

Commissioners' Journal
August 3, 2017

The Geauga County Board of Commissioners met for a work session with Richard L. Bowen and Associates on August 3, 2017 at 8:30 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.

The President of the Board, Ralph Spidalieri opened the meeting at 8:37 a.m. by leading the Board and audience in reciting the Pledge of Allegiance.

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

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

The audience included Director of Administrative Services, Linda Burhenne, Maintenance Director Glen Vernick, Sheriff Scott Hildenbrand, City of Chardon Mayor Nancy McArthur, Steven Yaney from the Development and Zoning for the City of Chardon, Ann Wishart from the Maple Leaf and Probate Juvenile Court Liaison Kimberly Laurie.

Brief Background:

In April 2017 the Board of Commissioners sent a request for proposal to several agencies to conduct a feasibility analysis regarding the construction of new county office facilities. Responses were received from North Coast Capital Consultants, Richard L. Bowen and Associates, Incorporated, MS Consultants, Incorporated and K2M Design.

On June 13, 2017 the Board held a work session to review the proposals that had been submitted by each of these companies and during that meeting, they decided to hold an additional work session to invite each of the companies in to answer a series of questions about which they wanted further information.

On July 25, 2017 after much discussion the Board approved and executed an agreement with Richard L. Bowen and Associates for Feasibility Analysis Services for the construction of new office facilities.

Commissioner Spidalieri opened the work session by first congratulating Bowen and Associates, expressing excitement about what the next steps in the process are and where we go from here.

Mr. Renzi thanked the Board and feels this is a great opportunity for the County, that this is a long time coming and that they can get the Board where they need to be to make the right decision.

Commissioner Claypool expressed that the County has an aging set of buildings and infrastructure along with a lot of assets that make it hard sometimes to do business with constant maintenance costs and upgrades. Mr. Claypool feels that the Board needs to solidify the case, so other elected officials and the public understand the need to do this. Mr. Claypool went on to explain that this process could provide the opportunity to improve services in the county overall. Mr. Claypool stated that he would share an analysis that he completed as a way to solidify for himself the need to do this. Mr. Claypool expressed that he had done his own analysis that centered on a major campus environment. This includes assets, floor space, current employees, maintenance costs and came up with tentative building scenarios. This analysis told him it was doable, affordable and they could improve things. Once we develop this case, we can move to the next step. Mr. Claypool expressed that this could be a great opportunity for Chardon at the end of this process, but we need to make all of that play out. Mr. Claypool asked for a project plan, timeline and resources and the necessary information that they need.

Commissioner Lennon stated that this is a great opportunity to stop and take inventory of what the county has. Mr. Lennon asked Bowen what they needed to get started.

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Mr. Renzi stated that this is a great start, pretty formal and he hopes that some of the meetings can be less formal where they can go over material and sketch ideas. Mr. Renzi asked the Board to choose a direct contact person that will be a day to day contact that the chain of communication will be through. The idea of forming a committee was discussed and who might be considered part of that. Mr. Renzi stated that everything prepared is for the Board, as a tool to help them make decisions along the way. The end result will be a report that is compiled of all the information gathered through the process. Mr. Claypool asked who they would like to see as a point of contact, to which Mr. Renzi expressed that it be someone familiar with all the departments that they can be at the meetings and shouldn't need to spend any more than a few hours a week to the process. Consensus from the Board was that Mr. Lair could handle this.

Mr. Emling stated that step number one is data collection, and to compile a list of items and information that they will need and develop a timeline. Mr. Renzi stated that they are going to ask for any information we can provide, any previous study analysis that may have been done, plans for buildings, any drawings of the buildings. They discussed the idea of a room or area for them to work in when they come out here. Mr. Renzi stated that in addition to the information gathering they would like to also begin the needs assessment by putting out a questionnaire. Mr. Renzi explained that they could send it to all departments and elected officials or decides who would be involved in that process. Mr. Lennon stated that he wants to see what they are going to do, giving the board an unbiased opinion. There was discussion about different ways to approach the assessment. The County needs to decide who will complete the assessments, give those individuals two weeks to complete the questionnaire, and then meet again to go over that information in an interview allowing Bowen to ask questions from them that may not have been considered. Mr. Renzi stated that they wanted to do the general and the specifics with the questionnaire at the same time because at some point they do need to meet.

Mr. Renzi talked about the Program of Requirements which includes assessing current assets for adequacy and conditions but at some point in order to go beyond that they need to write a program where they gather raw data, which includes the information about the department and what their needs are, which is why they interview them to boil down any additional needs that may not have been thought about, offering additional questions before providing an outline of all spaces needed for each department.

Mr. Claypool expressed where he sees this going. Mr. Renzi replied that they see phase one as being part of everything that was talked about and phase two is the next step. He asked how they can know what can be more efficient if they don't go through the programming process. There is more than just energy use to consider, there is also operational efficiency, including staffing and time. It is suggested to do two things simultaneously: start looking at sites, and enter the data in the program. There will be no architecture in this phase of the process, but Bowen will turn the data into a graphic program, before additional decisions are made. A project plan will be laid out, hopefully by next week. Questionnaires will go out and they are given two weeks to complete and then Bowen will begin doing interviews. From there, a wish list is created and that is where the committee comes in. Then a draft project is created before moving on to the next phase.

A list of points of contact can begin to be compiled, including elected officials and department directors. Typically the issue is that they want more than they are going to get. We then go back and explain how it will come together as one facility. Mr. Lennon added that it's not about where we are today; it's about the future, fifty years from now.

Mr. Renzi stated that they need to start with getting all the data so they can create the program and see if what we need will fit into what we currently have or if it needs to be in a new building at a new location. Mr. Emling talked about a current project that they were working on that started with the initial group and how that group branched out into a very complex operation. Discussion continued about the questions contained on the survey and the amount of data on it that can be received from Maintenance and ADP. Mr. Renzi added that it's good to start with a clean slate and ask them for their information so that you can say that everyone was involved in the process. Once that wish list is created, then they help with reeling those wishes in to a more realistic list.

Mr. Lennon inquired about when they would learn about the financial part of the puzzle and whether the Board will be able to afford doing this. Mr. Renzi stated that they would classify that as either the last part of phase 2 or a phase 3. Once all the information is gathered and the

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solution formulated, whether it's renovation or new building site, then they would provide an estimate of probable cost. It was noted that a goal would be good to have and they can then work towards that goal to fit it all together, setting the parameters, the type of setting, a campus, the idea of future growth and the budget and a schedule. Mr. Lennon stated that his idea of this is to remain within the current budget, not having to go to the public or raising taxes. Mr. Renzi stated that once they have a square footage, they can figure out a number and can edit it down from there. Mr. Renzi stated that to determine the value of the current buildings, Bowen would bring in CBRE. It was noted that any ideas for repurposing the buildings would be considered in phase 3.

It was noted that the Board would look at the survey for any changes and then once the Board was ok, they would move forward with getting the questionnaire out. They talked about a press release or introduction of the firm chosen and context about the plan to move forward. It was noted that they could give notice of future community meetings, stakeholder presentations and public meetings that will be hosted to gather input. The idea of a specified area for them to work in was discussed and the idea of a folder on their website was considered that would allow people to log in and could get information about what is being worked on. Mr. Lennon expressed excitement for the project, something that is long overdue and that he was happy to a part of the project. Discussion briefly took place about setting up a meeting schedule. Mr. Emling will be the day to day project manager. The project plan will be put together and sent to the Board hopefully within a week.

BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD

Motion: by Commissioner Lennon to adjourn the meeting at 9:48 a.m.

Geauga County Board of Commissioners

Ralph Spidalieri

Walter M. Claypool

Timothy C. Lennon

Christine Blair, Commissioners' Clerk

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