

**Commissioners' Journal**  
**October 3, 2017**

*The Geauga County Board of Commissioners met for a work session with Richard L. Bowen and Associates on October 3, 2017 at 10:30 a.m. in the Commissioners' Chambers located at 470 Center Street in Chardon, Ohio.*

*It is declared and determined that all formal actions of the Board of County Commissioners concerning and relating to the adoption of all resolutions that were adopted in this meeting, and that all deliberations of the Board of County Commissioners that resulted in such formal action were open to the public and were in compliance with all legal requirements, including section 121.22 of the Ohio Revised Code.*

*President Ralph Spidalieri opened the work session at 11:10 a.m. with the Pledge of Allegiance.*

*In attendance: Commissioner Spidalieri, Commissioner Claypool, Commissioner Lennon, County Administrator David Lair, and Clerk Christine Blair.*

*From Richard L. Bowen and Associates were Robyn Wolf, AIA, NCARB, and Kenneth Emling, AIA, NCARB.*

*The audience included Director of Administrative Services Linda Burhenne, Kelly Wallenfelsz from the Prosecutor's Office, Steven Yaney from the Development and Zoning for the City of Chardon, Vice Mayor City of Chardon Jeff Smock and Director Glen Vernick.*

*Topics of Discussion for today's meeting included:*

*Update (work completed over past 2 weeks)  
Questionnaire responses to date*

*Mr. Emling explained that 24 questionnaires were sent out with a requested return date of October 2<sup>nd</sup>, and to date 12 have been received. There was a brief discussion about the request from the Courts regarding a questionnaire specific to that type of department, which Bowen does not use. There is a general questionnaire regarding space and needs. The list was reviewed of who hadn't yet turned their questionnaire and the ones that the Board would really like to see come back. Mr. Emling stated that he and Robyn will begin to review that information.*

*Submittal of the Phase 1A sub-report*

*Mr. Emling stated that the Phase 1A sub-report has been submitted to the Administrative staff for the Board to review and provide feedback and comments. Mr. Emling stated that this is their opinion on the condition of the buildings, adjacencies, function, and efficiency. In addition, there are other documents that they will build upon to get to the final report. Mr. Emling stated that comments can be submitted individually to them.*

*2 week look-ahead (anticipated activities)  
Data evaluation and documentation  
Receipt and review of completed questionnaires  
Scheduling and start of departmental interviews*

*Mr. Emling stated that they will review data and set up and hold interviews with the departments. They are hoping to spend a couple days out here and interview as many departments that they can and begin to develop that data into a report that develops future space requirements.*

*Overall Project Schedule update*

*Mr. Emling stated that they are basically on schedule, with minor adjustments on specific dates based on our work sessions. If there is a phase that will slow us down a bit, it will be this next phase due to the number of people that they need to speak with, but that information is important and they want to give the Board the best report with the best results that they can.*

*Commissioner Lennon asked about a department not turning in a questionnaire and how that would affect the results. Mr. Emling stated that they have information about the current space, and if there is a department that is growing or needs to grow, the possibility is to maybe include a 5% increase in square footage, but with no information it would be based on square footage*

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today. Mr. Emling expressed that the interview process is a critical part of the process because you can communicate sometimes better in person than on paper.

Commissioner Claypool inquired about assessments of the current assets, to which Mr. Emling stated that it is part of the next phase and they will start to engage the other entity on the team to start looking at financial information as well. There was a brief discussion about future interest rates and outside factors that can impact the timing on decisions.

Mr. Lennon inquired if they could be brought in to do an appraisal on a building. Mr. Emling replied that they could as it relates to the scope of the project.

Mr. Yaney stated that they have no input other than listening at this time. Mr. Emling added that while there is no questionnaire for Chardon, they do want to hold an interview with them.

It was noted that at the next meeting they will look at the calendar to schedule the next set of meetings.

**BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD**

Motion: by Commissioner Spidalieri to adjourn the meeting at 11:29 a.m.

Geauga County Board of Commissioners

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Ralph Spidalieri

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Walter M. Claypool

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Timothy C. Lennon

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Christine Blair, Commissioners' Clerk

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