

SAUK COUNTY BOARD OF SUPERVISORS
NOTICE OF COMMITTEE MEETING
AGENDA

COMMITTEE: UW - Baraboo/Sauk County Campus Commission

DATE: Thursday, July 18, 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. Public comment.
5. Communications.
6. Facilities planning and maintenance report.
7. Financial report and approval of vouchers.
8. Consideration of budget.
9. Update on Bluffstone
10. Update on student housing.
11. Deans' report.
12. Set next date and time.
13. 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: July 12, 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

UW-BARABOO / SAUK COUNTY CAMPUS COMMISSION MINUTES

UW-Baraboo/Sauk County Campus, Executive Dining Room

Baraboo, Wisconsin

Thursday, June 20, 2019

Members present: Phil Wedekind, Becky Evert, Tom Geimer, Tom Kolb, Cynthia Haggard, Bryant Hazard and Scott Von Asten

Members Absent: Ed Gieck

Others Present: Ed Janairo, Peter Vedro, Jesse Arias, John Christensen, Mike Compton, David Olson, Mike Palm and Genevieve Raddatz

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

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

MOTION (Geimer/Kolb) to approve the minutes of the regular meeting on May 16, 2019 making the correction under Discussion and Possible Action on purchase of tools from \$35,000.00 to \$3,500.00. Motion carried unanimously.

Public Comment: None.

Communications: None.

Facilities planning and maintenance report:

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

Approve removal of old chimney at the cost of \$3,200.00:

Discussion took place among the committee. MOTION (Kolb/Von Asten) to approve the chimney removal with a cost up to \$5,700.00. Motion carried unanimously.

Financial report and approval of vouchers.

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

MOTION (Hazard/Geimer) to approve a budget amendment of \$3,100.00. Motion carried unanimously.

MOTION (Geimer/Kolb) to approve the bills in the amount of \$8,193.74. Motion carried unanimously.

Consideration of budget and capital improvements:

Discussion took place among the committee. MOTION (Geimer/Von Asten) to set the 2020 budget at \$120,000.00.

Motion carried unanimously.

Discussion of possible action to hire heating engineer:

Discussion took place among the committee. MOTION (Kolb/Von Asten) to postpone this item to the July meeting to allow Arias to do more research and receive bids. Motion carried unanimously.

Update from Genevieve Raddatz regarding issues and the Villas:

Raddatz gave the committee a brief update on outdoor volleyball courts.

Update on Bluffstone and findings from discussions with UW Platteville:

There was nobody at the meeting from the Corporation Counsel's Office to provide and update to the committee. Janairo made the suggestion that the commission put in a request to Chancellor Shields to have discussions on options the committee has moving forward. MOTION (Kolb/Von Asten) to direct the Corporation Counsel's Office to draft a letter to Chancellor Shields to begin discussion on options moving forward. Motion carried unanimously.

Update and discussion of asset management and work order tracking software:

Discussion took place among the committee. Arias will report to committee in July with his findings and arrange for Akitta to give a brief presentation.

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

Thursday, June 20, 2019

Update on student housing.

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

Deans' Report.

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

MOTION (Hazard/Geimer) to adjourn until Thursday, July 18, 2019 at 8:00 a.m. Motion carried.

Respectfully Submitted,

Becky Evert
Sauk County Clerk

UW PLATTEVILLE / BARABOO / SAUK COUNTY

COMMISSION MAINTENANCE REPORT

Jesse Arias, Facilities Director

Date: 7/18/19

OUTSTANDING ITEMS

Capital Expenses:

1. Fine Arts building roof replacement is complete except for the penthouse roof which will be done when the Fine Arts Bldg. Remodel Project is completed. Nieman has submitted their invoice in this month's receipts. \$ 81,650.00
2. Lange Building Electrical Service cabinets. Alliant Energy and Schaffer Electric has been out and inspected the main electrical service cabinets and found that they have been damaged from the water intrusion. The main cabinet has significant corrosion damage along with the main buss bars. The main service cabinet must be completely replaced. The cabinet next to it has some corrosion damage to the cabinet and buss bars. The cabinet damage can be repaired, and the buss bars replaced. The next two adjacent cabinets show no damage.
3. Shaffer Electric is working on a bid to do the necessary replacement and repairs. THE CATCH: Square D, the manufacturer of the cabinet WILL NOT warranty the cabinet if someone else (Like Schaffer) installs the cabinet. So, to have a warranty, Square D has to install the cabinet. But they will be more expensive than Dan Schaffer. (or another electrical contractor)
4. This work will not be attempted until the summer of 2020. The work all hinges on if the drainage repairs to the Lange Building this fall are

successful. We will find that out next spring when the snow melts and we get into our rainy season.

COMPLETED MAINTENANCE ITEMS

Grounds and Custodial Related Issues:

1. Continuing with the summer stripping and waxing on the floors.
2. Continuing with the shampooing of the carpets and upholstery cleaning
3. Continuing with the lawn mowing and grounds maintenance. The campus looks very nice and we are getting a lot of complements on the appearance of the campus.
4. Moving offices around to accommodate new staff.
5. Updating and changing locks and keys to support the office moves.
6. Preparing the campus float for the circus parade.

Preventive Maintenance Issues:

1. Fire and Safety completed the Chemistry Lab Chemical Storage Room Fire Suppression System service.

HVAC and Plumbing Issues:

1. Washing A/C condensers on all the buildings

MAJOR MAINTENANCE EXPENDITURES TO BE DONE UNDER THE CURRENT FY 2019 MAINTENANCE BUDGET

NOTE: All costs are based on verbal or preliminary quotes we have received

1. Lange Center- Concrete repairs in conjunction with drainage repairs.
PROPOSED COST: \$ 20,000.00 *UPDATE: Waiting on drainage repairs to Lange)*
2. Umhoeffer Building- A/C for room 214. **PROPOSED COST: \$ 40,000.00**
UPDATE: Engineering work done, RFB going out.

3. Lange Center- Replace outside door w/ all new hardware. **PROPOSED COST: \$ 3,000.00** *UPDATE: Collecting bids, two bids received so far.*
4. Fine Arts Building- Handicap door closers on north side doors including electrical work. **PROPOSED COST: \$ 10,000.00** *UPDATE: Collecting bids, two bids received so far.*

FY 2019 PROPOSED MAJOR MAINTENANCE EXPENDITURES : \$ 73,000.00

EXPENDITURES TOTALS TO DATE (July)

FY 2019 MAINTENANCE EXPENDITURES:	\$ 8,355.17
FY 2019 COMMISSION DIRECT PAY:	\$10,433.39
FY 2019 COMMISSION DIRECT PAY CAPITAL EXPENDITURES:	\$ 81,650.00

FY2019 MAINTENANCE BUDGET:	\$ 120,000.00
LESS DIRECT PAY AND MAINT. EXPENSES:	\$ -18,788.56
REMAINING:	\$ 101,211.44
LESS MAJOR MAINTENANCE REPAIRS:	\$ -73,000.00
REMAINING:	\$ 28,211.44



Finance Department Memorandum

To: UW Baraboo/Sauk County Campus Commission
From: Cynthia Haggard, Finance Director, 
Date: July 18, 2019
Re: June 30, 2019 Financial Highlights

Balance Sheet:

Please see the attached Balance Sheets for:

- June 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:

- June 30, 2019

Revenues

2019

- Total revenues are at 93.42 percent of budget.
- All appropriations have been collected.
- Interest income of \$337.20 is for January – May
- Donations of \$867 was from Friends of The Campus for the Moraine Prairie Project
- Budget Amendment of \$3,100 for Moraine Prairie Project added to Donations and Contributions

Expenditures

2019

- Total expenditures are 19.85 percent of budget.
- Budget Amendment of \$3,100 for Moraine Prairie Project added to Repair & Maint Serv-Facilities

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

Assets	Year to Date	December 31, 2018
Cash	\$ 389,682.12	\$ 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	\$ 16,718,458.98	\$ 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)	162,393.89	(5,715.73)
Total Fund Equity	16,718,458.98	16,556,065.09
Total Liabilities and Fund Equity	\$ 16,718,458.98	\$ 16,557,354.31

City of Baraboo
UW_Baraboo/Sauk County Campus Commission
Income Statement with Comparison to Budget
For The Six Months Ending June 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	-	337.20	800.00	42.15
Rents and Leases	-	1.00	1.00	100.00
Sale of Assets	-	-	-	-
Donations and Contributions	-	867.00	3,100.00	27.97
Fund Balance Applied	-	-	11,825.00	-
Total Revenues	-	206,205.20	220,726.00	93.42
Expenditures:				
Social Security	57.37	57.37	130.00	44.13
Commission Fees	750.00	750.00	1,600.00	46.88
Professional Services	-	-	-	-
Telephone	102.33	511.53	1,200.00	42.63
Repair & Maint Serv-Equipment	-	-	-	-
Repair & Maint Serv-Buildings	1,408.00	15,299.26	85,825.00	17.83
Repair & Maint Serv-Facilities	1,158.75	1,708.75	6,100.00	28.01
Travel	-	-	220.00	-
Repair & Maint Materials	2,072.63	7,413.60	15,000.00	49.42
Other Supplies & Expense	-	180.06	651.00	27.66
Insurance	-	17,890.74	20,000.00	89.45
Building Improvements	-	-	90,000.00	-
Total Expenditures	5,549.08	43,811.31	220,726.00	19.85
Net Revenues (Expenditures)	\$ (5,549.08)	\$ 162,393.89	\$ -	

**UW-BSC Campus Commission Bills
July 2019**

UW-BSC reimbursement	Description	Amount	Invoice Date	Invoice Number	Account Description	Account Number
Grainger	HVAC tubing and fittings to repair the theater offices A/C unit refrigerant lines	\$ 14.65	06/21/19	9212461868	In-house Repair & Maint Materials	800-80-55600-350-000
Menards	Paint for room A-265 and Lens Covers for Rm. A-238 & A-241 (less tax charged)	\$ 61.89	06/18/19	93470-05-1781	In-house Repair & Maint Materials	800-80-55600-350-000
Maintenance reimbursement total		\$ 76.54				

Direct Bill Commission	Description	Amount	Invoice Date	Invoice Number	Account Description	Account Number
CenturyLink	Monthly elevator dialer expense (+ .15 from June invoice)	\$ 108.33	05/17/19	301298969	Telephone	800-80-55600-220-000
Nieman Roofing	Roof replacement Fine Arts Building	\$ 81,650.00	07/10/19	26875	Outsourced Repair & Maint Serv-Buildings	800-80-55600-260-000
Fire & Safety II, Inc.	Chemistry Lab Chemical Storage Fire Supression System Inspection	\$ 195.00	06/18/19	MB906181	Outsourced Repair & Maint Serv-Facilities	800-80-55600-280-000
WI DSPS	Permit to Operate Fee Science Bldg. Elevator	\$ 50.00	06/13/19	505351	Outsourced Repair & Maint Serv-Buildings	800-80-55600-260-000
Total for direct pay		\$ 82,003.33				
Total for all		\$ 82,079.87				

**City of Baraboo
Budget Amendment
Supplemental Budget**

UW Campus

Department	Account Number	Account Name	Budget	(Decrease)	Budget
Source of Funds:					
	New Revenue				
UW Campus	800-80-48500-000	Donations and Contributions	-	3,100	3,100
				<u>\$ 3,100</u>	
Use of Funds					
UW Campus	800-80-55600-280-000	Repair & Maint Serv-Facilities	3,000	3,100	6,100
				<u>\$ 3,100</u>	

Create budget for UW Moraine Prairie Project

Chairperson: _____

Date _____