



**PERTH COUNTY FACILITIES REVIEW COMMITTEE
AGENDA**

**Thursday July 28, 2011 – 9:30AM
County of Perth – Board Room**

1. CALL TO ORDER
2. DECLARATIONS OF PECUNIARY INTEREST and general nature thereof
3. ADOPTION OF AGENDA
4. ADOPTION OF PREVIOUS MINUTES
 - 4.1 Minutes of the May 19, 2011 Facilities Committee
5. DELEGATIONS - None
6. REPORTS
 - 6.1 Archives Renovations Update
Stratford-Perth Archives Facilities
 - 6.2 Milverton Sand Shed repairs
7. CORRESPONDENCE - None
8. OTHER BUSINESS
9. CLOSED MEETING – Acquisition or Disposition of Land by the Municipality
10. REPORTING OUT FROM CLOSED MEETING
11. NEXT MEETING
12. ADJOURNMENT



**PERTH COUNTY FACILITIES REVIEW COMMITTEE
MINUTES**

**Thursday May 19, 2011 – 9:30AM
County of Perth – Board Room**

Present: Chairperson Robert Wilhelm, Warden Julie Behrns, Councillor Bob McMillan

Absent: Councillor Walter McKenzie

Staff Present: CAO Bill Arthur; Director of Public Works, Matt Ash; Facilities Supervisor, Brian Priestap; Director of Emergency Medical Services, Linda Rockwood; Administration Clerk/Recorder, Calana Hinnegan

1. CALL TO ORDER

Chairperson Robert Wilhelm called the meeting to order and verified quorum was present.

2. DECLARATIONS OF PECUNIARY INTEREST and general nature thereof

No disclosures stated.

3. ADOPTION OF AGENDA

Moved by Bob McMillan

Seconded By Julie Behrns

THAT the agenda as presented be adopted:

Carried.

4. ADOPTION OF PREVIOUS MINUTES

4.1 Facilities Review Committee Minutes - February 23, 2011

Moved By Julie Behrns

Seconded By Bob McMillan

THAT the minutes of the February 23, 2011 Facilities Review Committee meeting minutes be approved;

Carried.

5. DELEGATIONS - None

6. REPORTS

6.1 Archives Renovation Issues

Matt Ash reported that notice was given to the Province of Ontario (to vacate the basement). They will be vacated July 1, 2011



PERTH COUNTY FACILITIES REVIEW COMMITTEE MINUTES

a. Sprinkler System

Matt Ash recommended that a sprinkler system be installed in as part of the Archives renovation. The preliminary cost estimate is \$ 60-70k

Moved by Bob McMillan

Seconded By Julie Behrns

THAT the Archives renovation include a sprinkler system, at a preliminary cost estimate of \$60,000-\$70,000; Carried.

b. Upgraded Hydro Service and Backup Power

Matt Ash recommended all four services be combined into one service location. The cost to upgrade the generator would be \$ 27,000. The current generator in the Courthouse would be moved to EMS Headquarters. A portion of the Courthouse renovation budget could be transferred to the Archives Renovation budget to cover these costs, as the Courthouse project included funds for hydro upgrades.

Renovations are at the detail design phase with no expected work to commence until September, 2011.

It was suggested a presentation of the renovations/updates and projects plans be presented to the Municipal Liaison Committee(MLC).

Matt Ash will present a recommendation report with costs and project plans, at the MLC meeting on July 14, 2011

c. Courthouse Sewer System

Matt Ash recommended the sewer system be moved at the time of Archives Renovations to save costs. It would cost approximately \$ 15,000. This expense could be put into next year's budget. The overall consensus was to relocate the sewer system now versus running into problems in the future, which would result in higher costs.



PERTH COUNTY FACILITIES REVIEW COMMITTEE MINUTES

6.2 Mitchell Sand Dome

Matt Ash confirmed the shingling and repairs of the dome would be completed this year. Shingling alone will cost approximately \$ 70,000, with insurance covering majority of this cost (due to hail and wind storm). There is minimal structural damage, however, the entrance needs to be widened. The total cost of these renovations will be approximately \$ 100,000. Matt will confirm amount covered by insurance.

The Committee directed Matt Ash to proceed to request a budget amendment (from Council) for the Mitchell Sand Dome repairs.

6.3 Clayton Street, Mitchell Property

Matt Ash suggested to the committee to proceed to the final plan of the subdivision. Options are to sell as is, which would be 12 lots, all services in OR reconfigure to 6 single family homes and 6 semi-detached homes. Matt will calculate all costs spent on this subdivision to date and submit to the committee.

The Committee directed Matt Ash to proceed to Request budget approval from Council.

6.4 EMS Base – Land Selection Process

Linda Rockwood, Emergency Service Director, provided the Committee with updated information from reports and studies prepared by staff. The Committee discussed the importance of maintaining current service levels and to provide the best service to all of Perth County.

Linda Rockwood will revise and circulate a revised recommendation to Committee members.

Linda Rockwood will present a brief criteria report at the MLC meeting on July 14, 2011

6.5 Milverton Sand Shed

Brian Priestap reported the walls are bowing and beams are being snapped. Brian has estimates for cement to be poured every second post around the perimeter of the building. These estimates are being submitted by Sturdy Form and Schoonderwoerd Brothers.



**PERTH COUNTY FACILITIES REVIEW COMMITTEE
MINUTES**

Robert Wilhelm suggested an Engineer Report, along with their recommendations be given to the Committee for further discussion.

- 7. **CORRESPONDENCE** - None
- 8. **OTHER BUSINESS** - None
- 9. **CLOSED MEETING** – No Closed Meeting
- 10. **NEXT MEETING**

To be determined at a later date by Matt Ash

12. ADJOURNMENT

Moved by Bob McMillan

Seconded by Julie

THAT the meeting adjourn at 11:16 a.m.;

Carried.

Robert Wilhelm, Chair

Calana Hinnegan,
Administration Clerk/Recorder

From: Matt Ash, Public Works
Date: July 28, 2011
Subject: Archives Renovations Update

Background:

A capital project was presented during the 2011 budget process for the renovations of the Archives building at 24 St. Andrews, the basement of the Registry Building at 5 Huron, and the construction of a link between the two. The budget was set at \$910,000, and subsequently amended to \$1,010,000.

Comments:

The budget for this project was based on very preliminary drawings and estimates as prepared by Ritz Architects. However, detailed design work has uncovered numerous unexpected difficulties with this project, and costs are now estimated to be considerably higher than originally expected. A cost study was recently undertaken to determine a better estimate for this project. The new estimate is \$3,000,000.

A detailed examination of the updated estimate reveals some extra costs which are considered unnecessary. However, elimination of these extras will only reduce the estimate by approximately \$200,000.

As a result, staff have compiled a list of options for the Committee consideration. These are as follows:

1. Do Nothing.
This option will see the Archives continue to operate “as-is” for the foreseeable future, continuing to operate out of 24 St. Andrews, as well as the 4 off-site locations.
2. Eliminate the Link.
This option involves renovations to both 24 St. Andrews and 5 Huron, as planned, however the link will not be constructed.
3. Renovate Registry only.
This option will involve renovations to only 5 Huron. Archives operations would be moved out of 24 St. Andrews, and into the basement. Some off-site storage would still be required.
4. Lease or construct.
Instead of doing renovations to County owned buildings, an external facility could be either leased or constructed.
5. Proceed as original.
No change to original plan.

A report from Betty Jo Belton, Archivist, is attached which discusses the pros/cons of the above listed options.

Financial Implications: *(Include amounts and funding source)*

This section will discuss the financial implications of the options only. For the operational implications, please see the report from Betty Jo Belton.

Option 1 will of course result in significant financial savings. However, 24 St. Andrews does need immediate repairs, which are estimated at \$150,000. Regarding rental rates, the current \$85,000 annual rate will require an increase to \$115,000 to achieve short term sustainability. The long term picture is somewhat unclear, as the County is relying on third party locations for storage.

Option 2 will result in savings to the project of approximately \$600,000. Despite this, the project estimate of \$2,200,000 is still well above the original budget. Financially, this will require an annual increase to the Archives rental rate of \$40,000 over the next 5 years, ultimately reaching a sustainable level of \$285,000 annually. This equates to an annual County tax increase of 0.23%.

Option 3 is difficult to estimate. There is little doubt that this will result in financial savings, however it is a substantial change to the project and will necessitate a partial re-design.

Option 4 will be discussed using a lease as an example. The County has in the past been offered a lease on a building, in the range of \$14-\$18 per square foot for a 9,000 square foot building. The lease is a triple net type, which means that the County would be responsible for repairs & maintenance, utilities, and property taxes in addition to the lease rate. Using the average of \$16.00 per square foot, this will result in an annual lease rate of \$144,000. Total cost to operate the Archives is estimated at \$215,000, which includes the lease, operating costs, repairs, and external facility rentals (Listowel & Mitchell), for 2012. Identical to Option 2 above, the Archives rental rate will require an increase of \$40,000 for the next 5 years, reaching a sustainable level of \$285,000. Additionally, the County would still be responsible for any costs associated with both 24 St. Andrews and 5 Huron.


Option 5 will result in amending the project budget to approximately \$3,000,000. This will necessitate financing the project over 30 years. As a result, the Archives rental rate will need to increase by \$50,000 for the next 5 years, reaching an eventual sustainable rate of \$335,000. This equates to an annual County tax increase of 0.29%.

Recommendation:

That the Facilities Committee receive the report titled "Archives Renovations Update" dated July 28, 2011 for information



Matthew Ash, Director of Public Works

Reviewed by:	Director:	Finance:	CAO: 
Comments:			

REPORT TO FACILITIES COMMITTEE

From: Betty Jo Belton, Archivist
Date: July 28, 2011
Subject: Options for Stratford-Perth Archives Facilities

A plan to renovate the county-owned heritage building used for the Stratford branch of the archives, create climate controlled collection storage in the basement of the registry office and link the two buildings with a walkway and elevator is being reconsidered due to costs higher than originally anticipated. This plan would have made the Stratford branch accessible to the public, eliminated the need for off-site storage at Fullarton and North Easthope halls, addressed health and safety risks for staff, and, provided climate controlled storage for most of the collection.

Other options are now being considered. I was asked to create a list of pros and cons for the four possibilities below.

Comments from Matthew Ash are noted in **red** below.

OPTION 1.

Continue to operate with three public access branches and three off-site storage sites.

Advantages

- no disruption for staff and current users
- low capitol costs to maintain county-owned building at 24 St. Andrew St. as is

Disadvantages

- ad hoc environmental controls, particularly at Stratford branch, leave most of the collection at risk for damage from high humidity and temperature fluctuations – ISO Standard is 18C and 45% humidity with fluctuation of no more than 3% for preservation – in August, Stratford branch can range from 18 – 24C and 32 – 56% rh – in January, Stratford branch can maintain a more stable temperature of 21 – 23C with the furnace on but humidity drops to the low 20s
- no fire suppression system for collection storage area
- crowded storage areas at Stratford branch and Fullarton storage site remain a health and safety concern for staff – most recent incident involved a “near miss” with a staff member jamming a box of records being moved to the reading room into her chest when it caught on large ledgers sticking out into the aisle that she was walking through – impact was hard enough that she thought she had cracked her ribs – lifting heavy boxes from the tops of shelving units while standing on a step stool and twisting in a narrow aisle to get down also risky
- no safe area for using glues and cleaning solvents to preserve collection and create displays
- Stratford branch remains inaccessible for anyone with mobility problems and stairs leading to washrooms remain a health and safety concern for all – also a risk to collection to have public access to storage area in order to use washrooms
- little room for new acquisitions
- any significant improvements such as new windows or shelving in 24 St. Andrew St. will be difficult without asbestos removal

- retrieval of records from Fullarton and North Easthope challenging, especially in bad weather and puts collection at risk
- staff time used to drive from site to site to monitor temperature and humidity and to retrieve and deliver records needed for other duties

Continuing to operate “as-is” will not completely eliminate costs. The building needs immediate repairs in order to remain in use. The immediate repair needs for the building are estimated at \$150,000 minimum.

OPTION 2.

Renovate Stratford branch (24 St. Andrew St.) and basement of Registry office as planned without connecting link and elevator.

Advantages

- collection at Stratford, Fullarton and North Easthope centralized in storage area with proper HVAC controls
- more space available for work areas, public access and collection storage
- Stratford branch reading room accessible to all
- main floor accessible washroom for public use
- could consider adding link as future project
- even with retrieval difficulties and delays described below, a huge improvement over retrieving from Fullarton or North Easthope
- county-owned heritage building remains useful

Disadvantages

- retrieving collection from Registry office basement will be difficult at times – carrying oversized maps or heavy boxes up a flight of stairs and then uphill to rear entrance of 24 St. Andrew in the rain or snow will be challenging – a possible solution may be for staff to transport collection from loading dock at Registry office to front entrance of 24 St. Andrew in their vehicles – some delays in retrieval seem inevitable

Limits future use of the Registry building, especially the addition of an extra floor, if that is to be considered. Link can be added later, although with some difficulty. Savings estimated at \$600,000.

OPTION 3.

Renovate basement of Registry office similar to Ritz draft proposal of January 2010

Advantages

- improved storage conditions for part of the collection

Disadvantages

- Ritz proposal indicated that space would have capacity for 5060 banker boxes (or equivalent) plus 54 map drawers and a small amount of library book shelving in reading room
- Stratford branch, Fullarton and North Easthope have capacity for 5660 banker boxes (or equivalent) – includes material currently stored on tops of ranges and on floor an d80 map drawers
- off-site storage location – most likely Fullarton -- will still be required with disadvantages as noted above
- increased demand on public parking spots at County Courthouse
- no room in public reading room for reference books and microfilm cabinets
- no space for document scanner for digitization projects
- no space for filing cabinets for clipping and research files
- no allowance for fume hood and work sink or computer in processing room

- no storage space for conservation supplies
- no space for staff to have lunch or take breaks, especially an issue when working alone on Saturdays
- no space for meeting room

Work area considered quite poor for both staff and public. Basement has no windows, and is maintained at a cool temperature. There is a possibility for workplace related complaints. This option also raises the question of what becomes of 24 St. Andrew's. Savings are difficult to estimate at this time, as this is a significant change to the project.

**OPTION 4.
Move to a rental location**

An unsolicited proposal to renovate a former industrial property in Stratford was received by the County in December 2009. The owner proposed to renovate a 9000 square foot building to include sprinkler protection, monitored security alarms for smoke and burglary, security camera system and "walk-through check" security service when closed and an HVAC system capable of maintaining archival storage standard temperature and humidity levels. There was also an offer of industrial style racking for boxes stored on pallets and an "electric reach fork truck 22' high." A ten year lease with an option to renew was offered for "\$14 - \$18 per square foot annual net, net, net" -- \$13, 500 per month

Advantages

- no up front capital costs
- large amounts of space available for work areas, public access and collection storage
- collection at Stratford, Fullarton and North Easthope centralized in storage area with proper HVAC controls and room for collection growth

Disadvantages

- location of building offered problematic – nearby industrial operations and large gas storage tanks put collection at increased risk for fire/explosions and pollution
- pre-engineered lightweight building structure vulnerable in severe weather
- proposed industrial style rack and pallet shelving not practical and cost to install standard compact shelving will need to be factored into budget

Lease is a 'triple net' type, which means that the County is responsible for repairs & maintenance, utilities, and property taxes in addition to the lease amount. This option will likely result in savings to the Archives of approximately \$40,000 annually, however the County will still be responsible for 24 St. Andrews. It is likely that the total cost to the County will not decrease.