

**NORTH PERTH ADMINISTRATION BUILDING
COMMITTEE MINUTES
THURSDAY, APR. 15, 2010
1:00 p.m. at the Municipal Office, Council Chambers**

Attendance: Bob Martin, Pat Berfelz, Mert Schneider, Kate Docker, Steve Hardie, Kriss Snell, Fran Hale, Randy Pettapiece
Guests: Ron Scott, Andrew Smith

- 1) Call to order – Chair Bob Martin called the meeting to order @ 1:12 p.m.
- 2) Additions to Agenda – Randy has an item to discuss under Other Business.

It was moved by Kriss Snell, seconded by Mert Schneider THAT the agenda be approved as amended.

MOTION CARRIED

- 3) Declaration of Pecuniary Interest – None declared.
- 4) Review & Adopt Mar. 10th Minutes –

It was moved by Randy Pettapiece, seconded by Fran Hale THAT the Mar. 10th minutes of the North Perth Administration Building Committee be approved as circulated.

MOTION CARRIED

- 5) Business Arising from Minutes – None.
- 6) Review Progress on Drawings – The consultants are taking some extra time with the mechanical and electrical drawings but we expect all final drawings to be received by May 15th. It was questioned whether the extra door to the rear vestibule from the adjoining office is necessary. The committee was in agreement to delete this door from the plan. Steve has a preliminary lighting layout and it was questioned whether the emergency lighting is required since we have a back up generator. Steve will check into that. The need for electrical outlets in the floor of the council chambers was discussed. These can still be added if necessary. The draft for the basement is still in the works. There was discussion regarding the size of the new council chambers. Steve will look into heating options.

It was moved by Fran Hale, seconded by Mert Schneider THAT the Administration Building Committee recommend that Council approve the Administration Building drawings with the amendments of the reconfigured hallway, duty counsel and witness rooms, and the deletion of the door to the rear vestibule from the adjoining office.

MOTION CARRIED

- 7) Office Relocation – Kriss explained the process that senior staff went through to find suitable space for staff to relocate to during construction. It was concluded that the use of construction trailers located on the front lawn would be the best solution. The OPP, Clerk's and Public Works Depts. will remain in the basement with everyone else fitting into 2 – 12' X 60' trailers. The server and phone system can remain in the building, and the tile for the fountain can be used to pull hydro, phone, etc. wiring through. The parking

lot at the United Church across the street can be used for staff and overflow parking.

It was moved by Randy Pettapiece, seconded by Mert Schneider THAT the Administration Building Committee recommends that Council approve the relocation of staff to 2 – 12' X 60' trailers during the Administration Building construction/renovations.

MOTION CARRIED

- 8) Future Parking Plan – It was suggested that since the fountain and tree in the front yard need to be removed for the trailer set up, we should dig up the area, put gravel down and make it into a parking area once the trailers are removed. It was discussed that we should wait and see if we have enough funds to address parking. Also, there is some indication that the Legion would like to extend their walkway from the cenotaph through our lot.
- 9) Council Meeting Relocation – The upstairs of the former Wallace Township office has been suggested for accommodating Council meetings during construction. A possible tour of the new Goderich council chambers was discussed.

It was moved by Mert Schneider, seconded by Randy Pettapiece THAT the Administration Building Committee recommends that Council meetings be relocated upstairs in the former Wallace township office during Administration Building construction/renovations.

MOTION CARRIED

- 10) Court Relocation – Negotiations with court have resulted in an agreement for them to use the EMCC during the construction period. There will be a mock set-up on April 21st to get a feel for how it will work. The mayor's desk and the desk that sits in front of it will be moved for court use. A portable witness box is to be provided.

Steve noted that on the drawings, the hallway from the basement has been reconfigured which affects the duty counsel and witness rooms. He will get updated drawings with these changes and the removal of the rear vestibule area door.

- 11) Other Business – Randy referred to the January 4th minutes that stated that regular updates would be provided to avoid surprises. He noted that any agenda items should be run past the committee prior to being put on the agenda to allow time for their consideration prior to the meeting.

It was moved by Kriss Snell, seconded by Randy Pettapiece THAT the Administration Building Committee recommends that Council approve the removal of the fountain and one tree in the front of the building to allow for the placement of the 2 construction trailers for the Administration Building construction/renovations.

MOTION CARRIED

Each department is taking inventory to determine future needs and a list will be brought back to this committee for any disposal of assets.

It was recognized that staff will have to proceed with some details such as phones, computers, etc. without bringing them back to this committee.

12) Announcements – Next meeting was set for Thurs. Apr. 22 @ 1:00 p.m. A meeting will be scheduled for every Thursday @ 1:00 p.m. from now on unless it is deemed to be unnecessary, at which time notification will be sent out of its cancellation.

It was moved by Randy Pettapiece, seconded by Fran Hale THAT the meeting be adjourned at 2:45 p.m.

MOTION CARRIED

Chairperson – **Bob Martin**

Date

Recording Secretary – **Kate Docker**

Date