

UW-BARABOO / SAUK COUNTY CAMPUS COMMISSION MINUTES

UW-Baraboo/Sauk County Campus, Executive Dining Room

Baraboo, Wisconsin

Thursday, April 21, 2016

Approved in their amended form as follows at May 19, 2016 meeting.

Members present: Phil Wedekind, Andrea Lombard, Cheryl Giese, Tom Geimer, Renae Fry, Scott VonAsten, Tom Kolb

Members Absent:

Others Present: Thomas Pinion, Mike Palm, Charles Clark, Dundee McNair, Tim Stieve, Brian Zobel, Mike Connor, Ed Geick, Marty Krueger, Bob Silva, Steve Schara, Jim Revels

Certification of compliance with the open meeting law. **Motion by Kolb, second by Geimer, to adopt the agenda. Motion carried.**

Motion by Kolb, second by Geimer to approve the minutes of the prior meeting. Motion carried.

Public Comment none

Communications none

Consideration of Science Facility Change Orders.

There are no pending change orders but a few minor matters are still being addressed with the contractor.

AT&T Cell Tower Request

Pinion reported that AT&T identified the UW Baraboo campus as a possible cell tower site; it is considering 4 sites in the Baraboo area, but the campus site is the preferred location. The area located northwest of the current buildings (near the rock pile) was specifically identified as the optimum tower location on the campus for the coverage that AT&T would like to provide. AT&T is proposing to erect a 165 foot tower that will house an AT&T array but would also have capacity for up to three additional arrays. AT&T would lease a 100 ft² area on which to build a utility structure and the monopole itself. Rules governing set backs and the potential fall zone do not apply to this structure. It would be up to the commission to determine whether it would want too reserve space (thereby restricting other uses) in and around the site as a possible fall zone. If the commission were to consider moving forward on the request, additional inquiry as to the potential impacts to the airport and future campus building projects will be needed. AT&T would likely seek a long term lease, so long term implications of the use would also need to be evaluated by the commission. Rent would be paid to the commission as the landlord/owner of the site. The steps for possibly amending the UW lease and/or seeking Board of Regents' approval were discussed briefly and input from Corporation Counsel would be needed on this topic. Dean Charles Clark indicated that the proposed location would not conflict with campus expansion plans. The underlying site plan contemplated future parking in the location of the proposed tower site, but construction of the tower would only impact a small number of parking spaces should the university ever decide to construct the lot in that area of the campus. The university would be interested in receiving the rent revenue, but it was clarified that the rent would go to the commission as the landlord for the site. Commission members expressed concerns over the appearance of the tower. Fry reported that it is possible to negotiate other conditions. Stieve recommended that the commission include language in its lease that reserves for the commission the right to place communication equipment on the tower at no cost to the commission as landlord. Krueger recommended that the rent received be deemed special revenue and not be used to offset normal operating costs of the commission. This ensures that normal operations would not be impacted if the lease were to end, resulting in the loss of the rental income.

Wedekind tabled the matter until the next meeting to allow for additional research into the matter and its potential impact to the campus, including possible rental rates, term of lease requested, land use impacts, etc.

Facilities and Maintenance Report(s)

Charles Clark introduced Brian Zobel, who is UW Baraboo's new Regional Director of Facilities. Zobel will regularly attend commission meetings but Clark will attend as his schedule permits.

See the attached report prepared by Bob Silva of Precision Controls on his report regarding his assessment and recommendations regarding roof replacement impact on roof top condensing unit and adding air conditioning to remodeled Chemistry lab. In summary, roof repairs are scheduled for A Building, east penthouse. The repairs will require the removal and reinstallation of the existing condenser. The temporary removal provides an opportunity to complete repairs to the approximately 30 year old condenser. It also provides an opportunity to relocate the condenser to the ground. There are two roof top condensers, but only one of the units is the subject of this discussion because roof repairs are only being undertaken on east penthouse. Connor recommends that the condensing unit be placed on the ground and not returned to the roof. This will prevent the condensing unit from causing damage to the new roof and avoids the need to install expensive safety equipment to protect workers from injury when working on the condenser unit. Silva also provided a recommendation regarding the installation of air conditioning to the remodeled Chemistry lab area (A241). When this space was converted from a lab to a classroom, ventilation modifications and air conditioning designed for classroom use was not included in the remodeling plan. **Connor has requested additional quotes for the work proposed for both the condenser and the addition of air conditioning to A241 and these matters will be presented on a future agenda for discussion and decision.**

The 1/2 ton truck is overall in good shape despite its age (i.e. no rust, good tires, suitable for plowing work, etc.). Connor and Wedekind reported Connor went ahead and arranged for transmission repairs to the truck to extend its useful life rather than begin the process of buying a new truck at this time.

Acoustical wall panels are needed for some of the new science classrooms. One vendor quoted \$14.00 ft² (\$7.00 for materials, \$7.00 for installation). Connor is seeking additional quotes.

See April 21, 2016 status report for additional information about facilities related concerns and repair matters.

Financial Report and Bills

Giese presented the updated balance sheet and income/expense statement (copies attached). Giese specifically noted the amounts currently held for dedicated projects.

Connor detailed the campus bills for the month. One expense item is a charge for \$301.77 which was for an elevator service call when the elevator inspector tripped the lock out function. Connor questioned whether the charge is or should be covered by the service agreement maintained by the commission. Stieve volunteered to call Vern to get more information about the charge and whether it is a service that should be covered by the service plan. Pending more information, commission members agreed to withhold payment for this item of expense.

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See attached for the detailed list of expenses for which Connor seeks reimbursement from the Commission. **Motion by Kolb, second by Von Asten to pay the bills in the amount of \$36,028.70. Motion carried.**

Update on Student Housing

Lombard reported on anticipated occupancy for spring/summer months. New entry door lights were installed. Lombard reported that access to complete winter snow plowing was made easier this past season with the ability to remove certain posts, but some occupants were slow to remove vehicles during snow events which made clearing the lot edge to edge difficult. Even when owners were told to move their vehicles, compliance was very low. Next year the campus will issue warnings and citations for non-compliance as allowed for in the housing agreements signed by tenants. (Active monitoring and ticketing is being done in the 30-minute parking spaces now with good results.) Lombard further reported that a new handyman was hired to service the Villas. He comes with a recommendation from Connor which increases the confidence level that he will meet the repair needs of the Villas. Wedekind thanked Lombard for her service on the commission and on this subcommittee. Tom Geimer will serve as the commission liaison to the subcommittee.

See the Campus Report section below for information regarding an incident in the Villas the weekend of April 15, 2016.

Campus Report

The Friends of Campus event will be held on April 21. Four UW Baraboo Campus students were selected to present as part of the Posters in the Rotunda event. This event, held at the state capitol, is prestigious and recognizes the accomplishments of campus students. The university held a Wake Up Baraboo event in the new Science Building. The campus advisory board met April 20, 2016. Graduation is planned for Saturday, May 21, 2016, and it will be held on the roof of the new Science Building. Other graduation related details are still being finalized.

McNair reported that an incident occurred in the Villas the weekend of April 15, 2016. At the regular meeting of the Behavior Intervention Team the week of April 18, 2016, Lyndsey, the Villa's site manager, reported that there had been a few noise related complaints that resulted in the police being called to the site. Lyndsey reported that students should have called the management company's after hours number but she did not offer any additional details about the severity of the incidents. McNair reported that upon campus review of the incident, campus leadership learned that there were four separate police visits to the Villas. Police reported the smell of marijuana and brought in their K-9 units for further inspection. Residents were reportedly disrespectful and uncooperative with police efforts to investigate the complaints. Citations were issued to some residents and two separate police reports were prepared. Campus administration deemed this a serious breach of the student code of conduct and student conduct proceedings are underway. Campus administration will meet with Bluffstone to communicate campus expectations regarding the future management of such issues. McNair was unable to locate a signed copy of the lease in his files and there appears to be some type of conduct related memorandum of agreement between UW Baraboo and the operating company, but he could not find a signed copy of this side agreement. The side agreement requires an on-site live in manager, but currently the operating company does not have live-in management. Fry has a copy of the signed lease and will send it to McNair. Campus administration plans to require the operating company to have an on-site live-in manager going forward.

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Notice of Election

Election of commission president and vice president will take place at the next meeting.

Next regular meeting date: May 19, 2016, 8:00 a.m.

Motion by Wedekind, second by Von Asten to adjourn. Motion carried.

Respectfully submitted;

Renae L. Fry,
Sauk County Administrative Coordinator