

**NORTH PERTH ADMINISTRATION BUILDING
COMMITTEE MINUTES
MONDAY, NOV. 2, 2009
5:30 p.m. at the Municipal Office, Committee Room**

Attendance: Bob Martin, Fran Hale, Ed Podniewicz, Pat Berfelz, Ed Hollinger, Mert Schneider, Kate Docker, Randy Pettapiece, Steve Hardie
Guests: Ron Scott

- 1) Call to order – Chair Bob Martin called the meeting to order @ 5:35 p.m.
- 2) Additions to Agenda – None.
- 3) Declaration of Pecuniary Interest – None declared.
- 4) Review & Adopt Sept. 15th Minutes –

It was moved by Pat Berfelz, seconded by Randy Pettapiece THAT the Sept. 15th minutes of the North Perth Administration Building Committee be approved as circulated.

MOTION CARRIED

- 5) Business Arising from Minutes – Kate reviewed that satellite court has no specific requirements but that they would like to see sound proofing of rooms, good quality electrical and audio systems, a proper HVAC system, a possible prisoner's dock, and access to 3 or 4 general purpose rooms.
- 6) Delegation – None.
- 7) In Camera – Not needed.
- 8) Other Business – The cost estimates from GB Architects and Melloul Blamey were circulated, with GB putting more detail into their estimate. Both companies have toured the building. Ernewein's gave us the first set of plans, and we asked these 2 companies to do the same at no cost to us. Both companies are pretty close in their estimates. Fran still has no more information on the definition of renovations vs building new where the funding is concerned, but she feels it may send up red flags if we push the issue. The committee was in agreement that we move forward and put to tender/RFP for a new addition, renovations to the existing building, and demolition of the fire hall. This should go to Council tonight. Steve asked if we want just a design or a design/build. It was thought the best route was to hire a project manager to aid in the design, who would then spec out the job and hire the sub-contractors.

It was moved by Randy Pettapiece, seconded by Mert Schneider THAT the Administration Building Committee recommends to North Perth Council to proceed with renovations to the existing building, an approximate 5,000 sq.ft. addition, and the demolition of the Listowel Fire Station, and further that we proceed to circulate an RFP for a project manager for the Administration Building Project.

MOTION CARRIED

If Council approves this process, we would require a format for hiring a Project Manager. Direction was given for Steve and Ed P. to work together on terms of reference for the RFP, which will be brought back to the next meeting. There was discussion regarding moving the OPP upstairs and how much of the building they would have use of. There was agreement that they will get no more space than they presently have unless they come up with funding to increase the area.

Ed H. reported that he has sent a letter to the owner of the old Shoppers building showing the intent to temporarily rent it during the renovations/building process. As of yet, he has not received a response.

9) New Business – None.

10) Announcements – Next meeting – date to be determined once Ed P. and Steve have more information to share.

It was moved by Pat Berfelz, seconded by Randy Pettapoece THAT the meeting be adjourned at 6:20 p.m.

MOTION CARRIED

Chairperson – **Bob Martin**

Date

Recording Secretary – **Kate Docker**

Date