



# BUCHANAN COUNTY COMMISSION

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## **Meeting Minutes Wednesday, February 14, 2024**

In attendance were Presiding Commissioner Scott Nelsson, Commissioner Scott Burnham, Commissioner Ron Hook, Administrative Coordinator Amy Helsel, County Counselor Josh Bachman, and Purchasing Agent Kim Hartman

Commissioner Hook called the meeting to order at 9:03 am.

## **Meeting Agenda**

Commissioner Hook made a motion to approve today's agenda. Commissioner Burnham seconded the motion.

## **Meeting Minutes**

Commissioner Hook made a motion to approve meeting minutes for Friday, February 9, 2024, and Tuesday, February 13, 2024, Commissioner Burnham seconded the motion.

## **Business**

Court orders to transfer funds were presented and approved by Commissioner Burnham, Commissioner Hook, and Presiding Commissioner Nelson.

Court orders to void checks were presented and approved by Commissioner Hook, Presiding Commissioner Nelson, and Commissioner Burnham.

A court order implementing the policy of unused vacation or PTO time at the end of the calendar year to the Employee Handbook was presented and approved by Commissioner Hook, Commissioner Burnham, and Presiding Commissioner Nelson.

A court order authorizing a contribution to Missouri River Relief for French Bottom River Access cleanup was presented and approved by Commissioner Hook, Commissioner Burnham, and Presiding Commissioner Nelson.

A court order authorizing to abate 2023 taxes for two parcels that were trustee property was presented and approved by Commissioner Hook, Commissioner Burnham, and Presiding Commissioner Nelson.

A court order authorizing a refund and to abate taxes for a lot in the commons because it is tax exempt was presented and approved by Commissioner Burnham, Commissioner Hook, and Presiding Commissioner Nelson.

A court order authorizing payment for membership dues to the Chamber of Commerce was presented and approved by Commissioner Burnham, Commissioner Hook, and Presiding Commissioner Nelson.

A court order authorizing a donation of \$1500 to Youth Alliance for project graduation was presented and approved by Commissioner Burnham, Commissioner Hook, and Presiding Commissioner Nelson.

A court order authorizing to sign the contract for services with the St. Joseph Chamber of Commerce for 2024 was presented and approved by Commissioner Burnham, Commissioner Hook, and Presiding Commissioner Nelson.

A court order authorizing a contribution for the Farm City Breakfast was presented and approved by Commissioner Burnham, Commissioner Hook, and Presiding Commissioner Nelson.

All discussed rent for Municipal Court and the City Prosecutor's office space, Commissioner's agreed to a 3% increase to both. The city will provide the county with the agreement.

Purchasing Agent Kim Hartman spoke to the Commission about safety eyewear, which is a higher cost this year. Commissioners agreed to move forward with offering safety eyewear for employees that need them.

At 10:05 am Purchasing Agent Kim Hartman opened bids for Electrical, Plumbing, HVAC Service & Repair Price Agreement. Three bids were received, Commissioner Hook made a motion to accept all bids, Presiding Commissioner Nelson seconded the motion. A court order awarding the bid was presented and approved by Commissioner Hook, Commissioner Burnham, and Presiding Commissioner Nelson.

Presiding Commissioner Nelson made a motion to go into closed meeting for work session with County Counselor. Commissioner Burnham seconded the motion. Roll Call: Ron Hook-Aye, Scott Nelson-Aye, Scott Burnham-Aye. All in favor of going into a closed meeting at 10:20 for a work session with County Counselor Josh Backman. Commissioner Burnham made the motion to open the meeting, Presiding Commissioner Nelson seconded the motion. Roll Call: Scott Nelson-Aye, Ron Hook-Aye, Scott Burnham-Aye. The meeting was open at 10:50 am.

### **Adjourn**

With no further official business on the agenda Presiding Commissioner Nelson made a motion to adjourn to any unofficial business that may develop during the day. Commissioner Burnham seconded the motion. All are in favor of adjourning. The meeting ended at 10:50 am.