

COUNTY OF DUNN



Dunn County Public Works
FACILITIES & PARKS DIVISION
3001 US Highway 12 East
Suite 002
Menomonie, Wisconsin 54751
Phone (715) 231-6471

TO: County Board of Supervisors
FROM: Scott Nabbefeld, Facilities and Parks Manager
John Sworski, Public Works Director
DATE: September 8, 2020
SUBJECT: Public Works – Facilities & Parks 2020 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	515019 square feet *(reduced with the sale of the Government Center)
Grounds	580 acres *
Sidewalk/Paved Trail	3.25 miles * (reduced with the sale of the Government Center)
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, (7) full-time employees, and (4) full-time and (2) part-time contracted Custodians in conjunction with other Public Works staff and others including; 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 2019-2020, the Facilities and Parks staff responded to thousands of 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.
- Office moves and set ups
- 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
 - Installation of plexiglass barriers in the courtrooms to allow in person court proceedings to take place.
 - B. Government Center
 - Finalized items for the sale of the Government Center
 - Worked with the City of Menomonie in the transition of them becoming owners of their new property
 - C. Community Services Building
 - Assisted in the final moving of offices into the new Government Center
 - Installed plexiglass barriers at reception windows
 - Worked with the COVID-19 Response Team in keeping our workplace safe for employees
 - Worked with the Highway Department on the installation of the new rear parking lot
 - D. Neighbors of Dunn County
 - Daily preventative maintenance projects
 - Assisted in facility needs with COVID-19 related items
 - 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
 - Continued maintenance of the parks to keep them looking great
 - Worked with the Eau Galle Sportsman’s Club on future improvement plans at 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