

**SAUK COUNTY BOARD OF SUPERVISORS  
NOTICE OF COMMITTEE MEETING  
AGENDA**

**COMMITTEE:** UW - Baraboo/Sauk County Campus Commission

**DATE:** Thursday, December 15, 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 of blown out A coil in Library south unit.
8. Discussion and possible action of new 5-year fire alarm testing contract offered by Johnson Control Simplex.
9. Discussion and possible action of new yearly contract for turf treatment and offer for 3% price reduction for early prepay.
10. Financial report and approval of vouchers.
11. Discussion and possible action on status of the theatre and arts building remodel.
12. Update from Student Housing Advisory Committee.
13. Assistant Provost Report.
14. Set next date and time (January 19<sup>th</sup> @ 8:00 a.m.).
15. 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:** December 12, 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](http://www.co.sauk.wi.us)

Thursday, November 17, 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 (Kolb/Miller) to adopt the agenda. Motion carried unanimously.

MOTION (Kolb/Giese) to approve the minutes of the regular meeting on October 20, 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 informed the committee that this project has been completed.

**Discussion and possible action to advance the A building 80-ton classroom AC unit from 2024 capital improvement need to present replacement:**

Discussion took place among the committee.

**Discussion and possible action to approve transferring funds for the campus vehicle:**

Discussion took place among the committee.

**Financial report and approval of vouchers:**

MOTION (Giese/Miller) to approve vouchers in the amount of \$2,846.44. Motion carried unanimously.

**Discussion and possible action on status of the theatre and arts building remodel:**

Discussion took place among the committee. Next step will be sending out an RFP.

**Discussion and possible action on 2023 budget:**

Discussion took place among the committee.

**Update from Student Housing Advisory Committee:**

No update was given.

**Assistant Provost Report:**

Compton gave the committee an update.

MOTION (Giese/Miller) to adjourn at 8:34 a.m. until Thursday, December 15, 2022 at 8:00 a.m. Motion carried unanimously.

Respectfully Submitted,

Rebecca C. Evert  
Sauk County Clerk

Dr. Michael Compton, Assistant Provost and Stephen Schara Building and Grounds Supervisor

November, 2022

Completed Major Projects.

No Large or complex projects

Completed and in process Minor projects.

1. Music and Arts Complex
  - a. Called in precision controls to look at boilers in A building as they were not firing on their own, I was able to manually start 2 units but not running in sequence, Precision found that the boiler control system (Tekmar) was out of sync. Adjustments were made then asked them do a general check of all boilers, clean igniters, adjust boiler time sequences and set temperatures. Cost \$844.60. When helping clean air intakes which required removal of glued on vent connector 1 was broken, requiring a purchase of a new one from Pointon as Menards had none in stock. Cost \$17.58
  - b. Pointon was called in for a small issue in an air handler behind theater that would not start. Found a simple fuse I didn't know existed in controls sequence. Once replaced is working fine. 1 Hour labor and diagnose Cost \$145.00.
2. Grounds projects
  - a. Only Grounds work has been to clean and salt walkways due to ice conditions.
  - b. Started removal of broken and damaged maintenance garage door jambs and weather strips for replacement. More materials on next months bills .
3. Lange center
  - a. Belt replacement on air handler 1 needed all materials in stock.
4. Science Stem area

No service needed. Next month science filter change.
5. Umhoefer
  - a. Several adjustments to pneumatic thermostats in old Umhoefer LL . many adjustments to automatic damper controls and radiant heat valves to get proper comfort levels. Really cool overnight temps and higher daytime highs made this more difficult than expected.
  - b. After Precision controls was called in for Tekmar boiler control issue I replaced all filters and prefilters that were ordered in last month's bills.
6. Library
  - a. New storm window clips installed on Library entrance windows (old style) along with Theater windows on North side.

## Future Project Needs

- a. With the recent tune up this can wait till next year before heat season. Boilers in Umhoefer building were dismantled, rebuilt and repaired last year as preventive maintenance. this cost was about \$3500 for 3 boilers. This would be a good project to have done in the 2 Music and Arts building mechanical. It protects longevity and proper efficiency of the units. Cost approximately \$2500 excluding replacement parts. Precision control continues to offer this service.
- b. The Umhoefer 80-ton unit is still in dis- repair and is suggested to replace and not repair, A decision to replace will need to be made by early January to ensure units can be built and shipped to be installed before spring temps rise. Only 2 quotes offered so far as 4 companies have visited for replacement quotes. Pointon has the low bid so far of \$147,000 Ahern has submitted a bid for \$124,000 for a different brand unit than Pointon's Trane unit .
- c. Library AC coil that failed is still needed for replacement and will need to be considered for approval by March to have unit custom built and delivered for spring temperatures rise. Only 2 quotes sent so far. Pointon is also the low bid on this project of around \$17,000
- d. The Lange Fire Alarm system has been showing trouble alerts recently and the computer interface is failing (as noted by Johnson controls annual report). We are able to reset unit and it works for varied lengths in between. Edwards's systems are now out of business and there are no replacement parts available. This makes this fire alarm system completely obsolete and unfortunately a much-needed replacement. Both Simplex systems in other buildings were slated to be replaced due to age in capital budget system discussions in the next couple years. Fortunately, they continue to work to date, and the Edwards system is needed for replacement sooner. Due to issues and panel compatibility most devices such as strobes, smoke detectors and sensors will also need replacement along with the main panel and power supply. Titan fire systems from Madison was able to give a quick estimate for this system of approximately \$22,000 this does not include any electrician fees to wire in the panel but is pretty much a turnkey replacement. No other companies have submitted quotes yet and are expected to view the Lange needs and quote soon.
- e. Two metal door entrances original to the Lange and Music annex edition are rusting out on the lower portions of the door. This makes the doors difficult to secure and also weakens the fire rating on these exterior door entrances. We have repaired these in the past, but they are becoming structurally unsound. A recent quote from LaForce security systems the Lange door shows one door (a single door) complete replacement including a new frame. The other a double door system is in need of just door replacements old frame is still in good shape. Their initial quote is \$4,190 for the Lange single door with new frame. The Music annex exterior mechanical room double door using existing

frame is \$5,533. Doors are also only primed and would need to be painted by maintenance.

- f. Room 241 in Umhoefer building (formerly the old chemistry classroom and Lab) is still not supported by air conditioning. The discussion of AC options has been discussed many times but never has had a remedy for the problem.

#### Building usage

Starting tonight 12/8 the theater will be hosting its presentation of The Water Children, Performance Thursday eve Friday Eve Saturday 2 performances. Deanna Lange required some help to move choir risers for her holiday performance and the campus band holiday performance is scheduled for December 12 an evening performance in the campus theater.

With both Soerfass Brothers having left our campus we are down to 2 staff members in custodial and Maintenance including myself. Mike is working to get Brian's position refilled which sounds like Platteville's remedy is to bring over the grounds keeper from the Richland campus (due to forthcoming closure ) to help in maintenance. This may be a quick way to fill the position sooner as opposed to going through the Platteville hiring committee, posting and going through interviews and such. Dwayne's custodial position will take a bit of time as it was a project position and needs to be made into a permanent position to move forward. Mike can give more detail .

**UW-BSC Campus Commission Bills**  
November Bills For December Meeting 2022

UW-BSC reimbursement	Description	Amount	Invoice Date	Invoice Number	Account Description	Account Number
Menards	Maintenance garage rubber roof repair from tree damage	\$ 86.94	10/31/2022	3295702891	Outsourced Repair & Maint Serv-Buildings	800-80-55600-260-000
Menards	Replacement storm window clips for old library and theater entrance windows	\$ 7.48	11/03/22	6402808430	In-house Repair & Maint Materials	800-80-55600-350-000
Menards	Torch cylinders touse in maintenance projects	\$ 10.94	11/14/22	3295706532	In-house Repair & Maint Materials	800-80-55600-350-000
Menards	Step on waste can for kitchen bath mandatory health code need new staple gun	\$ 40.60	11/17/22	9328608817	In-house Repair & Maint Materials	800-80-55600-350-000
Menards	Anchors drive in and adhesive to replace Maintenance garage door jams on ext.	\$ 80.94	11/21/22	9322860717	In-house Repair & Maint Materials	800-80-55600-350-000
Daico Enterprises	Salt for walkways winter use.	\$ 854.31	11/22/22	AL77COO	In-house Repair & Maint Materials	800-80-55600-350-000
Menards	6-32 and 8-42 machine screws to reattach cabinet handles in several classroom cabs.	\$ 9.32	11/29/22	9328608118	In-house Repair & Maint Materials	800-80-55600-350-000

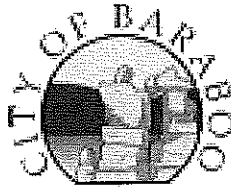
**UW BSC Reimbursement Total** \$ 1,090.53

Direct Bill Commission

	Amount	Invoice Date	Invoice Number	Account Description	Account Number
Bright Speed form Centurylink	\$ 132.28	11/17/22	301298069	Telephone dialer expense	301298969-000
Pointon heating	\$ 145.00	11/28/2022	195105	Outsourced Repair & Maint Serv-Equipment	800-80-55600-250-000
Chitwood electric repair	\$ 71.71	11/9/22	9905	In-house Repair & Maint Materials	800-80-55600-350-000
<b>Precision Controls</b>	\$844.60	11/17/22	395	Outsourced Repair & Maint Serv-Equipment	800-80-55600-250-000
McGann Furniture	\$225.00	10/06/22	60012	Outsourced Repair & Maint Serv-Equipment	800-80-55600-250-000
Pointon heating	\$17.58	11/07/22	194808	In-house Repair & Maint Materials	800-80-55600-350-000

Direct Bill Total \$1,436.17

**Total All** \$2,526.70



## Finance Department Memorandum

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To: UW Baraboo/Sauk County Campus Commission  
From: Julie Ostrander, Finance Director  
Date: December 15, 2022  
Re: November 2022 Financial Highlights and attached Balance Sheet & Income Statement

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### Balance Sheet:

- November 30, 2022, and December 31, 2021
- 2022 YTD fund balance equity decrease of \$102,608.21 is due to the netting of the YTD \$122,041.10 of expenditures and the YTD \$54.68 of revenue, that being a reduction of \$83,340.65 month over month.

### Income Statement:

#### **Revenues**

2022

- Total monthly revenue is \$54.68 from United Cooperative refund.
- The total actual YTD revenues are \$110,426.44 or 12.13% of budget.
- Current month revenue does not have November Interest on investments recorded.

#### **Expenditures**

2022

- Total YTD expenditures are \$213,034.65 or 23.39% of budget.
- The largest actual YTD expenditure is Building Improvements of \$141,685 or 17.41% of that line-item budget allowance but most of the budget was essentially meant for the Theatre renovation. The Building Repairs and Maintenance of \$30,385.95 or 49.81% of that line-item budget allowance is the second largest expense. 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 \$800,224.56, but \$800,000 will not be collected from the County and City for potential building upgrades. The remaining revenue budget of \$224.56 is interest that will likely only amount to half of that.
- There is no remaining 2022 expenditure budget since \$697,616.35 or 76.6% should not include the \$800,000 dollars of expenditures as discussed earlier. Therefore, the expenditures are approximately 192.53% or \$102,383.65 expenditure over budget with two months of the year remaining.

City of Baraboo  
 UW\_Baraboo/Sauk County Campus Commission  
 Balance Sheets  
 November 30, 2022 and December 31, 2021

<b>Assets</b>	<u>Year to Date</u>	<u>December 31, 2021</u>
Cash	\$ 89,764.02	\$ 224,048.53
Accounts Receivable	-	-
Prepaid Expenses	21,743.25	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
<b>Total Assets</b>	<u>\$ 16,614,821.09</u>	<u>\$ 16,749,180.88</u>
<b>Liabilities and Fund Equity</b>		
<b>Liabilities;</b>		
Accounts Payable	-	31,751.58
Deferred Revenue	-	-
Due to City	30,903.96	30,903.96
	<u>\$ 30,903.96</u>	<u>\$ 62,655.54</u>
<b>Fund Equity:</b>		
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)	(102,608.21)	(38,946.66)
<b>Total Fund Equity</b>	<u>16,583,917.13</u>	<u>16,686,525.34</u>
<b>Total Liabilities and Fund Equity</b>	<u>\$ 16,614,821.09</u>	<u>\$ 16,749,180.88</u>



City of Baraboo  
 UW\_Baraboo/Sauk County Campus Commission  
 Income Statement with Comparison to Budget  
 For The Eleven Months Ending November 30, 2022

Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
Appropriations-County	\$ -	\$ 55,000.00	455,000.00	12.09
Appropriations- City	-	55,000.00	455,000.00	12.09
Interest on Investments	-	370.76	650.00	57.04
Rents and Leases	-	1.00	1.00	100.00
Sale of Assets	-	-	-	-
Insurance Recoveries	-	-	-	-
Donations and Contributions	-	-	-	-
Refund of Prior Years Expense	54.68	54.68	-	-
Fund Balance Applied	-	-	-	-
<b>Total Revenues</b>	<u>54.68</u>	<u>110,426.44</u>	<u>910,651.00</u>	12.13
<b>Expenditures:</b>				
Social Security	-	43.23	120.00	36.03
Commission Fees	-	565.00	1,560.00	36.22
Prof Services - Engineering	1,260.00	1,260.00	-	-
Telephone	268.40	1,415.38	1,510.00	93.73
Repair & Maint Serv-Equipment	-	-	-	-
Repair & Maint Serv-Buildings	1,921.00	30,385.95	61,000.00	49.81
Repair & Maint Serv-Facilities	-	2,053.32	7,200.00	28.52
	-	-	-	-
Travel - Mileage	-	28.08	170.00	16.52
Repair & Maint Materials	1,306.70	10,801.45	15,000.00	72.01
Other Supplies & Expense	-	-	91.00	-
Insurance	-	24,797.24	24,000.00	103.32
Building Improvements	117,285.00	141,685.00	800,000.00	17.71
<b>Total Expenditures</b>	<u>122,041.10</u>	<u>213,034.65</u>	<u>910,651.00</u>	23.39
<b>Net Revenues (Expenditures)</b>	<u>\$ (121,986.42)</u>	<u>\$ (102,608.21)</u>	<u>\$ -</u>	