

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

COMMITTEE: UW - Baraboo/Sauk County Campus Commission

DATE: Thursday, March 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 replacement for Lange water heater.
8. Discussion and possible action on pro-press replacement.
9. Discussion and possible action on turf treatment for the campus.
10. Discussion and possible action on RFP's for 2022 maintenance projects.
11. Financial report and approval of vouchers.
12. Update from Student Housing Advisory Committee.
13. Assistant Provost Report.
14. Set next date and time (April 21st @ 8:00 a.m.).
15. 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: March 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 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, February 17, 2022

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

Members Absent: Kolb

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

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

MOTION (Hazard/Lohr) to approve the minutes of the regular meeting on January 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 replacement for Lange water heater:

Discussion took place among the committee. Committee consensus was to have Schara compile costs and then the campus commission would call a special meeting so that the situation can be taken care of timely.

Discussion and possible action on turf treatment for the campus:

Discussion took place among the committee. Committee consensus was to have Schara compile costs and the committee will discuss at the next regular meeting.

Financial report and approval of vouchers:

MOTION (Hazard/Giese) to approve vouchers in the amount of \$4,687.16. Motion carried unanimously.

Update from Student Housing Advisory Committee:

Giese gave the committee an update.

Assistant Provost Report:

Compton gave the committee an update.

Discussion and possible action on RFP's for 2022 maintenance projects:

Discussion took place among the committee. Committee consensus was to have Schara compile a list of projects in order of priority. The committee will discuss at the next regular meeting.

MOTION (Hazard/Giese) to adjourn at 9:15 a.m. until Thursday, March 17, 2022 at 8:00 a.m. Motion carried unanimously.

Respectfully Submitted,

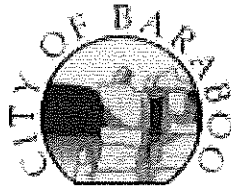
Rebecca C. Evert
Sauk County Clerk

City of Baraboo
 UW_Baraboo/Sauk County Campus Commission
 Balance Sheets
 February 28, 2022 and December 31, 2021

Assets	<u>Year to Date</u>	<u>December 31, 2021</u>
Cash	\$ 236,247.61	\$ 224,048.53
Accounts Receivable	-	-
Prepaid Expenses	-	21,818.53
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>\$ 16,678,526.47</u>	<u>\$ 16,688,145.92</u>
Liabilities and Fund Equity		
Liabilities;		
Accounts Payable	-	31,751.58
Deferred Revenue	-	-
Accounts Payable	<u>\$ -</u>	<u>\$ 31,751.58</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	192,296.95	200,339.65
Non-Spendable Prepaid Expenses	21,818.53	21,818.53
Fund Balance Surplus Applied	-	-
Assigned_Capital Improvements	-	-
Net Revenue (Expenditures)	22,132.13	(8,042.70)
Total Fund Equity	<u>16,678,526.47</u>	<u>16,656,394.34</u>
Total Liabilities and Fund Equity	<u>\$ 16,678,526.47</u>	<u>\$ 16,688,145.92</u>

City of Baraboo
UW_Baraboo/Sauk County Campus Commission
Income Statement with Comparison to Budget
For The TWO Months Ending February 28, 2022

Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
Appropriations-County	\$ -	\$ -	455,000.00	-
Appropriations- City	-	55,000.00	455,000.00	12.09
Interest on Investments	28.69	55.02	650.00	8.46
Rents and Leases	-	1.00	1.00	100.00
Sale of Assets	-	-	-	-
Insurance Recoveries	-	-	-	-
Donations and Contributions	-	-	-	-
Fund Balance Applied	-	-	-	-
Total Revenues	<u>28.69</u>	<u>55,056.02</u>	<u>910,651.00</u>	6.05
Expenditures:				
Social Security	-	-	120.00	-
Commission Fees	-	-	1,560.00	-
Professional Services	-	-	-	-
Telephone	122.26	122.26	1,510.00	8.10
Repair & Maint Serv-Equipment	-	-	-	-
Repair & Maint Serv-Buildings	4,324.07	14,015.03	61,000.00	22.98
Repair & Maint Serv-Facilities	-	-	7,200.00	-
Travel	-	-	170.00	-
Repair & Maint Materials	88.99	297.62	15,000.00	1.98
Other Supplies & Expense	-	-	91.00	-
Insurance	-	18,488.98	24,000.00	77.04
Building Improvements	-	-	800,000.00	-
Total Expenditures	<u>4,535.32</u>	<u>32,923.89</u>	<u>910,651.00</u>	3.62
Net Revenues (Expenditures)	<u>\$ (4,506.63)</u>	<u>\$ 22,132.13</u>	<u>\$ -</u>	



Finance Department Memorandum

To: UW Baraboo/Sauk County Campus Commission
From: Julie Ostrander, Finance Director
Date: March 17, 2022
Re: February, 2022 Financial Highlights

Balance Sheet:

Please see the attached Balance Sheets for:

- February 28, 2022 and December 31, 2021
- 2022 YTD fund balance equity increased by \$22,132.13 due to the netting of \$32,023.89 in expenditures and the \$55,056.02 in revenue.

Income Statement:

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

- February 28, 2022

Revenues

2022

- Total monthly revenue is \$28.69 of Interest revenue and \$55.02 year to date.
- The total actual YTD revenues are \$55,056.02 or 6.05% of budget with City's appropriations collected.

Expenditures

2022

- Total YTD expenditures are \$32,923.89 or 3.62% of budget.
- The largest actual YTD expenditures are Building Maintenance service buildings for \$14,015.03 or 22.98% of budget and Insurance of \$18,488.98 or 77.04% of budget.

Summary

- Remaining balance of 2022 revenue budget to be collected is 855,594.98 or 93.95%.
- Remaining balance of unspent 2022 budget is \$877,727.11 or 96.38%.

**UW-BSC Campus Commission Bills
February Bills 2022 March Meeting**

UW-BSC reimbursement	Description	Amount	Invoice Date	Invoice Number	Account Description	Account Number
Supply house	New pipe hangers for emergency repair and gruvloconnector for repair of tunnel	\$ 195.08	02/11/22	11377335	In-house Repair & Maint Materials	800-80-55600-350-000
Supply house	New Pneumatic Thermostat and recalibration tool stat for B124	\$ 98.93	2-18-22	11556156	In-house Repair & Maint Materials	800-80-55600-350-000
Johnstone supply	Campus filter changeout for all air handlers	\$ 933.00	02/15/22	P214558	In-house Repair & Maint Materials	800-80-55600-350-000
Granger	A building 3 Water heater elements and 3 thermostats all elements bad 2 stats bad	\$ 62.25	2-28-22	9228016128	In-house Repair & Maint Materials	800-80-55600-350-000
Amazon	step drills for water fountain spout replacement replacements larger	\$ 47.19	02/14/22	1114449514	In-house Repair & Maint Materials	800-80-55600-350-000
Amazon	Elkay water fountain spout and spout office replaced corroded unit by A104	\$ 27.00	02/03/22	1116639896	In-house Repair & Maint Materials	800-80-55600-350-000
Amazon	Natural insect repellent for offices where allergies of pesticides are an issue	\$ 25.98	02/17/22	1114249738	In-house Repair & Maint Materials	800-80-55600-350-000
Amazon	small condenser fan and motor for kitchen delafield cooler	\$ 108.62	2-28-22	1111968217	In-house Repair & Maint Materials	800-80-55600-350-000
Amazon	Top rail chain link tennis fence repair couplings rail broke during ice and wind storm	\$ 24.99	02/23/22	1113506250	In-house Repair & Maint Materials	800-80-55600-350-000
Menards	Cooler leg repair items in kitchen and caster cups to hold in position	\$ 36.98	03/02/22	3894025529	In-house Repair & Maint Materials	800-80-55600-350-000
Menards	letter and number punch kit for key ID and date stamp motors	\$ 17.98	01/25/22	9641003895	In-house Repair & Maint Materials	800-80-55600-350-000
Menards	Bulbs degreaser for walkway stains screws to repair kitchen shif unit	\$ 41.44	02/18/22	3819402354	In-house Repair & Maint Materials	800-80-55600-350-000
Century Link	Telephone dialer charge for elevators Paid by campus accountant by mistake	\$ 122.16	02/17/22	301298969	In-house Repair & Maint Materials Telephone	800-80-55600-350-000
eSLA	Payment to Dept. of Safety for expired permits . Inspections done new permits will be paid to current next month.	\$ 306.00	03/03/22	3838317 con	Other Supplies & Expense	800-80-55600-390-000
	UW - BSC reimbursements Total	\$ 2,047.60				

Direct Bill Commission

	Amount	Invoice Date	Invoice Number	Account Description	Account Number
Laforce	\$ 2,370.00	2/17/2022	1184467	Outsourced Repair & Maint Serv-Equipment	800-80-55600-250-000
	\$30,903.96	3/31/22	12548	Equipment Purchases	800-80-55600-814-000

Direct Bill City Total

\$ 33,273.96

Total All

\$ 35,321.56