

Administration Committee Meeting Report  
Tuesday, July 11, 2023, 5:00 p.m., 303C – Third Floor

Members present: Jill Darin, Marshall Jones (remote), Joe Garrity. Members absent: Jeanna Moore and Dan Crippen. Others present: Erin Knackstedt and Kyle Free

Chair Darin called the meeting to order at 5:25p.m.

Member Garrity moved to approve the agenda, Member Darin seconded, all were in favor and motion carried

Member Garrity moved to approve the June 13, 2023 minutes, Member Darin seconded, all were in favor and the motion carried.

There were no presentations.

There was no public comment.

Kyle Free gave a brief update on activities for the month which included, but was not limited to, emergency repairs, HVAC and roof projects, generator, and jail issues.

The electricity, gas, and water usage charts were discussed. Member Jones asked if we could ask the billing department to move up the received date.

There was no IS report.

There was no old business.

The claims report for the month of June were reviewed.

Under New Business, the medical claims and fund balance for the month of June claims were reviewed.

Approval of the emergency repair to the electrical unit for the jail/judicial center was moved by Marshall Jones and seconded by Joe Garrity, there was a roll call vote, all present voted in favor and the motion carried. Administrator Knackstedt gave an overview of the emergency issue that occurred in the jail/dispatch facility on June 28. The old generator had a power surge which then traveled to the old variable frequency drives (VFD) devices we had on the HVAC venting/fans, which are in place to help regulate incoming electric spikes. The VFD devices were both aging and one device had previously been rebuilt in 2020. When the surge hit them, it fried the devices. This then allowed the surge to travel down the line to blow a main breaker, which then fried a server and IS equipment in the process. The first emergency repair was to replace the VFD units and get the HVAC back up and operational. Roll call vote for approval was unanimous.

Communications were also provided about other portions that need repaired due to the event on June 28. The second part is the repairs and preventative measures that need to be put in place for

the jail/judicial and IS equipment. Due to these issues, it was agreed to meet at 5:30pm on Thursday, July 20 prior to the county board regular meeting.

The next regular Administration Committee meeting was set for Monday, August 14, 2023 at 4:30 p.m.

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

Respectfully submitted, Erin Knackstedt, County Administrator