

COUNTY OF DUNN



Public Works Department
FACILITIES & PARKS – HIGHWAY - TRANSIT
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TO: County Board of Supervisors

FROM: John Sworski, Public Works Director
David Taylor, Facilities and Parks Manager

DATE: September 19, 2018

SUBJECT: Public Works – Facilities & Parks 2018 Annual Report

The Dunn County Public Works Facilities and Parks Division works under the policy and direction of the Facilities Committee. Below is a brief summary of the County infrastructure and division staffing.

INFRASTRUCTURE

The Facilities and Parks Division is responsible for the maintenance and repair of all Dunn County facilities, parks and central transportation fleet vehicles. Below is a table showing the approximate areas owned by Dunn County and maintained by the Facilities and Parks Division. As in some cases with several parks and shooting ranges, the Facilities and Parks Division works in cooperation with multiple recreation partners to maintain these facilities. The recreation partners are referenced at the end of this report.

Buildings	545,000 square feet *
Grounds	580 acres *
Sidewalk/Paved Trail	3.5 miles * (increased with new sidewalk by Rec Park)
Note: Above totals are approximate.	
* Totals INCLUDE the Neighbors of Dunn County Campus and EXCLUDES infrastructure utilized by the Highway Division (i.e. highway office, shops, pits, etc.) and Transit.	

STAFFING

Currently, the Facilities and Parks Division has a staff of (1) full-time Facilities and Parks Manager, (12) full-time employees, and (2) part-time employees in conjunction with other Public Works staff and others including; contract employees, contractors, vendors, partner organizations, volunteers, and other outside resources. Work is completed directly by Facilities and Parks Division staff or through contracts/service agreements managed by the Public Works Department.

The Public Works Department works to have cooperative efforts between all staff members to help utilize the Departments resources in the best and most efficient manner. This includes “sharing” of staff and Department equipment to complete various work. This cooperative effort will continue moving forward so the greatest utilization of resources and efficiencies can be achieved.

The following are examples of work, projects, or other items involving the Facilities and Parks Division.

1. **Work Orders** – The Facilities and Parks Divisions utilizes an electronic form system by Seamless Docs, which allows County employees to submit work orders via their computer. Facilities and Parks staff then receives an email notification of this through the system. This is one method to notify staff of current facility issues or needs. Other methods used to alert staff of work needing to be completed is via phone, email or in person. In 2017-18, the Facilities and Parks staff responded to over 2,200 work order requests. The below list is just a few examples of the type of work orders that are submitted and responded to on a daily basis.

- Lighting issues or electrical problems.
- Key requests.
- HVAC issues.
- Jail maintenance requests.

Staff also works on small or special facility or parks projects along with routine/preventative maintenance work and custodial work.

2. **Department Relocations and Projects**– Facilities and Parks has been involved over the past year in several projects in all the County owned properties;
 - A. Judicial Center
 - Continued conversion of lighting to LED in Judicial Center
 - Assisted with AV project in the courtrooms
 - Assisted with re-tiling in some Jail areas
 - Assisted with new equipment installation in the Jail kitchen
 - B. Government Center
 - Assisted in the finishing and move of the Finance Department
 - Assisted with parking lot resealing and striping
 - Moved and painted Mail Room
 - C. Community Services Building
 - Converted all parking lot lighting to LED
 - Patched and painted offices that were moved in the Finance relocation
 - Assisted with parking lot resealing and striping
 - Trimmed and removed trees
 - D. Neighbors of Dunn County
 - Daily preventative maintenance projects
 - Assisted in planting of donated trees
 - Assisted in replacing wood moldings
 - Participate in annual Life Safety Code inspections in all buildings
 - E. Rec Park
 - Partnership ended with snowboarding group so “props” were removed and sled hill restored
 - Repaired and replaced water line supplying grandstand, added second supply line to Ag Barn wash rack
 - E. Parks
 - Worked with Sunshine Rotary Club at Caddie Woodlawn. That group painted and repaired buildings, planted trees and flowers.
 - Worked with Land Conservation on writing a grant for the Menomonie Shooting Range for a blue-sky blocker

- Staff brushed the trail around Menomin Park so if needed emergency vehicles can access the entire outside of the park.
- Staff started refinishing signs at the parks

F. Other

- Assisted in ‘facelift’ at Dunn County Highway Shop

3. **Dunn County Fleet Vehicles** – The maintenance and repair of the Dunn County Fleet Vehicles is the responsibility of the Facilities and Parks Division. Currently, the fleet size is (11) vehicles which includes the following body styles; (6) mid-size sedans and (3) mini-vans, (1) SUV and (1) 11 passenger handicap accessible van. Our fleet is now mainly comprised of vehicles leased through Enterprise. By leasing we were able to update our aging fleet and also save on repairs and fuel costs.

As a Division of the Public Works Department, Facilities and Parks will continue to strive to maintain Dunn County’s facilities and parks infrastructure and fleet vehicles within the provided budget by using safe, efficient and sustainable practices.

In closing, I would like to thank the Dunn County Public Works Department Facilities and Parks Division staff for their hard work and dedication to providing services for our County facilities and parks. Also, I would like to thank all of the partner organizations, volunteers, and others who help keep our County facilities maintained. A non-inclusive list is included on the following page, which lists the major partner organizations. Through these partner’s efforts and work, improvements to various County owned facilities have been completed and the facilities they are involved in, continue to provide recreation opportunities for all to enjoy.

**THANK YOU TO ALL THE PARTNER ORGANIZATIONS AND VOLUNTEERS FOR
THEIR HELP AND SUPPORT TO MAINTAIN AND IMPROVE THE COUNTY
FACILITIES AND PARKS**

Organization

Northwest Rod & Gun Club
Colfax Sportsmen's Club
Menomonie Rifle & Pistol Club
Dunn County Fish & Game Club
Dunn County Sportsman's Alliance
Land Conservation & Planning Division
County Planner & Staff
Red Cedar Racing Association
Dunn County Fair Board
Menomonie Youth Hockey Assoc.
Menomonie Saddle Club
Town of Sand Creek
Menomonie Area Mountain Bike Assoc.
Dunn County Historical Society
4-H
K-12 Students/Earth Day
Friends of Caddie Woodlawn/Sunrise Rotary
Eau Galle Sportsmen's Club
UW-Stout ROTC Menomin Park Orienteering

Site

Boyceville Shooting Range
Colfax Shooting Range
Menomonie Shooting Range
County wide
Conservation aid projects
Shooting ranges and parks
Outdoor Recreation Plan
Recreation Park
Recreation Park
Recreation Park
Recreation Park
Myron Park & Campground
Menomin Park
Caddie Woodlawn
County wide
County wide
Caddie Woodlawn
Parks in the Eau Galle area
Menomin Park