

SAUK COUNTY BOARD OF SUPERVISORS  
NOTICE OF COMMITTEE MEETING  
AGENDA

COMMITTEE: UW - Baraboo/Sauk County Campus Commission

DATE: Thursday, August 15, 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. Consideration of resolution honoring Tom Geimer.
8. Financial report and approval of vouchers.
9. Approval of \$15,000 for Master Plan upgrade.
10. Consideration of amendment of the bylaws for the University of Wisconsin Baraboo/Sauk County Campus Commission Article 3 Section 1 to remove the requirement that the public member be outside the City of Baraboo.
11. Update on Bluffstone.
12. Update on student housing.
13. Deans' report.
14. Set next date and time.
15. Adjournment.

*COPIES TO:*

Committee: Wedekind Kolb 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: August 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](http://www.co.sauk.wi.us)

UW-BARABOO / SAUK COUNTY CAMPUS COMMISSION MINUTES

UW-Baraboo/Sauk County Campus, Executive Dining Room

Baraboo, Wisconsin

Thursday, July 18, 2019

**Members present:** Phil Wedekind, Alene Bolin, Tom Geimer, Tom Kolb, Cynthia Haggard, Bryant Hazard, Ed Geick, and Scott Von Asten

**Members Absent:**

**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 (Hazard/Geick) adopt the agenda. Motion carried unanimously.

MOTION (Hazard/Bolin) to approve the minutes of the regular meeting on June 20, 2019. 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).

**Financial report and approval of vouchers.**

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

MOTION (Geick/Hazard) to approve the bills in the amount of \$8,209.87. Motion carried unanimously.

**Consideration of budget:**

Discussion took place among the committee.

**Update on Bluffstone:**

Raddatz gave update.

**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 (Geick/Bolin) to adjourn until Thursday, July 18, 2019 at 8:00 a.m. Motion carried.

Respectfully Submitted,

Alene Bolin  
Administrative Coordinator

**UW PLATTEVILLE / BARABOO / SAUK COUNTY**

**COMMISSION MAINTENANCE REPORT**

**Jesse Arias, Facilities Director**

**Date: 8/8/19**

**CAPITAL EXPENCES**

Nothing to report

**OUTSTANDING ITEMS**

1. We had to call Statz Mechanical to do some emergency repairs on the A Build. A/C unit. The compressor went out and they are in the process of ordering a new compressor and they will install it next week.

**COMPLETED MAINTENANCE ITEMS**

**General Maintenance**

1. Moving and painting offices to accommodate new staff.
2. Updating and changing locks and keys to support the office moves.
3. Installing shelving in the library for the new bookstore.
4. Painting and carpeting room A-118 to turn it into a computer lab.
5. Painting room A-104 Lecture Hall
6. Painting the Student Services room 219 in the Lange Building.

**Grounds and Custodial:**

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. We received a very nice complement from Aural Umhoefer on the appearance of the campus.

**Preventive Maintenance:**

1. Washing the A/C condensers on all the buildings

**HVAC and Plumbing:**

1. Repairing the leaking refrigerant lines on the RG Brown Theatre offices', A/C unit.
2. Replace the seal on the hot water loop pump.

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

<b>UW-BSC reimbursement</b>	<b>Description</b>	<b>Amount</b>	<b>Invoice Date</b>	<b>Invoice Number</b>	<b>Account Description</b>	<b>Account Number</b>
Menards	Materials to install new computer network cabling Long Distance Learning A-130	29.92	07/03/19	26477065216	In-house Repair & Maint Materials	800-80-55600-350-000
Menards	Paint for new computer lab Room A-118	100.78	07/05/19	99648088565	In-house Repair & Maint Materials	800-80-55600-350-000
Pointon Heating & A/C	Repair refrigerant leaks on A/C unit for RG Brown Theatre	1,877.00	04/26/19	001316750000	Outsourced Repair & Maint Serv-Buildings	800-80-55600-260-000
Grainger	Refrigeration materials to repair RG Brown Theatre offices A/C	463.96	07/26/19	9245006748	In-house Repair & Maint Materials	800-80-55600-350-000
Seals Unlimited	Replacement seals for hot water pump in RG Brown Theatre	194.58	07/26/19	175360	In-house Repair & Maint Materials	800-80-55600-350-000
Menards	New lockset for server room	73.99	07/12/19	76868078881	In-house Repair & Maint Materials	800-80-55600-350-000
Menards	Switch plates & touch up paint for Lactation Rm. in FA Bldg, Offices A Bldg.	24.73	07/19/19	93286026803	In-house Repair & Maint Materials	800-80-55600-350-000
Menards	Rollers and Adhesive to install carpets in Lacatation Rm. FA Bldg.	31.94	07/23/19	76868073435	In-house Repair & Maint Materials	800-80-55600-350-000
True Value Hardware	Spare keys for server room lock	6.76	07/15/19	C1064262	In-house Repair & Maint Materials	800-80-55600-350-000
<b>Maintenance reimbursement total</b>		<b>\$ 2,803.66</b>				

<b>Direct Bill Commission</b>	<b>Description</b>	<b>Amount</b>	<b>Invoice Date</b>	<b>Invoice Number</b>	<b>Account Description</b>	<b>Account Number</b>
CenturyLink	Monthly elevator dialer expense	\$ 109.62	07/17/19	301298969	Telephone	800-80-55600-220-000
Tom Geimer	Tom Geimer	\$ 265.40	08/15/19	08152019	Commission Fees	800-80-55600-140-000
Johnsen Central Agency Inc	Commercial General Liability Insurance	\$ 3,361.00	07/29/19	61-23-WI-0410	Insurance	800-80-55600-510-000
Johnson Controls	Repairs to main fire alarm panel for Library and A Bldg.	\$ 1,672.90	07/26/19	86043594	Outsourced Repair & Maint Serv-Buildings	800-80-55600-260-000
Johnson Controls	Replace broken heat dectecter in tunnel system	\$ 488.02	07/26/19	86043575	Outsourced Repair & Maint Serv-Buildings	800-80-55600-260-000
TruGreen	Lawn spraying	\$ 445.00	07/30/19	107457955	Outsourced Repair & Maint Serv-Facilities	800-80-55600-280-000
<b>Total for direct pay</b>		<b>\$ 6,341.94</b>				
<b>Total for all</b>		<b>\$ 9,145.60</b>				

**RESOLUTION NO. \_\_\_\_\_ - 2019**

**HONORING RUDOLPH THOMAS (TOM) GEIMER POSTHUMOUSLY FOR 16 YEARS OF FAITHFUL SERVICE TO THE PEOPLE OF SAUK COUNTY**

**Background:** It is custom of the Sauk County Board of Supervisors to recognize individuals who have served the people of Sauk County with distinction. Rudolph Thomas (Tom) Geimer faithfully served the people of Sauk County as a member and Vice Chair of the UW Campus Commission for over 16 years. Tom was an essential team member to the UW Campus Commission and all of Sauk County. We would like to express our appreciation and commend Tom for serving with dedication and faithfulness for 16 years.

**Fiscal Impact:**  None  Budgeted Expenditure  Not Budgeted

**NOW, THEREFORE, BE IT RESOLVED**, by the joint owners, Sauk County and the City of Baraboo, met in their respective sessions, hereby recognizes Rudolph Thomas (Tom) Geimer posthumously for his faithful service to the UW Campus Commission.

For consideration by the Sauk County Board of Supervisors on August 20, 2019.

For consideration by the City of Baraboo Common Council on August 27, 2019.

Respectfully submitted,

**SAUK COUNTY UW CAMPUS COMMISSION**

\_\_\_\_\_  
Phil Wedekind, Chair

\_\_\_\_\_  
Bryant Hazard

\_\_\_\_\_  
Mike Palm

\_\_\_\_\_  
Tom Kolb

\_\_\_\_\_  
Cynthia Haggard

\_\_\_\_\_  
Scott Von Asten

\_\_\_\_\_  
Alene Kleczek Bolin

**Fiscal Note:** None.

**Information System Note:** No fiscal impact.



## Finance Department Memorandum

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To: UW Baraboo/Sauk County Campus Commission  
From: Cynthia Haggard, Finance Director,   
Date: August 15, 2019  
Re: July 31, 2019 Financial Highlights

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### Balance Sheet:

Please see the attached Balance Sheets for:

- July 31, 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:

- July 31, 2019

### **Revenues**

2019

- Total revenues are at 94.45 percent of budget.
- All appropriations have been collected.
- Interest income of \$376.17 is for January – June
- 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 57.12 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**  
**July 31, 2019 and December 31, 2018**

<b>Assets</b>	<b>Year to Date</b>	<b>December 31, 2018</b>
Cash	\$ 309,676.97	\$ 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
<b>Total Assets</b>	<b>\$ 16,638,453.83</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)	82,388.74	(5,715.73)
<b>Total Fund Equity</b>	<b>16,638,453.83</b>	<b>16,556,065.09</b>
<b>Total Liabilities and Fund Equity</b>	<b>\$ 16,638,453.83</b>	<b>\$ 16,557,354.31</b>

**City of Baraboo**  
**UW\_Baraboo/Sauk County Campus Commission**  
**Income Statement with Comparison to Budget**  
**For The Seven Months Ending July 31, 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	-	376.17	800.00	47.02
Rents and Leases	-	1.00	1.00	100.00
Sale of Assets	-	-	-	-
Donations and Contributions	2,233.00	3,100.00	3,100.00	100.00
Fund Balance Applied	-	-	11,825.00	-
<b>Total Revenues</b>	<u>2,233.00</u>	<u>208,477.17</u>	<u>220,726.00</u>	94.45
<b>Expenditures:</b>				
Social Security	-	57.37	130.00	44.13
Commission Fees	-	750.00	1,600.00	46.88
Professional Services	-	-	-	-
Telephone	108.33	619.86	1,200.00	51.66
Repair & Maint Serv-Equipment	-	-	-	-
Repair & Maint Serv-Buildings	245.00	15,544.26	85,825.00	18.11
Repair & Maint Serv-Facilities	-	1,708.75	6,100.00	28.01
Travel	196.20	196.20	220.00	89.18
Repair & Maint Materials	76.54	7,490.14	15,000.00	49.93
Other Supplies & Expense	-	181.11	651.00	27.82
Insurance	-	17,890.74	20,000.00	89.45
Building Improvements	81,650.00	81,650.00	90,000.00	90.72
<b>Total Expenditures</b>	<u>82,276.07</u>	<u>126,088.43</u>	<u>220,726.00</u>	57.12
<b>Net Revenues (Expenditures)</b>	<u>\$ (80,043.07)</u>	<u>\$ 82,388.74</u>	<u>\$ -</u>	



Johnsen Central Agency, Inc.  
402 Broadway  
Baraboo, WI 53913-2413  
Phone: 608-356-5515

<b>INVOICE NO. 1111</b>		<b>Page 1</b>
<b>ACCOUNT NO. OP</b>	<b>DATE</b>	
<b>CITYO-1 SS</b>	<b>08/02/2019</b>	
<b>BALANCE DUE ON</b>		
<b>10/01/2019</b>		

City of Baraboo  
101 South Blvd  
Baraboo, WI 53913

Eff Date	Trm	Type	Policy #	Description	Amount
10/01/19	REN	CPKG	61108812	GEN LIAB 2019-2020	\$3,361.00
<b>Invoice Balance:</b>					<b>\$3,361.00</b>
<b>Account Balance:</b>					<b>\$3,361.00</b>

INSURANCE COMPANY  
6101 ANACAPRI BLVD., LANSING, MI 48917-3999

**TAILORED PROTECTION POLICY DECLARATIONS**

AGENCY JOHNSEN CENTRAL AGENCY INC  
23-0080-00 MKT TERR 029 608-356-5515

Renewal Effective 10-01-2019

**POLICY NUMBER 042323-61108812-19**

INSURED CITY OF BARABOO & SAUK CO  
A PARTNERSHIP

Company Use 61-23-WI-0410

ADDRESS 135 4TH ST  
BARABOO WI 53913-2184

Agency Bill

**Policy Term**

12:01 a.m. 12:01 a.m.  
10-01-2019 to 10-01-2020

In consideration of payment of the premium shown below, this policy is renewed. Please attach this Declarations and attachments to your policy. If you have any questions, please consult with your agent.

55039 (11-87)

**COMMON POLICY INFORMATION****Business Description:** Property Owner**Entity:** Partnership

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PART(S):	PREMIUM
COMMERCIAL GENERAL LIABILITY COVERAGE	\$3,361.00
<b>TOTAL</b>	<b>\$3,361.00</b>

**THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.**

Forms that apply to all coverage part(s) shown above (except garage liability, dealer's blanket, commercial automobile, if applicable):  
55000 (07-12) 59390 (01-15)

Countersigned By: \_\_\_\_\_

Auto-Owners Ins. Co.

Issued 07-29-2019

AGENCY JOHNSEN CENTRAL AGENCY INC  
23-0080-00 MKT TERR 029

Agency  
Bill

POLICY NUMBER 042323-61108812-19  
61-23-WI-0410

INSURED CITY OF BARABOO & SAUK CO

Term 10-01-2019 to 10-01-2020

55040 (11-87)

**COMMERCIAL GENERAL LIABILITY COVERAGE**

COVERAGE	LIMITS OF INSURANCE
General Aggregate (Other Than Products-Completed Operations)	\$1,000,000
Products/Completed Operations - Excluded	No Coverage
Personal And Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Damage to Premises Rented to You (Fire Damage)	\$50,000 Any One Premises
Medical Payments	\$5,000 Any One Person

Twice the "General Aggregate Limit", shown above, is provided at no additional charge for each 12 month period in accordance with form 55885.

AUDIT TYPE: Non-Audited

Forms that apply to this coverage:

CG2144 (04-17)	55405 (07-08)	59350 (01-15)	IL0017 (11-85)	IL0283 (01-93)
55146 (06-04)	CG2104 (11-85)	IL0021 (07-02)	55712 (08-15)	59546 (01-17)
CG2106 (05-14)	CG0001 (04-13)	55513 (05-17)	CG2109 (06-15)	55029 (05-17)
CG2196 (03-05)	CG2132 (05-09)	CG2147 (12-07)	55885 (05-17)	59390 (01-15)

**LOCATION 0001 - BUILDING 0001**

Location: 1006 Connie Rd, Baraboo, WI 53913-1015

Territory: 003

County: Sauk

CLASSIFICATION	CODE	SUBLINE	PREMIUM BASIS	RATE	PREMIUM
Buildings Or Premises - Bank Or Office - Mercantile Or Manufacturing- Maintained By The Insured (Lessor's Risk Only) (For-Profit)	61217	Prem/Op	Area 66,503	Each 1000 50.048	\$3,328.00

COMMERCIAL GENERAL LIABILITY COVERAGE - LOCATION 0001 SUMMARY	PREMIUM
TERRORISM - CERTIFIED ACTS SEE FORM: 59350, 55405, 59390	\$33.00
<b>LOCATION 0001</b>	<b>\$3,361.00</b>

**Request for Payment - UW Campus Commission**

**CHAPTER 2  
COMMON COUNCIL**

**2.07 EXPENSE ALLOWANCES FOR  
ALDERPERSON AND MAYOR FOR  
ATTENDING MEETINGS. (1788  
3/13/95)**

(1) EXPENSE ALLOWANCES FOR ATTENDING MEETINGS. Except as provided in §2.08, Alder-persons or the Mayor who are members of a Standing or Special Committee of the Council shall not be paid an expense allowance for attending any meeting of these committees. Alderpersons or the Mayor who are regular members of any of the Boards or Commissions enumerated in Subchapter II of Chapter 1 of this Code shall be paid an expense allowance of \$15 for each meeting attended except that the expense allowance for attending Board of Review shall be \$30 per day. The maximum per diem expense allowance to be received by any Alderperson or the Mayor for attending meetings of a City Board or Commission shall be \$30.00 regardless of the number of different meetings or hours involved. (1686 04/21/93)

Date	Members Attending	Amount Due	Running Total
<del>6/20/2018</del>	<del>Phil Wedekind</del>	<del>15.00</del>	<del>15.00</del>
<del>7/10/2018</del>	<del>Phil Wedekind</del>	<del>15.00</del>	<del>15.00</del>
<del>8/15/2018</del>	<del>Phil Wedekind</del>	<del>15.00</del>	<del>15.00</del>
<del>9/18/2018</del>	<del>Phil Wedekind</del>	<del>15.00</del>	<del>15.00</del>
<del>10/17/2018</del>	<del>Phil Wedekind</del>	<del>15.00</del>	<del>15.00</del>
<del>11/15/2018</del>	<del>Phil Wedekind</del>	<del>15.00</del>	<del>15.00</del>
<del>12/18/2018</del>	<del>Phil Wedekind</del>	<del>15.00</del>	<del>15.00</del>
<hr/>			
<del>6/20/2018</del>	<del>Tom Kell</del>	<del>15.00</del>	<del>15.00</del>
<del>7/10/2018</del>	<del>Tom Kell</del>	<del>15.00</del>	<del>15.00</del>
<del>8/15/2018</del>	<del>Tom Kell</del>	<del>15.00</del>	<del>15.00</del>
<del>9/18/2018</del>	<del>Tom Kell</del>	<del>15.00</del>	<del>15.00</del>
<del>10/17/2018</del>	<del>Tom Kell</del>	<del>15.00</del>	<del>15.00</del>
<del>11/15/2018</del>	<del>Tom Kell</del>	<del>15.00</del>	<del>15.00</del>
<del>12/18/2018</del>	<del>Tom Kell</del>	<del>15.00</del>	<del>15.00</del>
<hr/>			
* 6/12/2019	Tom Geimer	50.00	50.00
6/20/2019	Tom Geimer	50.00	100.00
* 7/10/2019	Tom Geimer	50.00	150.00
7/18/2019	Tom Geimer	50.00	200.00
* 8/7/2019	Tom Geimer	-	200.00
8/15/2019	Tom Geimer	-	200.00
* 9/11/2019	Tom Geimer	-	200.00
9/19/2019	Tom Geimer	-	200.00
* 10/9/2019	Tom Geimer	-	200.00
10/17/2019	Tom Geimer	-	200.00
* 11/7/2019	Tom Geimer	-	200.00
11/15/2019	Tom Geimer	-	200.00
* 12/11/2019	Tom Geimer	-	200.00
12/19/2019	Tom Geimer	-	200.00

Paid August

\*Housing Committee

Chairperson:

Date

**Request for Payment - UW Campus Commission**

**CHAPTER 2**

**COMMON COUNCIL**

**2.07 EXPENSE ALLOWANCES FOR ALDERPERSON AND MAYOR FOR ATTENDING MEETINGS.** (1788 3/13/95)

(1) EXPENSE ALLOWANCES FOR ATTENDING MEETINGS. Except as provided in §2.08, Alder-persons or the Mayor who are members of a Standing or Special Committee of the Council shall not be paid an expense allowance for attending any meeting of these committees. Alderpersons or the Mayor who are regular members of any of the Boards or Commissions enumerated in Subchapter II of Chapter 1 of this Code shall be paid an expense allowance of \$15 for each meeting attended except that the expense allowance for attending Board of Review shall be \$30 per day. The maximum per diem expense allowance to be received by any Alderperson or the Mayor for attending meetings of a City Board or Commission shall be \$30.00 regardless of the number of different meetings or hours involved. (1686 04/21/93)

Date	Members Attending	Miles	County Per Diem Rate	Amount	Running Total
* 6/12/2019	Tom Geimer	30	0.545	16.35	16.35
6/20/2019	Tom Geimer	30	0.545	16.35	32.70
* 7/10/2019	Tom Geimer	30	0.545	16.35	49.05
7/18/2019	Tom Geimer	30	0.545	16.35	65.40
* 8/7/2019	Tom Geimer	-	0.545	-	65.40
8/15/2019	Tom Geimer	-	0.545	-	65.40
* 9/11/2019	Tom Geimer	-	0.545	-	65.40
9/19/2019	Tom Geimer	-	0.545	-	65.40
* 10/9/2019	Tom Geimer	-	0.545	-	65.40
10/17/2019	Tom Geimer	-	0.545	-	65.40
* 11/7/2019	Tom Geimer	-	0.545	-	65.40
11/15/2019	Tom Geimer	-	0.545	-	65.40
* 12/11/2019	Tom Geimer	-	0.545	-	65.40
12/19/2019	Tom Geimer	-	0.545	-	65.40

Paid August

\*Housing Committee

Chairperson: \_\_\_\_\_

Date \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_ - 2018

APPROVING AMENDMENT TO BYLAWS OF UW-BARABOO/SAUK COUNTY  
CAMPUS COMMISSION TO SUBSTITUTE CITY OF BARABOO FINANCE  
DIRECTOR IN PLACE OF CITY CLERK

**Background:** In 1966, Sauk County and the City of Baraboo jointly purchased certain real property which was improved and developed on a 50/50 basis to become the University of Wisconsin Baraboo/Sauk County, and in 1969, the University of Wisconsin Baraboo/Sauk County Campus Commission was created and comprised of County and City representatives. The University of Wisconsin Baraboo/Sauk County Campus Commission has been governed by bylaws since its establishment, and a change is recommended.

Article III, Section 1 of the UW-Baraboo/Sauk County Campus Commission Bylaws states who shall be voting members, one of which is Clerk of the City of Baraboo. Upon the retirement of City of Baraboo City Clerk/Finance Director, the City of Baraboo has separated these positions. It is proposed to change the Campus Commission Bylaws by substituting Finance Director in place of City Clerk. Article VI, Section 1 of the Bylaws states that the bylaws may be amended by majority vote of its voting members, and that the proposed amendment must then be approved by both the Common Council of the City of Baraboo and the Board of Supervisors of Sauk County.

Fiscal Impact:  None  Budgeted Expenditure  Not Budgeted  
MIS Note: No information systems impact.

NOW, THEREFORE, BE IT RESOLVED, the Sauk County Board of Supervisors, met in regular session, approves the amendment to the UW-Baraboo/Sauk County Campus Commission Bylaws, substituting Finance Director in place of City Clerk as a voting member in Article III, Section 1, subject to approval by the City of Baraboo Common Council.

For consideration by the Sauk County Board of Supervisors on \_\_\_\_\_, 2018.

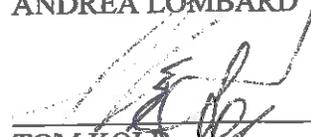
Respectfully submitted,

UNIVERSITY OF WISCONSIN BARABOO/SAUK COUNTY CAMPUS COMMISSION

  
PHIL WEDEKIND, Chair

  
ANDREA LOMBARD

  
TOM GEIMER

  
TOM KOLB

  
SCOTT VON ASTEN

  
ALENE KLECZEK BOLIN

  
EDWARD GEICK

Fiscal Note: No fiscal impact.  
MIS Note: No information systems impact.

COPY

SCANNED

01-30-18 Orig. -> Co. Clk.

RESOLUTION NO. \_\_\_\_ - 2014

AMENDING THE BYLAWS OF THE UNIVERSITY OF WISCONSIN  
BARABOO-SAUK COUNTY CAMPUS COMMISSION

WHEREAS, in 1966, Sauk County and the City of Baraboo jointly purchased certain real property which was improved and developed on a 50/50 basis to become the University of Wisconsin Baraboo/Sauk County, and in 1969, the University of Wisconsin Baraboo/Sauk County Campus Commission was created and comprised of County and City representatives; and,

WHEREAS, the University of Wisconsin Baraboo/Sauk County Campus Commission has been governed by bylaws since its establishment, and recently, those bylaws have been reviewed, and several changes are recommended; and,

WHEREAS, the University of Wisconsin Baraboo/Sauk County Campus Commission has considered various recommendations for changes, the most significant of which is the ability of the County Board to appoint either the County Clerk or Administrative Coordinator as a representative and for the City Council to appoint either the City Clerk or City Administrator as representative, with other, minor administrative changes indicated on the attached addendum to this resolution.

NOW, THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors met in regular session, that the draft changes to the University of Wisconsin Baraboo/Sauk County Campus Commission bylaws described in the attached addendum are hereby adopted subject to approval by the City of Baraboo Common Council.

For consideration by the Sauk County Board of Supervisors on June 17, 2014.

Respectfully submitted:

UNIVERSITY OF WISCONSIN BARABOO-SAUK COUNTY CAMPUS COMMISSION

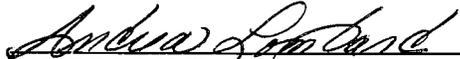
  
\_\_\_\_\_  
PHIL WEDEKIND, CHAIR

  
\_\_\_\_\_  
TOM GEIMER VICE CHAIR

  
\_\_\_\_\_  
SCOTT VON ASTEN

  
\_\_\_\_\_  
CHERYL GIESE - TREASURER

  
\_\_\_\_\_  
TOM KOLB, VICE CHAIR

  
\_\_\_\_\_  
ANDREA LOMBARD

\_\_\_\_\_  
REBECCA DEMARS - SECRETARY

FISCAL NOTE: No fiscal impact.

MIS NOTE: No MIS impact.

BY LAWS BY LAWS

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~~UW Center~~ University of Wisconsin Baraboo/Sauk County Campus Commission

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ARTICLE I

Establishment of the Commission

Resolution of August 12, 1969, of the Common Council of the City of Baraboo as amended September 9, 1969, and identical resolution of July 22, 1969, of the Sauk County Board of Supervisors, as amended September 16, provide the established framework under which the ~~UW Center~~ University of Wisconsin Baraboo/Sauk County Campus Commission shall function.

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ARTICLE II

Business of the Commission

Section 1 - Budget.

Until such time as the City of Baraboo and Sauk County shall be relieved of responsibility of sharing campus custodial and maintenance costs with the University of Wisconsin, the Commission, in consultation with the Campus Dean or ~~his/her with the Dean's~~ authorized representative, shall prepare annually by September 1 of each year a budget for the operation and maintenance of the Campus and such budget shall be presented to the Common Council of the City of Baraboo and the Sauk County Board of Supervisors for final approval. The Commission shall prepare its budget in the format required by the City Common Council and County Board of Supervisors. The Commission's account shall be audited annually by the certified public accounting firm that audits the municipal books and records of the City of Baraboo and the cost of such audit shall be charged to the Commission. The Commission shall conduct its accounting and bookkeeping procedures in accordance with the auditing standards utilized by the City of Baraboo and generally accepted accounting principles. Budgeted funds of the Commission shall be kept in a segregated account by the Treasurer. Only investments outlined in Section 66.04(2) Wisconsin Statutes shall be entered into by the Commission. The principal and earned interest of any investments outside the Local Government Investment Pool must be either insured or collateralized to their full value. The Commission will not leverage its investments nor will the Commission invest in derivatives.

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Section 2 - Campus Expansion.

Until such time as the City of Baraboo and Sauk County shall be relieved of providing construction costs for campus expansion or building modifications, the Commission in consultation with the Campus Dean or ~~his/her~~ the Dean's authorized representative shall, as circumstances require, develop campus building plans for joint City/County approval and funding. If approved in the Commission's budget, the Commission may designate an expansion/capital improvement non-lapsing account and add to and carry over fund balances in that account from year to year and the Commission may expend funds from this account as needed for capital improvement projects approved by the City of Baraboo and Sauk County.

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Section 3 - Campus Liaison.

In all matters pertaining to the operation, maintenance or expansion of the buildings and grounds of the campus, the Commission shall serve as the liaison between the campus administration and the respective governing units of the City of Baraboo and Sauk County.

Section 4 - Personnel.

The Campus Dean is recognized as the official custodian of the campus, responsible for this function to the Commission. Such problems relating to custodial personnel as the Dean may wish to present to the Commission for advice and counsel or for final decision shall be part of the continuing business of the Commission.

Section 5 - Insurance.

The Commission shall procure and maintain adequate liability, hazard and property insurance reasonably necessary to protect the interests of the City of Baraboo and Sauk County and for the acts and/or omissions of the Commission, and its agents, and from loss and damage to the property owned by the City of Baraboo and Sauk County. Policies of insurance shall be filed in the office of the City Clerk of the City of Baraboo. The Commission shall further cause all officers having fiscal responsibility to be bonded where appropriate.

Section 6 - Legal Counsel.

The Sauk County Corporation Counsel shall be appointed to act as legal counsel for the Commission to advise it on all matters concerning the Commission and its business. If authorized in the Commission's budget, the Commission may retain

special Counsel to advise and represent the Commission on matters where the Corporation Counsel cannot or will not act on the Commission's behalf.

ARTICLE III

Membership

Section 1 - Voting Members.

The voting members of the Campus Commission shall consist of two members of the Common Council of the City of Baraboo named by the Mayor, two members of the Sauk County Board of Supervisors named by the Board Chairperson, the Clerk or City Administrator of the City of Baraboo at the discretion of the Common Council, the Clerk of Sauk County or the County Administrative Coordinator at the discretion of the County Board, and one public member resident in Sauk County outside the City of Baraboo named jointly by the Mayor and the Board Chairperson. The term of office of appointed members of the Commission shall be established by the Sauk County Board of Supervisors or by the Common Council of the City of Baraboo respectively for their appointed members to the Commission.

Section 2 - Ex-officio Members.

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The Mayor of the City of Baraboo, the Chairperson of the Sauk County Board of Supervisors, the Dean of the Campus and the Campus Superintendent of Buildings and Grounds shall be ex-officio non-voting advisory members of the Commission. At all regular/special meetings, the Mayor or ~~his/her~~ the Mayor's representative may vote for an absent member of the City Council, and the Chairperson of the Sauk County Board of Supervisors or ~~his/her~~ the Chairperson's representative may vote for an absent member of the County Board.

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Section 3 - Vacancies in Membership.

Vacancies in the regular voting membership shall be filled as soon as feasible by the Mayor of the City of Baraboo or the Chairperson of the Sauk County Board of Supervisors, or both, as the case may require.

Section 4 - Sub-Committees.

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Membership on such sub-committees of the Commission as may be established is non-restricted to regular voting members of the Commission but may, at the discretion of the majority of the voting members of the Commission, include other

citizens of Sauk County, these to be appointed ad hoc by the Chairperson of the Commission. All committee memberships shall terminate at the time the regular April meeting is called to order unless such memberships are renewed.

## ARTICLE IV

### Meetings

#### Section 1 - Meeting Dates and Times.

Meetings of the Commission to conduct its normal business shall be called by the Chairperson, ~~Vice Chairperson~~ Vice Chairperson, or by the Mayor of the City or the Chairperson of the County Board of Supervisors. All meeting notices and agendas shall be prepared and published in accordance with the Wisconsin Open Meeting laws.

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#### Section 2 - Legal Holidays.

If the regular meeting time shall fall on a legal holiday, that meeting shall be re-scheduled by the Commission Chairperson on a day and at a time agreeable to a majority of the Commission members.

#### Section 3 - Special Meetings.

Special meetings of the Commission may be called by any one of the four officers on a day and at a time agreeable to a majority of the voting members.

#### Section 4 - Place of Meeting.

The administrative conference room of the campus is designated as the place for regular and special Commission meetings unless changed by vote of the Commission.

#### Section 5 - Quorum.

Four of the seven regular Commission members shall constitute a quorum. If a quorum is present, the majority vote of the regular members present shall be sufficient to transact business. Without a quorum present no meeting for the transaction of business may be called to order.

ARTICLE V

Officers

Section 1 - Principal Officers.

The principal officers shall be a Chairperson, one Vice Chairperson, a Secretary and a Treasurer. Such other officers and assistant officers as may be deemed necessary may be elected or appointed by the Commission.

Section 2 - Election of Officers.

The officers of the Commission shall be elected annually at the regular May meeting of the Commission or as soon thereafter as may be convenient, except that the Clerk or City Administrator of the City of Baraboo and the Clerk or Administrative Coordinator of Sauk County shall automatically assume the duties of Treasurer and Secretary respectively.

Clerk

Section 3 - Chairperson.

The Chairperson shall be the principle executive officer and shall in general supervise and control all the business affairs of the Commission and appoint committees thereof subject to Commission approval. ~~He/She~~ The Chairperson shall, when present, preside at all meetings of the Commission, countersign checks and sign options, contracts, and other instruments which the Commission has authorized to be executed and in general shall perform all duties incident to the office of Chairperson and such other duties as may be prescribed by the Commission from time to time including the development of meeting agendas in consultation with the Campus Dean.

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Section 4 - Vice Chairperson.

In the absence of the Chairperson or in the event of ~~his/her~~ the Chairperson's death, inability or refusal to act, the Vice ~~Chairperson~~ shall perform the duties of the Chairperson and when so acting shall have all the powers of and be subject to all the restrictions upon the Chairperson; and shall perform such other duties as from time to time may be assigned to ~~him/her~~ the Vice Chairperson by the Chairperson or the Commission.

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Section 5 - Secretary.

The Secretary shall be the record custodian for the Commission, keep the minutes of the Commission meetings, see that all notices are given in accordance with the provisions of these bylaws, be custodian of contracts and correspondence, sign documents as directed by the Commission, provide all Commission members and other designated individuals with notice of meetings and copies of the Commission minutes, maintain a file of the original minutes, and perform such other duties as may from time to time be assigned to ~~him/her~~ the Secretary by the Chairperson of the Commission.

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Section 6 - Treasurer.

The Treasurer shall be responsible for maintaining books of accounts to reflect revenue and expenditure of the Commission, for depositing monies received by the Commission, for drawing checks to cover expenditures approved in advance by the Commission, for billing the University of Wisconsin for its share of approved campus expenditures, for billing Sauk County for its share of approved campus expenditures, and for billing the City of Baraboo for its share of approved campus expenditures.

All disbursements and receipts shall be substantiated by invoices, statements or accounting entries kept in the voucher file to be available for detailed audit.

~~Petty cash in the amount of \$100.00 shall be established in a voucher account by an initial deposit. The Campus Dean or his/her the Dean's authorized agent shall be authorized to write vouchers against this petty cash account and shall be charged with the responsibility of maintaining a voucher file to support such payments and to recap such vouchers monthly for Commission approval. The Treasurer is authorized to maintain a balance in this account of not more than \$100.00. The use of funds from this account for any single expenditure shall not exceed \$50.00.~~

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Section 7 - Resignation and Removal.

~~Any officer (Chair and Vice Chair) of the Commission except the Secretary or Treasurer, may be removed from office with or without cause, at any time, by a majority vote of the members of the Commission. The Secretary and Treasurer shall hold office permanently and may only be removed by the amendment of these bylaws and the approval thereof by the City Council and County Board of Supervisors. Any officer may resign at any time by giving notice to the Commission. Such resignation shall take effect no later than the first Commission meeting following receipt of such notice. Any vacancy in office may be filled by appointment or election by the Commission. The officer appointed or elected shall serve for the remainder of the term of the officer replaced.~~

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ARTICLE VI

Amendments

Section 1 - Procedure for Amendment.

The Commission may from time to time recommend amendment of these bylaws by majority vote of its voting members. The proposed amendment must then be approved by both the Common Council of the City of Baraboo and the Board of Supervisors of Sauk County.

Section 2 - Amendment of Article I.

Article I shall be amended or repealed only by joint resolution of the Common Council of the City of Baraboo and the County Board of Sauk County, Wisconsin.

ARTICLE VII

Miscellaneous Provisions

Section 1 - Naming and Dedication of Facilities.

From time to time, there may be a desire to name or dedicate facilities, portions of buildings, or portions of grounds after an individual or individuals based upon exemplary service, contribution, or other reason. Requests for the naming or dedication of facilities shall be processed as follows:

(a) Any proposal for naming or dedicating facilities, portions of buildings, or portions of grounds shall be brought before the Campus Commission for consideration. Recommendations shall be considered at a meeting of the Campus Commission and may be considered in closed session if authorized by the Wisconsin Statutes.

(b) If the request involves a living individual who has been formally associated with the University of Wisconsin Baraboo - Sauk County College, or has held a paid public office, a waiting period after the period of association or departure from public office is required. Normally, at least five years must have elapsed from the time a person has terminated such association or office to the time of naming or dedication of a facility or portion of property. Exceptions to the waiting period can be made if a gift stipulates that it is contingent upon the naming or dedication of facilities, and the acceptance of the gift was properly approved.

(c) A request to name or dedicate an entire building after an individual or individuals shall require the approval of the City of Baraboo Common Council and the Sauk County Board of Supervisors.

(d) The Campus Commission is authorized to approve the naming of facilities when the naming or dedication involves less than an entire building, such as rooms, wings, athletic fields, or exterior amenities. This authority is subject to the same limitations regarding waiting periods as those pertaining to entire buildings.

Approved by the ~~UWC- University of Wisconsin~~ Baraboo/Sauk County Campus Commission on June 14, 1995.

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Last amendment: ~~May, 2010.~~

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