

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

August 7, 2023

**NOTICE OF MEETING**

The Education Committee will be meeting in-person and virtually on Monday, August 14, 2023, 1:15pm 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. Approve minutes from July 10, 2023 meeting
6. UW-Platteville - Associate Provost Carolyn Keller
  - a. Campus update
  - b. Monthly maintenance
  - c. Possible action on maintenance needs
  - d. Pay invoices
7. Extension update - Adam Hady – report
  - a. Current details office management
  - b. Update on Educator position
  - c. Update from Jon Hochkammer on technology installation
  - d. Pay invoices
8. Public Comments
9. Items for September 11, 2023, meeting
10. Correspondence
11. Adjournment

Copies to:

Education Committee Members:

- |                 |                |                      |                 |
|-----------------|----------------|----------------------|-----------------|
| - Chad Cosgrove | - Bob Frank    | - Ingrid Glasbrenner | -               |
| - Marc Couey    | - Linda Gentes | - Daniel McGuire     | - Barbara Voyce |

Candace Pesch, County Administrator	Marty Brewer, County Board Chair	Derek Kalish, County Clerk
Richland Observer	WRCO	Jon Hochkammer
Terry Sebranek, Campus Foundation Pres.	Greg Zimmerman, Campus Foundation Director	

**Richland County Board - Education Committee**  
**County Board Room, Richland County Courthouse, and via WebEx**  
**Meeting Minutes**  
**July 10, 2023**

**Committee Members present:** Linda Gentes, Chad Cosgrove, Marc Couey, Bob Frank, Barb Voyce, and Ingrid Glasbrenner. **Absent:** Daniel McGuire

**Staff and other Board Members present:** Adam Hady, Jon Hochkammer, Candace Pesch, Marty Brewer, Karleen Craddock, and Greg Zimmerman. **Via WebEx:** Jennie Silver, Sandy Campbell, Carolyn Keller, Barb Wentz and Rich Kremer.

**Agenda**

1. **Call to Order** – Meeting was called to order by Chair Gentes at 1:15 p.m.
2. **Roll Call of Committee Members** – Six of seven members were present.
3. **Proof of Notification** – Gentes gave proof of notification.
4. **Approve Agenda** - Motion to approve the agenda by Cosgrove, second by Frank, motion carried by voice vote.
5. **Approve minutes from June 12<sup>th</sup> meeting** – Motion to approve by Couey, second by Voyce. Motion carried by voice vote.
6. **Consent agenda - Approve monthly expenditures for Richland County Food Service, Richland County Extension, and UWP-Richland.** – Motion to approve by Couey, second by Glasbrenner. Motion carried by voice vote.
7. **Extension update- Adam Hady**
  - a. **Report** – Craddock gave an update on the 4-H program including demographics of youth in the county and in the 4-H program.
  - b. **Current details on how office situation is managing-** Hady gave an update that the support staff and 4-H educator have been primarily working out the HHS building.
  - c. **Update on Vacant Educator positions-** Hady informed the committee that positions are being worked on and posting has been delayed until more is know about the move back to Melville Hall
8. **Update on closing of Richland County Food Service-** Hochkammer updated the committee that notice was sent to the staff of food service about the closure of the department and last day on payroll was July 20. They have worked with vendors and Pine Valley to recoup as many costs as possible.
9. **UW-Platteville- Associate Provost Carolyn Keller**
  - a. **Campus update-** Keller gave an update on the short-term staffing plan. There are a variety of event happening on campus including the use of the theater.
  - b. **Monthly maintenance-** Keller gave the maintenance update and highlighted HVAC and water issues in Coppertop.
  - c. **Update on key situation and current personnel having offices at the campus-** Keller reported that staff has been vacated and turned in their keys.
  - d. **List and dates of current outside groups using the campus facilities** – Keller reported there is a facilities usage form for the public to fill out and may be looked at for revisions.
10. **Update on meetings with UW System** – Still in negotiations waiting on reply from last report.
11. **Public Comments-** none
12. **Items for August 14, 2023, meeting** - None
13. **Correspondence-** None
14. **Adjournment** -Motion by Frank to adjourn, second by Glasbrenner. Motion carried by voice vote. Meeting was adjourned at 1:45 pm

Respectfully Submitted,



Adam A. Hady

Area Extension Director, University of Wisconsin Madison -Division of Extension

## BUILDING AND GROUNDS REPORT

**Dr. Carolyn Keller Associate Provost, Jim Bell, Grounds and Maintenance, and  
Eric Hoffman, Administrative Assistant**

**August 14, 2023**

### Completed Projects

1. Coppertop Roof – The roof was patched, less than a day’s work so we have not seen bill
2. Grounds
  - a. Cleaning beds, removing leaves, pruning shrubs, repairing damaged turf, and began moving. Ash trees have not been removed. – under purview of county
  - b. High school going to use soccer field and will take on mowing of the field
3. Successful Events – Heidi play (AC an ongoing issue); National Night Out; Small Business training
4. Forthcoming August Events – Aug 18-20 Choral practice and concert

### Outstanding and Current Projects

5. Coppertop
  - a. AC – visits from Ash Creek: Current Bill \$628.67 expect additional bills forthcoming from Precision
6. Wallace Café:
  - a. Valves on hand wash sink are broken. Seeking estimate for repair.
  - b. Dump valve on heater for dishwasher is broken. Seeking estimate for replacement.
  - c. Hot water valve on wash tube is broken. Seeking estimate for replacement.
  - d. Urinals – water shut off – due to leaking, signage added
7. Science
  - a. AC manually controlled – on/off daily – Precision Control/Ash Creek – suggests a full update of the system
8. Library
  - a. Down to one AC unit

### Future Projects

1. Classroom
  - a. **Replace HVAC and Control System.**
    - i. **Heat is original equipment and should be updated or replaced.**
    - ii. **One air conditioning unit is not working properly. Likely low on refrigerant or broken compressor.**
    - iii. **HVAC Control System needs to be replaced.**
    - iv. **This is on the 2025 Capital List at an estimated cost of \$180,000.**
  - b. Floors need to be replaced. Numerous tiles are broken
  - c. Interior lighting should be updated motion control.
  - d. Outside lighting should be updated to LED and photocell control.

### Academic Affairs

2. Coppertop Theatre, Wallace Student Center, and Café.
  - a. The entire roof needs to be replaced. Estimated cost is likely over \$200,000. A small portion was repaired in spring 2023. This was budgeted at \$100,000 for the 2023 Capital Repair List.
  - b. Coppertop Theatre curtains need to be replaced with modern materials and mechanical system.
  - c. Heater units in entrances need to be repaired or replaced.
  - d. Control for air handling units need to be updated or replaced.
  - e. Plumbing issues in kitchen, hand sinks and custodial area.
  - f. Large freezer in Café should be replaced.
3. Gymnasium and Shop
  - a. Boiler is original and should be replaced with a more economical unit.
  - b. Electrical - Back-up generator should be replaced.
  - c. Locker rooms need to be updated with new tile and fixtures.
  - d. Outside lighting should be updated to LED and photocell control.
  - e. Concrete on west entrance slopes toward building allowing water to infiltrate into the building. Concrete needs to be replaced with taper to parking lot and grass.
4. Melvill Hall
  - a. Replace HVAC and Control System. Suggested for 2026.
    - i. The original section of the building needs new HVAC. Air conditioning system is outdated (operates on outdated refrigerant). The west addition has new heat but needs air conditioning updated with dehumidifier.
    - ii. HVAC Control System needs to be replaced.
    - iii. This is on the 2026 Capital List at an estimated cost of \$230,000.
  - b. Electrical panels and wiring should be inspected and updated.
  - c. Outside lighting should be updated to LED and photocell control.
  - d. Interior lighting should be updated to motion control.
5. Miller Library
  - a. Replace HVAC and Control System.
    - i. Heat is original equipment in old section.
    - ii. Air conditioning system is outdated (operates on outdated refrigerant). Small air conditioning unit needs to be replaced. New Dehumidifier needed for air conditioning system.
    - iii. HVAC Control System needs to be replaced.
    - iv. This is on the 2027 Capital List at an estimated cost of \$180,000.
  - b. Bathrooms need to be updated with new tile (tile are beginning to come off) and modern fixtures.
  - c. Interior lighting should be updated to motion control.
  - d. Outside lighting should be updated to LED and photocell control.
  - e. Outside lighting should be updated to LED and photocell control.
6. Science Building
  - a. HVAC needs to be updated and control system replaced. Humidity control needs to be addressed.

- b. Interior lighting should be updated to motion control.
  - c. Outside lighting should be updated to LED and photocell control.
7. All Buildings
- a. Fire Alarm System is outdated and obsolete. Estimated cost is likely over \$500,000. This is one the Capital Repair List for 2024.
  - b. Ceiling tiles need to be replaced because of staining or breakage.
  - c. Entry doors are in poor condition and need to be replaced. A new locking and security systems should be installed.
  - d. Windows are old and should be replaced with modern and energy efficient alternatives.
  - e. Carpeting is showing wear and age. Some carpeting has become unglued and is a tripping hazard.

8. Parking Lots, Campus Walks and Grounds:

- a. Green ash trees in the East Hall, Central and West parking should be removed.
- b. Parking lots and driveways need to be resurfaced.
- c. Most of the sidewalks are in poor to fair condition with numerous cracks and broken slabs that are hazardous to students, employees, and pedestrians.
- d. Lighting should be updated to LED and photocell control.
- e. Locust trees in main greenspace (between Melville, gymnasium, and library) need to be limbed or removed.

Ash Creek Plumbing & Heating LLC.  
1011 US HWY 14 EAST  
RICHLAND CENTER, WI 53581



**INVOICE**  
*Overdue*

**Presented to:**  
**UW Richland Campus**  
1200 US Hwy 14  
Richland Center, WI 53581

**Job #** 2055  
**Job Name** Clean 3 ACs & Fix 1  
AC At Copper Top  
**Invoice #** I-2055-1  
**Technician**  
**Issue Date** Jul 11 2023  
**Payment Terms** Upon Receipt  
**Due Date** Jul 11 2023

**Customer Contact:**  
H: 608 495 0689

**Service Location:**  
1200 US Hwy 14  
Richland Center, WI 53581

DESCRIPTION	QTY	PRICE
R-410A	8.5	\$339.92
R-410A HFC Refrigerant		
Labor to Clean Carrier AC's	2.75	\$288.75
Heating Labor		
	Subtotal	\$628.67
	Taxes	\$0.00
	<b>Total</b>	<b>\$628.67</b>

[Make Payment](#)

**Invoice Notes:**

July 10, 2023:

Brian cleaned the three Carrier AC units and added Freon to the East unit. The unit was very low on freon.

**Customer Approval:**

I agree to the terms and conditions of this invoice, and that the goods and or services referenced have been provided to my satisfaction.

**Contract Terms:**

I agree to the work as specified above.

## Extension Office Accounts

Bills from July 2023

<u>Accounts</u>	<u>Vendor</u>	<u>Account Line Item</u>	<u>Amount</u>
10.5670.0000.5293	GFC Leasing - WI (Inv# 100840861) PO Box 2290 Madison, WI 53701	<i>Lease on Copier</i>	\$237.69
10.5670.0000.5815	CDW Government 75 Remittance Drive, Suite 1515 Chicago, IL 60675-1515	<i>Computer Software</i>	\$154.58
10.5670.0000.5970	UW Madison Accounting Services P.O. Box 78004 Milwaukee, WI 53278-8004	<i>Agent Contracts</i>	\$45,053.17
10.5670.0000.5225	Genuine Telecom 430 W. Union St., Suite 3 PO Box 409 Richland Center, WI 53581		\$40.94 <b>CR no bill</b>

**Total: \$45,445.44**

## Extension Office Soils Program Account

Bills from July 2023

<u>Account</u>	<u>Vendor</u>	<u>Amount</u>
20.5677.0000.5229	UW Soil and Forage Analysis Lab 4702 University Avenue Madison, WI 53705 (Gerald McCauley, Joanne Taylor, Killoy P Check, and Halink P Check's soil test)	\$134.00

**Total: \$134.00**



Expenditure Guideline  
 FOR THE PERIOD(S) JAN 01, 2023 THROUGH JUL 31, 2023

	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	32,789.75	0.00	2,626.40	19,041.40	13,748.35	58 -----
5112 SALARIES - PART-TIME	27,957.72	0.00	2,190.72	15,882.72	12,075.00	56 -----
5150 SECTION 125 PLAN-CO SHARE	156.00	0.00	9.20	64.40	91.60	41 ----
5151 FICA - COUNTY SHARE	4,734.93	0.00	358.03	2,597.75	2,137.18	54 -----
5152 RETIREMENT - COUNTY SHARE	4,208.83	0.00	327.56	2,374.81	1,834.02	56 -----
5153 DENTAL INSURANCE-CO SHARE	219.72	0.00	18.31	128.17	91.55	58 -----
5154 HEALTH INSURANCE - COUNTY SH	8,861.76	0.00	756.20	5,293.40	3,568.36	59 -----
5155 LIFE INSURANCE - COUNTY SHAR	6.14	0.00	0.77	4.09	2.05	66 -----
5161 HEALTH INS REIMBURSEMENT DED	500.00	0.00	0.00	0.00	500.00	0
5214 COMPUTER PROGRAM SUPPORT	500.00	0.00	0.00	500.00	0.00	100 -----
5225 TELEPHONE	2,000.00	0.00	0.00	1,152.33	847.67	57 -----
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	1,426.14	1,573.86	47 ----
5311 POSTAGE AND ENVELOPES	400.00	0.00	207.45	622.95	222.95-	155 -----!!!!
5312 BOOKS AND FORMS	300.00	0.00	0.00	32.00	268.00	10 -
5315 COPIES AND DUPLICATION	1,200.00	0.00	22.38	465.66	734.34	38 ---
5319 OFFICE SUPPLIES	2,000.00	0.00	267.02	692.72	1,307.28	34 ---
5324 EXTENSION & AGENTS DUES	0.00	0.00	0.00	0.00	0.00	0
5334 AGENTS REGISTRATION	200.00	0.00	0.00	150.00	50.00	75 -----
5335 AGENTS MEALS	25.00	0.00	0.00	0.00	25.00	0
5336 AGENTS LODGING	200.00	0.00	0.00	0.00	200.00	0
5339 AGENTS MILEAGE	2,000.00	0.00	387.60	447.78	1,552.22	22 --
5815 COMPUTER SOFTWARE	0.00	0.00	0.00	0.00	0.00	0
5819 NEW EQUIPMENT	500.00	0.00	0.00	58.99	441.01	11 -
5906 UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	0.00	0
5970 CONTRACT SERVICES	100,583.00	0.00	0.00	0.00	100,583.00	0
5999 BILLS-NO-LINE DETAIL	0.00	0.00	0.00	0.00	0.00	0
TOTAL: PROJECT	192,492.85	0.00	7,409.33	50,935.31	141,557.54	26 --
TOTAL: UNIVERSITY EXTENSION PROGRAM	192,492.85	0.00	7,409.33	50,935.31	141,557.54	26 --
TOTAL: GENERAL FUND	192,492.85	0.00	7,409.33	50,935.31	141,557.54	26 --