

Regional Director of Facilities Report to the Board of Trustees December 12, 2016

Summary:

The campus continues to be in good operation condition as we prepare for Winter and semester break. There are no new mechanical or building issues to report. We are continuing to make progress on several items before the onset of Winter. Please see the project section of this report for updates to those items. *Updates to any section since the November meeting are in blue italics.*

Old Business:

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. *Update 12/12/16, no additional information to report at this time.*

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. *Update 12/12/16, no additional information to report at this time.*

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. *Update 12/12/16, application materials were received from 18 applicants and are currently being reviewed. It's anticipated that interviews will be conducted the first part of January 2017.*

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. *Update 12/12/16, the first meeting went well. We basically discussed topics such as what we hope to achieve by meeting on a regular basis, frequency of meetings, communication, etc. Our next meeting is schedule on December 12 at 9:00 am with a tour of the campus. Board of Trustee members have been invited to attend.*

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. *Update 12/12/16, The purchase of services contract has been signed by the contractor and Outagamie County, it is currently with Winnebago County for final signatures and issuance of a purchase order.*

New Business:

November 17 was the last day for Andy Dillenburg, UW-Fox Valley's HVAC Technician. Andy resigned to accept a position that was closer to his home. It's anticipated that recruitment for an HVAC Technician will start in the new year however we are looking to alter the position description and responsibilities of a new incumbent to provide a higher level of service and technical ability to the campus and region ultimately reducing equipment down time, better preventative maintenance and increased comfort levels while reducing utility costs.

Projects:

Boiler Project: Update 12/12/16, a RFP is being drafted between myself and Winnebago County for Professional Services. Hopefully we will have an engineering firm on contract in January.

Library Exterior Wall Project: 12/12/16, a proposal from SEH has been received and a purchase of services contract is being drafted. It's anticipated that bid packages will be available in February to contractors.

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. 12/12/16, Installation is scheduled for the week between December 26 and December 30.

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. 12/12/16, The purchase of services contract has been signed by Outagamie County, it is currently with Winnebago County for final signatures and issuance of a purchase order.

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. 12/12/16, The purchase of services contract has been signed by Outagamie County, it is currently with Winnebago County for final signatures and issuance of a purchase order.

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. 12/12/16, The purchase of services contract was signed by Outagamie and Winnebago Counties, a purchase order was issued and the replacement water heater has been installed. Project is complete.

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. 12/12/16, The purchase of services contract has been signed by Outagamie County, it is currently with Winnebago County for final signatures and issuance of a purchase order.

Building Control Project: Update 11/14/16, A professional service contract was extended to Automated Logic and has not been returned as of yet. *Update 12/12/16, no additional information to report at this time.*

Parking Lot Asphalt Repairs and Maintenance: Update 11/14/16, no additional information at this time. *Update 12/12/16, a costs proposal to perform additional concrete and asphalt repairs along with striping has been requested from Winnebago County.*

Library Air Conditioning Project: Update 11/14/16, no additional information at this time. *Update 12/12/16, I am considering bidding this replacement as part of the boiler replacement project this summer. Funding was budgeted in capital outlay for items less than \$100K. Better pricing may be obtained by combining it with a larger mechanical project.*

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