SAUK COUNTY BOARD OF SUPERVISORS
NOTICE OF COMMITTEE MEETING
AGENDA

COMMITTEE: UW - Baraboo/Sauk County Campus Commission

DATE: Thursday, November 17, 2022 **TIME:** 8:00 AM

PLACE: UW - Baraboo/Sauk County Campus, Executive Dining Room, 1006 Connie Road, Baraboo, WI

This meeting is open to the public. No one should attend the meeting if they are experiencing COVID- or flu-like symptoms, have a fever, sore throat or recently experienced a loss of taste or smell. Masks required.

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. Discussion and possible action on Lange building roof repair.
8. Discussion and possible action to advance the A building 80-ton classroom AC unit from 2024 capital improvement need to present replacement.
9. Discussion and possible action to approve transferring funds for the campus vehicle.
10. Financial report and approval of vouchers.
11. Discussion and possible action on status of the theatre and arts building remodel.
12. Discussion and possible action on 2023 budget.
13. Update from Student Housing Advisory Committee.
14. Assistant Provost Report.
15. Set next date and time (December 15th @ 8:00 a.m.).
16. Adjournment.

To:
Wedekind, Kolb, Lohr, Bradley, Giese, Miller, Hazard, Evert, Ostrander, Nelson, McCumber, Schara, Horjus-Lang, Desmond, Horkan, Pinion, Compton, Crammond, Web Liaison, News Media, Bulletin Boards

Date Notice Mailed: November 14, 2022
Prepared by: Office of the County Clerk

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 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, 1006 Connie Road, Baraboo, WI

Thursday, October 20, 2022

Members present: Wedekind, Giese, Kolb, Hazard, Lohr and Miller
Members Absent: Bradley

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

MOTION (Wedekind/Miller) to adopt the agenda. Motion carried uanimiously.

MOTION (Wedekind/Kolb) to approve the minutes of the regular meeting on September 15, 2022. Motion carried unanimously.

Public comment: None.

Communications: None.

Facilities planning and maintenance report:
Schara gave the committee an update *(report and list of invoices on file).*

Discussion and possible action on Lange building roof repair:
Schara let the committee know that this project had been completed and informed the committee that tiles above the bricks of the building are cracked letting in moisture. Schara was instructed to provide the committee with a sample of the fix, prior to proceeding with the project to fix all the affected tiles.

Discussion and possible action to advance the A building 80-ton classroom AC unit from 2024 capital improvement need to present replacement:
Schara informed the committee that he is still waiting on quotes.

Discussion and possible action of blow out A coil in library south unit:
Schara gave the committee a brief update. Committee consensus was to hold off on discussing this any further until the December meeting.

Financial report and approval of vouchers:
MOTION (Miller/Kolb) to approve vouchers in the amount of $122,662.49. Motion carried unanimously.

Discussion and possible action on status of the theatre and arts building remodel:
Compton gave the committee an update. *(Handout on file)*

Discussion and possible action on 2023 budget:
Discussion took place among the committee.

Update from Student Housing Advisory Committee:
Giese gave the committee an update.

Assistant Provost Report:
Compton gave the committee an update.

MOTION (Kolb/Hazard) to adjourn at 9:25 a.m. until Thursday, November 17, 2022 at 8:00 a.m. Motion carried unanimously.

Respectfully Submitted,

Rebecca C. Evert
Sauk County Clerk

Finance Department Memorandum

To: UW Baraboo/Sauk County Campus Commission

From: Julie Ostrander, Finance Director

Date: November 17, 2022

Re: October 2022 Financial Highlights and attached Balance Sheet & Income Statement

Balance Sheet:

- October 31, 2022, and December 31, 2021
- 2022 YTD fund balance equity YTD balance of $19,340.56 due to the netting of the $90,993.55 of expenditures and the $110,334.11 of revenue, that being a reduction of $0.16 month over month.

Income Statement:

Revenues

2022

- Total monthly revenue is $0 since Interest on investments have not been recorded.
- The total actual YTD revenues are $110,334.11 or 12.12% of budget.
- Current month revenue is short two month of Interest on investments.

Expenditures

2022

- Total YTD expenditures are $90,993.55 or 9.99% of budget.
- The largest actual YTD expenditure is Building Repairs and Maintenance of $28,464.95 or 46.86% of that line-item budget allowance and Building Improvements of $24,400.00 or 3.05% of that line-item budget allowance that was essentially meant for the Theatre renovation. Insurance expenditures are also a large percentage of the yearly budget and exceed the YTD budget $797.24 or 3.32%.

Summary

- Remaining balance of 2022 revenue budget to be collected is $800,316.89, but $800,000 will not be collected from the County and City for potential building upgrades. The remaining budget of $316.89 interest that will likely only amount to $110.
- Remaining balance of unspent 2022 budget is $819,657.45 or 90.0%. The $800,000 dollars of revenue and expenditures will not occur this year. There is approximately 17.76% or $19,657.45 expenditure budget remaining for the last two months of the year.

City of Baraboo
UW_Baraboo/Sauk County Campus Commission
Balance Sheets
October 31, 2022 and December 31, 2021

	Year to Date	December 31, 2021
Assets		
Cash	$ 215,150.79	$ 224,048.53
Accounts Receivable	-	-
Prepaid Expenses	18,305.25	21,818.53
Land	42,287.00	42,287.00
Buildings	15,617,946.53	15,617,946.53
Land Improvements	694,451.33	694,451.33
Machinery & Equipment	148,628.96	148,628.96
Total Assets	$ 16,736,769.86	$ 16,749,180.88
Liabilities and Fund Equity		
Liabilities;		
Accounts Payable	-	31,751.58
Deferred Revenue	-	-
Due to City	30,903.96	30,903.96
	$ 30,903.96	$ 62,655.54
Fund Equity:		
Fed/State Investments Assets	500,000.00	500,000.00
County Investment in Assets	5,745,667.41	5,745,667.41
City Investment in Assets	5,745,667.41	5,745,667.41
Contrib in Aid of Construction	4,511,979.00	4,511,979.00
Fund Balance	161,392.99	200,339.65
Non-Spendable Prepaid Expenses	21,818.53	21,818.53
Fund Balance Surplus Applied	-	-
Assigned_Capital Improvements	-	-
Net Revenue (Expenditures)	19,340.56	(38,946.66)
Total Fund Equity	16,705,865.90	16,686,525.34
Total Liabilties and Fund Equity	$ 16,736,769.86	$ 16,749,180.88

Created by: *Julie Ostrander, Finance Director City of Baraboo*

City of Baraboo
UW_Baraboo/Sauk County Campus Commission
Income Statement with Comparison to Budget
For The Ten Months Ending October 31, 2022

	Current Month	Year to Date	Budget	Percentage of Budget
Revenues:				
Appropriations-County	$ -	$ 55,000.00	455,000.00	12.09
Appropriations- City	-	55,000.00	455,000.00	12.09
Interest on Investments	-	333.11	650.00	51.25
Rents and Leases	-	1.00	1.00	100.00
Sale of Assets	-	-	-	-
Insurance Recoveries	-	-	-	-
Donations and Contributions	-	-	-	-
Fund Balance Applied	-	-	-	-
Total Revenues	-	110,334.11	910,651.00	12.12
Expenditures:				
Social Security	-	43.23	120.00	36.03
Commission Fees	-	565.00	1,560.00	36.22
Prof Services - Engineering	-	-	-	-
Telephone	0.16	1,146.98	1,510.00	75.96
Repair & Maint Serv-Equipment	-	-	-	-
Repair & Maint Serv-Buildings	-	28,464.95	61,000.00	46.66
Repair & Maint Serv-Facilities	-	2,053.32	7,200.00	28.52
	-	-	-	-
Travel - Mileage	-	28.08	170.00	16.52
Repair & Maint Materials	-	9,494.75	15,000.00	63.30
Other Supplies & Expense	-	-	91.00	-
Insurance	-	24,797.24	24,000.00	103.32
Building Improvements	-	24,400.00	800,000.00	3.05
Total Expenditures	0.16	90,993.55	910,651.00	9.99
Net Revenues (Expenditures)	$ (0.16)	$ 19,340.56	$ -	

Created by: *Julie Ostrander Finance Director, City of Baraboo*

UW-BSC Campus Commission Bills
October Bills For Novemeber Meeting

UW-BSC reimbursement	Description	Amount	Invoice Date	Invoice Number	Account Description	Account Number
Menards	acrylic glass piece (safety) and trim to reoair west umhoffer interior goor glass	$ 69.30	10/14/2022	9532710599	In-house Repair & Maint Materials	800-80-55600-260-000
Ebay	Utility reach in cooler fan motor kit fo kitchen	$ 37.59	10/14/22	1809214589	In-house Repair & Maint Materials	800-80-55600-350-000
Amazon	New pneumatic thermostat for replacement of stock part Last one	$ 94.95	10/18/22	1127834460	In-house Repair & Maint Materials	800-80-55600-350-000
Grainger	Entire pneumatic air system micron filter replacement.	$ 107.73	10/18/22	948244653	In-house Repair & Maint Materials	800-80-55600-350-000
ebay	Air handler flange rearing assembly old one grinding not holding grease.	$ 115.00	10/24/22	1809253772	In-house Repair & Maint Materials	800-80-55600-350-000
first supply	Shipping charges for boiler switch shipped last months invoice .	$ 9.63	09/29/22	1339041500	In-house Repair & Maint Materials	800-80-55600-350-000
Country Plumber INC	Grease trap cleaning state required annual.	$ 185.00	10/26/22	232526	In-house Repair & Maint Materials	800-80-55600-350-000
Thermal Filters	Replacement filters for boilers and frefilters for winter changeout	$ 447.00	11/08/22	6644	In-house Repair & Maint Materials	800-80-55600-350-000
Grainger	New timer switch for Lange lounge fireplace	$ 48.08	1111/22	1961837088	In-house Repair & Maint Materials	800-80-55600-350-000
	UW BSC Reimbursement Total	$ 1,142.28				

Direct Bill Commission

		Amount	Invoice Date	Invoice Number	Account Description	Account Number
Brightspeed	Telephone dialer expense	$ 132.74	10/17/22	301298969	Telephone dialer expese	301298969-000
Akitabox	Annual access subscription for preventive maintenace program	$ 1,260.00	12/25/2022	191440	Professional Services	800-80-55600-215-000
	Direct Bill Total	$1,392.74				
	Total All	$2,535.02				