

Administration Committee Meeting Report
Tuesday, February 8, 2022, 5:00 p.m., ZOOM

Members present: Jill Darin, Marshall Jones, Joe Garrity, Jim Padilla, Jim Thompson, Kippy Breeden, and Kathy Nelson
Members absent: Ex-Officio members present: Others present: Erin Knackstedt, Rob Benedict (MSI), Trent Benedict (MSI), Tony Diewold (Klingner), Scott Evans, and Rosemary Rathjen

Chairman Darin called the meeting to order at 5:00 p.m.

Member Nelson moved to approve the agenda, Member Padilla seconded, all were in favor and motion carried to amend the agenda.

Member Padilla moved to approve the January 11, 2022 minutes, Member Nelson seconded, all were in favor and the motion carried.

Under presentations, Tony Diewold explained the bid process for the HVAC and why the bid was extended. Two interested parties were in attendance and there was one submitted bid. The submitted bid was in order.

There was a brief question and answer with MS representatives and the committee. Member Jones asked what the initial cost estimate was. Administrator Knackstedt explained it was around 3M.

Member Nelson asked if the project could be broken up. Trent from MSI spoke to address Kathy and explained the current climate of increased pricing. He had estimated the parts alone for the project to be 3M. Chair Darin asked what the estimate of price increase over the last two years and the response was more than 50% on equipment and long lead times.

Member Breeden asked if MSI had parts on hand. MSI responded no, there is a 20-30 week lead time on equipment orders and they are continually increasing. Rob Benedict spoke to breaking up the project and changes the bonding four times to accommodate the project.

Member Thompson asked MSI if there were certain areas that were most urgent. Their reply was the main chiller, boiler, and roof top units are almost unusable.

There was no public comment.

Scott Evans updated the committee for the month of January which included, but was not limited to, boiler H2O down, repairs in clerk room completed, LED light replacement ongoing, snow and salt use, and jail calls down.

The electricity, gas, and water usage charts were discussed.

Rosemary Rathjen gave the IS update to the committee for the month of January which included, but was not limited to waiting on news for the court grant, cabling project, PLC cabling being

run, New World updates completed, worked on 1095c forms, website re-design, body cameras, and phone bill review.

There was no old business.

The claims report for the month of January were reviewed.

Under New Business, the medical claims and fund balance for the month of January claims were reviewed. There was a brief discussion on the fund balance and claims.

Member Jones moved to approve the HVAC bid, there was no second and the motion failed.

Member Jones moved to approve the low bid for custodial services, Member Padilla seconded, all were against and the motion failed.

The next regular Administration Committee meeting was set for Tuesday, March 8, 2022 at 5:00 p.m.

With no further business to discuss, Member Padilla moved to adjourn, Member Jones seconded, all were in favor and motion carried.

Respectfully submitted, Erin Knackstedt, County Administrator