

SAUK COUNTY BOARD OF SUPERVISORS  
NOTICE OF COMMITTEE MEETING  
AGENDA

COMMITTEE: UW - Baraboo/Sauk County Campus Commission

DATE: Thursday, December 19, 2019

TIME: 8:15 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. Discussion and possible action on AkitaBox.
9. Update from Student Housing Advisory Committee.
10. Deans' report.
11. Set next date and time.
12. Adjournment.

*COPIES TO:*

Committee: Wedekind Kolb Hazard VonAsten Geick 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: December 13, 2019

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](http://www.co.sauk.wi.us)

UW-BARABOO / SAUK COUNTY CAMPUS COMMISSION MINUTES

UW-Baraboo/Sauk County Campus, Executive Dining Room

Baraboo, Wisconsin

Thursday, November 21, 2019

**Members present:** Phil Wedekind, Alene Bolin, Tom Kolb, Bryant Hazard, Cynthia Haggard

**Members Absent:** Scott Von Asten, Ed Gieck

**Others Present:** Ed Janairo, Peter Vedro, Jesse Arias, John Christensen, Mike Compton, Daniel Olson, Matthew Joyce, and Mike Palm.

Chair Wedekind called the meeting to order at 8:15 a.m. and Compliance with the Open Meeting Law was verified.

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

MOTION (Hazard/Bolin) to approve the minutes of the regular meeting on October 17, 2019 with addition. Motion carried unanimously.

**Public Comment:** None.

**Communications:** None.

**Selection of Tom Geimer replacement**

Cheryl Geise was chosen by coin flip. Heads was flipped.

**Facilities planning and maintenance report:**

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

**Financial report and approval of vouchers.**

Report given.

MOTION (Kolb/Bryant) to approve the bills in the amount of \$2,407.23. Motion carried unanimously.

**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, December 19, 2019 at 8:15 a.m. Motion carried.

Respectfully Submitted,

Alene Bolin  
Administrative Coordinator

**UW PLATTEVILLE / BARABOO / SAUK COUNTY**

**COMMISSION MAINTENANCE REPORT**

**Jesse Arias, Facilities Director**

**Date: 12/19/2019**

**CAPITAL EXPENCES**

Nothing to report

**OUTSTANDING ITEMS**

1. NIGHT SAFETY WALK: We conducted a night time safety walk in November and found several deficiencies. The main areas were in the back of the campus on the east side by the tree line. It is very dark behind the campus along the fire lane. Now that we have students residing onsite, it is very important to get that rear area lit up to provide safety for the students. The other areas were on the west and south sides of the Lange Gymnasium and in the south side of the new Science Bldg. Please see the attached safety walk report for more details.
2. LANGE BLDG: Just a reminder that Schneider Electric (Square D) will be doing their inspection of the main service cabinet on Jan. 3<sup>rd</sup>, 2020. There will be about a 4-hour shutdown involved so they can inspect the cabinet. Alliant Energy will do the shutdown and re-energizing work. They will then provide us with a quote to do the needed replacement/repairs to the electrical service cabinets. PLEASE NOTE: This will be a sole bid to do the work if we want the warranty. There is also be about a 12-week lead time to build the new service cabinets. So, it is imperative that we approve the contract as soon as they give it to us so they can start building the new cabinets. They will install the new cabinets in the June/July time period. The work will require up to a 3-day complete electrical shutdown of the Lange Building.

3. LANGE BLDG: The elevator door bumper panel was knocked out of place and had to be repaired by Schumacher Elevator under contract. This is not the first time this has happened, and they suggest converting to the newer style laser style sensors. To convert to the newer style will cost approximately \$1800.00 dollars. We will repair this in FY 2020 in the maintenance budget.

## **COMPLETED MAINTENANCE ITEMS**

### **General Maintenance:**

1. Automatic Entrances of Wisconsin installed the handicap door closers on the north side theatre doors and the north and south side Music Annex hallway doors.
2. Schaffer Electric wired all the door openers.
3. Prepared campus float for the annual Baraboo light parade.
4. Repaired some broken lights on the campus pool vehicle.
5. Set up stage for upcoming piano recital.

### **Grounds and Custodial:**

1. Fall grounds clean up

### **Preventive Maintenance:**

1. Add chemicals to hot water loop to prevent corrosion in system.
2. Replaced filters, belts and lubricate equipment.
- 3.

### **HVAC and Plumbing:**

1. Hanson Controls wired the VFD on the air handler to A241 to start and stop with the building automation system.
2. Repaired the kitchen faucet and drain.
3. Installed new faucets in lower Lange restrooms.

## UW PLATTEVILLE BARABOO/SAUK COUNTY

### NIGHT SAFETY WALK

November 7, 2019

#### DEFICIENCIES FOUND

1. The evergreen trees directly in front of Library entrance prevent someone in the library from seeing out into the campus. Can provide a potential hiding spot.
2. The lighting in front of the Villas is poor. The walkways and surrounding areas are poorly lit.
3. The maintenance garage security light is not on.
4. One parking lot pole light is out.
5. Vines need to be removed around soffits and lighting by the Umhoefer east fire stairwell. It is shading the lights and makes a potential hiding place.
6. The west side Lange Building can use some more lighting. That side of the building and walkway is quite dark at night.
7. The tree on island near the entrance of the parking lot obscures the view of cars coming in and out of the parking lot parking lot. This causes a potential driving hazard and can be a possible hiding spot.
8. The east side Gym fire exit door lighting is very dim and could be replaced with some better lighting to light up the adjacent area.
9. The Science greenhouse could use corner lighting. This area is very dark at night.
10. The east side of the campus is very dark causing potential safety issues as there are plenty of hiding areas in the nearby tree line. More lighting needs to be installed all along the rear of the campus.

## SUGGESTED SOLUTIONS

1. The tree needs to be trimmed up to improve visibility These trees will be trimmed back as the weather permits.
2. This deficiency has been reported before. No action by the Villas
3. The timer has been fixed.
4. We will call Action Electric to repair the ballast.
5. The vines will be removed as weather permits
6. Schaffer Electric has given us a bid to put exterior light on the Lange Gym. The bid is less than \$5000.00
7. The tree needs to be trimmed up to improve visibility. This tree will be trimmed back as the weather permits
8. The existing door lights should be replaced with a light that not only lights up the door entrance but lights up the adjacent area as well. That would help bridge the lighting between the Lange Building and the Science Building.
9. A couple of corner lights should be installed to light up the south area of the Science Building and fire road.
10. New lighting must be installed all along the east side (back side of campus) to improve the safety of the people at the Villas.





## Finance Department Memorandum

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To: UW Baraboo/Sauk County Campus Commission  
From: Cynthia Haggard, Finance Director,   
Date: December 19, 2019  
Re: November 30, 2019 Financial Highlights

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### Balance Sheet:

Please see the attached Balance Sheets for:

- November 30, 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:

- November 30, 2019

### **Revenues**

2019

- Total revenues are at 94.50 percent of budget.
- All appropriations have been collected.
- Interest income of \$492.71 is for January – October
- \$3,100 for Moraine Prairie Project was received as Donations and Contributions

### **Expenditures**

2019

- Total expenditures are 78.39 percent of budget.

### **Summary**

Net revenue over expenditures of \$33,356.59

**City of Baraboo**  
**UW\_Baraboo/Sauk County Campus Commission**  
**Balance Sheets**  
**November 30, 2019 and December 31, 2018**

<b>Assets</b>	<b>Year to Date</b>	<b>December 31, 2018</b>
Cash	\$ 241,957.32	\$ 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
<b>Total Assets</b>	<b>\$ 16,589,421.68</b>	<b>\$ 16,557,354.31</b>
<b>Liabilities and Fund Equity</b>		
<b>Liabilities;</b>		
Accounts Payable	\$ -	\$ 1,289.22
<b>Fund Equity:</b>		
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	209,982.45	227,523.18
Non-Spendable Prepaid Expenses	5,480.78	5,480.78
Fund Balance Surplus Applied	11,825.00	-
Assigned_Capital Improvements	-	-
Net Revenue (Expenditures)	33,356.59	(5,715.73)
<b>Total Fund Equity</b>	<b>16,589,421.68</b>	<b>16,556,065.09</b>
<b>Total Liabilities and Fund Equity</b>	<b>\$ 16,589,421.68</b>	<b>\$ 16,557,354.31</b>

**City of Baraboo**  
**UW\_Baraboo/Sauk County Campus Commission**  
**Income Statement with Comparison to Budget**  
**For The Eleven Months Ending November 30, 2019**

<b>Revenues:</b>	<b>Current Month</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Percentage of Budget</b>
Appropriations-County	\$ -	\$ 102,500.00	102,500.00	100.00
Appropriations- City	-	102,500.00	102,500.00	100.00
Interest on Investments	-	492.71	800.00	61.59
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	-
<b>Total Revenues</b>	<u>-</u>	<u>208,593.71</u>	<u>220,726.00</u>	<u>94.50</u>
<b>Expenditures:</b>				
Social Security	-	72.67	130.00	55.90
Commission Fees	-	950.00	1,600.00	59.38
Professional Services	-	-	15,000.00	-
Telephone	110.23	1,059.89	1,200.00	88.32
Repair & Maint Serv-Equipment	-	-	-	-
Repair & Maint Serv-Buildings	165.00	32,718.46	70,825.00	46.20
Repair & Maint Serv-Facilities	175.80	19,096.62	6,100.00	313.06
Travel	-	261.60	220.00	118.91
Repair & Maint Materials	1,956.35	16,082.21	15,000.00	107.21
Other Supplies & Expense	-	181.80	651.00	27.93
Insurance	-	23,163.87	20,000.00	115.82
Building Improvements	-	81,650.00	90,000.00	90.72
<b>Total Expenditures</b>	<u>2,407.38</u>	<u>175,237.12</u>	<u>220,726.00</u>	<u>79.39</u>
<b>Net Revenues (Expenditures)</b>	<u>\$ (2,407.38)</u>	<u>\$ 33,356.59</u>	<u>\$ -</u>	