

**NORTH PERTH ADMINISTRATION BUILDING
COMMITTEE MINUTES
THURSDAY, MAY 13, 2010
1:00 p.m. at the Municipal Office, Committee Room**

Attendance: Bob Martin, Mert Schneider, Kate Docker, Steve Hardie, Fran Hale, Ed Hollinger, Gary Pipe, Bill DeKoning, Pat Berfelz
Guests: Ron Scott

- 1) Call to order – Chair Bob Martin called the meeting to order @ 1:05 p.m.
- 2) Additions to Agenda – None.

It was moved by Ed Hollinger, seconded by Pat Berfelz THAT the agenda be approved as circulated.

MOTION CARRIED

- 3) Declaration of Pecuniary Interest – None declared.
- 4) Review & Adopt May 7th Minutes – Steve has spoken to Jackson Barill about relocating the electrical switch to the upper floor; the demolition is scheduled to begin June 15th with a combination of Jackson Barill's staff and sub-trades; an overall schedule of timelines is to follow; the bin is our responsibility.

It was moved by Mert Schneider, seconded by Gary Pipe THAT the Administration Building Committee recommend that Council approve the use of Hanna & Hamilton for the removal of construction debris at \$500.00/day + \$80.00 per dump.

MOTION CARRIED

Gary Pipe will contact Hanna & Hamilton to arrange this.
Jackson Barill is working on the location for the police phone.
Steve is hoping to have a budget by the next meeting.

It was moved by Fran Hale, seconded by Mert Schneider THAT the May 7th minutes of the North Perth Administration Building Committee be approved as circulated.

MOTION CARRIED

- 5) Business Arising from Minutes – Bill has verbal approval from David Kilberg for the use by the OPP of 6 to 8 parking spots in his lot during construction. Bill will follow up with a letter.
- 6) Probation/Parole – We are required by our lease agreement to provide 54 sq. ft. of office space for Probation and Parole Services plus phone and internet access. Steve will follow up with them on their short term needs. There was discussion about panic buttons in the new court/council chambers area, and Steve will look into this with Brandt Security. It was noted that the lease could be cancelled in March of 2011.
- 7) Local Trades List – The list was reviewed and names were added. Steve will update it.

- 8) Tendering Process – Jackson Barill is to prepare tender documents for electrical etc. which will be brought back to the municipality for opening. They would like if the dollar amounts would not be made public until they have a chance to review the tenders in detail. It was noted that this should be stated in the tender and that staff and a councilor be present for the tender opening (s).

It was moved by Fran Hale, seconded by Mert Schneider THAT the Administration Building Committee recommend that Council approve the opening of tender documents for the Administration Building renovations without revealing dollar amounts until Jackson Barill has an opportunity to review the documents in detail, followed by the tenders going to the Administration Building Committee with dollar amounts and then to Council for approval of a recommendation.

MOTION CARRIED

- 9) Other Business – There was discussion regarding removal and disposal of items in the existing building (doors, council benches, furniture, counters, lighting).

It was moved by Fran Hale, seconded by Mert Schneider THAT the Administration Building Committee recommend that Council approve the disposal of surplus items during the Administration Building renovation project be coordinated by the Director of Recreation as per the Procurement By-law.

MOTION CARRIED

Steve reported that Court has some further requirements and he is working with them on those. A door will be added to the kitchenette area to provide some separation for the judge/court.

Fran confirmed that everyone is happy with the list of what goes where during construction. Any desks that are shared will have 2 phones and 2 computer hook ups.

Staff will begin parking across the street at the church lot as of June 15th.

- 10) Announcements – Next meeting was set for Thurs. May 20th @ 1:00 p.m. Steve will see if Paul Jackson is available to attend.

It was moved by Gary Pipe, seconded by Ed Hollinger THAT the meeting be adjourned at 2:10 p.m.

MOTION CARRIED

Chairperson – **Bob Martin**

Date

Recording Secretary – **Kate Docker**

Date