

UW-BARABOO / SAUK COUNTY CAMPUS COMMISSION MINUTES

UW-Baraboo/Sauk County Campus, Executive Dining Room

Baraboo, Wisconsin

Thursday, July 21, 2016

**Members present:** Phil Wedekind, Cheryl Giese, Tom Geimer, Renae Fry, Scott Von Asten, Tom Kolb, Doug Ament

**Members Absent:**

**Others Present:** Mike Palm, Charles Clark, Brian Zobel, Ed Geick, Steve Schara, Jim Revels, Mike Connor, Todd Liebman, Tom Pinion, Tim Stieve, Ian Crammond

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 and the final matters are being addressed with the contractor. This project is considered completed and will not appear on future agendas.

AT&T Cell Tower Request

Pinion presented an updated site plan showing that the proposed location of the cell tower does not encroach on the area reserved for future expansion of the dorms. Based on the new information, Wedekind is of the opinion that the proposed site is acceptable and he would want AT&T to pave the road to their tower, which would make the location even more advantageous for the college. Giese reported that the FAA study will only assess impact to the airport as currently constructed. The airport consultant for the airport reviewed the tower site in the context of planned expansion and was of the opinion that the proposed site for the tower would not interfere with planned expansion of the airport. Liebman saw a cell tower in Door County that was designed to look like a tree and he thought it might be an option for the UW Baraboo campus. Those present were interested in seeing other design options as part of ongoing discussion of a possible lease for AT&T. **Motion by Fry, second by Kolb, to authorize Tom Pinion to negotiate the terms of the proposed lease for further review by commission members that included multiple design options. By a vote of 4 in favor and 1 opposed (Von Asten), the Motion carried.**

Facilities and Maintenance Report(s)

See attached report for a detailed summary. Of particular note, with regard to developing specs for purposes of soliciting bids for roof repairs, Connor, Zobel, Pinion and Crammond will work on developing specs based on past projects and examples of similar projects from other communities.

Any discussion of theater related repairs will be delayed until the master facilities plan and a master maintenance plan can be developed and/or updated.

2017 Operating Budget

Wedekind presented the proposed operating budget that included three different scenarios reflecting the range in prices quoted for roof repairs and the possibility of using fund balance to offset a portion of the roof repairs cost. See attached for the detailed breakdown. The amount allocated to landscaping was reduced from \$5,000.00 to \$3,000.00 which concerned Von Asten. Giese clarified that there actually is not a separate line item for landscaping and the costs to maintain and improve the grounds are consolidated in the budget as one line item under repairs and maintenance, so that if more money is needed for landscaping than the proposed \$3,000.00 for 2017, there are additional dollars in the general

## UW-BARABOO / SAUK COUNTY CAMPUS COMMISSION MINUTES

UW-Baraboo/Sauk County Campus, Executive Dining Room

Baraboo, Wisconsin

Thursday, July 21, 2016

category that could be used. **Motion by Geimer, second by Kolb to adopt a 2017 operating budget in the total amount of \$303,000.00, with \$41,000.00 being applied from fund balance and the remainder of \$262,000.00 being requested in equal shares from Baraboo and Sauk County. Motion carried.**

### Maintenance Sub-committee

Wedekind commissioned a subcommittee consisting of Crammond, Pinion, Zobel and Wedekind to consider and develop a 7 year maintenance plan for use by the commission for planning efforts. Pinion anticipates that the plan will be ready for review by commission members in the fall.

### Financial Report and Bills

Giese presented the updated balance sheet (copy attached). **Motion by Kolb, second by Von Asten to accept the financial report. Motion carried.**

Connor detailed the campus bills for the month, totaling \$8,318.94. Giese reported that there were two additional bills to be paid, the first in the amount of \$5,510.00 to A & E Environmental for removal and disposal of asbestos containing tiles removed from the library and the second in the amount of \$10,000.00 to Marvin Metals for materials used in the Science Building project. **Motion by Kolb, second by Ament to pay the bills in the amount of \$23,828.94. Motion carried.**

### Update on Student Housing

The housing committee met on July 14, 2016. The search for a new RA for the dorms is underway. There are two applicants who are returning UW Baraboo students under consideration for the position. Based on a recent satisfaction survey, resident opinions are favorable. There were four incidents of students being locked out because they left their keys in their rooms. Recently there was a campfire, prompting the management company to remind residents of the no open fires policy. Training was also offered regarding cooking techniques to avoid burning food and triggering the fire alarms. The residence hall is 88% full for summer with residents coming from Jamaica and Russia. There are 64 signed leases for fall, 27 of which are renewals. Full occupancy for fall is expected. The summer move out date is August 19 and the full move in dates are August 29 – 30. Von Asten had asked about the bike rack situation at the last meeting. Geimer obtained verification that there is only one rack with multiple bikes using that rack. Bluffstone will explore adding additional racks. The next housing meeting is scheduled for August 11.

### Administration Report

See below. Dean Clark reported in McNair's absence.

### Dean's Report

Clark reported that UW Baraboo is expecting an increase in fall enrollments, which is very unusual for the system. Applications are up over this time last year by 4.5%. Registrations are running 4% higher than last year. The bachelor's degree program has also experienced a significant increase in enrolled students.

Clark thanked Baraboo and Sauk County for support of the college's facilities budget request. Work is underway to review the existing master facilities plan. Unless further review indicates that a complete re-write is needed, the plan is to review and update the existing plan. The review will include an analysis of theater updates as well as other campus facilities' needs. Clark is forming a committee consisting of staff, faculty, student, foundation, city and county representatives. Dundee will chair the committee. Zobel will serve and Clark will attend as his schedule permits. Mark Seals (staff) and Tom Neal (from foundation)

UW-BARABOO / SAUK COUNTY CAMPUS COMMISSION MINUTES

UW-Baraboo/Sauk County Campus, Executive Dining Room

Baraboo, Wisconsin

Thursday, July 21, 2016

have been identified so far. Baraboo and Sauk County were asked to identify one or possibly two representatives. The college will work on identifying staff, faculty and student participants. Clark will consult with McNair to set the meeting schedule so that potential participants can assess whether their schedule allows them to participate. The hope is to have the review completed by late spring in time to update the capital improvement plans for Baraboo and Sauk County.

.

Kolb left the meeting at 9:29 am.

Next regular meeting date: August 18, 2016, 8:00 a.m.

**Motion by Von Asten, second by Geimer to adjourn. Motion carried.**

Respectfully submitted;

Renae L. Fry,  
Sauk County Administrative Coordinator