

**Warren County Commissioners
Work Session
Commissioners Conference Room
August 22, 2022, 12:00 p.m.**

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

Staff Present: Pamela Matve, Chief Clerk, Brian Bull, Chief Assessor, Lisa Hagberg, Finance Director, and Attorney Nathaniel Schmidt

Citizens Present: Josh Cotton (WTO), and Andy Close (Titusville Herald)

Announcements: None

Public Hearings: None

Public Comment: None

New Items of Discussion:

Award of cleaning contract: Pamela Matve, Chief Clerk stated that Barber Institute has pulled their bid. Therefore, she called the other two companies and ask them to sharpen their pencils and give her a price for cleaning and a separate price for supplies. She stated that when the figure came in for the supplies, we can save money by purchasing the paper products ourselves.

After review the amounts that came in were as follows:

Company	Cleaning 3-year agreement
Bonded Services	\$ 219,924.00
B& T Bldg. Services	\$ 342,731.52

Pamela Matve, Chief Clerk is proposing that at Wednesday's public meeting we award the three-year agreement to Bonded services. She then stated that Barber Institute has agreed to continue on until September 30, 2022 to give us time to get a new company set up.

Reassessment: Brian Bull, Chief Assessor stated that after the last meeting where the time line was set for reassessment, he used a template from CCAP and another county to compile and RFP for Warren County (this was emailed to everyone for review).

Commissioner Jeff Eggleston stated that he has reviewed this document and it is a good start. Today we want to authorize Brian Bull, Chief Assessor and Attorney Nathaniel Schmidt to get a final RFP, and get it out for publication.

Commissioner Tricia Durbin stated that there are two vendors in the Commonwealth that are qualified to bid. From her perspective, if we put the dates in the RFP this will constrict the vendors from submitting if they have other projects going. She then stated that we want to give enough room for them to get their submission in to us.

Commissioner Jeff Eggleston stated that we can do this in the next couple weeks so that we can get as many submissions as possible by the end of September.

Projects:

Policies & Procedures:

GMS: Pamela Matve, Chief Clerk and Commissioner Benjamin Kafferlin stated that they have been working together and have a few to get edited and ready for approval.

Upcoming Commissioner Meeting Review: The agenda for August 24, 2022 was reviewed

Department/Committee Updates: None

Commissioner's Schedule:

Commissioner Tricia Durbin stated that she will be working remotely this week, as she will be out of town.

General Discussion: Commissioner Jeff Eggleston stated that there is a need for an executive session to discuss litigation.

With nothing further, the work session was adjourned at 12:18 p.m.

Respectfully,



Pamela J. Matve
Chief Clerk

