

UW-BARABOO / SAUK COUNTY CAMPUS COMMISSION MINUTES
UW-Baraboo/Sauk County Campus, Executive Dining Room
Baraboo, Wisconsin

Thursday, August 18, 2016

Members present: Phil Wedekind, Ed Geick (voting proxy for Cheryl Giese), Tom Geimer, Renae Fry, Scott Von Asten, Tom Kolb
Members Absent: Cheryl Giese, Doug Ament
Others Present: Mike Palm, Dundee McNair, Brian Zobel, Steve Schara, Jim Revels, Mike Connor, Todd Liebman, Tom Pinion, Ian Crammond, Marty Krueger

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 Von Asten to approve the minutes of the prior meeting. Motion carried.

Public Comment none

Communications none

AT&T Cell Tower Request

Pinion reported that he contacted MasTec and requested a draft of a possible lease. MasTec has not yet provided the document. This matter will be continued to the next regular meeting of the commission.

Facilities and Maintenance Report(s)

See attached report for a detailed summary. Of particular note, this is Connor's last meeting but he hopes to attend the Science Building dedication. Many key projects were completed in the last few weeks as described on his report, including the library recarpeting, Science Building settings, AC compressor repairs and A Building signage. The commission members thanked Connor for his service.

Maintenance Sub-committee

General conversations have begun.

Financial Report and Bills

Geick presented the updated balance sheet (copy attached). Wedekind mentioned that the year to date fund balance included in the comparative balance sheet is now \$89,808.69 after the \$30,000.00 was used for planned repairs. **Motion by Kolb, second by Von Asten to accept the financial report. Motion carried.**

Connor detailed the campus bills for the month, totaling \$22,086.92. Geick presented an additional invoice for Auto Owners Insurance in the amount of \$3,180.00, for a total of \$25,266.92 in bills and invoices for the commission. **Motion by Von Asten, second by Kolb to pay the bills in the amount of \$25,266.92. Motion carried.**

Update on Student Housing

The housing committee met on August 11, 2016. The new property manager, Rebecca Thomas, will be starting August 23, 2016. As per the agreement with Bluffstone, the new property manager will live on site. Two new RA's will be hired in the near future. Four summer tenants were moved out as a result of Master Corp terminating their internships for behavior related reasons. There are four dorm rooms that remain available for fall students (3 for women and 1 for a man), resulting in a current occupancy rate of 95%. The villas will need to hire a new repair person. The subcommittee is reviewing concerns regarding ADA accessibility (not all entrances are ADA accessible). Smoking this summer was an issue and there is nothing the police can do to enforce a campus no smoking policy. Liebman indicated that it is possible for the city and county to adopt a joint ordinance prohibiting the use of tobacco products on

campus that could be enforced by the police. Liebman will bring a draft ordinance to the next commission meeting for review by the members. The new ordinance would need to be approved by the city and county before going into effect. Work continues regarding the bike racks.

Administration Report/Dean's Report

McNair presented on behalf of Dean Clark. The facilities master plan review team will meet on the 1st and 3rd Tuesdays of each month from 12:30 – 2:00 with the first meeting being planned for September 20. The team will include Dean Clark, McNair, Zobel, the campus librarian, the athletic director, 1 additional faculty member and two representatives from the friends group which have not yet been identified. Student membership is still to be determined. Wedekind will represent the City of Baraboo, but Sauk County still needs to designate and appoint its representative. Von Asten is interested and available to serve as the county's representative.

Several employees will be leaving the college, including Dr. Lauren Love, Dr. Claude Cailliet, Dr. Tom Neal and CE Director Cindy McVenes. McNair also thanked Connor for his service. Connor was hired as an interim superintendent pending a regional restructuring of facilities management responsibilities. His last day is next week. The college hired an additional night custodian, Charles Johnson, who will be starting this month. The college hopes to add additional staff in support of student advising, campus IT and the Campus Administrator's office if system funding for these positions is approved.

Fall enrollment remains ahead of last year at this time. Faculty and staff return to campus August 29 and the first day of class is September 6. The dedication of the Science Building is scheduled for September 30, 2016 from 3 pm – 5 pm.

McNair passed around photos of a planned art installation for the Science Building. \$5,750.00 from the former student cooperative was used to pay for the commissioned art. The art will be installed by campus staff in and around the elevator shaft area of the building.

Next regular meeting date: September 15, 2016, 8:00 a.m.*

*Doug Ament was unable to attend the meeting because he started a new job at the VA in Middleton. Ament requested that the commission members consider moving the meeting time to 4:30 to accommodate his work schedule. There was only limited support for moving the time, so the September meeting will be held at 8:00 am and Fry will contact Ament to see if he could flex his schedule to still attend at 8:00 or some other time earlier in the day or possibly attend via Skype.

Motion by Geimer, second by Kolb to adjourn. Motion carried.

Respectfully submitted;

Renae L. Fry,
Sauk County Administrative Coordinator

Commission Items

8/18/16

Outstanding Items

A Building

South Wing Lower Level

Pointon was out Aug 17, 2016 and has replaced the AC Compressor

East Penthouse roof AC Condensor

Pointon was out Aug 11-12, 2016 This AC Condensor unit is on the ground and operating.

East Penthouse roof

Hashheider Roofing has been called to patch the roof leak on the penthouse and also a leak over the stage in the theater building

Entire roof needs replaced

Aquired pricing for budget only as specs will need to be written

Abandoned equipment inside penthouse should be removed and the holes capped

Safety Issue

Electrical work

Furnish labor and material to remove bad wire and PVC conduit, Install junction box and replace wire from junction box to breaker panel building out of power appox 1 day. Looking like March 2017 Campus Spring Break for Dan Schaeffer's availability

This is in the tunnel behind the lecture hall. This is the main feeder from the main breaker panel to the theater building. It is a live 400A line that is exposed in the blowout.

Science Bldg

Fume hood has been fixed. Chemistry Fume exhaust hood contractor Carroll Seating came back . They replaced the entire sash that was hard to raise July 25

The new walk lights by the lower Lange and the furthest south light have been reported not lighting. This was correct but has since been repaired by Jim and Steve.

We have contacted the greenhouse contractor for the motor bracing adjustments to prevent the motor from overtorqueing and getting stuck. They called us to get a serviceperson on campus. They have postponed twice more. Planned for this Thursday Aug 18. Also about pricing for an Exterior door installed on the west side.

Kilgust has handed it off the boiler run issue to Fluid Handling(Factory Rep). Fluid Handling was here Wed July 27 at 10AM. Found a wiring schematic issue. They corrected the wiring and it has been running correctly since including full fire on ignition before modulating to the called for set point.. 30 Sound Panels have been installed in science labs. More Panels have been ordered from Badger Acoustics. Dave from Kraemer came out to match floor cut caulk in June. See Email

Accomplishments

We have relocated all bookshelves back to their correct locations. We have all of the furniture back into the library building. Steve has reconfigured the circulation desk and it looks great. We aquired some upholstered cube walls and installed them to upgrade some study areas.

Steve has finished the signage in the A building.

Jim has been working on AC Units. Checking, cleaning and operating

Steve and Jim have continued mowing and trimming

We have been cataloging and taking pictures of suplus equipment for another Wis Surplus online auction

EMS Computer control program reprogramming has progressed. we have have shipped the computers to Dave Hanson, HansonControls for database upload and programming.

Mechanical Equipment on the roof and many Air Handler units are reaching their end of life.
AHU Replacement should start being budgeted in the next 2 years. Part of future 5 yr planning
These should also be updated with all Direct Digital Controls as they are replaced

Connor, Mike

From: Kevin McGuire <kmcguire@kraemerbrothers.com>
Sent: Wednesday, August 17, 2016 3:42 PM
To: Connor, Mike
Subject: UWB/SC - floor joints
Attachments: Euco QWIKjoint 200.pdf; Joint Filler Maintenance.pdf; QWIKjoint200 SS63.pdf

Mike,

The opening of the filler at the floor joints due to concrete shrinkage is not considered to be a failure of the product. Please see the attached product literature.

If you would like, we can remove and replace the filler with new material. We would do the work on a time and material basis. We estimate the cost would be between \$2,400 and \$2,900.

Thanks,

KRAEMER
BROTHERS

Kevin McGuire
Project Manager

925 Park Ave. Plain, WI 53577
www.kraemerbrothers.com

(608) 546-2411: Office
(608) 546-2509: Fax
(608) 588-4113: Mobile

COMPARATIVE BALANCE SHEET

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8/15/2016

12:44 pm

City of Baraboo

As of: 8/31/2016

CY Balances

PY Balances

Year-Over-Year

Fund: 800 - UW Campus

Assets

11100.000 Cash	243,782.87	174,032.43	69,750.44
18200.000 Land	42,287.00	42,287.00	0.00
18300.000 Buildings	15,161,597.83	9,385,572.00	5,776,025.83
18400.000 Land Improvements	694,451.33	637,248.00	57,203.33
18500.000 Machinery & Equipment	118,523.00	118,523.00	0.00
18700.000 Construction Work in Process	0.00	1,045,351.66	-1,045,351.66

Total Assets

16,260,642.03

11,403,014.09

4,857,627.94

Liabilities

21100.000 Accounts Payable	6,255.00	0.00	6,255.00
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Total Liabilities

6,255.00

0.00

6,255.00

Reserves/Balances

32400.000 Fed/State Investments Assets	500,000.00	500,000.00	0.00
32510.000 County Investment in Assets	5,502,440.08	3,108,501.33	2,393,938.75
32520.000 City Investment in Assets	5,502,440.08	3,108,501.33	2,393,938.75
32800.000 Contrib in Aid of Construction	4,511,979.00	4,511,979.00	0.00
34000.000 Fund Balance	139,397.52	48,281.60	91,115.92
34110.000 Non-Spendable Prepaid Expenses	12,269.25	15,065.50	-2,796.25
34291.000 Assigned- Capital Improvements	26,052.41	26,052.41	0.00
34900.000 YTD Change in Fund Balance	59,808.69	84,632.92	-24,824.23

Total Reserves/Balances

16,254,387.03

11,403,014.09

4,851,372.94

Total Liabilities & Balances

16,260,642.03

11,403,014.09

4,857,627.94

REVENUE/EXPENDITURE REPORT

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8/15/2016

12:43 pm

City of Baraboo

For the Period: 1/1/2016 to 8/31/2016

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 800 - UW Campus							
Revenues							
Dept: 80.00000 UW Campus							
47300.000 Appropriations	180,000.00	180,000.00	185,000.00	0.00	0.00	-5,000.00	102.8
47300.100 Appropriations- City	0.00	0.00	5,000.00	0.00	0.00	-5,000.00	0.0
48110.000 Interest on Investments	0.00	0.00	372.94	0.00	0.00	-372.94	0.0
48300.000 Sale of Assets	0.00	0.00	6,491.34	0.00	0.00	-6,491.34	0.0
UW Campus	180,000.00	180,000.00	196,864.28	0.00	0.00	-16,864.28	109.4
Revenues	180,000.00	180,000.00	196,864.28 ✓	0.00	0.00	-16,864.28	109.4
Expenditures							
Dept: 80.55600 UW Campus							
00130.000 Social Security	0.00	0.00	44.36	0.00	0.00	-44.36	0.0
00140.000 Commission Fees	1,400.00	1,400.00	580.00	0.00	0.00	820.00	41.4
00220.000 Telephone	0.00	0.00	538.88	0.00	0.00	-538.88	0.0
00260.000 Repair & Maint Serv-Buildings	12,000.00	12,000.00	75,113.54	0.00	0.00	-63,113.54	625.9
00280.000 Repair & Maint Serv-Facilities	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
00350.000 Repair & Maint Materials	67,600.00	67,600.00	5,186.72	0.00	0.00	62,413.28	7.7
00390.000 Other Supplies & Expense	0.00	0.00	1,450.40	0.00	0.00	-1,450.40	0.0
00510.000 Insurance	24,000.00	24,000.00	12,269.25	0.00	0.00	11,730.75	51.1
00822.000 Building Improvements	55,000.00	55,000.00	41,872.44	0.00	0.00	13,127.56	76.1
UW Campus	180,000.00	180,000.00	137,055.59	0.00	0.00	42,944.41	76.1
Expenditures	180,000.00	180,000.00	137,055.59 ✓	0.00	0.00	42,944.41	76.1
Grand Total Net Effect:	0.00	0.00	59,808.69	0.00	0.00	-59,808.69	

**UW-BSC Campus Commission Bills
August 2016**

General Maintenance

UW-BSC reimbursement

Menards	misc supplies	\$ 62.21	3-Aug 4.69	4-Aug 37.60	9-Aug 19.92
Grainger	Cartridges for water fountains in Lange Building	\$ 106.78	7/15/2016	Inv#9168076116	
Seals Unlimited	Circulating pump shaft seal Theater building	\$ 149.85	8/3/2016	Inv#152920	

maintenance reimbursement total	\$ 318.84
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Direct Bill Commission

CenturyLink	monthly elevator phone charges Jun 17,16	\$ 91.40	7/17/16
Badger State Industries	Vinyl letters for big sign	\$ 8.63	7/14/2016 #272782
Badger State Industries	Room signs	\$ 253.01	7/25/2016 Inv#273012
Badger State Industries	Additional room signs	\$ 179.04	8/4/2016 Inv#273285
WI DSPS	New Boiler License	\$ 50.00	8/11/2016 Inv # 414519
WI DSPS	4 ea Boiler Licenses	\$ 200.00	8/4/2016 Inv#413890
Pointon Heating & AC	Relocate AC Condensor off East Panthouse Roof to Ground	\$ 17,110.00	8/12/2016 #001168870000
Pointon Heating & AC	Replace AC Compressor on A bldg South Wing Lower level	\$ 3,876.00	8/17/2016 #001169520000

Total for direct pay	\$ 21,768.08
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Total for all	\$ 22,086.92
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