

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

Members present: Tim Yager, Jill Darin, Marshall Jones, and Kippy Breeden Members absent: Jeanna Moore, Jan May, and Joe Garrity Others present: Erin Knackstedt, Kyle Free, and Rosemary Rathjen

Chair Yager called the meeting to order.

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

Member Jones moved to approve the November 10, 2025 meeting minutes, Member Darin 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, Ahern fire suppression repair recommendations, various courthouse repairs, and update on outdoor project.

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, Hillcrest NW accounting process, GIS server, highway server, tri-city project update, PBJ reporting, accounting servers, and court security grant update.

Under old business,

Under new business,

The claims report for the month of December were reviewed.

Member Darin moved to approve the health department free labs memo, Member Breeden seconded, there was a roll call vote, all were in favor and the motion carried. The committee reviewed the two changes to the memo and inquired if the health department could do a mobile lab draw.

Member Jones moved to approve the repairs to the fire suppression system, Member Yager seconded, there was a roll call vote, all were in favor and the motion carried. The committee discussed the reasons for the repairs, timeframe, and funding source.

The next regular Administration Committee meeting was set for Tuesday, February 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