

**NORTH PERTH ADMINISTRATION BUILDING
COMMITTEE MINUTES
MONDAY, DEC. 21, 2009
4:00 p.m. at the Municipal Office, Committee Room**

Attendance: Bob Martin, Ed Podniewicz, Pat Berfelz, Mert Schneider, Kate Docker, Randy Pettapiece, Steve Hardie, Gary Pipe, Kriss Snell, Bill DeKoning, Don Seim, Ed Hollinger
Guests: Ron Scott and unknown guest.

- 1) Call to order – Chair Bob Martin called the meeting to order @ 4:04 p.m.
- 2) Additions to Agenda – Bill has a space analysis report from Joel Skelding. This will go under 5.1.

It was moved by Mert Schneider, seconded by Don Seim to approve the agenda as amended.

MOTION CARRIED

- 3) Declaration of Pecuniary Interest – None declared.
- 4) Review & Adopt Nov. 23rd Minutes –

It was moved by Ed Podniewicz, seconded by Pat Berfelz THAT the Nov. 23rd minutes of the North Perth Administration Building Committee be approved as circulated.

MOTION CARRIED

- 5) Business Arising from Minutes – None.

5.1) Bill reported that the Police currently have 2,600 sq. ft. and the space analysis shows they should have 3,120 plus some extra areas not included in the analysis. This would bring the total square footage to about 4,000. Don added that a few years ago it was identified that they should have about 4,500 sq. ft. of space. The committee agreed that the OPP should determine by the next regular meeting which areas need to be located on the upper level and which could remain on the lower level. There was discussion regarding probation and parole sharing the police area and that this is not an ideal situation.

- 6) Review of RFP's – A total of three RFP's were received for Project/Construction Management Services. Of those, two were close in price, the third appeared to be missing some detail and therefore was much lower in cost. Some clarification is needed prior to making a recommendation to Council. It was suggested that meetings be set up with each company to go over the details and fee structures of their proposals. Ed H. and Randy suggested the whole committee should sit in on this process. It was determined that although it would be nice to meet with the three companies prior to the new year, the time frame is just too tight to make it work. Therefore, it was decided that this could be done Mon. Jan. 4th with a recommendation to Council following that evening if all goes well. Steve and Kate will work on setting this up and let the committee know the times once they are confirmed.

Ed H. added that he has heard back from the owner of the old Shoppers building that they are open to discuss the possibility of renting this space during construction. The importance of maintaining service to the taxpayers was discussed. The need for extra parking during construction was noted. Ed was asked by the committee to find out what the cost would be in case we need to use it.

- 7) Other Business – None.
- 8) Announcements – Next meeting – **Monday, Jan. 4th – time to be determined**, with the hope of having a recommendation for Council that evening.

It was moved by Ed Hollinger, seconded by Ed Podniewicz THAT the meeting be adjourned at 4:55 p.m.

MOTION CARRIED

Chairperson – **Bob Martin**

Date

Recording Secretary – **Kate Docker**

Date