

**Warren County Commissioners
Work Session
Commissioners Conference Room
August 21, 2023 12:00 p.m.**

Commissioner Tricia Durbin called the work session of the Warren County commissioners to order with Commissioner Benjamin Kafferlin and Commissioner Jeff Eggleston present.

Staff Present: Pamela Matve, Chief Clerk, Lisa Burkhouse, Register and Recorder, and Solicitor Nathaniel Schmidt.

Citizens Present Josh Cotton (WTO), and Andy Close

Announcements: Commissioner Tricia Durbin announced that the meeting is being recorded

Public Hearings: None

Public Comment: None

Old Items:

New Items of Discussion:

Additional cost for cleaning at Conservation District: Pamela Matve, Chief Clerk explained that the large meeting room at the Conservation District is now completed and they would like to add this to the cleaning schedule for Bonded. Two quotes were received one in the amount of \$269.00 per month to have it cleaned once a week, and the other \$404.00 per month to have it cleaned twice a week.

Pamela Matve continued to say that to save some confusion on the schedule, the Conservation District gets cleaned twice a week and recommended to approve the twice a week proposal.

Tyler Technologies module for our accounting suite: Commissioner Tricia Durbin stated that after some discussion with Lisa Hagberg, Finance Director, it was decided that this will be tabled until the next work session so that she can explain this in more detail.

Landex software for Register/Recorder: Lisa Burkhouse, Register and Recorder explained that while we have told Avenue we are moving forward with getting out of their contract, several other software programs were reviewed, and she visited other counties to see the various software packages in action.

Lisa recommends going with Landex as they have added features such as allowing e-recordings that would save foot traffic because attorneys would be able to file on line. Also, they will work with us in setting up outside access to the public when they want a deed.

While the cost is \$70,000 on time fee, the monthly fee is \$1,400 which is similar to what we are paying now. She then stated that she would give some of her records improvement fund to cover the cost along with using some ARPA funds.

CivicPlus additional module do keep our website ADA compliant: Pamela Matve, Chief Clerk explained that she received a call from CivicPlus regarding our website being ADA compliant. Currently we are only about 60% compliant. CivicPlus gave two proposals, a hands-off where CivicPlus does work needed to keep it compliant for an additional cost of \$4,500 per year or a hand on where we would be responsible at a cost of \$5,500.

Pam stated that she recommends that we go for the hands-off module at \$4,500 per year additional cost.

West Law renewal: Commissioner Benjamin Kafferlin explained that West Law is the program or books that are used by the courts, jail, and the law library. He has reviewed the cost, and it is a little more than the last three-year agreement, but no more than the cost-of-living increase.

Policies & Procedures: No update

Projects:

Upcoming Commissioner Meeting Review: The agenda for Public Meeting to be held on Wednesday, August 23, 2023 was reviewed.

Department/Committee Updates:

General Discussion:

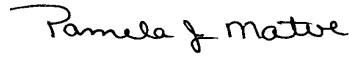
Commissioner Benjamin Kafferlin stated that someone contacted him about a local individual who has been given an and international award for Cow judging. He would like to have a citation placed on the agenda.

Before the meeting closed, Pamela Matve, Chief Clerk confirmed with Commissioner Tricia Durbin that all items were to be placed on Wednesday's agenda for action except the Tyler Technology item. Commissioner Tricia Durbin agreed.

Commissioner Jeff Eggleston stated that he will get something wrote up but would like to have an executive session scheduled regarding personnel in the Planning & Zoning Department.

With nothing further, the work session was adjourned at 12:14 p.m.

Respectfully,



Pamela J. Matve
Chief Clerk

