**CITY OF IVANHOE**

**SPECIAL MEETING MINUTES**

August 25, 2022

5:00 PM

Special meeting was called to order by Mayor Bennett at 5:00 PM and quorum was established with all Council members present. The meeting was live streamed via the city YouTube page.

**Agenda Item #1 – Purchase of used dump truck**

Mayor Bennett informed Council that Public Works Supervisor David Marshall had done further investigation on the used dump truck and it will require considerable repair. She removed the item from consideration.

**Agenda Item #2 – Purchase sweeper broom attachment for skid steer**

Public Works Supervisor David Marshall had provided a cost figure of $6600 for a sweeper broom attachment for the city’s skid steer. The John Deere dealer had the best price of the 3 firms he contacted. Councilman Morris made the motion to purchase the equipment using capital purchase funds. Councilman Blackstone provided the second and the motion passed unanimously.

**Agenda Item #3 – Purchase conveyor unit for dump truck**

Public Works Supervisor David Marshall had provided cost figure of a maximum $7199 for the conveyor attachment that will allow material to be spread alongside the edge of pavement, resulting in considerable time and labor savings for the crew. Councilman Blackstone submitted the motion to purchase the equipment using capital acquisition funds. Councilman Morris provided the second and the motion passed unanimously.

**Agenda item #4 - Auditing firm for fiscal year 2022**

City Secretary C. D. Woodrome confirmed the Request for Proposals had been published in the Beaumont Enterprise and emailed to 5 Certified Professional Accountant firms that provide audit services. There were 2 firms that responded by the deadline of 5 PM August 11th. The two proposals had been emailed to Council for review prior to the Council meeting. Goff & Herrington in Lufkin had the low bid at $16,000. Siedel Schroeder in Brenham submitted a base bid of $19,500 with an additional fee of up to $7,500 for the single audit that will be required due to the multi-million dollar grants. Councilman Warren asked if Goff & Herrington’s bid included the single audit in their proposal. Upon verification that the $16,000 bid does include the single audit, Councilman Warren submitted the motion to approve Goff & Herrington to perform the financial audit for FY-2022. Councilman Morris provided the second and the motion passed unanimously.

**Agenda item #5 – Addition to Paid Time Off portion of Employee handbook**

Councilman Craven presented the addition of a Full Time section to the Paid Time Off portion of the Employee Handbook. Council had previously approved the Paid Time Off revision which did not include Full Time employees. Discussion included capping the hours of both full and part time PTO, which received Council agreement. Councilman Craven then made the motion to adopt the Paid Time Off policy with changes. Councilman Blackstone provided the second and the motion passed unanimously.

**Agenda Item #6 – Adjourn**

Councilman Morris made the motion to adjourn with a second provided by Councilman Warren and the meeting was concluded at 5:32 PM.

Respectfully submitted,

C. D. Woodrome, City Secretary