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COUNCIL CHAMBERS OF THE MUNICIPAL BUILDING AT 450 S. MAIN STREET.

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**CALL TO ORDER** Chair Melby called the meeting to order at 5:31 PM. Present: Kevin Melby, Connie Hoppenjan, and Tom McCarthy. Personnel Present: Spencer Reed and Ashley Oliphant. A quorum was present. Oliphant affirmed proper public notice.

**APPROVAL OF MINUTES** Motion to approve the September 21, 2023 meeting minutes. Motion made by McCarthy, seconded by Hoppenjan. Motion Carried.

**APPROVAL OF BILLS** Motion to approve the bills as presented. Motion made by Melby, seconded by McCarthy. Motion carried.

**PUBLIC WORKS DIRECTOR'S REPORT** No report was provided.

**DISCUSSION AND ACTION ITEMS**

**Bid for Painting:** Reed reported meeting with three contractors onsite. However, only one provided a bid for painting in the Municipal Building. Chair Melby opened the only sealed bid received from A+ Remodeling at 5:39PM. *Eight rooms with two coats of any color paint with minor repairs for \$4,350. Doors, window frames, shelving, and cabinets in the same eight rooms for \$6,600. The total cost for all work was \$10,950.* Motion to take no action on the bid received. Motion made by Melby, seconded by McCarthy. Motion carried. Reed to evaluate the department's capacity and budget to determine if the work could be completed with the aid of a seasonal/temporary worker.

**Intent to Involve City in Developing Prequalifying List of Contractors for 2024 Public Works Projects:** As part of Phase III of the current Utility & Street project, a contractor prequalification process is being pursued by the Utility Commission. This process was also executed for Phase II and will result in allowing only prequalified contractors to submit bids for Phase III. The Utility Commission recommended working with the Public Works Committee to complete the process and would have their designated subcommittee join the Public Works Committee at their next meeting on November 9<sup>th</sup> if approved. Motion to place an agenda item on the next meeting agenda for the purpose of prequalifying 2024 contractors for public works projects. Motion made by Melby, seconded by Hoppenjan. Motion carried.

**BUILDINGS AND GROUNDS DIRECTOR'S REPORT**

**Transition to Winter:** Reed reported transitioning equipment in preparation for the winter season, creating & updating inventory logs, conducting maintenance on equipment and evaluating remaining useful life, and identifying areas within the department where efficiencies and process improvements can be made. Reed also reported inspecting the wood columns at the Brewer Public Library. Repair is needed but not full replacement.

**Calendar:** Reed reported on the department developing a calendar identifying the events they assist with, projects they will be engaged in, and other work. The calendar will aid in strategic planning at the department level as well as a resource for the Committee to utilize. Reed also noted working on developing standard operating procedures for the events listed in the calendar. Once finalized, the calendar will be provided to the Committee.

**REPORTS, REQUESTS, CONCERNS** Hoppenjan requested the consideration of diagonal parking on one side of Central Avenue from Mill St to Seminary St be placed on a future agenda.

**SET NEXT MEETING DATE** The next regular meeting of the Public Works Committee was scheduled for November 9, 2023 at 5:30PM.

**ADJOURNMENT** The meeting was adjourned at 6:45PM. Motion to adjourn. Motion made by Melby, seconded by Hoppenjan. Motion carried.

*Minutes recorded by Ashley Oliphant*