

**NORTH PERTH ADMINISTRATION BUILDING
COMMITTEE MINUTES
MONDAY, NOV. 23, 2009
3:00 p.m. at the Municipal Office, Committee Room**

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

- 1) Call to order – Chair Bob Martin called the meeting to order @ 3:08 p.m.
- 2) Additions to Agenda – None.

It was moved by Randy Pettapiece, seconded by Don Seim to approve the agenda as presented.

MOTION CARRIED

- 3) Declaration of Pecuniary Interest – None declared.
- 4) Review & Adopt Nov. 2nd Minutes –

It was moved by Pat Berfelz, seconded by Randy Pettapiece THAT the Nov. 2nd minutes of the North Perth Administration Building Committee be approved as circulated.

MOTION CARRIED

- 5) Business Arising from Minutes – None.
- 6) Delegation – None.
- 7) In Camera – Not needed.
- 8) Other Business – The RFP was reviewed. It was noted that the project manager should report back to the Committee, not the municipality, under duties for all 3 phases. What we expect from the project manager should be tightened up such as ability to review plans (architect/engineer/planner). It is important to check the references prior to consideration of taking someone on. It could be a company that has all the resources needed, not necessarily one person. But, it wouldn't be the company hired to do the construction – that would be separate. Ideally, the project manager needs to be qualified to look at the design, read drawings, oversee the construction, tender in order to keep the work local. It was noted that this is not necessarily the cheapest way to go and it puts more of a burden on the committee. The insurance required should be changed to \$5 mil. from \$2 mil.
It was questioned whether the addition would be 4 or 5,000 sq. ft. Bob asked what the OPP's plans are. Joel replied that there is no promise of money from the OPP for additional space at this point. If they were to move upstairs, the only money allocated would be for the transfer of technology (phone, computers, etc.). They would like more space as they do have some logistical issues i.e parole and victim services. It was noted that the municipality has a responsibility through the contract to provide adequate facilities for police services. Cells would still be used downstairs even if the rest of administration moves upstairs. Bob mentioned that the preferred

design would have court and police separate from the rest of administration. Don added that the future needs should be kept in mind as staff has increased since amalgamation. The OPP now have 2,613 sq. ft. and would recommend increasing it to 4,545 sq. ft. Joel will get the requirements from OPP if they were building new before the next meeting. Steve asked if some of the spaces could be shared (meeting rooms, lunch room, etc.) and Joel thought that would be possible. These could be located on the lower level. For bidding purposes, it was noted that the RFP should indicate we are looking at an addition of approx. 4 to 5,000 sq. ft.

Ed P. thinks that the plans for the existing building (roof, windows, etc.) should tie in with the new construction.

Fran feels we need to eliminate how the municipality is made up to clean up the RFP a bit.

Steve will make the suggested changes and email it out to the committee for comments/suggestions before it is forwarded to Council on Nov. 30th.

9) New Business – None.

10) Announcements – Next meeting – **Monday Dec. 21st @ 4:00 p.m.** with RFP's to go to Council that evening. Dinner will be provided.

It was moved by Randy Pettapiece, seconded by Gary Pipe THAT the meeting be adjourned at 4:15 p.m.

MOTION CARRIED

Chairperson – **Bob Martin**

Date

Recording Secretary – **Kate Docker**

Date