

**NORTH PERTH ADMINISTRATION BUILDING  
COMMITTEE MINUTES  
TUESDAY, JUNE 2, 2009  
4:00 p.m. at the Municipal Office, Committee Room**

Attendance: Bob Martin, Randy Pettapiece, Steve Hardie, Fran Hale, Ed Podniewicz, Don Seim, Ed Smith, Pat Berfelz, Gary Pipe, Ed Hollinger, Kate Docker

- 1) Call to order – Chair Bob Martin called the meeting to order @ 4:05 p.m.
- 2) Additions to Agenda – There were no additions brought forward.

*It was moved by Pat Berfelz, seconded by Gary Pipe THAT the agenda be approved as circulated.*

**MOTION CARRIED**

- 3) Declaration of Pecuniary Interest – None declared.
- 4) Delegation(s) – None.
- 5) Review and Adopt April 15<sup>th</sup> Minutes –

*It was moved by Don Seim, seconded by Randy Pettapiece THAT the April 15<sup>th</sup> minutes of the North Perth Administration Building Committee be approved as circulated.*

**MOTION CARRIED**

- 6) Business Arising from Minutes – None.
- 7) Update on Plan for Administration Building Renovations – The funding announcement is expected soon. Preliminary drawings were circulated which allow for an additional 6 – 8 parking spots. Using land to the north for parking was discussed but it was determined that they need all the spots they have under zoning requirements. The proposed design would provide approx. 3,000 more square feet of office space including common areas, reception, etc. The elevator would need to go up one more level or a ramp would be required. Additional washrooms need to be addressed. There was discussion about freeing up some office space if the Fire Chief were to be re-located to a new fire hall and the Rec. Director to a new Rec. Complex. It was determined that this would be a 3-stage process, with the first step being re-locating Fire before renovations could be done. The Public Works building could be used temporarily and/or a coverall building could be used which would provide for salt/sand storage in the future. Non-essential services would be located on the lower level, and records retention and offices would be on the upper level. It was noted that it would not be ideal to have the jail cells on the lower level and Police offices on the upper level. It was estimated that the plans could be ready in about 6 weeks, and that construction would take about a year.
- 8) Alternate Plan if Funding not Available – It is estimated that it would cost \$434,000 to bring the building up to date. The HVAC should be done right away at a cost of \$110,000. We could get partial funding and then phase in the rest of the work according to available funds – it doesn't need to all be

done at once. There are health & safety issues that need to be addressed. Don would still like to see Police moved upstairs if possible, but they can make do if there is no funding. There was discussion regarding a time frame for land acquisition before a fire hall can be started. The Fire Station Committee has narrowed it down to 3 possible sites and Council has to approve the location prior to starting the process. Public Works could move to Wallace for 5 or 6 months which would free up their building for a temporary fire hall.

We could ask Council to finance what needs to be done on a priority basis and therefore execute the plan in phases. It may take 10 years instead of 2. There was discussion regarding financing over 25 to 40 years to get something that will last, rather than go piecemeal and end up with something still not suitable for the long term.

It was noted that a special Council meeting could be called if needed to discuss property.

9) Other Business – None.

10) New Business – None.

11) Announcements – Next meeting date to be announced following outcome of funding application.

The meeting was adjourned by Randy Pettapiece at 5:30 p.m.

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Chairperson – **Bob Martin**

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Date

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Recording Secretary – **Kate Docker**

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Date