

**NORTH PERTH ADMINISTRATION BUILDING
COMMITTEE MINUTES
WEDNESDAY, MAR. 10, 2010
3:00 p.m. at the Municipal Office, Committee Room**

Attendance: Bob Martin, Pat Berfelz, Mert Schneider, Kate Docker, Steve Hardie, Gary Pipe, Kriss Snell, Fran Hale, Bill DeKoning, Don Seim
Guests: Ron Scott

- 1) Call to order – Chair Bob Martin called the meeting to order @ 3:05 p.m.
- 2) Additions to Agenda – There were none.
- 3) Declaration of Pecuniary Interest – None declared.
- 4) Review & Adopt Feb. 10th Minutes –

It was moved by Mert Schneider, seconded by Pat Berfelz THAT the Feb. 10th minutes of the North Perth Administration Building Committee be approved as circulated.

MOTION CARRIED

- 5) Business Arising from Minutes – None.
- 6) Review of Administration Building Conceptual Plan - An updated plan of the main floor was reviewed. A new covered entry to the vestibule was added, which splits access to the Council/Court and Administration sides of the building. Admin. side: A sliding accordion door was added at the top of the stairs and the upper foyer has been enlarged. The reception counter/area has been made larger. A back entrance with vestibule was added. A door at the top of the stairs of the west foyer will be used for staff to access the lunch room on the lower level. Council/Court side: A kitchenette has been added to the small room off of the meeting room. Washrooms are accessible. The size of the Council chambers and waiting area, and location of the door to the OPP area were questioned.
Steve will be meeting with mechanical, electrical and structural engineers this Friday afternoon.
The Committee was in agreement that the proposed plan be forwarded to Jackson Barill for the next step in the process: the development of construction drawings.
- 7) OPP Update – Kriss noted that the court stats provided by Bill showed the number of North Perth residents versus out of town users is at about 50-50. We are locked into the court lease agreement until 2012 so we need to include court in our plans. Kriss met with the Minister @ Good Roads and although there is no money, they will work with us to help in other ways. Bill provided Steve with a draft plan of the lower level which will go to the engineers on Friday. Increasing usable space and removal of the wall are the main areas of importance. Bill added that it is critical that they know soon how the renovations will affect their operations. The possibility of doing most of the lower level renovations ourselves was discussed. The need for the police to have a 2nd exit from the parking lot for emergencies was reiterated.

- 8) Staff Relocation – We’ve looked at a number of locations which have turned out to be either too expensive, have accessibility issues, or they simply don’t want us for a short term lease. We’re now considering construction type trailers which will allow us to operate on site for 6 – 9 months. They could be located by the fountain in the front of the property so customers will still know where to find us. The cost for a 12’ X 60’ trailer is \$500.00 per month. It is believed that MTO has some trailers that they are not using and that option will be explored. Other than this, operations could be split up to existing infrastructure but this would pose some continuity of service and technical problems.
- 9) Other Business – None.
- 10) Announcements – Next meeting date is to be announced.

It was moved by Mert Schneider, seconded by Don Seim THAT the meeting be adjourned at 3:55 p.m.

MOTION CARRIED

Chairperson – **Bob Martin**

Date

Recording Secretary – **Kate Docker**

Date