

**County Administrator's  
Monthly Activity Report  
August, 2013**

1. Department Head Meeting

There was a department head meeting held on 8/14. Discussion of current budget status was reviewed as well as an initial game plan for 2015. Group discussion on fleet management was reviewed with working groups anticipated in the future to review policy and how to best utilize the fleet. Departments provided updates to on-going projects.

2. Committee/Board, Staff and Other meetings

I will have attended 15 Committee/Board meetings by the end of this month. In addition, I will have had at least 15 meetings with staff and other officials this month. Significant amount of time was spent on budget with individual departments and the Finance Department. Final health insurance rates were published on August 28<sup>th</sup> and in line with what was budgeted.

3. Old Countryside Home Demolition

The County Board authorized the County Administrator to enter into a contract on August 13 with Symbiont. Several meeting with held with the firm to finalize scope of work and review of the contract language. Notice to bidder were publically published with the bid documents made available on the County's website. A walk through will take place on August 29<sup>th</sup> with bids due on September 9<sup>th</sup>.

4. Sheriff Annex

Final award of work has been approved by all required committees and the Board. A pre-construction meeting was held with a tentative start date of September 3<sup>rd</sup>. It is expected to be completed early November

5. Courthouse Security Entrance

Staff met with the architect and general contractor to review final outstanding design issues and current construction schedule. A lot of progress has been made with the focus moving to the interior of project next week. There are several issues outstanding, the primary issue being how to deal with the roof top units. Staff will work with the architect and contractor to find a plausible solution to the aesthetic view of the front entrance.

**County Administrator's  
Monthly Activity Report  
August, 2013**

6. Personnel Matters

On 8/20, the Human Resources Committee discussed the gap analysis concerning review of policy and procedures of protected information. Staff will be reviewing and making a final determination. In addition, a safety audit was approved to review policy, procedures and training that is in place. Based on the review of this audit, a way ahead will be discussed to cover areas of concerns.

The County Administrator has accepted the resignation of the Economic Development Director. Working with the HR Department, a profile was developed and posted on numerous websites with application being accepted until September 23. This process will be coordinated with the Board of Directors of the Consortium, primarily the Chair Mayor David.

7. Highway Department Facilities

Staff continues to meet with Barrientos concerning Design Development. In addition, we have contracted with The Sigma Group to serve as our Owner's Representative on this project. We have been working on getting the primary contact up to speed. Work is continuing on the Design Development phase which will be shown at the next Board meeting.

In addition, questions are being solicited concerning the programming. To date the following questions have been received for discussion:

- Pre-engineered/steel structure versus pre-cast concrete
- Size of vehicle storage
- Automated versus manual wash
- Utilization of energy solutions (Solar, geothermal, etc..)

8. Community Events

During the course of August, I attended several community events and meetings. This included meeting with the Chancellor and Vice Chancellor of Administrative Affairs for UW-Whitewater, Forum of Dementia at Fort Atkinson Hospital, met with the Watertown Economic Development Organization Executive Director, attended a County Economic Development Forum on manufacturing and a Glacier Heritage Area event.

9. Board/Commission Appointments

It is anticipated that there will not be any appointments submitted to the County Board for confirmation at its 8/14 meeting.

Ben Wehmeier  
County Administrator