

MINUTES

UW –Baraboo/Sauk County Campus Commission
Thursday, September 20, 2012: 8:00 A.M.

Members Present: Wedekind, Geimer, Lombard, Von Asten, Giese, Kolb and DeMars

Members Absent:

Others Present: Pleger, Armstrong and Kohlmeyer

Chair Wedekind called the meeting to order at 8:00 A.M. and certified compliance with the Open Meetings Law.

MOTION (Lombard/Kolb) to approve the agenda. Motion carried unanimously.

MOTION (Geimer/Kolb) to approve minutes of the August 16, 2012 meeting. Motion carried unanimously.

Public Comment:

None

Communications:

None

Financial Report:

C. Giese, City Clerk-Finance Director distributed the revenue/expenditure report for the period 1/1/12 to 9/30/12 indicating an unexpended balance of \$ 66,513.84, a Designated-Capital Equipment account balance of \$ 26,052.41 and \$ 38,107.25 in Fund Balance.

Maintenance Report, review and payment of bills:

P. Kohlmeyer, Superintendent of Buildings and Grounds distributed the monthly report and list of bills. She reported the invoice for the flooring project was higher than anticipated due to a misunderstanding about the cost of the project when reading the bid. The logo is being paid by the Student Government Association and the contractor broke a window glass, for which repairs will be deducted from the contractor's payment. Chair Wedekind advised creating a policy requiring all bids to be reviewed by both the Chair and Treasurer in an effort to prevent future occurrences. MOTION (Giese/Lombard) to approve payment of bills in the amount of \$ 53,617.36. Motion carried unanimously.

Discussion on 2013 Budget:

D. Armstrong advised operating budget is expected to be similar to last year. Capital needs requests have been forwarded to the County and waiting final County Board 2013 Budget approval at their November meeting; but still waiting to hear from the City. C. Giese advised the City needs to receive an official request from the commission so she suggested using a budget form similar to the financial report submitted each month. Armstrong will follow up.

Discussion and Update of RFP for Residence Hall on the UW-Baraboo/Sauk County Campus:

D. Armstrong advised bids due tomorrow. As of meeting today, one bid has been received; however, hopeful to receive at least one or two more. If no acceptable bids, possibly a meeting will be initiated to contact each vendor individually in an attempt to find out pros and cons of RFP. If need be, changing RFP so acceptable for all parties involved or a complete review and rewrite of RFP.

Discussion of payment on truck from fire department:

C. Giese distributed a copy of the Vehicle and Equipment Lease. Commission members reviewed and noted suggested changes; Lease payment should read No Fee; Lessee Responsible for Insurance should read State Insurance Policy and the Lessee is licensed* in Wisconsin, delete* "to do business".) Giese will update Lease agreement. She also mentioned that the plates have not been received yet.

P. Kohlmeyer additionally noted that Jesse has a CDL license and can legally operate the truck.

Discussion of Lange Center flooring replacement:

P. Kohlmeyer noted the project is almost finished; needing a few miscellaneous items, threshold and vinyl base to be completed.

Facilities Planning Report:

D. Armstrong reported on the language in the flooring bid (milling and shaving to be specific) that were misunderstood; increasing the final cost compared to the estimated amount. He touched on general areas of interest in 2013 needing updating, such as carpeting in the Lange Center and the Library, fixing decorative sides to facets to buildings and if possible replacing seating in the theatre, noting that the master plan for the theatre renovation is anticipated in 2019. On behalf of the students, he suggested building a permanent style stage in front of the campus with optional uses for both students and public. The students would contribute \$ 50,000.00 out of their funding for the stage. Final discussion was the replacement of the master emergency generator.

Dean's Report:

- Enrollment is looking good; decreased from 2011 but an increase above 2010.
- Science Facility project – we will need representation from this commission for next year suggesting a process at a future meeting to accept requests for nomination to select representative.
- Necessity of signs for the UW-Baraboo/Sauk County Campus along the Hwy 12 By-Pass and on Interstate 90/94 to support to the campus .

MOTION (Lombard/Kolb) to adjourn and set next regular meeting to October 18, 2012 at 8:00 A.M. in the Executive Dining Room and the meeting adjourned at 9:30 A.M.

Respectfully submitted,

Rebecca A. DeMars
Sauk County Clerk, Secretary

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