

**Richland County Board - Education Committee**  
**Richland County, Wisconsin**

January 4, 2023

**NOTICE OF MEETING**

The Education Committee will be meeting in-person and virtually on Monday, January 9, 2023 at 1:15 p.m., at the Richland County Board Room, Richland County Courthouse, 181 W. Seminary Street, Richland Center, Wisconsin, to discuss and/or take action on the following agenda items.

Via WebEx with information available at: <https://administrator.co.richland.wi.us/minutes/education/>

**Agenda**

1. Call to Order
2. Roll Call of Committee Members
3. Proof of Notification
4. Approve Agenda
5. Approval of Minutes from December 12, 2022 meeting
6. Closed Session -Agenda Item – Status of the UW Campus – chair may call for a closed session, pursuant to Wis. Stat. 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (Roll call vote if motion is not unanimous.) Enter closed session, if a motion is made and passed. Reconvene in open session pursuant to Wis. Stat. 19.85(2). (Roll call if motion is not unanimous.)
7. Close Session pursuant Wisconsin State Statute 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Performance Evaluation of the UW Food Service Supervisor.
8. Return to Open Session
9. Revisit motion from December 12<sup>th</sup> Action to be taken. (*Motion by Murphy Lopez to direct Cooperation Council to develop a resolution regarding the removal of East Hall from the MOA and bring the resolution to January meeting. Second by Couey. Motion carried by voice vote.*)
10. Update on fixing leak on East Hall
11. Update on Agreement with STR-SEG to conduct a design services of the partial roof replacement at the Wallace Student Center (Coppertop).
12. Food Service update- Stephanie Dary
  - a. Status of initiatives in the Roadrunner cafe
  - b. Approve Monthly Expenditures
  - c. Budget Tracking
13. Ag and Extension update- Adam Hady
  - a. Report on activities in Extension
  - b. Monthly expenditures to be paid
  - c. Discussion on whether move is imminent in the spring
14. UW-Platteville Richland – Assistant Provost, Michael Compton
  - a. Campus update
    1. Monthly Maintenance Report
    2. Approve Monthly Expenditures
    3. Budget Tracking
15. Items for February 13, 2023 Meeting
16. Public Comments
17. Correspondence
18. Adjournment

Copies to: Education Committee Members

- Chad Cosgrove	- Bob Frank	- Ingrid Glasbrenner	- Shaun Murphy-Lopez
- Marc Couey	- Linda Gentes	- Daniel McGuire	- Barbara Voyce

Marty Brewer, County Board Chair  
Clinton Langreck, County Administrator  
Derek Kalish, County Clerk  
Richland Observer  
WRCO  
Terry Sebranek, Campus Foundation President  
Roseanne Knowler, Campus Foundation Director

**Richland County Board - Education Committee**  
**County Board Room, Richland County Courthouse, and via Webex**  
**Meeting Minutes**  
**December 12, 2022**

**Committee Members Present:** Linda Gentes, Ingrid Glasbrenner, Marc Couey, Chad Cosgrove, Daniel McGuire, and Shaun Murphy-Lopez; via Webex: Barbara Voyce

**Committee Members Absent:** Bob Frank

**Staff and other Board Members Present:** Marty Brewer, Michael Compton, John Christensen, Adam Hady, John Weddle, Clinton Langreck, Tracy Gobin, Associate Provost Carolyn Keller; via Webex: Sandy Campbell, Jennie Silver, Cheryl Dull, Sheena Cook-Fuglsang and Karleen Craddock

1. **Call to Order** - meeting was called to order by Chair Gentes at 1:15 p.m.
2. **Roll Call of Committee Members** - Roll of members was taken
3. **Proof of Notification** - Chair Gentes gave proof of notification
4. **Approval of Minutes from November 14, 2022 meeting** - Motion to approve the minutes of the November 14, 2022 was made by Cosgrove, second by Glasbrenner. Motion carried by voice vote.
5. **Public Comment:** none
6. **Presentation and Resolution: Action to be taken on Resolution** - A presentation was given by Member Murphy Lopez outlining student experiences, enrollment, and recommendations for the campus. He also shared proposed resolution to the committee. Motion by Voyce to approve the proposed resolution as presented by Murph-Lopez, second by Couey. Motion carried unanimously by Roll Call vote.
7. **E-mail Correspondence with UW System President, Jay Rothman** – Chair Gentes shared email correspondence she had with UW System President Jay Rothman on the transition of the UWP-Richland Campus.
8. **Closed Session -Agenda Item – Status of the UW Campus – chair may call for a closed session, pursuant to Wis. Stat. 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (Roll call vote if motion is not unanimous.) Enter closed session, if a motion is made and passed. Reconvene in open session pursuant to Wis. Stat. 19.85(2). (Roll call if motion is not unanimous.)** - Motion to go into closed session by Couey, second by Cosgrove. Motion carried by voice vote. Members present in closed session: Michael Windle, Clinton Langreck, Marty Brewer, Adam Hady, Chad Cosgrove, Steve McGuire, Shaun Murphy-Lopez, Linda Gentes, Barb Voyce and Ingrid Glasbrenner. Motion to return to open session by Glasbrenner, second by Couey. Motion carried by voice vote. Motion by Couey to have resolution to direct corporate council to remove East Hall from the MOA with the Board of Regents. Second by Cosgrove. Motion failed by voice vote. Motion by Murphy Lopez to direct Corporate Council to develop a resolution regarding the removal of East Hall from the MOA and bring the resolution to January meeting. Second by Couey. Motion carried by voice vote.
9. **List of dedicated recruiter items - including report from current recruiter, Action of Resolution for Full-time recruiter** – Item was removed from the agenda on a motion by Couey, second by Cosgrove. Motion carried by voice vote
10. **Food Service update** - Chair Gentes gave the updates for food service
  - a. **Status of initiatives in the Roadrunner Cafe**
  - b. **Approve Monthly Expenditures** - Couey moved to approve the monthly expenditures, second by Cosgrove. Motion carried by voice vote.
  - c. **Budget Tracking**
11. **Ag and Extension update** -
  - a. **Report on activities in Extension** – Hady provided educational highlights of all the program areas for the past month.

- Meeting Note:** Supervisor Glasbrenner and Supervisor Murphy-Lopez exited the meeting at 3:00 pm

Adam Hady  
Area Extension Director

## Extension Office Accounts

### Bills from December 2022

<u>Account</u>	<u>Vendor</u>	<u>Account Line Item</u>	<u>Amount</u>
10.5670.0000.5293	GFC Leasing WI (Inv# 100786048) PO Box 2290 Madison WI 53701	<i>Lease on Copier</i>	\$237.69
10.5670.0000.5315	Gordon Flesch Co. Inc. (Inv# IN14027590) BIN 88236 Madison, WI 53701	<i>Duplication, Copy</i>	\$69.74
10.5670.0000.5225	Genuine Telecom 430 W Union St, Suite 3 P.O. Box 409 Richland Center, WI 53581	<i>Telephone</i>	\$212.52
10.5670.0000.5319	Complete Office of WI (Invoice #76377) P.O. Box 640 Germantown, WI 53022	<i>Office Supplies</i>	\$592.72
10.5670.0000.5319	Complete Office of WI (Invoice #81368) P.O. Box 640 Germantown, WI 53022	<i>Office Supplies</i>	\$12.39
10.5670.0000.5319	Complete Office of WI (Invoice #85784) P.O. Box 640 Germantown, WI 53022	<i>Office Supplies</i>	\$12.39
10.5670.0000.5319	Complete Office of WI (Invoice #84492) P.O. Box 640 Germantown, WI 53022	<i>Office Supplies</i>	\$77.10
10.5670.0000.5319	Complete Office of WI (Invoice #85907) P.O. Box 640 Germantown, WI 53022	<i>Office Supplies</i>	\$12.39
<b>Total: \$1,226.94</b>			

## Extension Office Agent Program Account

### Bills from December 2022

<u>Account</u>	<u>Vendor</u>	<u>Agent/Program</u>	<u>Amount</u>
20.5677.0000.5926	Walmart Capitol One P.O. Box 60506 City of Industry, CA 91716	<i>Chelsea – Gen (Mnt Hlth)</i>	\$63.62
20.5677.0000.5926	Quadient Dept 3689 P.O. Box 123689 Dallas, TX 75312-3689	<i>Postage Program</i>	\$176.19
<b>Total: \$239.81</b>			

## Extension Office Accounts

### Bills from December 2022 (2023 Budget)

<u>Account</u>	<u>Vendor</u>	<u>Account Line Item</u>	<u>Amount</u>
10.5670.0000.5214	UW Madison Accounting Services P.O. Box 78004 Milwaukee, WI 53278-8004 (Annual 4-H Enrollment Program and Support Cost for 2023)	<i>Computer Support</i>	\$500.00
<b>Total: \$500.00</b>			

LEVEL OF DETAIL 1.0 THRU 4.0

Expenditure Guideline  
FOR THE PERIOD(S) JAN 01, 2022 THROUGH DEC 31, 2022

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
10							
GENERAL FUND							
5670 UNIVERSITY EXTENSION PROGRAM							
0000 PROJECT							
5111 SALARIES - REGULAR	32,523.40	0.00	3,857.03	32,002.28	521.12	98	-----
5112 SALARIES - PART-TIME	27,125.28	0.00	3,025.51	26,499.31	625.97	97	-----
5150 SECTION 125 PLAN-CO SHARE	156.00	0.00	9.20	116.70	39.30	74	-----
5151 FICA - COUNTY SHARE	4,563.12	0.00	515.47	4,358.91	204.21	95	-----
5152 RETIREMENT - COUNTY SHARE	3,877.16	0.00	447.36	3,802.56	74.60	98	-----
5153 DENTAL INSURANCE-CO SHARE	219.72	0.00	18.31	219.72	0.00	100	-----
5154 HEALTH INSURANCE - COUNTY SH	7,986.95	0.00	756.20	8,077.58	90.63-	101	-----
5155 LIFE INSURANCE - COUNTY SHAR	6.14	0.00	0.51	6.12	0.02	99	-----
5161 HEALTH INS REIMBURSEMENT DED	1,000.00	0.00	0.00	0.00	1,000.00	0	
5214 COMPUTER PROGRAM SUPPORT	500.00	0.00	0.00	0.00	500.00	0	
5225 TELEPHONE	2,000.00	0.00	212.84	2,235.39	235.39-	111	-----!
5248 SERVICES ON MACHINES	150.00	0.00	0.00	0.00	150.00	0	
5293 LEASE ON COPIER & DUPLICATOR	3,000.00	0.00	237.69	2,614.59	385.41	87	-----
5311 POSTAGE AND ENVELOPES	400.00	0.00	0.00	370.20	29.80	92	-----
5312 BOOKS AND FORMS	300.00	0.00	0.00	30.00	270.00	10	-
5315 COPIES AND DUPLICATION	1,200.00	0.00	65.07	843.12	356.88	70	-----
5319 OFFICE SUPPLIES	2,000.00	0.00	177.18-	1,179.66	820.34	58	-----
5324 EXTENSION & AGENTS DUES	50.00	0.00	0.00	115.00	65.00-	230	-----!!!!
5334 AGENTS REGISTRATION	200.00	0.00	0.00	140.00	60.00	70	-----
5335 AGENTS MEALS	25.00	0.00	0.00	13.25	11.75	53	-----
5336 AGENTS LODGING	200.00	0.00	0.00	0.00	200.00	0	
5339 AGENTS MILEAGE	2,000.00	0.00	0.00	611.33	1,388.67	30	---
5815 COMPUTER SOFTWARE	0.00	0.00	0.00	682.74	682.74-	9999	-----!!!!
5819 NEW EQUIPMENT	500.00	0.00	0.00	274.59	225.41	54	-----
5906 UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	0.00	0	
5970 CONTRACT SERVICES	95,669.00	0.00	47,834.50	95,669.00	0.00	100	-----
5998 DEFICIENCY APPROPRIATION	0.00	0.00	0.00	0.00	0.00	0	
5999 BILLS-NO-LINE DETAIL	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: PROJECT	185,651.77	0.00	56,802.51	179,862.05	5,789.72	96	-----
TOTAL: UNIVERSITY EXTENSION PROGRAM	185,651.77	0.00	56,802.51	179,862.05	5,789.72	96	-----
TOTAL: GENERAL FUND	185,651.77	0.00	56,802.51	179,862.05	5,789.72	96	-----

## **BUILDING AND GROUNDS REPORT**

**Dr. Michael E. Compton, Assistant Provost, Jim Bell, Grounds and Maintenance, and Eric Hoffman, Administrative Assistant**

**January 9, 2023**

### **Completed Projects**

1. Classroom Building:
  - a. Air conditioner time delay switch replaced. Project completed in August, but we did not receive an invoice. Total cost to County \$278.86.
  - b. Boiler failed to fire. Project completed in November. Total cost to County \$456.65.
2. Gymnasium:
  - a. Air circulation fan repair completed. Invoice from Precision Controls expected within 30 days.
  - b. Boiler pump repair completed. Invoice from Precision Controls expected within 30 days.
3. Melvill Hall:
  - a. Faulty light switch replaced. An electrical shortage occurred which required a service call. Invoice expected within 30 days.
4. Science:
  - a. Freeze Stat temperature sensor was not working. Project completed in October. Received the invoice last week. Total cost to County \$197.60.
5. Coppertop Building:
  - a. Small backup boiler would not light. Project completed in November. Received invoice last week. Total cost to County \$316.25.
  - b. Small boiler again failed to run. Relocated O.A. sensor to north side of unit which allowed the boiler to fire. Total cost to County \$566.60.
6. Café:
  - a. Floor drain plugged. Ash Creek Plumbing, Heating and Electric performed service. Total cost to County \$180.00.

### **Outstanding and Current Projects**

1. Coppertop Building:
  - a. Boiler TACO pump assembly replacement in process. Waiting for parts. Estimated cost \$12,400.
2. Gymnasium:
  - a. Broken water pipe in gym shower repair in progress. Estimated cost about \$650.
3. Melvill Hall:
  - a. Urinal in men's restroom is broken. Working to get an estimate.

### **Academic Affairs Branch Campus Operations**

**Future Projects**

1. Library:
  - a. Small air conditioning unit needs to be replaced. This project is on hold.
2. Coppertop
  - a. Replacement of flat roof scheduled for 2023 and 2024.
3. Grounds:
  - a. Green ash trees in the East Hall, Central and West parking should be removed.

**CAMPUS BUDGET TRACKER**  
**FISCAL YEAR 2023**

REVENUE			
Source	Date	Amount	Notes

Richland Education Committee Allocation For Campus Building Maintenance	1/1/2023	\$ 40,000.00	Approved allocation for fiscal year 2023
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**Total Revenue** **\$ 40,000.00**

EXPENSES					Action by RCEC		
Vender Name	Invoice Number	Date	Amount	Notes	Approved by Committee	Date Paid by County	Check Number
Precision Controls & Service LLC	373	9/16/2022	\$278.86	Invoice received 1/5/2023			
Precision Controls & Service LLC	374	10/15/2022	\$197.60	Invoice received 1/5/2023			
Precision Controls & Service LLC	376	11/15/2022	\$316.25	Invoice received 1/5/2023			
Precision Controls & Service LLC	405	11/20/2022	\$456.65	Invoice received 1/5/2023			
Precision Controls & Service LLC	408	11/21/2022	\$566.60	Invoice received 1/5/2023			
Ash Creek Plumbing, Heating & Electric	11146	12/31/2022	\$180.00	Invoice received 1/5/2023			
<b>Total Expenses - January</b>			<b>\$1,995.96</b>	<b>Submitted to RCEC on January 9, 2023</b>			

**Fund Balance (Revenue - Expenses)** **\$ 38,004.04**



Precision Controls & Service LLC

1011 US Hwy 14 E  
Richland Center WI 53581

# Invoice

Date	Invoice #
9/16/2022	373

Bill To	
UW Platteville - Richland Campus 630 Roadrunner Gymnasium 1200 Hwy 14 West Richland Center, WI 53581	

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	Service Labor - 08/24/2022	103.00	103.00
25	Trip charges for van mileage and gas	2.20	55.00
1	Time Delay Relay	120.86	120.86
	1. Classroom east A/C needs a new time delay installed due to old one acting up.  Replaced the time delay and checked operation. Good. The unit is low on freon and asked if they wanted it filled up but they declined because the building is not being used that much but since they did order the part they wanted that installed.		
		<b>Total</b>	\$278.86

Precision Controls & Service LLC

1011 US Hwy 14 E  
Richland Center WI 53581

# Invoice

Date	Invoice #
10/15/2022	374

Bill To
UW Platteville -Richland Campus 630 Roadrunner Gymnasium 1200 Hwy 14 West Richland Center, Wi 53581

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	8/29/2022 - Service Labor	103.00	103.00
43	Trip charges for van mileage and gas	2.20	94.60
	1. Chemistry room freezestat in alarm.  Checked the freezestat and it was showing good then I got down and checked the wiring and found that the plug was pulled out of the controller. I stuck it back in and it is now working fine.		
		<b>Total</b>	\$197.60

Precision Controls & Service LLC

1011 US Hwy 14 E  
Richland Center WI 53581

# Invoice

Date	Invoice #
11/15/2022	376

Bill To	
UW Platteville -Richland Campus 630 Roadrunner Gymnasium 1200 Hwy 14 West Richland Center, Wi 53581	

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
2.75	Service Labor 9/28/2022	103.00	283.25
15	Trip charges for van mileage and gas	2.20	33.00
	1. Jim needs help in turning on the heat of the boilers.		
	Turn on the boiler at the Coppertop and check operation. For some reason the small boiler does not seem to want to light off after the first time. Need permission to investigate further why it is not lighting off. Got the big boiler to run and turned all the pumps on and got heat to the whole building. Turned on the boiler in the gym area and got it up and going but had to leave the one pump off due to leakage in the piping.		
		<b>Total</b>	\$316.25

Precision Controls & Service LLC

1011 US Hwy 14 E  
Richland Center WI 53581

# Invoice

Date	Invoice #
11/20/2022	405

Bill To	
UW Platteville -Richland Campus 630 Roadrunner Gymnasium 1200 Hwy 14 West Richland Center, Wi 53581	

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
3.75	Service Labor - 10/25	103.00	386.25
32	Trip charges for van mileage and gas	2.20	70.40
	1. No heating in the classroom building.		
	Check out the furnaces and they all looked good but not getting any heat call but the thermostats were calling. Finally found that there are two controls that sense the outside air that had to be turned to winter and now all the units came on and heated up the building.		
	2. No exhaust for the kitchen.		
	Just helped Jim find the fan and it was a broken belt which he will replace.		
		<b>Total</b>	<b>\$456.65</b>

Precision Controls & Service LLC

1011 US Hwy 14 E  
Richland Center WI 53581

# Invoice

Date	Invoice #
11/21/2022	408

Bill To	
UW Platteville -Richland Campus 630 Roadrunner Gymnasium 1200 Hwy 14 West Richland Center, Wi 53581	

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
2.75	Service Labor - 11/9	103.00	283.25
17	Trip charges for van mileage and gas	2.20	37.40
1	Ignitor & Gasket	127.35	127.35
1	Sensor & Gasket	118.60	118.60
	1. Small boiler not coming on.		
	1. Turned it back on and had to do some reprogramming of the O.A sensor so the boiler would come on and found that someone mounted it on the south side of a pipe on the roof and I moved it to the north side and it lowered the temp. almost 10*. Also cleaned the ignitor and sensor and it came on and ran fine and tried it several times and it is good.		
		<b>Total</b>	<b>\$566.60</b>



# Invoice

11146

UW Platteville -Richland  
1200 US Hwy 14  
Richland Center, WI 53581

Customer Phone

Cafe

Date \_\_\_\_\_

## Terms

12/31/2022

Due on receipt

Past due balances are assessed a 1.5% finance charge per month (18% annual rate) with a minimum \$5.00 late charge per month.

2022 County Budget Tracker	\$20,000.00	
Submitted January 4, 2022		
Richland County Highway	\$64.56	
Chitwood's Electric repair	\$473.54	
Precision Controls and Services	\$2,074.27	
Precision Controls and Services	\$588.44	
Precision Controls and Services	\$1,446.19	
Precision Controls and Services	\$4,147.19	
Walsh's Ace Hardware	\$29.54	
Walsh's Ace Hardware	\$12.48	
Walsh's Ace Hardware	-\$12.48	
Walsh's Ace Hardware	\$63.75	
Walsh's Ace Hardware	-\$26.83	
Walsh's Ace Hardware	-\$44.76	
Walsh's Ace Hardware	\$63.75	
Total	\$0.00	Paid out of 2021 budget

#### Submitted February 11, 2022

Chitwood's Electric repair	\$258.86
Fire Protection Specialists	\$334.26
Hj Pertzborn	\$135.00
Total	\$728.12

#### Submitted March 10, 2022

Chitwood's Electric repair	\$305.39
Chitwood's Electric repair	\$323.78
Fire Protection Specialists	\$1,200.80
Fire& Safety Equipment	\$308.00
Total	\$2,137.97

#### Submitted April 5, 2022

Fire Protection Specialists	\$1,928.66
Richland County Highway Dept	\$399.12
Richland County Highway Dept	\$287.56
Perecisions Controls	\$504.75
Johnson Controls	\$804.00
Total	\$3,924.09

#### Submitted May 5, 2022

Richland County Highway Dept.	\$93.29
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Total	\$93.29
Submitted June 13, 2022	
Richland County Highway Dept	\$72.21
Strang Heating and Electric RC	\$510.00
Precision Controls and Service	\$460.45
Total	\$1,042.66
Submitted July, 2022	
Precision Controls and Service	\$121.75
Chitwood's Electric Repair	\$454.92
Precision Controls and Service	\$425.69
Precision Controls and Service	\$131.60
Total	\$1,133.96
Submitted August 8, 2022	
Strang Heating & Electric	\$8,136.10
Total	\$8,136.10
Submitted September 5, 2022	\$0.00
Submitted October 5, 2022	\$0.00
Submitted November 4. 2022	
Fire Protection Specialists	\$342.14
Walsh's Ace Hardware	\$10.91
Total	\$353.05
Submitted December 12, 2022	\$0.00
Total Expenses 2022	\$17,549.24
Remaining Budget	\$2,450.76