



MAYOR'S IMPLEMENTATION TEAM

Minutes

**Friday, February 20, 2015
7:30AM – 9:00AM
Build Belleville Project Centre
116 Pinnacle Street**

A meeting of the City of Belleville Mayor's Implementation Team Committee was held on the above date, commencing at the hour of 7:30 a.m.

Members Present: Mayor Christopher
Councillor Jack Miller
Councillor Garnet Thompson

Staff Support Present: Rod Bovay, Director of Engineering & Development
Mark Fluhrer, Director of Recreation, Culture & Community Services
Ray Ford, Deputy Director/ Manager of Engineering
Elisha Purchase, Build Belleville Projects Coordinator

Note: Councillor Mitch Panciuk was present at 7:30 a.m.

1. Declaration of Pecuniary Interest & the General Nature Thereof
 - None noted.
2. Confirmation of Minutes

Moved by Councillor Jack Miller
Seconded by Councillor Garnet Thompson

“THAT the minutes of the February 5, 2015 Mayor's Implementation Team be approved.”

- CARRIED -

Note – Councillor Kelly McCaw was present at 7:40 a.m.

3. Communications Update

a. Business Continuity Management Plan

- Draft plan has been completed and is being reviewed by staff.
- Communications plan for downtown stakeholders underway for Downtown Revitalization project. Plan will include focus group meetings with phase one stakeholders and site meetings with unique residential stakeholders (McNabb Towers and Quinte Living Centre).
- Discussion took place around traffic management and the use of signage to direct traffic to alternative routes and parking.
- Utility work has been coordinated to begin in March prior to construction in May. Details unknown at this time but will be included in communications to stakeholders.

b. Downtown Revitalization Flyer

- Final draft of flyer reviewed by committee. Distribution will take place the week of February 23rd. A list of contacts will be provided to all members assisting with distribution.

Moved by Councillor Garnet Thompson

Seconded by Councillor Jack Miller

“THAT the Communications update for the Downtown Revitalization Project provided by Elisha Purchase, Build Belleville Projects Coordinator, be received.”

- CARRIED -

4. Project Update

a. Illumination of Old Hwy 2/ Point Anne Lane Intersection

- Memo from Barry Simpson, Senior Project Manager, providing cost and project rationale was reviewed by the committee.
- No lighting is currently in place at this busy intersection.
- Lighting was not included in the original scope of work but can be supported by the project budget currently in place.
- Design will gear number of lights and necessary illumination.

Moved by Councillor Jack Miller

Seconded by Councillor Garnet Thompson

“THAT the Mayor’s Implementation Team endorse staff’s recommendation to include illumination of the Old Hwy 2/ Point Anne Lane intersection for a cost of \$65,000.00 which

includes costs for design, approvals, permitting and construction, as part of the Rehabilitation of Old Hwy 2 Contract ENG2014-36.”

- CARRIED –

- b. Herchimer Avenue – RFP for Design Services
 - A Request for Proposal (RFP) was issued on February 19, 2015 for design services to complete the remainder of the design.
 - Design will be completed for road, railway crossing, pathway and sidewalks.
- c. Downtown Revitalization
 - i. Street light Procurement RFP
 - Closing date may require an extension based on a minimum number of suppliers. Working with consultants on getting more products qualified.
 - LED lighting has been specified for the downtown project.
 - ii. Phase 1 Tendering Process
 - The complete drawing package for the 95% submission has been received and is being reviewed by City staff for comment back to ORE.
 - Tender issue date still confirmed for first week of March.
 - Consultants have provided good estimates for project costs.
 - Phased approach and eliminations from original contract have not compromised the overall vision for the downtown project.

Moved by Councillor Garnet Thompson
Seconded by Councillor Jack Miller

“THAT the verbal updates for item 4.b. regarding Herchimer Avenue and 4.c. regarding the Downtown Revitalization Project provided by Ray Ford, Deputy Director/ Manager of Engineering, be received.”

- CARRIED –

- d. Bay Bridge Road and CP Rail Overpass sand Dundas Street West Reconstruction Project
 - A contract for this project work was tendered in August 2014. Four (4) tender submissions were received and three (3) of these submissions had to be rejected based on tender irregularities with the only compliant bid far

- exceeding the approved project budget. Therefore all bids were rejected and the contract was cancelled.
- Four new options were provided to the committee and reviewed. Staff have recommended proceeding with Option 3, an increase to the project budget by \$2.7M to an amended total of \$16.5M. This recommendation has been submitted as part of the 2015 capital budget.
 - If supported by Council, the tender for this project will be issued in the spring.

Moved by Councillor Garnet Thompson
Seconded by Councillor Jack Miller

“THAT the report on Bay Bridge Road and CP Rail Overpass and Dundas Street West Reconstruction Project budget review provided by Rod Bovay, Director of Engineering & Development, be received.”

- CARRIED -

5. New Business

a. Proposed Meeting Schedule

- Staff presented a proposed bi-weekly schedule for future MIT meetings.

Moved by Garnet Thompson
Seconded by Councillor Jack Miller

“THAT the proposed bi-weekly meeting schedule for the Mayor’s Implementation Team be supported as presented.”

- CARRIED -

6. Adjournment

Moved by Garnet Thompson
Seconded by Councillor Jack Miller

“THAT the meeting be adjourned at 8:18 a.m. MIT Committee to meet again on Thursday, March 5, 2015 at 7:30 a.m. at the Build Belleville Project Centre.”

- CARRIED -