

Administration Committee Meeting Report

Monday, April 11, 2022, 5:00 p.m., HC Courthouse, First Floor Small Courtroom

Members present: Jill Darin, Marshall Jones, Jim Thompson, and Kathy Nelson  
Members absent: Joe Garrity and Jim Padilla  
Ex-Officio members present: Others present: Erin Knackstedt, Scott Evans, and Rosemary Rathjen

Chairman Darin called the meeting to order at 5:10 p.m.

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

Member Thompson moved to approve the March 8, 2022 minutes, Member Nelson seconded, all were in favor and the motion carried.

There were no presentations.

There was no public comment but Member Jones spoke briefly about the bell tower.

Scott Evans updated the committee for the month of March which included, but was not limited to, boiler usage back to normal, new sprinkler heads installed, cooling line in jail replaced, jail repairs, and replacing defective exit signs.

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

Rosemary Rathjen gave the IS update to the committee for the month of March which included, but was not limited to grant project updates, Tri-City working on cabling and PLC projects, equipment delays, multi-factor authentication, and emails.

There was no old business.

The claims report for the month of March were reviewed.

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

Member Nelson moved to approve the email agreement with GOOGLE workspace for \$11,750.40 annually, Member Jones seconded, there was a roll call vote, all were in favor and the motion carried. Director Rathjen spoke regarding the need for a new email host because our platform was no longer being supported beginning in June. She reviewed the three proposals in detail and gave her recommendation to the committee.

Administrator Knackstedt reviewed the rough roofing numbers from the engineer. The committee discussed several items including the bell tower, strategic plan, next steps, and the roof design.

The next regular Administration Committee meeting was set for Tuesday, May 10, 2022 at 5:00 p.m.

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

Respectfully submitted, Erin Knackstedt, County Administrator