

SAUK COUNTY BOARD OF SUPERVISORS
NOTICE OF COMMITTEE MEETING
AGENDA

COMMITTEE: UW - Baraboo/Sauk County Campus Commission

DATE: Thursday, September 19, 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. Sauk County outside agency request.
9. Discussion and possible approval of detailed 2020 budget.
10. Discussion and possible approval of budget amendment for \$15,000.
11. 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.
12. Discussion of Tom Geimer replacement.
13. Update on student housing.
14. Deans' report.
15. Set next date and time.
16. 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: September 16, 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, August 15, 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 (Kolb/Von Asten) adopt the agenda. Motion carried unanimously.

MOTION (Kolb/Hazard) to approve the minutes of the regular meeting on July 18 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).

Consideration of resolution honoring Tom Geimer

MOTION (Bolin/Von Asten) to approve. Motion carried.

Financial report and approval of vouchers.

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

MOTION (Kolb/Geick) to approve the bills in the amount of \$9,145.60. Motion carried unanimously.

Approval of \$15,000 for Master Plan upgrade:

MOTION (Bolin/Kolb) to approve \$15,000 for Buildings Services to hire professional for master plan upgrade.

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

MOTION (Von Asten/Bolin) to postpone for one month. Motion carried.

Update on Bluffstone:

Meeting with UW Platteville.

Update on student housing.

Oral update by Genevieve Raddatz.

Deans' Report.

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

UW-BARABOO / SAUK COUNTY CAMPUS COMMISSION MINUTES

UW-Baraboo/Sauk County Campus, Executive Dining Room

Baraboo, Wisconsin

Thursday, August 15, 2019

MOTION (Geick/Von Asten) to adjourn until Thursday, September 19, 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: 9/19/19

CAPITAL EXPENCES

Nothing to report

OUTSTANDING ITEMS

1. Statz Mechanical completed the repairs to the A Build. A/C unit.
2. Lange Bldg. drainage and sealing work is now completed

COMPLETED MAINTENANCE ITEMS

General Maintenance

1. All painting and office moves are now completed.
2. Shelving in the library for the new bookstore is completed.
3. New no smoking signs are now installed.

Grounds and Custodial:

1. Tree and bushes have been trimmed along the main walkway.
2. The shampooing of the carpets and upholstery cleaning has been completed
3. All waxing and polishing of the floors have been completed.
4. Continuing with the lawn mowing and grounds maintenance.

Preventive Maintenance:

1. The air filters have been changed on all the air handling units

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 in Lange Bldg.
3. Misc. plumbing repairs throughout campus.



Finance Department Memorandum

To: UW Baraboo/Sauk County Campus Commission
From: Cynthia Haggard, Finance Director, 
Date: September 19, 2019
Re: August 31, 2019 Financial Highlights

Balance Sheet:

Please see the attached Balance Sheets for:

- August 31, 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:

- August 31, 2019

Revenues

2019

- Total revenues are at 94.48 percent of budget.
- All appropriations have been collected.
- Interest income of \$431.72 is for January – August
- \$3,100 for Moraine Prairie Project was received as Donations and Contributions

Expenditures

2019

- Total expenditures are 61.58 percent of budget.
- Budget Amendment of \$15,000 from Repair & Maintenance Serv-Building to Professional Services for the Master Plan upgrade.

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

Assets	Year to Date	December 31, 2018
Cash	\$ 297,386.99	\$ 223,096.67
Prepaid Expenses	2,520.75	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	\$ 16,628,684.60	\$ 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)	72,619.51	(5,715.73)
Total Fund Equity	16,628,684.60	16,556,065.09
Total Liabilities and Fund Equity	\$ 16,628,684.60	\$ 16,557,354.31

City of Baraboo
UW_Baraboo/Sauk County Campus Commission
Income Statement with Comparison to Budget
For The Eight Months Ending August 31, 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	29.74	431.72	800.00	53.97
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	-
Total Revenues	<u>29.74</u>	<u>208,532.72</u>	<u>220,726.00</u>	<u>94.48</u>
Expenditures:				
Social Security	15.30	72.67	130.00	55.90
Commission Fees	200.00	950.00	1,600.00	59.38
Professional Services	-	-	15,000.00	-
Telephone	109.62	729.48	1,200.00	60.79
Repair & Maint Serv-Equipment	-	-	-	-
Repair & Maint Serv-Buildings	4,037.92	19,582.18	70,825.00	27.65
Repair & Maint Serv-Facilities	3,545.00	5,253.75	6,100.00	86.13
Travel	65.40	261.60	220.00	118.91
Repair & Maint Materials	926.66	8,416.80	15,000.00	56.11
Other Supplies & Expense	-	181.11	651.00	27.82
Insurance	840.25	18,815.62	20,000.00	94.08
Building Improvements	-	81,650.00	90,000.00	90.72
Total Expenditures	<u>9,740.15</u>	<u>135,913.21</u>	<u>220,726.00</u>	<u>61.58</u>
Net Revenues (Expenditures)	<u>\$ (9,710.41)</u>	<u>\$ 72,619.51</u>	<u>\$ -</u>	

UW-BSC Campus Commission Bills
September 2019 # 1

UW-BSC reimbursement	Description	Amount	Invoice Date	Invoice Number	Account Description	Account Number
Menards	Paint and carpt adhesive to do Room A118	93.28	08/06/19	3894023610	In-house Repair & Maint Materials	800-80-55600-350-000
Menards	Fasteners to attach shelving for new books in library	43.72	08/09/19	76868071278	In-house Repair & Maint Materials	800-80-55600-350-000
Menards	Fasteners to attach shelving for new books in library	20.93	08/12/19	93292067312	In-house Repair & Maint Materials	800-80-55600-350-000
Menards	Lawn care materials for drainage project	60.93	08/29/19	93655062283	In-house Repair & Maint Materials	800-80-55600-350-000
Menards	Faucett repair materials in Umhoeffer Bldg.	23.95	08/28/19	7686807457	In-house Repair & Maint Materials	800-80-55600-350-000
Menards	Fasteners for new signage around campus	85.77	08/27/19	99648061833	In-house Repair & Maint Materials	800-80-55600-350-000
Menards	Two cycle oil for grounds equipment and crack sealer for Fine Arts Bldg.	33.12	08/26/19	9329204580	In-house Repair & Maint Materials	800-80-55600-350-000
Menards	Plumbing materials to repair faucetts in Umhoeffer Bldg.	25.43	08/23/19	93286093128	In-house Repair & Maint Materials	800-80-55600-350-000
Menards	Concrete crack fill	23.96	08/22/19	32909092951	In-house Repair & Maint Materials	800-80-55600-350-000
Menards	Diamond blades to repair cracks on RG Brown building	46.83	08/22/19	93286105621	In-house Repair & Maint Materials	800-80-55600-350-000
Grainger	Refrigeration parts to repair air handler in B-147	463.96	07/26/19	9245006748	in-house Repair & Maint Materials	800-80-55600-350-000
Grainger	Faucett parts to repair faucetts in Science Bldg Room A005	23.06	09/03/19	9280720278	In-house Repair & Maint Materials	800-80-55600-350-000
Grainger	Faucett parts to repair faucetts in Science Bldg Room A007	11.53	09/05/19	9283113307	In-house Repair & Maint Materials	800-80-55600-350-000
Maintenance reimbursement total		\$ 956.47				

Direct Bill Commission	Description	Amount	Invoice Date	Invoice Number	Account Description	Account Number
CenturyLink	Monthly elevator dialer expense	\$ 109.94	08/17/19	301298969	Telephone	800-80-55600-220-000
TruGreen	Lawn spraying	\$ 1,158.75	08/07/19	707973891	Outsourced Repair & Maint Serv-Buildings	800-80-55600-260-000
HJ Petzborn	Annual Sprinkler Inspection	\$ 1,135.00	08/23/19	25975	Outsourced Repair & Maint Serv-Facilities	800-80-55600-280-000
Hason Controls	Restore data bases to Andover Control BMS	\$ 92.00	09/03/19	9.3.19	Outsourced Repair & Maint Serv-Buildings	800-80-55600-260-000
					Outsourced Repair & Maint Serv-Buildings	800-80-55600-260-000
					Outsourced Repair & Maint Serv-Buildings	800-80-55600-260-000
					Outsourced Repair & Maint Serv-Buildings	800-80-55600-260-000
						#N/A
						#N/A
						#N/A
						#N/A

Total for direct pay	\$ 2,495.69
Total for all	\$ 3,452.16

The Commission approved this amount for invoices

**UW-BSC Campus Commission Bills
September 2019 # 2**

UW-BSC reimbursement	Description	Amount	Invoice Date	Invoice Number	Account Description	Account Number
Grainger	Fuses to repair electric water heater in A Bldg	77.08	08/19/19	9266604272	In-house Repair & Maint Materials	800-80-55600-350-000
Grainger	Expandable Pipe plugs to plug old electrical lines in Lange Bldg.	37.20	08/26/19	9273958760	In-house Repair & Maint Materials	800-80-55600-350-000
Johnstone Supply	R-422B Refrigerant	209.00	07/26/19	P205396	In-house Repair & Maint Materials	800-80-55600-350-000
Johnstone Supply	Air Filters	1,715.08	08/13/19	P205650	In-house Repair & Maint Materials	800-80-55600-350-000
Johnstone Supply	Repair materials for air handler in B147	439.66	08/14/19	P205591	In-house Repair & Maint Materials	800-80-55600-350-000
Johnstone Supply	R-422B Refrigerant	597.00	08/16/19	P205539	In-house Repair & Maint Materials	800-80-55600-350-000
Kraemer Air Filter	Speciality Air Filters for ceiling units	321.60	08/21/19	18747	In-house Repair & Maint Materials	800-80-55600-350-000
Wisconsin Metals	Aluminum angle for library shelving support	165.00	08/08/19	343419	In-house Repair & Maint Materials	800-80-55600-350-000
Sherwin Williams	Paint and supplies	100.14	08/06/19	E03/15457	In-house Repair & Maint Materials	800-80-55600-350-000
Sherwin Williams	Paint and supplies	228.66	08/20/19	E26/15457	In-house Repair & Maint Materials	800-80-55600-350-000
Sherwin Williams	Paint and supplies	366.46	07/30/19	E66/15457	in-house Repair & Maint Materials	800-80-55600-350-000
Northwoods	Roof Drain Cleaner and Sealer	307.06	07/31/19	235131	In-house Repair & Maint Materials	800-80-55600-350-000
Amazon	Three foot speciality lamps for Umhoeffer Bldg. restrooms	27.97	08/01/19	11224259743681859	In-house Repair & Maint Materials	800-80-55600-350-000
Maintenance reimbursement total		\$ 4,591.91				

Direct Bill Commission	Description	Amount	Invoice Date	Invoice Number	Account Description	Account Number
CenturyLink					Telephone	800-80-55600-220-000
TruGreen					Outsourced Repair & Maint Serv-Buildings	800-80-55600-260-000
HJ Petzborn					Outsourced Repair & Maint Serv-Facilities	800-80-55600-280-000
					Outsourced Repair & Maint Serv-Buildings	800-80-55600-260-000
					Outsourced Repair & Maint Serv-Buildings	800-80-55600-260-000
					Outsourced Repair & Maint Serv-Buildings	800-80-55600-260-000
					#N/A	#N/A
					#N/A	#N/A
					#N/A	#N/A
					#N/A	#N/A

Total for direct pay	\$ -
Total for all	\$ 4,591.91

The Commission approved this amount for invoices

UW-BSC Campus Commission Bills

September 2019

UW-BSC reimbursement	Description	Amount	Invoice Date	Invoice Number	Account Description	Account Number
Amazon	Three foot specialty lamps for Umhoeffer Bldg. restrooms	27.97	08/01/19	11224259743681859	In-house Repair & Maint Materials	800-80-55600-350-000
Grainger	Refrigeration parts to repair air handler in B-147	463.96	07/26/19	9245006748	In-house Repair & Maint Materials	800-80-55600-350-000
Grainger	Faucet parts to repair faucets in Science Bldg Room A005	23.06	09/03/19	9280720278	In-house Repair & Maint Materials	800-80-55600-350-000
Grainger	Faucet parts to repair faucets in Science Bldg Room A007	11.53	09/05/19	9283113307	In-house Repair & Maint Materials	800-80-55600-350-000
Grainger	Fuses to repair electric water heater in A Bldg	77.08	08/19/19	9266604272	In-house Repair & Maint Materials	800-80-55600-350-000
Grainger	Expandable Pipe plugs to plug old electrical lines in Lange Bldg.	37.20	08/26/19	9273958760	In-house Repair & Maint Materials	800-80-55600-350-000
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Menards	Diamond blades to repair cracks on RG Brown building	46.83	08/22/19	93286105621	In-house Repair & Maint Materials	800-80-55600-350-000
Northwoods	Roof Drain Cleaner and Sealer	307.06	07/31/19	235131	In-house Repair & Maint Materials	800-80-55600-350-000
Oasis International	Handles for water fountains	44.00	08/01/19	19025761	In-house Repair & Maint Materials	800-80-55600-350-000
Seals Unlimited	Seal kit for Lange Hot water pump	181.58	07/26/19	175360	In-house Repair & Maint Materials	800-80-55600-350-000
Sherwin Williams	Paint and supplies	100.14	08/06/19	E03/15457	In-house Repair & Maint Materials	800-80-55600-350-000
Sherwin Williams	Paint and supplies	228.66	08/20/19	E26/15457	In-house Repair & Maint Materials	800-80-55600-350-000
Sherwin Williams	Paint and supplies	366.46	07/30/19	E66/15457	In-house Repair & Maint Materials	800-80-55600-350-000
Wisconsin Metals	Aluminum angle for library shelving support	165.00	08/08/19	343419	In-house Repair & Maint Materials	800-80-55600-350-000
UW-BSC reimbursement Total		\$ 5,773.96				

Direct Bill Commission	Description	Amount	Invoice Date	Invoice Number	Account Description	Account Number
CenturyLink	Monthly elevator dialer expense	\$ 109.94	08/17/19	301298969	Telephone	800-80-55600-220-000
Hason Controls	Restore data bases to Andover Control BMS	\$ 92.00	09/03/19	9.3.19	Outsourced Repair & Maint Serv-Buildings	800-80-55600-260-000
HJ Petzborn	Annual Sprinkler Inspection	\$ 1,135.00	08/23/19	25975	Outsourced Repair & Maint Serv-Buildings	800-80-55600-260-000
TruGreen	Lawn spraying	\$ 1,158.75	08/07/19	707973891	Outsourced Repair & Maint Serv-Buildings	800-80-55600-260-000
Direct Bill Commission Total		\$ 2,495.69				

Direct Bill City	Description	Amount	Invoice Date	Invoice Number	Account Description	Account Number
Allen Steele Co. Inc.	Storm drains, crew and machines (underground construction)	\$ 3,883.50	09/10/19	2000-19629-910	Outsourced Repair & Maint Serv-Facilities	800-80-55600-280-000
County Materials Corporation	Catch Basin Riser & Light Duty 24" Bell Grate (Lange Building drainage & sealing)	\$ 460.00	08/26/19	3301264-00	Outsourced Repair & Maint Serv-Facilities	800-80-55600-280-000
Croell Inc.	4000 PSI; Delivery & 4" hard exp joint (Lange Building drainage & sealing)	\$ 260.00	08/27/19	378296	Outsourced Repair & Maint Serv-Facilities	800-80-55600-280-000
Fairfield Concrete	Northwest entrance concrete work	\$ 6,150.00	08/25/19	08252019	Outsourced Repair & Maint Serv-Facilities	800-80-55600-280-000
Fire &* Safety II, Inc.	Annual Fire Extinguishers inspection and supplies	\$ 509.50	08/20/19	AM90820-5	Outsourced Repair & Maint Serv-Equipment	800-80-55600-250-000
Lycan Inc.	Colored concrete - Tequila Sunrise (part of Northwest entrance work)	\$ 1,575.00	08/31/19	0879877-IN	Outsourced Repair & Maint Serv-Facilities	800-80-55600-280-000
MPIC	Municipal Property Insurance Company renewal 10/1/2019 - 10/1/2020 (\$11,595.32 Prepaid)	\$ 17,393.00	10/01/19		Insurance	800-80-55600-510-000
Wieser Concrete Products, Inc.	48" diameter Manhole Base Section (Lange Building drainage & sealing)	\$ 1,743.30	08/23/19	INV00000147531	Outsourced Repair & Maint Serv-Facilities	800-80-55600-280-000
Direct Bill City Total		\$ 31,974.30				
Total All		\$ 40,243.95				

**SAUK COUNTY, WISCONSIN
2020 BUDGET
Agency Type: Ownership Agency**

Organization	UW-Platteville Baraboo Sauk County
Prepared by:	Cynthia Haggard; City Finance Director
Phone #	608-355-7338
E-Mail	chaggard@cityofbaraboo.com

1. Request for Sauk County Funds for the year beginning January 1, 2020:
\$60,000
2. Type of organization. (LLC, Corporation, Partnership, etc.) and Registered Agent.
State of Wisconsin 2-year University
3. Attach Bylaws and Articles of Organization.
The Bylaws are attached. Note: The Bylaws are in the process or being revised.
4. Provide Proof of who can sign for the organization.
Resolution 2017-130 is attached
5. Are you a Not-for-Profit Organization?
Tax Exempt
6. Organization Mission and Vision:
Founded in 1866 as the first teacher preparatory institution in the state of Wisconsin, the University of Wisconsin-Platteville Baraboo Sauk County has a legacy of academic excellence that has helped thousands of students find their direct path to success. Today, UW-Platteville Baraboo Sauk County offers 40+ academic programs designed to help every student succeed professionally and personally.
7. What is the primary purpose of the use of these funds (feel free to attach more information)?
Support operations which include maintaining buildings, facilities and grounds.

Provide **revenue and expense figures for the project for which you are requesting** Sauk County support, not necessarily your total organization's budget:

REVENUES AND EXPENSES	ACTUAL 2018	ESTIMATED 2019	REQUEST 2020
REVENUES:			
SAUK COUNTY REQUEST	\$102,500	\$102,500	\$ 60,000
USER FEES			
ALL OTHER REVENUE	\$103,239	\$118,226	\$ 60,701
TOTAL REVENUES	\$205,739	\$220,726	\$120,701
EXPENSES:			
SALARIES, WAGES & FRINGES	\$ 1,502	\$ 1,730	\$ 1,730
SUPPLIES & SERVICES	\$ 63,971	\$114,071	\$118,971
CAPITAL OUTLAY	\$145,982	\$ 90,000	\$ 0
TOTAL EXPENSES	\$211,455	\$205,801	\$120,701

8. List the programs provided to Sauk County residents (not just the program requesting funds for): Programs are offered through three colleges: College of Business, Industry, Life Science and Agriculture (BILSA), College of Engineering, Mathematics and Science (EMS), and College of Liberal Arts and Education (LAE).
9. List the goals of your organization for the program requesting funds for 2020 and beyond and the output measures used to define success of those goals:
UW-Platteville Baraboo Sauk County serves an important role in our greater Sauk community. From opportunities for arts and entertainment to enriching community classes and great spaces to host your events, we are dedicated to serving the local community and surrounding region.
10. List ways in which you collaborate with partners throughout the community. How will this funding increase these efforts?
To afford an opportunity for community residents to take advantage of a viable and sustainable campus for public use.

By signing this document, I agree and bind the organization in the following ways:

- a. No money provided by Sauk County will be used for any prohibited purpose, including any illegal or unconstitutional purpose.
- b. The organization will work with Sauk County to provide accurate reporting of how the funds have been used.
- c. The organization will provide to Sauk County a written description by January 30, 2021 on how the money has positively affected Sauk County citizens.



Cynthia Haggard, UW-Baraboo/Sauk County Campus Commission Treasurer

August 21, 2019

Date

BYLAWS¹
for the
UW Center-Baraboo/Sauk County Campus Commission

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-Baraboo/Sauk County Campus Commission shall function.

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.

¹ As approved by the Baraboo City Council on May 13, 2014

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.

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.

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.

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

Section 4 - Sub-committees.

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 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.

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 County will continue to act as the Secretary and the City will continue to act as the Treasurer for the Commission

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. 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.

Section 4 – Vice-Chairperson.

In the absence of the Chairperson or in the event of 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 the Vice Chairperson by the Chairperson or the Commission.

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 the Secretary by the Chairperson of the Commission.

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.

Section 7 - Resignation and Removal.

Any officer may be removed from office with or without cause, at any time, by a majority vote of the members of the Commission. 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.

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-Baraboo/Sauk County Campus Commission on _____, ---, 2014.

Approved by the City of Baraboo

Approved by Sauk County

Mike Palm
Mayor

Martin Krueger
Board Chair

Cheryl Giese
City Clerk

County Clerk

Date

Date

The City of Baraboo, Wisconsin

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 Note: Not Required Budgeted Expenditure Not Budgeted

Comments: This resolution has no fiscal impact on the City.

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

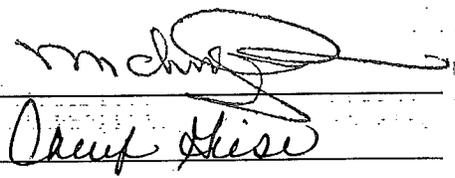
NOW, THEREFORE, BE IT RESOLVED, the Sauk County Board of Supervisors, met in regular session, approves the amendment to the UW-Baraboo/Sauk County Campus Commission Bylaws, substituting Finance Director in place of City Clerk as a voting member in Article III, Section 1, subject to approval by the City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

Offered by: Campus Commission Approved by Mayor: _____

Motion: Sloan

Second: Kolb

Certified by City Clerk: _____



2020 Budget Worksheet
UW Campus

Account Number	Account Header	Account Title	12/31/2017 Actual	12/31/2018 Actual	12/31/2019 Original Budget	12/31/2019 Amended Budget	08/31/2019 Year to Date	12/31/2019 Estimated Year End	12/31/2020 Requested	Comments
800-80-47300-000	UW Campus	Appropriations-County	262,000.00	102,500.00	102,500.00	102,500.00	102,500.00	102,500.00	60,000.00	Decrease from PY
800-80-47300-100	UW Campus	Appropriations- City	-	102,500.00	102,500.00	102,500.00	102,500.00	102,500.00	60,000.00	Decrease from PY
800-80-48110-000	UW Campus	Interest on Investments	607.74	734.05	800.00	800.00	431.72	800.00	700.00	\$401.98/7*12
800-80-48210-000	UW Campus	Rents and Leases	-	5.00	1.00	1.00	1.00	1.00	1.00	New Account: Per Article 4 of the Lease Agreement (February 2014) for 1020 Connie Road; Baraboo, Wisconsin 53913, Bluffstone, or its subsidiary The Villas at Baraboo, LLC, are to pay an annual rent of \$1
800-80-48300-000	UW Campus	Sale of Assets	-	-	-	-	-	-	-	None anticipated
800-80-48400-000	UW Campus	Insurance Recoveries	-	-	-	-	-	-	-	
800-80-48500-000	UW Campus	Donations and Contributions	-	-	-	3,100.00	3,100.00	3,100.00	-	
800-80-48920-000	UW Campus	Refund of Prior Years Expense	-	-	-	-	-	-	-	
800-80-49300-000	UW Campus	Fund Balance Applied	-	-	-	11,825.00	-	11,825.00	-	Fund Balance Available
	Total Revenues		262,607.74	205,739.05	205,801.00	220,726.00	208,532.72	220,726.00	120,701.00	209,982.45
800-80-_____			-	-	-	-	-	-	-	

Account Number	Account Header	Account Title	12/31/2017 Actual	12/31/2018 Actual	12/31/2019 Original Budget	12/31/2019 Amended Budget	08/31/2019 Year to Date	12/31/2019 Estimated Year End	12/31/2020 Requested	Comments
800-80-55600-130-000	UW Campus	Social Security	109.39	106.71	130.00	130.00	72.67	130.00	130.00	7.65% of Commission Fees rounded to next \$10
800-80-55600-140-000	UW Campus	Commission Fees	1,430.00	1,395.00	1,600.00	1,600.00	950.00	1,600.00	1,600.00	2 Members appointed by Mayor @ \$15 per meeting; 1 Member jointly appointed by Mayor and County @ \$50 per meeting (24 Meetings-which includes housing meetings) This budget assumes 12 annual meetings, thus no special meetings.
800-80-55600-215-000	UW Campus	Professional Services	-	-	-	15,000.00	-	15,000.00	-	Master Plan was budgeted for 2019
800-80-55600-220-000	UW Campus	Telephone	1,119.69	1,191.26	1,200.00	1,200.00	729.48	1,300.00	1,300.00	Average monthly Century Link which includes long distance for elevator phones is \$103.31 X 12 = \$1,239.72 rounded up
800-80-55600-250-000	UW Campus	Repair & Maint Serv-Equipment	155.00	-	-	-	-	-	-	Same as PY
800-80-55600-260-000	UW Campus	Repair & Maint Serv-Buildings	49,725.62	30,419.93	74,000.00	70,825.00	19,582.18	58,201.00	73,800.00	Schumacher Elevator Corp \$5,600; Capital Newspaper (BIDS) \$200; Wisconsin Dept of Safety \$150; Sprinkler Inspection \$700; Boiler Inspections \$730; Fire and Safety \$320; Johnson Controls \$2,200; Other misc repairs
800-80-55600-280-000	UW Campus	Repair & Maint Serv-Facilities	2,112.62	8,908.56	3,000.00	6,100.00	5,253.75	7,000.00	7,200.00	Trugreen \$2,320 and misc
800-80-55600-330-000	UW Campus	Travel	423.72	228.90	220.00	220.00	261.60	220.00	220.00	Mileage reimbursement for 1 member jointly appointed by Mayor and County 196.2 miles @ .545 = \$106.93 X 2 = \$213.86
800-80-55600-350-000	UW Campus	Repair & Maint Materials	11,954.69	8,544.27	15,000.00	15,000.00	8,416.80	12,000.00	15,000.00	Same as PY budget
800-80-55600-390-000	UW Campus	Other Supplies & Expense	62.16	3.00	651.00	651.00	181.11	350.00	651.00	
800-80-55600-510-000	UW Campus	Insurance	18,766.74	14,675.45	20,000.00	20,000.00	18,815.62	20,000.00	20,800.00	MPIC Annual premium is paid in November \$17,393; Pollution Insurance \$100; Liability Insurance Johnsen Central Agency \$3,250.
800-80-55600-814-000	UW Campus	Equipment Purchases	-	-	-	-	-	-	-	
800-80-55600-821-000	UW Campus	Land or Land Improvements	-	-	-	-	-	-	-	
800-80-55600-822-000	UW Campus	Building Improvements	135,214.00	145,981.70	90,000.00	90,000.00	81,650.00	90,000.00	-	
	UW Campus Total Expenses		221,073.63	211,454.78	205,801.00	220,726.00	135,913.21	205,801.00	120,701.00	
800-80-_____			-	-	-	-	-	-	-	
	Expense Grouping Grand Total		221,073.63	211,454.78	205,801.00	220,726.00	135,913.21	205,801.00	120,701.00	

**City of Baraboo
Budget Amendment
Budgetary Transfers**

UW Campus

Department	Account Number	Account Name	Original Budget	Increase/ (Decrease)	Amended Budget
Source of Funds:		Fund Balance Applied			
UW Campus	800-80-55600-260-000	Repair & Maint Serv-Buildings	88,600	(15,000)	73,600
				<u>\$ (15,000)</u>	
Use of Funds					
UW Campus	800-80-55600-215-000	Professional Services	-	15,000	15,000
				<u>\$ 15,000</u>	
<i>Transfer for Master Plan Upgrade Services</i>					

Chairperson: _____

Date _____

Begin forwarded message:

From: Matthew Joyce <joyce.matt1@gmail.com>
Date: August 18, 2019 at 11:57:02 AM CDT
To: peter.vedro@saukcountywi.gov
Subject: UW Campus Commission Vacancy

Peter,

Just learned that there recently was a vacancy on the UW Campus Commission after the passing of one of its long term members. I'm contacting you to, first of all, register my strong interest in being added to the list of candidates for the open position. Secondly, I'd like to share some of my background and experience that I can bring to the Commission.

- I've been a lifelong resident of South Central Wisconsin except for four years of service in the Air Force. I was born and raised outside Briggsville in Marquette County, lived for a time in Wisconsin Dells and spent 40+ years with my wife and 4 daughters on the Near Westside of Madison before moving to the Town of Merrimac in 2015.
- I received a Bachelor of Science (BS) Degree from the University of Wisconsin/Madison in 1975 majoring in Agricultural Journalism with a minor in Resource Management/Ecology.
- Part-time employment as an undergrad included serving as Newsletter Editor for overseas faculty, staff and students through the UW International Studies Department.
- Throughout the years, I've remained involved at UW/Madison as guest lecturer in the College of Agriculture and Life Sciences (CALS), the Journalism Department, and the CALS Short Course Program.
- In my role as Communications Director for the Wisconsin Milk Marketing Board/Dairy Farmers of Wisconsin, I worked closely with UW Extension staff and industry groups and counties across Wisconsin to organize and conduct educational training sessions at campus facilities throughout the UW System.

I strongly support the UW System's commitment to making higher education available and accessible to all Wisconsin residents through the local campus program. Not only does the local UW campus here in Baraboo make college affordable and attainable for all Sauk County residents, it also serves as an excellent resource for hosting, sponsoring, and providing meeting spaces for a host of community development programs and services.

Finally, Peter, I would be pleased to have my name added to the list of potential candidates for the UW Campus Commission. Please feel free to contact me with any questions or information you might have about the selection process. My contact information is:

Matthew (Matt) Joyce
E13882 Devils Doorway Road
Merrimac, WI 53561
Cell: 608-444-0688

Email: joyce.matt!@gmail.com

All the best,
Matt

Cheryl Giese

E9054 County Road P
Wisconsin Dells, WI 53965

Phone: 608-358-6220
Email: cmgigg15@yahoo.com



September 9, 2019

Baraboo/Sauk County Campus Commission
1006 Connie Road
Baraboo, WI 53913

With great interest I am submitting my name for consideration as a member of the Campus Commission for the UW-Platteville Baraboo/Sauk County Campus. I recently retired and have the time and interest to serve. I was previously affiliated with the Campus Commission from 1996 to 2018 when I retired from the City of Baraboo. I was proud to have been associated with the Campus during several major building projects including the Lange Center, student housing, and most recently, the science building. The Campus is a major and important asset in Sauk County that I would like to continue to be a part of.

I have resided in Sauk County in the Town of Dellona since moving to the area in 1996. I appreciate your consideration and I look forward to serving with all of you.

A handwritten signature in cursive script that reads "Cheryl Giese".

Cheryl Giese