

# COUNTY OF DUNN



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

**FROM:** Scott Nabbefeld, Facilities and Parks Manager  
John Sworski, Public Works Director

**DATE:** September 18, 2019

**SUBJECT:** Public Works – Facilities & Parks 2019 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, (9) full-time employees, and (1) 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.
- Plumbing issues
- 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 the repair of the chiller  
Planning for the installation of bulletproof glass in the Clerk of Courts, District

Attorney, and Child Support offices

B. Government Center

- Preparing for the sale of the Government Center building
- Planning for the moving of offices to the Community Services Building

C. Community Services Building

- Move UW Extension offices to temporary location
- Preparing for remodel construction
- Removed trees in preparation of the new back parking lot
- Overseeing to day to day remodel construction project

D. Neighbors of Dunn County

- Daily preventative maintenance projects
- Participate in Disaster drills in all 3 buildings
- Participate in annual Life Safety Code inspections in all buildings

E. Rec Park

- Continued the relationship with Red Cedar Racing and Menomonie Youth Hockey
- Maintenance of lawn mowing and snow removal equipment

E. Parks

- Worked with Sunshine Rotary Club to keep Caddie Woodlawn Park looking nice
- Worked with the DNR and Eau Galle Sportsman's Club on a plan to dry out Pineview Park

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; (8) 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