

Personnel & Finance Committees
May 14, 2025
9:00AM

PRESENT: Steve Engberg, Terry McWilliams, Mayor Steve Brimhal, Brent Schleisman, Lori Davis, Lyle Murray, Drew Schumacher, Chris Brown. Anthony Blint, Gary Shahan, Shelbi Swinscoe

ABSENT: Bob Griffith

Call to Order

The meeting was called to order at 9:00 AM.

Review of Purchasing Policy

The Committee reviewed the City's Purchasing Policy, which establishes clear authorization procedures based on purchase amounts:

- **Under \$5,000:** Department heads may approve purchases at their discretion, provided reasonable pricing is ensured.
- **\$5,000 to \$25,000:** Requires at least two verbal or written quotes and approval from the City Administrator.
- **Over \$25,000:** Requires a formal bidding process and City Council approval.

The policy aims to ensure transparency, fiscal responsibility, and consistency in purchasing procedures.

Airport Project Bid Review

Brent Schleisman presented the bids for the Airport Project. The lowest bid was submitted by Jim Barton Construction. The Committee recommended approval of the bid by City Council.

iWorQ Software Update – Building & Zoning/Public Works

Staff reported that iWorQ does not offer a bundled package for both Building & Zoning and Public Works departments. Building & Zoning staff explained that the proposed upgrade will allow Public Works to utilize the permit application portal through their system.

The Committee approved the Building & Zoning department's request to proceed with the upgrade.

Fire Department – Pumper Truck Purchase

The Committee reviewed the proposed contract for the purchase of a new pumper fire truck. Brent informed the Committee of a four-year lead time, with completion anticipated in 2029.

Previous discussions to share costs with the Henry County Benefitted Fire District were unsuccessful. Given that the City planned to replace its existing pumper truck within the next few years, the Committee agreed that it is necessary to move forward with placing the order now to meet operational timelines. The Committee recommended approval of the proposal for the pumper truck.

Open Forum – Inmate Labor Program

Drew Schumacher informed the Committee that Jeff Shatzer will be departing from the Public Works Department effective June 6, 2025. Jeff’s role primarily involves supervising and transporting inmate workers and assisting them with assigned tasks.

The Committee discussed various options and ultimately decided to discontinue the inmate labor program following Jeff’s departure. The need for inmate labor and the potential for rehiring a similar position will be reevaluated in the next year.

Prepared by: _____ Date: _____

Approved by: _____ Date: _____