



**AGENDA**  
**CUYAHOGA COUNTY CAPITAL IMPROVEMENTS & FACILITIES AD HOC COMMITTEE**  
**WEDNESDAY, MAY 16, 2012**  
**CUYAHOGA COUNTY JUSTICE CENTER**  
**COUNCIL CHAMBERS – 1<sup>ST</sup> FLOOR**  
**11:00 AM**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PUBLIC COMMENT RELATED TO THE AGENDA**

**4. APPROVAL OF MINUTES**

a) April 3, 2012

**5. PRESENTATIONS**

a) Timeline – Bonnie Teeuwen/Nichole English, Department of Public Works

b) County Consultant – Ryan Jeffers, First Vice President, CBRE

**6. COUNCIL NEXT STEPS**

**7. MISCELLANEOUS BUSINESS**

**8. OTHER PUBLIC COMMENT**

**9. ADJOURNMENT**

\*In accordance with Ordinance No. O2011-0020, complimentary parking in the Huntington Park Garage will be available for the public **beginning at 4:00 p.m.** on any day when the Council or any of its committees holds evening meetings. Please see the Clerk to obtain a parking pass.



## **MINUTES**

**CUYAHOGA COUNTY CAPITAL IMPROVEMENTS & FACILITIES AD HOC COMMITTEE  
TUESDAY, APRIL 3, 2012  
CUYAHOGA COUNTY JUSTICE CENTER  
COUNCIL CHAMBERS – 1<sup>ST</sup> FLOOR  
2:00 PM**

### **1. CALL TO ORDER**

**The meeting was called to order by Council President and Chairwoman Connally at 2:05 p.m.**

### **2. ROLL CALL**

**Clerk Schmotzer called the roll. Committee members Gallagher, Brady and Connally were in attendance and a quorum was determined. Councilmembers Greenspan, Miller, Jones and Simon were also in attendance.**

### **3. PUBLIC COMMENT RELATED TO THE AGENDA**

**No public comments were given.**

### **4. DISCUSSION**

- a) Charter
- b) Mission
- c) Current Projects

- 1) Medical Mart/County Real Estate Analysis

**Council President and Chairwoman Connally made a statement regarding Council's responsibilities under the County Charter (1) to provide for the acquisition, construction, maintenance, administration, rental and leasing of property, including buildings and other public improvement; and (2) to provide for the procedure for making public improvements and levying assessments for such improvements. She then indicated that in order to comply with this Charter**

mandate and to ensure that the system of checks and balances envisioned by the framers is carried out, the Council's Capital Improvements & Facilities Ad Hoc Committee was established on March 13, 2012. Its mission is as follows: *to ensure that Council may make timely and fully informed decisions about matters involving County properties, the Committee will monitor (1) all processes concerning the sale, purchase or other transfer of the County's interest in any real property; and (2) construction of new facilities and/or relocation of County offices and facilities. The Committee will consider the long and short-term collateral consequences of any proposed transfer of property, construction or relocation.*

Additionally, Council President and Chairwoman Connally addressed a recent space study independently commissioned by the Executive recommending a series of steps be taken concerning all County-owned properties and made mention as to the continuation of Council to monitor the Medical Mart Project. She said that Council intends to be fully informed well in advance of having to make decisions regarding the sale, purchase or lease of properties. Discussion ensued.

## 5. PRESENTATIONS

- a) Majeed Makhlouf, Director of Law
  - 1) Legal process to buy, lease and sell property
  - 2) Need for Executive Sessions in the future

Director of Law Majeed Makhlouf made a presentation to Council regarding the legal process for buying, leasing and selling property and the need for Executive Sessions in the future. Committee members and Councilmembers asked questions of Mr. Makhlouf, which he answered accordingly.

- b) Bonnie Teeuwen, Director of Public Works
  - 1) Update on recent RFPs/RFQs
  - 2) Next steps with property analysis

Director of Public Works Bonnie Teeuwen made a presentation to Council regarding an update on recent Requests for Proposals and Requests for Qualifications issued by the County. She also addressed Council regarding the next steps to be taken by the County as recommended by consultants and contained in the recent property analysis. Committee members and Councilmembers asked questions of Ms. Teeuwen, which she answered accordingly.

## 6. COUNCIL NEXT STEPS

Council President and Chairwoman Connally stated that Council's next steps would be to conduct site visits of current County holdings, both owned and leased; consider the legal process required for the sale or purchase of real estate or entering into long-term leases; and assess the process that the Department of

**Public Works uses to determine long-term maintenance and capital improvement plans. She indicated that the Ad Hoc Committee will operate as all Council committees do, by complying with all open meetings laws and applicable ordinances; however, due to the nature of the Ad Hoc Committee's work, some meetings may be held in Executive Session as authorized by and specifically pursuant to Ohio Revised Code Section 121.22(G)(2) relative to the purchase or sale of property.**

**7. MISCELLANEOUS BUSINESS**

**There was no miscellaneous business.**

**8. OTHER PUBLIC COMMENT**

**No public comments were given.**

**9. ADJOURNMENT**

**With no further business to discuss and on motion by Mr. Gallagher, with a second by Mr. Brady, the meeting was adjourned at 3:27 p.m., without objection.**