

Regional Director of Facilities Report to the Board of Trustees November 14, 2016

Summary:

The campus continues to be in good operation condition as we prepare for Winter. There has been no major mechanical or building issues to report other than we are continuing to repair or replace several items before the onset of Winter. These items have been previously identified in prior reports. *Updates to any section since the October meeting are in blue italics.*

Budget Preparation for 2017:

Operating Budget: Outagamie County Board will be voting on the 2017 operating budget on December 7. Winnebago County Board approved the 2017 operating budget at their meeting November 1- 3.

Capital Improvement Plan (CIP): Outagamie County Board will be voting on the 5-year Capital Improvement Plan on December 7. Winnebago County has just started the CIP process with November 28 being the deadline which materials are due to Finance. Materials submitted will be revised to mirror what was submitted to Outagamie County.

Old Business:

Boiler Project: Outagamie's Finance Committee approved the additional funding for the Boiler Replacement project on October 27. Next it will be voted on by Outagamie County Board on December 7 for final approval. Winnebago County board approved the funding (Contingent upon Outagamie County approving their portion) at their October 18 meeting.

Library Exterior Wall Project: Outagamie's Finance Committee approved the additional funding for the Library Exterior Wall project on October 27. Next it will be voted on by Outagamie County Board on December 7 for final approval. Winnebago County board approved the funding (Contingent upon Outagamie County approving their portion) at their October 18 meeting.

Cell Tower Lease: In August I had a discussion with a Mr. John Puleo from American Tower Corporation representing Verizon Wireless who owns the tower north of the campus which was acquired in 2008 as part of the property at 1655 University Drive. Even though the current lease doesn't expire until July 2022, His customer, Verizon wants to ensure their ability to retain their site for 20-30 years beyond 2022. We currently receive \$8,640 (split 50/50) annually. In 2018 it increases to \$10,368 annually. Update 11/14/16, On November 3, I received an amendment to the lease from American Tower Corporation representing Verizon. If the lease is amended, the current lease rate will increase to \$17,000 annually with eight (8) five (5) year terms with 20% increase each term. Next steps need to be determined. Do we get committee approvals from both counties and then have legal review or vice versa? Also annual revenue is currently accounted for in the operating budget.

Night Safety Walk: The annual Night Safety Walk was conducted on Monday, October 17 at 6:30 pm without any county representation. A lot of hazardous were identified that may lead to slips, trips, falls and potential injury. Most of the hazardous were related to uneven walking surfaces, drop offs, missing concrete, etc. Several low lighting concerns were expressed along with overgrown vegetation. A report is being generated and will be shared with the Board of Trustees once finalized.

New Business:

Custodian Vacancies: UW-Fox Valley is recruiting for two second shift custodians. Deadline to apply is November 29. Interested parties should go to <https://uwc.edu/about/administration/human-resources/jobs/admin> and follow the instructions to apply.

Meeting with Counterparts: At the request of several county supervisors, I will be meeting regularly with Paul Farrell, Outagamie County Maintenance Supervisor and Michael Elder, Director of Facilities, Winnebago County. Our first meeting is tentatively scheduled for the morning of November 14. The purpose of the meetings is to increase communication between the counties.

Snow Removal and Deicing Contract: RFP# FV02-16 was issued for responses by Winnebago County on September 28 with responses due October 14. Only two contractors responded. After review of the proposals, and meeting with the contractor with the lowest cost proposal, a professional services contract was extended to Northeast Construction and Landscaping. This contractor has performed snow removal and deicing services in prior years before Dave and Bobs won the contract. No issues surfaced about prior performance of Northeast Construction and Landscaping.

Projects:

1500 Wing Vestibule: Update 11/14/16, After review of the proposals, a purchase order was issued to LaForce. Project is expected to be completed before the end of the year.

Fire Sprinkler System – Booster Pump: Update 11/14/16, A professional service contract was accepted by USA Fire Protection and is currently being circulated to the counties for signatures.

Roof Curb: Update 11/14/16, A professional service contract was accepted by S&S Mechanical and is currently being circulated to the counties for signatures. A professional service contract was accepted by Tremco Inc. and is currently being circulated to the counties for signatures.

Gas Fired Water Heater in CAC: Update 11/14/16, A professional service contract was accepted by S&S Mechanical and is currently being circulated to the counties for signatures.

Air Conditioning Unit in Science Wing: Update 11/14/16, A professional service contract was accepted by Energy Control and Design and is currently being circulated to the counties for signatures.

Building Control Project: Update 11/14/16, A professional service contract was extended to Automated Logic and has not been returned as of yet.

Parking Lot Asphalt Repairs and Maintenance: Update 11/14/16, no additional information at this time.

Library Air Conditioning Project: Update 11/14/16, no additional information at this time.

Respectfully submitted,
Richard N. Haen
Director of Facilities Planning and Management