

**NORTH PERTH ADMINISTRATION BUILDING  
COMMITTEE MINUTES  
MONDAY, MARCH 30, 2009  
5:30 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, Ed Hollinger

Listowel Banner: Andrew Smith

- 1) Call to order – Chair Bob Martin called the meeting to order @ 5:35 p.m. Bob reminded everyone of the mandate of the committee (as printed on the bottom of the agenda).
- 2) Additions to Agenda – Pat added an ‘in camera’ session after Item #7 to discuss security of the property of the municipality or local board.

*It was moved by Randy Pettapiece, seconded by Don Seim THAT the agenda be approved as modified.*

**MOTION CARRIED**

- 3) Declaration of Pecuniary Interest – None declared.
- 4) Delegation(s) – None.
- 5) Review and Adopt March 13<sup>th</sup> Minutes –

*It was moved by Mert Schneider, seconded by Gary Pipe THAT the March 13<sup>th</sup> minutes of the North Perth Administration Building Committee be approved as circulated.*

**MOTION CARRIED**

- 6) Business Arising from Minutes – Under Item #5, Steve wanted to clarify that when Kate sends out the draft minutes for the chair to approve, she will presume there are no changes to be made if she hasn’t heard back in 3 days. This way, it won’t delay the minutes getting to the Committee members and Council. Under Item #11 – communication with Fire Station Committee – the 3 options they are investigating were discussed. Only their first option would have any bearing on this Committee. It was also noted that this building was built to withstand a third floor and maybe that option should be investigated.
- 7) Rough Costing for 3 Options – Steve reviewed the rough estimates he prepared for each of the 3 options. For Options 1 & 2 of renovating the building as is and renovating if fire leaves, it was noted that local contractors could do most of the work. The big disadvantage would be re-locating admin staff during construction. For Option 3, it was felt that using an average of \$150.00 per square foot would be reasonable for construction of a new facility. It was noted that comments made on the Perth East building say it is too open and therefore noisy and no privacy. There was discussion on raising the roof of the fire hall for 2 levels, or building a mezzanine as part or all of the second floor for storage. Bob mentioned that he has had a couple of suggestions from members of the public: send the OPP to the former PUC building to free up some space; and, move some staff to other locations –

don't need to all be under one roof. There was discussion regarding the former Wallace office and how much it was used as that may be a possibility. Fran pointed out that there are some advantages to keeping everyone in the same location, such as utilizing support staff as needed, face to face discussions, cross-coverage for days off, holidays, etc. Randy added that as far as public service goes, it is better to have everyone in one building. Recreation administration has operated out of the arena in the past. Adding on to the front of the building shouldn't be ruled out. In the long term plan, the number of employees could change and that has to be kept in mind. There was discussion about any changes that could come about as a result of the new Police contract, such as one option of them no longer having an office in Listowel. There was also discussion about court usage at the municipal building and Fran was asked to bring back to the next meeting the amount on revenue that court generates to the municipality. It is a convenience for the residents, victims and witnesses to have Listowel as a satellite court so they don't have to travel to Stratford. Steve was asked to investigate for the next meeting the cost of raising the fire hall roof for a 2<sup>nd</sup> floor, and the cost of adding a third floor onto the whole building. Pat was asked to get 20 year growth projections from Allan for the next meeting.

*It was moved by Mert Schneider, seconded by Randy Pettapiece THAT this committee proceed 'in camera' at 6:35 p.m. to address a matter pertaining to security of the property of the municipality or local board.*

**MOTION CARRIED**

*It was moved by Don Seim, seconded by Ed Smith THAT the 'in camera' session is now adjourned at 6:45 p.m. and the Administration Building Committee reconvene into regular open meeting.*

**MOTION CARRIED**

- 8) Other Business – There was none.
- 9) New Business – Copies of the floor plans for the Municipal Building are available if they would be helpful. There was discussion about needing a decision from the Fire Committee before we can proceed and a possible joint meeting will be scheduled a little further along the process.
- 10) Announcements – The next meeting was set for **Wed. April 15<sup>th</sup> @ 5:30 p.m.** – beginning at the fire hall for a tour. A light dinner will be provided.

The meeting was adjourned by Mert at 6:55 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