

**Warren County Commissioners
Work Session
Commissioners Conference Room
Tuesday, February 18, 2025, 12:00 p.m.**

Commissioner Tricia D. Durbin called the work session of the Warren County commissioners to order with Commissioner Daniel Glotz present.

Staff Present: Pamela Matve, Chief Clerk, Josh Cotton, Grant Writer, and Solicitor Nathaniel Schmidt

Citizens Present: Jane Dunshie

Announcements: Commissioner Kenneth Klakamp announced that the meeting is being recorded.

Public Comment: Jane Dunshie asked how she could get a meeting with the Election Board to discuss the procedure for mail-in ballot procurement.

Things change all the time and she was told that some people were notified that their ballot had an error and they were given the chance to come in and fix it so their vote would count.

It was decided to have an Election Board meeting at noon March 19, 2025 right before the public meeting.

Unfinished Business: None

New Business:

Open Bids for the Engineering Services for the Sheridan St., Tidioute Project: Pamela Matve, Chief Clerk stated that six bids were received for this project.

HRG	\$46,080.00
AGI	\$18,150.00
GPI	gave hourly rates
Stiffler-McGraw	\$40,500.00 + 7,500.00 for resident project representation
LSSE	\$63,800.00
EADS Group	\$34,000.00 + \$40,800 for resident project representation

Josh Cotton, Grant Writer stated that he has found that our RFP was not up to standard, and was very unclear on some things that is the reason for one company giving hourly rates.

Commissioner Tricia D. Durbin stated that these will be reviewed and awarded at a later date.

EATON Service Agreement: Pamela Matve, Chief Clerk stated that this is a renewal of an agreement in place for the service at the 911 center.

Amendment to the Bonded Agreement: Pamela Matve, Chief Clerk explained that MDJ Laura Bauer has asked that they be put on the list of facilities for our current cleaning contract with Bonded. The cost would be \$600.00 per month additional for three days a week cleaning.

Review of the PHMC Bid for the Main Courtroom ceiling project: Josh Cotton, Grant Writer stated that he did consult with PHMC for the fact that we only received one bid, and they gave their approval to move forward.

Buffalo Architect submitted their bid for a total of \$75,000.00 and they are willing to work 3pm – 11:00pm as to not interrupt the courts.

2025 Liquid Fuels Allocation: Pamela Matve, Chief Clerk stated that each year we must estimate what the county has or will have to allocate to the municipalities because the county does not own any roads.

Last year we were able to allocate \$130,000 total, and with the amount remaining in our account as of December 2024 we are estimating to be able to allocate \$140,000.00 and still have a cushion of \$18,000.00 should something come up.

Employee Assistance Program: Commissioner Daniel Glotz stated that this program is used quite frequently with our employees and he feels that it is a good program to renew.

Commissioner Tricia D. Durbin stated that all these items discussed today will be on the agenda for tomorrow's public meeting for a vote.

Projects:

Review of the February 18, 2025 Meeting Agenda: Commissioner Tricia D. Durbin stated that there will be a few proclamations, and several items for approval/disapproval.

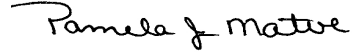
Department/Committee Updates: None

General Discussion: None

Executive Session: None

With nothing further, the work session was adjourned at 12:20 p.m.

Respectfully,

A handwritten signature in black ink that reads "Pamela J. Matve". The signature is written in a cursive style with a large initial 'P'.

Pamela J. Matve
Chief Clerk

