500,000.00
County Investment in Assets	5,585,408.08	5,585,408.08
City Investment in Assets	5,585,408.08	5,585,408.08
Contrib in Aid of Construction	4,511,979.00	4,511,979.00
Fund Balance	165,780.91	123,544.39
Non-Spendable Prepaid Expenses	16,523.05	16,523.05
Fund Balance Surplus Applied	25,350.00	25,350.00
Assigned- Capital Improvements	-	26,052.41
Revenue over expenditures	45,318.81	41,534.11
Total Fund Equity	<u>16,435,767.93</u>	<u>16,415,799.12</u>
Total Liabilities and Fund Equity	<u><u>\$ 16,435,767.93</u></u>	<u><u>\$ 16,418,162.05</u></u>

City of Baraboo
UW_Baraboo/Sauk County Campus
Income Statement with Comparison to Budget
For The Nine Months Ending September 30, 2018

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	-	567.25	650.00	87.27
Rents and Leases	-	5.00	-	-
Sale of Assets	-	-	-	-
Fund Balance Applied	-	25,350.00	25,350.00	100.00
Total Revenues	<u>-</u>	<u>230,922.25</u>	<u>231,000.00</u>	<u>99.97</u>
 Expenditures:				
Social Security	-	40.54	128.00	31.67
Commission Fees	-	530.00	1,672.00	31.70
Professional Services	-	-	15,000.00	-
Telephone	101.46	785.12	1,080.00	72.70
Repair & Maint Serv-Equipment	-	-	-	-
Repair & Maint Serv-Buildings	3,565.28	49,966.30	73,600.00	67.89
Repair & Maint Serv-Facilities	2,195.00	5,577.36	3,000.00	185.91
Travel	-	98.10	-	-
Repair & Maint Materials	1,144.47	4,304.93	15,000.00	28.70
Other Supplies & Expense	-	1.17	520.00	0.23
Insurance	844.26	14,583.52	20,000.00	72.92
Building Improvements	30,860.00	109,716.40	101,000.00	108.63
Total Expenditures	<u>38,710.47</u>	<u>185,603.44</u>	<u>231,000.00</u>	<u>80.35</u>
Net Revenues (Expenditures)	<u>\$ (38,710.47)</u>	<u>\$ 45,318.81</u>	<u>\$ -</u>	

**UW-BSC Campus Commission Bills
October 2018**

General Maintenance

UW-BSC reimbursement					
Artifacts.com	Five replacement hand soap dispensers for restrooms	\$	39.36	9/26/2018	Inv# 36348652
Batteries Plus Bulbs	Twenty-three replacement 1.2 Volt Batteries for campus emergency exit lights	\$	75.67	9/26/2018	Inv# P6234754
E-conolight	Replacement LED Emergency light fixtures for Lange Building	\$	378.91	9/28/2018	Inv# 933608
Menards	Materials to install replacement driveway bollards near front of Residence Hall	\$	31.88	9/13/2018	Inv# 76706039934
Menards	Materials required to pump out water leak in Lange Building (invoice #1)	\$	122.24	10/4/2018	Inv# 76868078472
Menards	Materials required to pump out water leak in Lange Building (invoice #2)	\$	8.38	10/5/2018	Inv# 93292078766
Menards	Paint and supplies for painting A 207 in Umhoefer Bldg - visiting Platteville staff office	\$	153.39	10/9/2018	Inv# 93356056835
Optimum Energy Services	Five LSI parking lot light drivers (ballasts) for main parking lot and walkways	\$	545.90	10/1/2018	Inv# 17714731

Maintenance reimbursement total	\$ 1,355.73
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Direct Bill Commission

CenturyLink	Monthly elevator phone charges September 17, 18	\$	101.32	9/17/2018	
Johnstone Supply	Air Filters for Preventive Maintenance on Air Handlers	\$	1,129.40	10/4/2018	Inv# 2009997
Schindler Elevator Corporation	Annual elevator preventive maintenance contract for Science elevator	\$	3,930.72	10/1/2018	Inv# 8104888861
TrueGreen Commercial	Grub control treatment for central campus areas	\$	435.00	9/11/2018	Inv# 91352089
Weimer's Specialized Installation & Repair	Labor and materials to repair 6 basketball backstop mechanisms in Lange Gym	\$	1,650.00	9/25/2018	Inv# 7814

Total for direct pay	\$ 7,246.44
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Total for all	\$ 8,602.17
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Outstanding items:

Budget process for 2018 is complete. Planned expenditures include: Administration building and Library window replacement, Library roof replacement and Campus Master Planning revisions. The contracts have been completed and signed for both the Savides Library roofing project and the Savides Library / Umhoefer Bldg window replacement project. Both projects are being scheduled for completion during Summer 2018. As per April Commission meeting, Campus Master Plan RFP is on hold until further notice. The window replacement project is completed for the Library and Administration Building portions. The roof replacement project for the Library has been completed. **The Fine Arts building window replacements are on order and completion is expected this fall.**

Capital Expenses**Accomplishments :**

Grounds and Custodial Related Issues: 1) Steve and Jim continued to maintain the campus grounds throughout the fall season. Tasks completed include: mowing, weeding and trash / debris clean up. 2) TrueGreen Lawn Care treated for grub eradication around central campus buildings. 3) Inspected all exterior lighting and have ordered the lights, drivers and ballasts required to restore deficiencies. 4) Campus dump truck / snow plow is at the City garage for repairs. Vehicle is nearing end of useful life. Need to discuss future options. 5) In the process of repairing washout / sinkhole areas throughout the campus grounds that were effected by the heavy rains. 6) Working with student "Green Stems" group to coordinate a cleanup / replanting of landscape areas in the vicinity of campus fire lane circle behind the Science Building.

Miscellaneous Repairs / Issues: 1) Jim and Steve addressed a long standing groundwater infiltration problem in the Lange electrical vault by installing a sump pump that will automatically pump water to an existing mop sink. This replaces the barrel collection method that had been utilized. 2) UW Platteville has procured the replacement of the campus entrance sign. Sign has been removed and sent to vendor for modification. A temporary sign was fabricated and installed by campus staff. 3) Weimer's provided labor and materials to repair the Gym's south basketball backboard lift mechanism and braces which were damaged in the off season. They also inspected and performed minor adjustments to the remaining 5 backboard mechanisms.

Preventive Maintenance Issues: 1) Inspected and ran load tests on emergency generator in Theater building. 2) Inspected and tested proper operations of all the campus boilers, pumps and air handlers to ensure readiness for the winter heating season. 3) Replaced all (23) emergency lights in the Lange Center with LED fixtures and replaced batteries in all campus emergency lights. 4) Inspected all campus exit lights and replaced defective batteries as required.

HVAC and Plumbing Issues: 1) Repaired a defective heating valve which was causing overheating in the Lange penthouse air handler. 2) Obtaining quotes to repair a plumbing leak in the Anatomy Lab in the Science Building and to add shut off valves for the Science Building area - current system requires shutdown of the entire Science Building in order to facilitate repairs.

Theater Readiness: continued Theater debris clean out project this month by working with new Theater Director and focusing on the workshop and storage areas. Two dumpsters full of debris were removed. Installed safety locks on stationary power tools in workshop to prevent utilization by untrained personnel.