

SAUK COUNTY BOARD OF SUPERVISORS
NOTICE OF COMMITTEE MEETING
AGENDA

COMMITTEE: UW - Baraboo/Sauk County Campus Commission

DATE: Thursday, May 16, 2019

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. Election of officers.
5. Public comment.
6. Communications.
7. Facilities planning and maintenance report.
8. Discussion and Possible Action on purchase of tools.
9. Financial report and approval of vouchers.
10. Discussion of Energy Audit.
11. Update from Pat Sherman of Bluffstone on payment of the delinquent taxes.
12. Discussion of Asset Management and Work Order Tracking software.
13. Update on student housing.
14. Deans' Report.
15. Set next date and time.
16. 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: May 10, 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

Members present: Phil Wedekind, Alene Bolin, Tom Geimer, Tom Kolb, Cynthia Haggard, Peter Vedro, Mike Palm
Members Absent: Bryant Hazard, Scott Von Asten, and Ed Geick
Others Present: Ed Janairo, Steve Schara, Susan Endres, James Revels, David Olson

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

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

MOTION (Kolb/Geimer) to approve the minutes of the regular meeting on March 21, 2019. Motion carried unanimously.

Public Comment: None.

Communications: None.

Facilities planning and maintenance report:

Report attached. MOTION (Kolb/Geimer) for Corporation Counsel to write a letter to Schindler.

Accept Bids for New Roof on Fine And Performing Arts Center.

MOTION (Bolin/Kolb) to reject all bids and send out again with better specs.

Financial report and approval of vouchers.

MOTION (Kolb/Geimer) to approve invoices for \$3,043.20.

Consideration of budget amendment from fund balance for Savides Library Roof Replacement.

MOTION (Bolin/Geimer) to move fund balance of \$11,825.

Discuss water mitigation from Lange entry area and Lower Level Electrical room.

Discussion was had.

Review and Possible Action of the Fine and Performing Arts Center Air Handling System

Discussion was had.

Dave Olson Request of Cleanup of the Ice Age Trail

MOTION (Bolin/Kolb) to approve projects and accept grants.

Discussion of Energy Audit

MOTION (Kolb/Palm) to postpone agenda item until next month.

Discussion of Asset Management and Work Order Tracking software

MOTION (Palm/Bolin) to postpone agenda item.

Discussion of Campus Master Plan

Discussed and decided not to do it now because property management change.

Discussion of personal property taxes for the Villas.

Discussion was had.

Update on student housing.

Update given.

UW-BARABOO / SAUK COUNTY CAMPUS COMMISSION MINUTES
UW-Baraboo/Sauk County Campus, Executive Dining Room
Baraboo, Wisconsin

Thursday, April 18, 2019

Deans' Report.

Report given. See attached.

MOTION (Wedekind/Kolb) to adjourn until Thursday, May 16, 2019 at 8:00 a.m. Motion carried unanimously.

Respectfully Submitted,

Alene Kleczek Bolin
Sauk County Administrative Coordinator



Finance Department Memorandum

To: UW Baraboo/Sauk County Campus Commission
From: Cynthia Haggard, Finance Director, 
Date: May 16, 2019
Re: April 30, 2019 Financial Highlights

Balance Sheet:

Please see the attached Balance Sheets for:

- April 30, 2019 and December 31, 2018 (Pre-Audit)
- \$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:

- April 30, 2019

Revenues

2019

- Total revenues are at 94.29 percent of budget.
- All appropriations have been collected.
- Interest income of \$208.33 is for January - March

Expenditures

2019

- Total expenditures are 15.86 percent of budget.
- The credit of \$180 is a refund of an overcharge from the Municipal Property Insurance Company.

City of Baraboo
UW_Baraboo/Sauk County Campus Commission
Balance Sheets
April 30, 2019 and December 31, 2018

Assets	Year to Date	December 31, 2018
Cash	\$ 397,980.24	\$ 223,096.67
Prepaid Expenses	-	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	\$ 16,726,757.10	\$ 16,557,354.31
Liabilities and Fund Equity		
Liabilities;		
Accounts Payable	\$ -	\$ 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	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)	170,692.01	(5,715.73)
Total Fund Equity	16,726,757.10	16,556,065.09
Total Liabilities and Fund Equity	\$ 16,726,757.10	\$ 16,557,354.31

City of Baraboo
UW_Baraboo/Sauk County Campus Commission
Income Statement with Comparison to Budget
For The Four Months Ending April 30, 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	-	208.33	800.00	26.04
Rents and Leases	-	1.00	1.00	100.00
Sale of Assets	-	-	-	-
Fund Balance Applied	-	-	11,825.00	-
Total Revenues	-	205,209.33	217,626.00	94.29
Expenditures:				
Social Security	-	-	130.00	-
Commission Fees	-	-	1,600.00	-
Professional Services	-	-	-	-
Telephone	102.77	306.87	1,200.00	25.57
Repair & Maint Serv-Equipment	-	-	-	-
Repair & Maint Serv-Buildings	1,269.27	13,529.26	85,825.00	15.76
Repair & Maint Serv-Facilities	300.00	300.00	3,000.00	10.00
Travel	-	-	220.00	-
Repair & Maint Materials	1,371.30	2,359.69	15,000.00	15.73
Other Supplies & Expense	-	130.76	651.00	20.09
Insurance	(180.00)	17,890.74	20,000.00	89.45
Building Improvements	-	-	90,000.00	-
Total Expenditures	2,863.34	34,517.32	217,626.00	15.86
Net Revenues (Expenditures)	\$ (2,863.34)	\$ 170,692.01	\$ -	

UW PLATTEVILLE / BARABOO / SAUK COUNTY

COMMISSION MAINTENANCE REPORT

Jesse Arias, Facilities Director

Date: 5/8/19

OUTSTANDING ITEMS

Capital Expenses:

1. Fine Arts building roof replacement. Bids Completed. Work to be done this summer by Nieman Roofing this summer.
2. Fine Arts Building Air Handler Replacement: We need to get the Heating, Cooling and Ventilation load calculations done in accordance with ASHRAE Standard 62.1 Ventilation for Acceptable Indoor Air Quality. We are working with an Engineering firm to do the heating and cooling load calculations for the arts building. Consideration is being given to the future remodel of the Arts building in regards to ventilation requirements for the art classrooms. We are hoping to have this work done by 26 May so it can be put into Scope of Work and an RFB generated. The cost for the engineering work will be less than 10K

COMPLETED MAINTENANCE ITEMS

Grounds and Custodial Related Issues:

1. We have started the mowing to get the immediate grounds around the buildings looking good for graduation.
2. We have started laying down fresh bark around the shrubs and trees. It should be completed prior to graduation.
3. We are working with a landscape contractor to install perennial plantings around the walkways instead of purchasing basket annuals that will not last. The Campus is paying for the landscape contractor to install the plants and the commission has graciously offered to purchase the flowers at a cost of \$490.00
4. We are getting all the new signage installed around the campus. The new pole banners are up and we are getting all the other signage up as time permits before graduation.
5. Tru Green is scheduled to be out before graduation to do the first lawn treatment.
6. Cleaned and sealed the historical plaque. Looks just like new. As per Tom Geimers request.
7. Purchased a new stage assembly for graduation instead of renting one. The purchase of our own stage is more cost effective in the long run than renting.

Preventive Maintenance Issues:

1. Ordered air filters for their scheduled replacement in the air handling units
2. Replaced a point of use water heater in the music annex.
3. Installed a fire rated door on the A building elevator mechanical room as per the Elevator Inspectors suggestion

HVAC and Plumbing Issues:

1. Pointon Heating and Colling was contacted to repair a refrigerant leak on the theatre AC unit. They have repaired this leak twice before. They also completed some other repairs while they were here. We have purchased the refrigerant to save money. The invoice for all this work will be in next month's bills.
2. We had to purchase a new motor for the heating system pump in the Arts Building. The motor is on order and should be in soon. The approx. cost for the new motor is \$550.00 dollars. The invoice will be turned in next month.

FY 2019/2020 PROPOSED MAINTENANCE EXPENDITURES

1. Need to hire an electrician to inspect the electrical panel in the Lange Building to access the condition of the unit. Based on the inspection, we will proceed accordingly. Tentative cost less than 1K

2. Concrete repairs in various locations where the sidewalks have cracked from frost heave and present a tripping hazard. Tentative cost less than 10K. Could be done in conjunction with the drainage repairs on the Lange Bldg. to save money.
3. Replacement of 4 countertops and sinks in the Lange upper and lower restrooms. The old countertops are starting to delaminate and look bad. Tentative cost is about \$2500 per countertop/sink.
4. Continue to replace the rest of the old style faucets in the restrooms with Symons Aqua Sense faucets. This will help us standardize all the restroom faucets to one type. Tentative cost less than 5K. It will take a couple of years to completely replace all the faucets.
5. Masonry repairs on the outside of the Fine Arts Building. The brickwork is starting to fail in certain spots from frost expansion. Need to get a mason to repair the defective areas and re-point other areas to prevent water intrusion that will cause more cracking and damage. Tentative cost less than 10K.
6. Asbestos abatement in the A-Bldg. piping pit located behind the large lecture hall (A104). The manifold needs to be abated for the maintenance staff to safely work on the hot water heating pumps. Tentative cost about 5K.
7. Re-pipe the A Bldg. Piping pit manifold behind A104. The manifold is like a porcupine and it is hard to access the pumps for repair and maintenance. We need to have a mechanical contractor re-pipe it. Tentative cost less than 10K.
8. Re-pipe the Fine Arts Building heating manifold. The manifold is laid out poorly with all the pumps high up and hard to access. The old pneumatic controls need to be removed and digital controllers installed. Tentative cost about 10K.for labor

only. We will supply the materials and new valves/controllers. Valves and controllers cost about 15K.

9. Hire a piping insulating contractor to re-insulate all the repaired pipework. About 5K.
10. Remove the remaining pneumatic controllers on the lower A Bldg. air handler and the A104 air handler. The cost for new digital actuators and a Honeywell T775 digital controller are about 5K. We can do the work in house. This will give us better temperature control over those areas and set us up for future Building Automation System upgrades.
11. VFD upgrades to all air handling units not on VFD's already. This will save energy and set us up for future Building Automation upgrades. A VFD and a VFD rated motor are about 5k for a 5HP setup.

FUTURE PROPOSED CAPITOL PROJECTS

1. Lange Building roof replacement. We have had to repair numerous leaks on the room and it is time to start planning on replacing the roof.
2. A concrete patio installed outside the Fine Arts Bldg. Art Room so the students can paint/draw outside. This work will entail some drainage work to include piping to the storm sewer. Tentative cost about 15K

UW-BSC CAMPUS COMMISSION BILLS

May-19

GENERAL MAINTENANCE

UW-BSC REIMBURSEMENT

VENDOR

PURPOSE

Amazon	Bosch Water Heater
Amazon	Stainless zip ties for tennis court windscreens
Amazon	Leather Dye for refurbishment of historical plaque
Menards	Materials to refinish historical plaque
Menards	Landscape mulch for building planters
Menards	Materials to install new signage in gymnasium
Menards	Hardware to install new banners
Menards	Materials to install new water heater in music annex
Menards	Hardware to install new door closer on elevator door
Menards	Plumbing fittings to install new water heater in music annex
Menards	Paint and materials to install new Platteville BSC sign in Lange Bldg
Menards	Materials to install new signage in Lange Bldg hallway
Automatic Entrances of Wisconsin	Labor to repair handicap opener on theatre south entrance
Menards	Hardware to install new banners in parking lot
Menards	Landscape mulch for around building planters
Johnstone Supply	3 ea. 30 lb. jug R422B Refrigerant for Fine Arts Bldg
Johnstone Supply	Air filters for air handlers

MAINTENANCE REIMBURSEMENT TOTAL

DIRECT BILL COMMISSION

VENDOR

PURPOSE

Century Link	Elevator automatic dialer expense
Capitol Newspapers	Cost for running ad for bid requests for Fine Arts Bldg.
Schaffer Electric	New atrium lighting for walkway
WI DSPS	3 elevator permits fees

TOTAL FOR DIRECT PAY

GRAND TOTAL

COST	DATE	INVOICE NUMBER
135.39	4/1/2019	222-8550130-0810609
39.60	4/17/2019	111-7843149-4955448
23.25	4/18/2019	112-6167929-5671441
28.66	5/5/2019	932940476
390.00	4/29/2019	99559048890
15.37	4/25/2019	76839065614
11.47	4/19/2019	93292046975
13.78	4/16/2019	32876053134
70.74	4/8/2019	93292061077
25.38	4/11/2019	93366045638
61.42	4/11/2019	32878051554
17.75	4/16/2019	32876053134
212.00	4/22/2019	1984181
32.91	5/4/2019	93470058311
260.00	5/3/2019	26477049671
601.00	4/17/2019	P204198
764.56	4/4/2019	P204200

\$ 2,703.28

COST	DATE	INVOICE NUMBER
102.33	4/17/2019	301298969
49.30	4/5/2019	1628265
250.00	4/9/2019	12185
150.00	4/11/2019	500059

551.63

3254.91

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