

**NORTH PERTH ADMINISTRATION BUILDING
COMMITTEE MINUTES
FRIDAY, MARCH 13, 2009
3:00 p.m. at the Municipal Office, Committee Room**

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

Listowel Banner: Andrew Smith

Regrets: Ed Hollinger, Matt Ash

- 1) Call to order – Chair Bob Martin called the meeting to order @ 3:04 p.m.
- 2) Additions to Agenda – None.
- 3) Declaration of Pecuniary Interest – None declared.
- 4) Delegation(s) – None.
- 5) Review Recording Secretary's Responsibilities – Steve reviewed the list he prepared of Kate's responsibilities in relation to the various committees. It was noted that minutes would be reviewed by the Chair and then sent to the next Council meeting prior to being approved. If there is a gap between Council meetings, the minutes will be sent out by email/fax as soon as possible following the meeting in order to avoid delay.
- 6) Review Progress Schedule – Steve went over this with the group and there were no questions.
- 7) Review Report Recommendations – Everyone was familiar with the study and there were no questions regarding its recommendations.
- 8) Review Consultants/Council Options – Steve reviewed the consultant's recommendations and Council's directive regarding the Administration Building.
- 9) Review Council Comments – Everyone received a copy of Council's comments regarding the Administration Building.
- 10) Share Ideas – Bob asked everyone to share their opinions of what should be done with the Administration Building: *Ed S.* – update administration building, could be sufficient with Fire gone, lots of work needed; *Don* – Police could use more room if administration offices move, renovations have been done to cells to update that part of the facility; *Ed P.* – if fire gone, it would open up a lot more room (possibly 2 floors), police could expand, parking still an issue – may be an option with Kilberg property next door; *Gary* – filing space is an issue but other than that Public Works is happy in their current spot; *Fran* – one reception area for all departments would facilitate public service better, hydro service needs to be looked at, could consider any future plans for OPP expansion for this building; *Randy* – wants to keep administration building in this location but feels its important to look at practicality of renovating versus building new; *Mert* – would like a tour before he comments to see where we're at – anyone else wanting to tour the building is to contact Steve to arrange; *Pat* – this location is best however crowded (By-law Enforcement

Officer working out of a small witness room), fire area could be used for court/council and open up council chambers for office space (it was noted that the fire hall contains 4,000 sq. ft. of space and the roof is leaking); *Steve* – lots of work to be done to bring building up to date – copper piping, windows, HVAC, electrical – location is good and building is structurally sound, moving fire out and utilizing that space for other purposes has merit, a room could be added for evening meetings so the whole building isn't accessible during non-business hours, Treasury area could be used for court services to keep them separate, parking still needs to be addressed; *Kate* – agreed that the location is good, need to make decision based on what makes financial sense (renovate versus re-build)

- 11) Committee to discuss and produce 3 options to investigate – Bob asked Steve and Ed P. to work on rough figures for the next meeting based on: the cost of renovating the Administration Building if fire remains, the cost of renovating the Administration Building if fire is re-located, and the cost of building a new Administration Building.
Randy asked if court needs all of the space provided in the Council Chambers. Don responded that sometimes all of the area is used. Steve added that the benches could be removed and replaced with chairs for better utilization of the space.
Fran commented that if Council feels that keeping the present location is the most important factor to be considered, they may have to accept that the cost of renovating the building could cost more than building new.
Ed S. added that it is important to keep communication with the Fire Station Committee open and work together as much as possible.
- 12) Public Works Representation – In light of Matt's resignation, it was agreed that the appointment by-law should be amended to include Gary Pipe as the Public Works representative, and also to add Ed Podniewicz as his name was missed on the original by-law. Pat will do this for the Monday, Mar. 16th meeting.
- 13) Other Business – There was discussion about window replacement and adding insulation. The in-between seasons are an issue as we currently have to run either the heating or a/c.
- 14) New Business – Ed P. wondered if there was any merit in talking to Kilberg's about the parking situation. Bob thought yes there was merit in it, but that there are other options to explore such as using half of the front lawn. Steve added that if the fire hall is relocated, space in front of the bay doors could be re-allocated to gain more parking spots.
Bob asked Don if the OPP would still want to keep the bay at the back entrance. Don said yes as it is only 10 years old and is very useful.
Randy added that the building across the street (Shoppers Drug Mart) will be empty soon, and since it is a newer structure, this could be considered for administration if the Rec. offices were located at a new arena. Ed P. will check on the square footage of the Shoppers building.
- 15) Announcements – The next meeting was set for Mon. Mar. 30th @ 5:30 p.m. A light dinner will be provided.

The meeting was adjourned by Mert at 4:05 p.m.