

Administration Committee Meeting Report
Tuesday, August 8, 2023, 5:00 p.m., 303C – Third Floor

Members present: Jill Darin, Marshall Jones, Joe Garrity, Dan Crippen, and Kippy Breeden (left 5:20 pm) Members absent: Jeanna Moore. Others present: Erin Knackstedt and Rosemary Rathjen

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

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

Member Garrity moved to approve the July 11, 2023 and July 20, 2023 Special Administration minutes, Member Jones seconded, all were in favor and the motion carried.

There were no presentations.

There was no public comment.

Administrator gave a brief update on activities for the month which included, but was not limited to, regular maintenance, HVAC and roof projects, and an overview of the FY24 budget increases. There was a brief discussion among committee members.

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

Rosemary Rathjen gave a brief update on the activities for the month which included but was not limited to, budget, # of devices throughout the courthouse, device replacement plan, panic alarm system, and a brief discussion of future needs.

There was no old business.

The claims report for the month of July were reviewed.

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

Member Jones moved to hold over the approval of jail hot water heater replacement for 30 days, Member Darin seconded, all were in favor and the motion carried.

The next regular Administration Committee meeting was set for Monday, September 12, 2023 at 4:30 p.m.

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

Respectfully submitted, Erin Knackstedt, County Administrator