

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

COMMITTEE: UW - Baraboo/Sauk County Campus Commission

DATE: Thursday, December 16, 2021

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. Financial report and approval of vouchers.
8. Update from Student Housing Advisory Committee.
9. Assistant Provost Report.
10. Discussion and possible action on Great Sauk Trail Easement.
11. Set next date and time (January 20th @ 8:00 a.m.).
12. Adjournment.

To:

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

Date Notice Mailed: November 13, 2021

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 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, 1006 Connie Road, Baraboo, WI

Thursday, November 18, 2021

Members present: Wedekind, Giese, Bradley, Kolb, Hazard, Lohr and Evert

Members Absent: Miller

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

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

MOTION (Hazard/Kolb) to approve the minutes of the regular meeting on October 21, 2021. 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*).

Financial report and approval of vouchers:

Wedekind gave the committee an update (*report on file*).

MOTION (Kolb/Hazard) to approve vouchers in the amount of \$7,543.83. Motion carried unanimously.

Update from Student Housing Advisory Committee:

Giese gave the committee a brief update.

Assistant Provost Report:

Compton gave the committee an update.

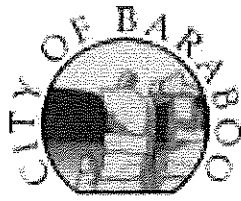
Discussion and possible action on Great Sauk Trail Easement:

Discussion took place among the committee. Committee consensus was to have Compton get formal feedback from the University with their position on the matter. Compton will be bringing his findings back to the committee.

MOTION (Wedekind/Kolb) to adjourn at 8:40 a.m. until Thursday, December 16, 2021 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: December 16, 2021
Re: November, 2021 Financial Highlights

Balance Sheet:

Please see the attached Balance Sheets for:

- November 30, 2021 and December 31, 2020
- 2021 YTD fund balance equity is exceeding expectations with net revenue of \$26,392.83.

Income Statement:

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

- November 30, 2021

Revenues

2021

- Total revenues are at 102.95% of budget with all appropriations collected. The sale of assets is pushing the revenue over the 100% prediction.
- Interest revenue of \$552.06 which is below budget through November by \$84.93 making it impossible to reach the estimated budget. The anticipated December interest will be \$32.16 therefore by the end of the year this line item will be short by \$65.78.

Expenditures

2021

- Total expenditures are 85.30% of budget. The two line items over budget YTD are insurance \$3,315.30 and building improvements \$14,569. Repair and Maintenance of the buildings is substantially under budget at \$33,417.57.

Summary

- Remaining balance of unspent budget is \$26,676.35. If there are no large expenditures in December and Building repair/maintenance remain under budget, goals for the year can be surpassed.

City of Baraboo
 UW_Baraboo/Sauk County Campus Commission
 Balance Sheets
 November 30, 2021 and December 31, 2020

Assets	<u>Year to Date</u>	<u>December 31, 2020</u>
Cash	\$ 227,016.00	\$ 163,201.17
Accounts Receivable	-	69,262.40
Prepaid Expenses	21,818.53	21,239.55
Land	42,287.00	42,287.00
Buildings	15,555,165.53	15,555,165.53
Land Improvements	694,451.33	694,451.33
Machinery & Equipment	150,375.00	150,375.00
Total Assets	<u>\$ 16,691,113.39</u>	<u>\$ 16,695,981.98</u>
Liabilities and Fund Equity		
Liabilities;		
Accounts Payable	-	1,001.09
Deferred Revenue	-	30,543.85
Accounts Payable	<u>\$ -</u>	<u>\$ 31,544.94</u>
Fund Equity:		
Fed/State Investments Assets	500,000.00	500,000.00
County Investment in Assets	5,715,149.93	5,715,149.93
City Investment in Assets	5,715,149.93	5,715,149.93
Contrib in Aid of Construction	4,511,979.00	4,511,979.00
Fund Balance	200,918.63	223,361.18
Non-Spendable Prepaid Expenses	21,239.55	21,239.55
Fund Balance Surplus Applied	-	-
Assigned_Capital Improvements	-	-
Net Revenue (Expenditures)	26,676.35	(22,442.55)
Total Fund Equity	<u>16,691,113.39</u>	<u>16,664,437.04</u>
Total Liabilities and Fund Equity	<u>\$ 16,691,113.39</u>	<u>\$ 16,695,981.98</u>

**UW_Baraboo/Sauk County Campus Commission
Income Statement with Comparison to Budget
For The Eleven Months Ending November 30, 2021**

Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
Appropriations-County	\$ -	\$ 60,000.00	60,000.00	100.00
Appropriations- City	-	60,000.00	60,000.00	100.00
Interest on Investments	32.16	552.06	650.00	84.93
Rents and Leases	-	1.00	1.00	100.00
Sale of Assets	4,550.00	4,550.00	-	-
Insurance Recoveries	-	30,543.85	30,543.00	100.00
Donations and Contributions	-	-	-	-
Fund Balance Applied	-	-	-	-
Total Revenues	<u>4,582.16</u>	<u>155,646.91</u>	<u>151,194.00</u>	102.95
Expenditures:				
Social Security	-	40.93	120.00	34.11
Commission Fees	-	535.00	1,560.00	34.29
Professional Services	192.00	192.00	-	-
Telephone	123.86	1,226.84	1,320.00	92.94
Repair & Maint Serv-Equipment	-	-	-	-
Repair & Maint Serv-Buildings	3,319.30	40,182.43	73,600.00	54.60
Repair & Maint Serv-Facilities	481.47	2,952.90	7,200.00	41.01
Travel	-	69.60	332.00	20.96
Repair & Maint Materials	2,227.76	14,342.30	15,000.00	95.62
Other Supplies & Expense	-	1.26	519.00	0.24
Insurance	-	24,315.30	21,000.00	115.79
Building Improvements	-	45,112.00	30,543.00	147.70
Total Expenditures	<u>6,344.39</u>	<u>128,970.56</u>	<u>151,194.00</u>	85.30
Net Revenues (Expenditures)	<u>\$ (1,762.23)</u>	<u>\$ 26,676.35</u>	<u>\$ -</u>	

Original Budget	Activity to Date	Available Budget
#NAME?	#NAME?	#NAME?
#NAME?	#NAME?	#NAME?
#NAME?	#NAME?	#NAME?

UW-BSC reimbursement	Description	Amount	Invoice Date	Invoice Number	Account Description	Account Number
2. Replenishment cart lights	LED and Pin supplies for 6142 office update	\$ 71.56	12/09/21	9324001940	In-house Repair & Maint Materials	#N/A
2. Replenishment cart lights	LED and Pin supplies for 6142 office update	\$ 30.32	12/09/21	9324000017	In-house Repair & Maint Materials	#N/A
2. Replenishment cart lights	LED and Pin supplies for 6142 office update	\$ 31.79	12/09/21	6421264956	In-house Repair & Maint Materials	#N/A
2. Replenishment cart lights	LED and Pin supplies for 6142 office update	\$ 11.88	11/05/21	6427113731	In-house Repair & Maint Materials	#N/A
2. Replenishment cart lights	LED and Pin supplies for 6142 office update	\$ 30.80	11/01/21	3261811733	In-house Repair & Maint Materials	#N/A
2. Replenishment cart lights	LED and Pin supplies for 6142 office update	\$ 47.80	11/05/21	9129289331	In-house Repair & Maint Materials	#N/A
2. Replenishment cart lights	LED and Pin supplies for 6142 office update	\$ 25.98	11/07/21	1119515410	In-house Repair & Maint Materials	#N/A
2. Replenishment cart lights	LED and Pin supplies for 6142 office update	\$ 554.55	8/27/21	86724	In-house Repair & Maint Materials	#N/A
2. Replenishment cart lights	LED and Pin supplies for 6142 office update	\$ 564.99	11/11/2021	354934	In-house Repair & Maint Materials	#N/A

UW - BSC reimbursement Total \$ 3,382.21

Direct Bill Commission	Description	Amount	Invoice Date	Invoice Number	Account Description	Account Number
Century Link	Dialer Expense	\$ 123.04	11/17/21	301288968	Telephone	800-80-55600-220-000
Schubler Elevator	Repair labor for elevator out of service contact	\$ 1,503.00	11/11/21	7153395761	Outsourced Repair & Maint Serv-Equipment	800-80-55600-250-000

Direct Bill City Total \$ 1,626.04
Total All \$ 2,147.25

Commission Fees	800-80-55600-140-000
Professional Services	800-80-55600-215-000
Telephone	800-80-55600-220-000
Outsourced Repair & Maint Serv-Equipment	800-80-55600-250-000
Outsourced Repair & Maint Serv-Buildings	800-80-55600-260-000
Outsourced Repair & Maint Serv-Facilities	800-80-55600-280-000
Travel	800-80-55600-330-000
In-house Repair & Maint Materials	800-80-55600-350-000
Other Supplies & Expense	800-80-55600-380-000
Insurance	800-80-55600-510-000
Depreciation	800-80-55600-940-000
Equipment Purchases	800-80-55600-944-000
Land or Land Improvements	800-80-55600-821-000
Building Improvements	800-80-55600-822-000