

Administration Committee Meeting Report
Tuesday, January 13, 2025 5:15 p.m 303C, Courthouse

Members present: Tim Yager, Jill Darin, Jan May, and Joe Garrity, Marshall Jones, and Kippy Breeden
Members absent: Others present: Erin Knackstedt

Chair Yager called the meeting to order.

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

Member Darin moved to approve the January 13, 2026 meeting minutes, Member Garrity seconded, all were in favor and the motion carried.

There were no presentations.

There was no public comment.

The maintenance report provided by Kyle Free updated the committee on activities for the month which included, but was not limited to, regular maintenance, various jail repairs, completed annual fire alarm inspections, completed the elevator inspection, and HVAC issues.

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

The IS report provided by Rosemary Rathjen gave a brief update on the activities for the month which included but was not limited to, Hillcrest NW accounting process, GIS server, tri-city project update, court modernization grant, court ADA grant, and IS had 112 trouble tickets this month. The committee had questions regarding the GIS server and the options that the county had moving forward.

Under old business, none

Under new business, none

The committee discussed briefly the landscape plan for the next meeting and possible partnership with Village of Cambridge for the America250 celebrations.

The next regular Administration Committee meeting was set for Tuesday, March 10, 2026 at 5:15 p.m.

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

Respectfully submitted, Erin Knackstedt, County Administrator