

SAUK COUNTY BOARD OF SUPERVISORS
NOTICE OF COMMITTEE MEETING
AGENDA

COMMITTEE: UW - Baraboo/Sauk County Campus Commission

DATE: Thursday, January 17, 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. Approval of Contract in the amount of \$2,600 to TruGreen for Landscape Maintenance
9. Discussion and Possible Action of Bluffstone LLC and Personal Property Tax Delinquency
10. Discussion Of Fine And Performing Arts Center Remodel
11. Update on student housing.
12. Deans' Report.
13. Set next date and time.
14. 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: January 9, 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, December 20, 2018

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

Members Absent:

Others Present: Ed Janairo, Peter Vedro, Mike Palm, Dave Olson, Pete Davis

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

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

MOTION (Geimer/Kolb) to approve the minutes of the regular meeting on November 15, 2018.

Motion carried unanimously.

Public Comment: None.

Communications: None.

Facilities planning and maintenance report.

Report attached.

Financial report and approval of vouchers.

Motion (Geick/Von Asten) to approve \$12,820 for window replacement from fund balance and invoices in amount of \$5,962.17.

Discussion of Hill between Fine Arts Building and Villas

Discussion was had. Estimate of \$25,000 to move hill.

Dean's Report on Fine Arts Facilities needs

Discussion on next steps.

Update on student housing

Report attached.

Deans' Report

Report attached.

MOTION (Von Asten/Hazard) to adjourn until Thursday, January 17, 2019 at 8:00 am. Motion carried unanimously.

Respectfully Submitted,

Alene Bolin

Sauk County Administrative Coordinator

Outstanding items:

Budget process for 2019 is complete. Planned expenditures include: Fine Arts building roof replacement and air handler coil replacement. Currently developing the Request for Bids documentation for the Fine Arts building roof replacment project.

Capital Expenses**Accomplishments :**

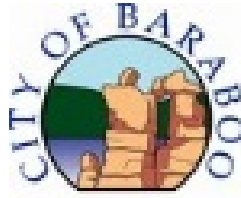
Grounds and Custodial Related Issues: 1) Steve and Jim continue to plow snow and salt pavements when required. Snowfalls have been minimal but have required weekend coverage to accomodate special events; 2) Continued to prepare snow equipment for winter season (Bobcat, snow plows, snowblowers, shovels, etc.).

Winter Project Coordination: 1) Steve and Jim have been working with vendors to obtain budgetary pricing for the upcoming Fine Arts Building renovation project. Areas that are being reviewed include: lighting, seating and air handling systems for the Theater; and possible upgrades to the building's Energy Managment System (converting all EMS systems to one vendor).

Miscellaneous Repairs / Issues: 1) Repaired the shattered exterior glass door on the west entrance to the Umhoefer Building. Pete's Glass cut and reinstalled new safety glass. Vandalism is not suspected in this particular instance. 2) Steve is in the process of installing locking mechnaisms on the supply cabinets in Chemistry classroom A008 in order to defer theft of expensive lab equipment. 3) Steve is currently painting and relocating furniture in the Continuing Education Suite in the Umhoefer Building. These minor renovations are due to new staff and modified functionality. 4) Refinished a public speaking lectern and refurbished a glass display case to improve campus tour presentability.

Preventive Maintenance Issues: 1) Inspected and ran load tests on emergency generator in Theater building. 2) Lakeland Chemical Supply evaluated our closed loop hot water system in order to explore possible adjustments to our boiler chemical level for better control of bacteria and corrosiveness. We have placed an initial order for the appropraite chemicals to balance out the system.

HVAC and Plumbing Issues: 1) A motor for one of the three Umhoefer Building hot water circulating pumps was rebuilt by EMS in Madison. Jim has installed a seal kit and reinstalled the pump assembly. 2) Jim has had to make frequent adjustments to the set points for the Theater air handler due to the warmer than normal exterior temperatures.



Finance Department Memorandum

To: UW Baraboo/Sauk County Campus Commission

From: Cynthia Haggard, Finance Director, 

Date: January 17, 2019

Re: December 31, 2018 Financial Highlights

Balance Sheet:

Please see the attached Balance Sheets for:

- December 31, 2018 and December 31, 2017

Income Statement:

Please see the attached Income Statement with comparison to budget for:

- December 31, 2018

Revenues

- Total revenues are at 100.04 percent of budget.
- All appropriations have been collected.
- Fund balance has been applied.
- Interest income of \$734.05 is for January – December.

Expenditures

- Total expenditures are 90.94 percent of budget.
- The budget transfer of \$8,717 for building improvements was completed and is reflected in the financial statements.

City of Baraboo
UW_Baraboo/Sauk County Campus Commission
Balance Sheets
December 31, 2018 and December 31, 2017

Assets	<u>Year to Date</u>	<u>December 31, 2017</u>
Cash	\$ 223,189.86	\$ 218,843.84
Prepaid Expenses	5,480.78	16,523.05
Land	42,287.00	42,287.00
Buildings	15,327,533.83	15,327,533.83
Land Improvements	694,451.33	694,451.33
Machinery & Equipment	118,523.00	118,523.00
Total Assets	<u><u>\$ 16,411,465.80</u></u>	<u><u>\$ 16,418,162.05</u></u>
Liabilities and Fund Equity		
Liabilities;		
Accounts Payable	<u>\$ -</u>	<u>\$ 2,362.93</u>
Fund Equity:		
Fed/State Investments Assets	500,000.00	500,000.00
County Investment in Assets	5,585,408.08	5,585,408.08
City Investment in Assets	5,585,408.08	5,585,408.08
Contrib in Aid of Construction	4,511,979.00	4,511,979.00
Fund Balance	165,780.91	123,544.39
Non-Spendable Prepaid Expenses	16,523.05	16,523.05
Fund Balance Surplus Applied	25,350.00	25,350.00
Assigned_Capital Improvements	-	26,052.41
Revenue over expenditures	21,016.68	41,534.11
Total Fund Equity	<u>16,411,465.80</u>	<u>16,415,799.12</u>
Total Liabilities and Fund Equity	<u><u>\$ 16,411,465.80</u></u>	<u><u>\$ 16,418,162.05</u></u>

City of Baraboo
UW_Baraboo/Sauk County Campus Commission
Income Statement with Comparison to Budget
For The Twelve Months Ending December 31, 2018

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	35.48	734.05	650.00	112.93
Rents and Leases	-	5.00	-	-
Sale of Assets	-	-	-	-
Fund Balance Applied	-	25,350.00	25,350.00	100.00
Total Revenues	<u>35.48</u>	<u>231,089.05</u>	<u>231,000.00</u>	<u>100.04</u>
 Expenditures:				
Social Security	66.17	106.71	128.00	83.37
Commission Fees	865.00	1,395.00	1,672.00	83.43
Professional Services	-	-	15,000.00	-
Telephone	101.64	1,089.62	1,080.00	100.89
Repair & Maint Serv-Equipment	19.94	19.94	-	-
Repair & Maint Serv-Buildings	671.71	54,896.30	64,883.00	84.61
Repair & Maint Serv-Facilities	-	8,570.95	3,000.00	285.70
Travel	130.80	228.90	-	-
Repair & Maint Materials	399.13	6,643.29	15,000.00	44.29
Other Supplies & Expense	-	1.74	520.00	0.33
Insurance	-	14,583.52	20,000.00	72.92
Building Improvements	12,820.00	122,536.40	109,717.00	111.68
Total Expenditures	<u>15,074.39</u>	<u>210,072.37</u>	<u>231,000.00</u>	<u>90.94</u>
Net Revenues (Expenditures)	<u>\$ (15,038.91)</u>	<u>\$ 21,016.68</u>	<u>\$ -</u>	

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

General Maintenance

UW-BSC reimbursement

Ebay.com	Ten Olympus Lock cabinet door locking mechanisms for Chemistry classroom A008	\$ 121.89	12/7/2018	Inv# 152012121784
Lakeland Chemical Specialties, Inc.	Hot water boiler system test kit and chemicals for boiler treatment	\$ 593.56	12/26/2018	Inv# 47580
Seals Unlimited, Inc.	Seal kits for circulating pumps in Umhoefer Building	\$ 67.13	12/7/2018	Inv# 170765

Maintenance reimbursement total	\$ 782.58
--	------------------

Direct Bill Commission

CenturyLink	Monthly elevator phone charges December 17, 18	\$ 101.64	12/17/2018	
Fire & Safety II, Inc.	Semi-annual inspection of Kitchen Hood Fire Suppression System	\$ 155.00	12/18/18	Inv# JS812183
Pete's Glass, Inc.	Labor and materials to replace broken glass entrance door on Umhoefer Building	\$ 250.00	12/12/18	Inv# JI12147

Total for direct pay	\$ 506.64
-----------------------------	------------------

Total for all	\$ 1,289.22
----------------------	--------------------

Delinquent Tax Calculation:

Amount due before interest and penalty (See Wisconsin Statute 74.12(7))		\$ 40,146.76
February 1st	Interest @ 1%	401.47
	Penalty @ .5%	200.73
March 1st	Interest @ 1%	401.47
	Penalty @ .5%	200.73
April 1st	Interest @ 1%	401.47
	Penalty @ .5%	200.73
May 1st	Interest @ 1%	401.47
	Penalty @ .5%	200.73
June 1st	Interest @ 1%	401.47
	Penalty @ .5%	200.73
July 1st	Interest @ 1%	401.47
	Penalty @ .5%	200.73
August	Interest @ 1%	401.47
	Penalty @ .5%	200.73
September 1st	Interest @ 1%	401.47
	Penalty @ .5%	200.73
October 1st	Interest @ 1%	401.47
	Penalty @ .5%	200.73
November 1st	Interest @ 1%	401.47
	Penalty @ .5%	200.73
December 1st	Interest @ 1%	401.47
	Penalty @ .5%	200.73
* Total Due		<u><u>\$ 46,770.96</u></u>

**** Interest and penalty is assessed the 1st of each month. The total amount due will continue to change dependent upon receipt of payment.***



Invoice

Account Name and Address
 UW Baraboo/ Sauk County Campus
 135 4th Street
 Baraboo, WI 53913

Invoice Date
 01/08/19

Per Ben Hagan:
 The period is 10/1/2018 - 10/1/2019 See email below boxed in orange.
 CH 1/8/2019

Agent
 CVMIC
 9898 W Bluemound Rd
 Wauwatosa, WI 53226
 (262)784-5666

Account Number: 40000414
Current Balance: \$ 15,358
Minimum Due: \$ 15,358
Due Date: 01/22/2019

Summary of activity since last Billing Statement	Activity	Account Balance	Minimum Due
	Previous Statement Balance	15,202.00	
	Payments Received	- 15,202.00	
	Total of Transactions and Fees shown on reverse or attached	0.00	
	Current Balance	\$ 15,538	\$ 15,358

See reverse side and attachments for additional information

10-01-18 to 10-01-19
Ben Hagen, CPCU – Underwriter | MPIC | 9701 Brader Way, Suite 301 | Middleton, WI 53562
policy@mpicwi.com | (D) 608-821-5303 | (F) 608-821-0601



From: Haggard, Cynthia <chaggard@cityofbaraboo.com>
Sent: Tuesday, January 8, 2019 3:41 PM
To: Ben Hagen <BHagen@strobmballweg.com>
Subject: RE: 2019 MPIC Invoice

Thanks.
 What period does this cover?

 Cynthia Haggard, CPA, MBA
 Finance Director

Prepaid: 15,538/12 X 3 = \$3884.50
 800-00-16200-000 \$ 3,884.50
 800-80-55600-510-000 \$11,473.50

Detach and return this Payment Coupon with your payment	Account Number 40000414	Policy Number 5000360-3	Statement Date 01/08/19	Due Date 01/22/19	Current Balance \$ 15,538	Minimum Due 15,538
	Amount Enclosed \$ _____					

Account Name UW Baraboo/ Sauk County Campus

Invoice - Return stub with payment - make checks payable to:

Mail payment 7 days before Due Date to ensure timely receipt

Return: Municipal Property Insurance Company
 To: PO Box 88365
 Milwaukee, WI 53288 - 0365

UW Campus' share of City's CenturyLink Invoice



CenturyLink™

December 31, 2018
Invoice 1458775819

WIAU CITY OF BARABOO
Account: 85181078

UW CAMPUS COMM 148368025 CenturyLink Loyal Advantage		
Current gross charges		\$0.12
Other Fees & Monthly Charges		\$0.03
Federal Universal Service Fund	\$0.03	
		\$0.15

CITY OF BARABOO
 LORI LAUX, TREASURER
 101 SOUTH BLVD
 BARABOO WI 53913

**SAUK COUNTY - STATE OF WISCONSIN
 PROPERTY TAX BILL FOR 2018
 PERSONAL PROPERTY**

VILLAS AT BARABOO LLC (THE)
 KYOUNG@BLUFFSTONE.OM 563-441-3055

**Account Number: 206 9317-70000
 Bill Number: 338663**

Important: Be sure this description covers your property. Note that this description is for tax bill only and may not be a full legal description. See reverse side for important information.

**Location of Property/Legal Description
 1020 CONNIE RD**

338663/206 9317-70000
VILLAS AT BARABOO LLC (THE)
 KYOUNG@BLUFFSTONE.OM 563-441-3055
 111 PERRY ST STE 300
 DAVENPORT IA 52801

Please inform treasurer of address changes.

ASSESSED VALUE LAND 0	ASSESSED VALUE IMPROVEMENTS 1,495,400	TOTAL ASSESSED VALUE 1,495,400	AVERAGE ASSMT. RATIO 0.944596404	NET ASSESSED VALUE RATE 0.02489980 <small>(Does NOT reflect credits)</small>	NET PROPERTY TAX 37235.15
ESTIMATED FAIR MARKET VALUE LAND 0	ESTIMATED FAIR MARKET VALUE IMPROVEMENTS 1,583,100	TOTAL ESTIMATED FAIR MARKET VALUE 1,583,100	* A star in this box means unpaid prior year taxes.	School taxes also reduced by school levy tax credit 2,417.31	
TAXING JURISDICTION	2017 EST. STATE AIDS ALLOCATED TAX DIST.	2018 EST. STATE AIDS ALLOCATED TAX DIST.	2017 NET TAX	2018 NET TAX	% TAX CHANGE
State of Wisconsin	0	0	0.00	0.00	
Sauk County	250,788	255,261	7,510.91	6,931.87	-7.7%
City of Baraboo	2,332,560	2,369,370	18,246.51	16,573.24	-9.2%
Baraboo Schools	9,187,596	9,653,632	12,822.93	12,284.61	-4.2%
MATC	722,159	709,342	1,566.41	1,445.43	-7.7%
TOTAL	12,493,103	12,987,605	40,146.76	37,235.15	-7.3%
FIRST DOLLAR CREDIT			0.00	0.00	0.0%
LOTTERY AND GAMING CREDIT			0.00	0.00	0.0%
NET PROPERTY TAX			40,146.76	37,235.15	-7.3%

TOTAL DUE: \$37,235.15
 FOR FULL PAYMENT, PAY TO LOCAL TREASURER BY:
JANUARY 31, 2019
 Warning: If not paid by due dates, installment option is lost and total tax is delinquent subject to interest and, if applicable, penalty.
Failure to pay on time. See reverse.

FOR INFORMATION PURPOSES ONLY • Voter Approved Temporary Tax Increases

Taxing Jurisdiction	Total Additional Taxes	Total Additional Taxes Applied to Property	Year Increase Ends	Taxing Jurisdiction	Total Additional Taxes	Total Additional Taxes Applied to Property	Year Increase Ends
Baraboo Schools	1,513,902	2,796.37	2037				

PAY 1ST INSTALLMENT OF: \$18,618.15 BY JANUARY 31, 2019 AMOUNT ENCLOSED _____ MAKE CHECK PAYABLE AND MAIL TO: CITY OF BARABOO LORI LAUX, TREASURER 101 SOUTH BLVD BARABOO WI 53913 PIN# 206 9317-70000 VILLAS AT BARABOO LLC (THE) BILL NUMBER: 338663	PAY 2ND INSTALLMENT OF: \$18,617.00 BY JULY 31, 2019 AMOUNT ENCLOSED _____ MAKE CHECK PAYABLE AND MAIL TO: CITY OF BARABOO LORI LAUX, TREASURER 101 SOUTH BLVD BARABOO WI 53913 PIN# 206 9317-70000 VILLAS AT BARABOO LLC (THE) BILL NUMBER: 338663	PAY FULL AMOUNT OF: \$37,235.15 BY JANUARY 31, 2019 AMOUNT ENCLOSED _____ MAKE CHECK PAYABLE AND MAIL TO: CITY OF BARABOO LORI LAUX, TREASURER 101 SOUTH BLVD BARABOO WI 53913 PIN# 206 9317-70000 VILLAS AT BARABOO LLC (THE) BILL NUMBER: 338663
--	---	--

CITY OF BARABOO
 LORI LAUX, TREASURER
 135 4TH ST
 BARABOO WI 53913

**SAUK COUNTY - STATE OF WISCONSIN
 PROPERTY TAX BILL FOR 2017
 PERSONAL PROPERTY**

VILLAS AT BARABOO LLC (THE)

**Account Number: 206 9317-70000
 Bill Number: 297110**

Important: Be sure this description covers your property. Note that this description is for tax bill only and may not be a full legal description. See reverse side for important information.

**Location of Property/Legal Description
 1020 CONNIE RD**

297110/206 9317-70000
VILLAS AT BARABOO LLC (THE)
 111 PERRY ST STE 300
 DAVENPORT IA 52801

Please inform treasurer of address changes.

ASSESSED VALUE LAND 0	ASSESSED VALUE IMPROVEMENTS 1,638,600	TOTAL ASSESSED VALUE 1,638,600	AVERAGE ASSMT. RATIO 0.988350049	NET ASSESSED VALUE RATE 0.02450065 <small>(Does NOT reflect credits)</small>	NET PROPERTY TAX 40146.76
ESTIMATED FAIR MARKET VALUE LAND 0	ESTIMATED FAIR MARKET VALUE IMPROVEMENTS 1,657,900	TOTAL ESTIMATED FAIR MARKET VALUE 1,657,900	<input type="checkbox"/> A star in this box means unpaid prior year taxes.	School taxes also reduced by school levy tax credit 2,567.09	
TAXING JURISDICTION	2016 EST. STATE AIDS ALLOCATED TAX DIST.	2017 EST. STATE AIDS ALLOCATED TAX DIST.	2016 NET TAX	2017 NET TAX	% TAX CHANGE
State of Wisconsin	0	0	273.43	0.00	-100.0%
Sauk County	227,416	250,788	7,329.51	7,510.91	2.5%
City of Baraboo	2,283,596	2,332,560	17,453.10	18,246.51	4.5%
Baraboo Schools	8,824,569	9,187,596	11,961.99	12,822.93	7.2%
MATC	679,202	722,159	1,556.02	1,566.41	0.7%
TOTAL	12,014,783	12,493,103	38,574.05	40,146.76	4.1%
FIRST DOLLAR CREDIT			0.00	0.00	0.0%
LOTTERY AND GAMING CREDIT			0.00	0.00	0.0%
NET PROPERTY TAX			38,574.05	40,146.76	4.1%

TOTAL DUE: \$40,146.76
 FOR FULL PAYMENT, PAY TO LOCAL TREASURER BY:
JANUARY 31, 2018
 Warning: If not paid by due dates, installment option is lost and total tax is delinquent subject to interest and, if applicable, penalty.
Failure to pay on time. See reverse.

FOR INFORMATION PURPOSES ONLY • Voter Approved Temporary Tax Increases

Taxing Jurisdiction	Total Additional Taxes	Total Additional Taxes Applied to Property	Year Increase Ends	Taxing Jurisdiction	Total Additional Taxes	Total Additional Taxes Applied to Property	Year Increase Ends
Baraboo Schools	1,033,436	2,082.29	2037				

PAY 1ST INSTALLMENT OF: \$20,073.76
BY JANUARY 31, 2018

AMOUNT ENCLOSED _____

MAKE CHECK PAYABLE AND MAIL TO:

**CITY OF BARABOO
 LORI LAUX, TREASURER
 135 4TH ST
 BARABOO WI 53913**

**PIN# 206 9317-70000
 VILLAS AT BARABOO LLC (THE)
 BILL NUMBER: 297110**

PAY 2ND INSTALLMENT OF: \$20,073.00
BY JULY 31, 2018

AMOUNT ENCLOSED _____

MAKE CHECK PAYABLE AND MAIL TO:

**CITY OF BARABOO
 LORI LAUX, TREASURER
 135 4TH ST
 BARABOO WI 53913**

**PIN# 206 9317-70000
 VILLAS AT BARABOO LLC (THE)
 BILL NUMBER: 297110**

PAY FULL AMOUNT OF: \$40,146.76
BY JANUARY 31, 2018

AMOUNT ENCLOSED _____

MAKE CHECK PAYABLE AND MAIL TO:

**CITY OF BARABOO
 LORI LAUX, TREASURER
 135 4TH ST
 BARABOO WI 53913**

**PIN# 206 9317-70000
 VILLAS AT BARABOO LLC (THE)
 BILL NUMBER: 297110**



INCLUDE THIS STUB WITH YOUR PAYMENT



INCLUDE THIS STUB WITH YOUR PAYMENT



INCLUDE THIS STUB WITH YOUR PAYMENT