

**Commissioners' Journal**  
**September 7, 2017**

*The Geauga County Board of Commissioners met for a work session with Richard L. Bowen and Associates on September 7, 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 10:39 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, Steven Yaney from the Development and Zoning for the City of Chardon, Nancy McArthur Mayor, City of Chardon, Kelly Wallenfelsz from the Prosecutor's Office and Maintenance Director Glen Vernick*

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

*Update - work completed over the past two weeks*

- *Updated work plan*
- *Facility Assessments have begun at 470 Center Street*

*Ms. Wolf noted that the updated work plan included the addition of Job and Family Services and the Department on Aging to the properties list which will be included in the walk through of the facilities and minor changes to language within the plan. Ms. Wolf noted that changes will be made to this document throughout the process. There have not been any changes to the time line, as the project is on schedule. Mr. Emling explained that in the last two weeks they walked through the buildings with Mr. Vernick, took pictures and have a better understanding of the facility.*

*2 week look ahead (anticipated activities)*

- *Continuation of Facility Assessments*
- *Elected Officials Meeting*
- *Beginning of Phase 1B (Distribution of Questionnaires)*

*Mr. Emling stated that depending on the weather they planned to continue assess the buildings up on the square. Monday we have the meeting with the Elected Officials and next week we will begin the distribution of questionnaires.*

*September 11<sup>th</sup> Elected Officials Meeting Preparation*

- *Confirm Meeting Goals*
- *Confirm Meeting Agenda*
- *Confirm Presentation type (powerpoint)*

*Mr. Emling expressed that he wanted to get a better understanding of the goals for the meeting on Monday with the Elected Officials. Mr. Emling stated that Monday would be to meet with the Elected Officials, explain the process to them, how Bowen will be interacting with them, involving the questionnaire (what they are looking for) and interviews (what they want to gain from that). Commissioner Lennon added that there have been several rumors about what we are doing, and asked them to be very clear about what we are doing, looking at our county assets and at what our options are, and not steering to a vision that the Board sees. Mr. Emling asked about a brief powerpoint that will highlight what we are trying to accomplish and the schedule of what they are going to do. Commissioner Claypool agreed with Mr. Lennon about the perceptions that are out there, and it would be good to set a positive tone, looking to the future. Mr. Claypool added that he had received phone calls about Monday's meeting and what they needed to bring. It was discussed that this is just an introduction meeting to explain the process,*

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*no one needs to bring anything, but the hope is that we can explain what we need from them, including the questionnaire and that we will need to meet with them to go over the questionnaire. Mr. Claypool offered some suggestions on the questionnaire regarding location of the offices and what their preference for a location would be. Ms. Wolf stated that the interviews are a critical part that allows departments to take a look at their space. The questionnaire that will be handed out is tailored to this project. Mr. Claypool noted that the City of Chardon has their own set of concerns and we need to find a way to understand their thoughts and concerns. Mr. Emling suggested an interview over a questionnaire with them. Mr. Emling also asked the Board to think about any additional stakeholders that would need to be included from the very beginning, because they want to make sure they are part of the process. Mr. Claypool inquired about reaching out to the Business Community.*

*Mr. Emling stated that he will put together a powerpoint, email it to the Board to take a look at it and asked them to provide input for any additional comments or changes to it. Ms. Wolf answered a question from Mr. Lennon regarding the list of assets that the county owns, explaining that the plan includes the assets that are being looked at for the condition assessments. The entire list that is extensive will come in to play more in Phase 2.*

*Overall Project Schedule Update – on schedule*

*Mr. Emling stated they are on target to complete Phase 1A the first week of October.*

*Open Discussion / Meeting Adjournment*

*Mr. Claypool asked for the initial findings. Mr. Emling explained that the buildings are in average to good conditions, some roofing is better than others and that Mr. Vernick and his staff do a great job. Mr. Emling noted that there is a lot of space unused which indicates efficiency issues. Mr. Emling stated that there is a lot of redundancy and some ADA issues. Mr. Lair brought up the subject of overall safety of employees, visitors and court participants which is something we face in our current layouts. There was a brief discussion about multiple departments that are spread out having a need for a large piece of equipment. Does the study get down to that detail regarding centralized space for use of equipment? Mr. Emling stated that the buildings will be scored by conditions, space, furniture, etc. They discussed energy and the efficiency of upgrading light fixtures and bulbs.*

*Mr. Emling recapped what they would like to cover during the meeting on Monday and that shortly after that they would like to distribute the questionnaire.*

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

*Motion: by Commissioner Lennon to adjourn the meeting at 11:11 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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