

Administration Committee Meeting Report
Tuesday, September 13, 2022, 5:00 p.m., 303C – Third Floor

Members present: Jill Darin, Kippy Breeden, Marshall Jones (arrived 5:10 p.m.), Jim Thompson, Kathy Nelson, and Joe Garrity Members absent: Jim Padilla Ex-Officio members present: Others present: Erin Knackstedt, Rosemary Rathjen, Scott Evans

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

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

Member Garrity moved to approve the August 9, 2022 minutes, Member Thompson seconded, all were in favor and the motion carried.

There were no presentations.

There was no public comment.

Scott Evans updated the committee on activities for the month of August which included, but was not limited to, Schebler VAV boxes replacements begin, 303C painted, LED light replacements ongoing, and boiler ok for the winter.

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

Rosemary Rathjen updated the committee on IS activities for the month of August which include but was not limited to, courthouse cabling update, 22 inch monitor returns, camera quality improved, improved security, HVAC cleanup, highway fiber, Victim Impact Notification System, and civic engage.

There was no old business.

The claims report for the month of August were reviewed.

Under New Business, the medical claims and fund balance for the month of August claims were reviewed. The committee was alerted to the substantial claims received for the year and Administrator Knackstedt was concerned about the fund balance.

Member Nelson moved to approve the HVAC asbestos bid, Member Thompson seconded, there was a roll call vote, all were in favor and the original motion carried.

Before adjourning, Member Nelson commented on the difficulties from the last meeting, ensuring the County Administrator is present during bid reviews, and importance of ongoing communication. Member Jones agreed to improving communication to understand others.

The next regular Administration Committee meeting was set for Tuesday, October 11, 2022 at 5:00 p.m.

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

Respectfully submitted, Erin Knackstedt, County Administrator