



# Portage County Board of Commissioners

Regular Meeting

~ Minutes ~

449 South Main Street  
Ravenna, OH 44266  
<http://www.co.portage.oh.us>

Amy Hutchinson, Clerk  
330-297-3600

Tuesday, June 26, 2018

9:30 AM

Commissioners' Board Room

*The Commissioners' meeting minutes are summarized; there is an audio recording available.  
Please contact the Commissioners' Office for specific details.*

The Portage County Board of Commissioners' meeting came to order with the following members present:

Attendee Name	Title	Status
Vicki A. Kline	President	Present
Sabrina Christian-Bennett	Vice President	Present
Mike Kerrigan	Board Member	Present

Also attending throughout the day Record Courier Reporter Matt Merchant and Intern Wendy Kristell.

## MOTOR POOL

Present: Motor Pool Director Joe Dillon, Internal Services Director JoAnn Townend, and Department of Budget and Financial Management Director Todd Bragg

Director Dillon met with the Board to discuss the following:

- A major problem for the Motor Pool is the size of the fleet with underutilized vehicles.
- If a vehicle is coming to the Motor Pool without a back up vehicle, the vehicle should be given priority service.
- The efficiency of the shop is important.
- The fleet at the Office of Homeland Security and Emergency Management isn't utilized enough and many of the repairs are due to inactivity.
- Upfit or modification/fabrication of specialized vehicles is a problem when waiting for parts.
- Multiple bay space is necessary in order to run an efficient shop.
- The Fire Chiefs have offered to take equipment for outsourcing, but Motor Pool oversees the assets and Director Dillon will still want to re-inspect.
- The Office of Homeland Security and Emergency Management has \$1.5 million dollars in fleet value with a repair budget of \$8,500.
- If the County does not have an adequate facility for the size of the fleet, the list should indicate who isn't going to be serviced.
- If the County continues to outsource, the Motor Pool is going to have to accept risks of the private sector and if something fails, they outsource company could be removed from the vendor list.
- The Board needs to identify what Motor Pool is set up to do and decide what vehicles and equipment aren't going to be serviced through the shop.

- Director Dillon suggests a fleet management team review outsourced facilities to ensure they are being a good steward of public money.
- Motor Pool can make the repairs for cheaper than if they were outsourced.
- If it is not a General Fund vehicle, the County could charge a shop rate or usage fee.
- By law, the General Fund pays for some repairs to vehicles that are not fund eligible expenses.
- The main issue remains the Motor Pool facility.
- There is not enough staff to maintain the current fleet.
- All vehicles are titled in the Commissioners' name.
- There are 177 total assets which include 124 vehicles, 16 trailers and 37 Components/Equipment/Additional Assets:
  - 90 General Fund Vehicles
  - 6 General Fund Trailers
  - 21 General Fund Components/Equipment/Additional Assets
  - 34 Non-General Fund Vehicles
  - 10 Non-General Fund Trailers
  - 16 Non-General Fund Components/Equipment/Additional Assets
    - These numbers routinely change slightly due to in service, out of service, auction, new assets, accidents, seizures, switch departments, additions, deletions, changes, as departments bring additional assets to maintain, etc.
- Three quarters of the fleet are either light duty or passenger vehicles.
- The Sheriff's vehicles take up the majority of time.
- Director Dillon will compile a list of issues that need solved and then the Board will need to discuss ways to solve them.
- There is a need for a breakdown of what fleets are being serviced, how often they are being serviced, wait times, and what fleets can be outsourced or reduce.
- Having additional Sheriff's vehicles on site at the Motor Pool to swap out when a vehicle is being serviced would be helpful.
- The Motor Pool is lacking additional training on the new hybrids and alternative fuel vehicles.
- Director Dillon believes the Motor Pool is outsourcing too much.
- The Motor Pool may need to reduce the fleet it is servicing to stay current with educational requirements for its employees.
- Director Dillon is lacking direction and a timeline from the Commissioners.
- The Motor Pool is outsourcing because there are too many vehicles coming in at the same time.
- The Vehicle Use Policy may be out of sync with the current operations.
- The gas pumps are critical to the Motor Pool because the County will lose money without them. The County saves \$0.20 per gallon when utilizing the Motor Pool fuel and 115,000 gallons have been used, along with gas cards.
- For now, the assumption should be the Motor Pool will remain at its current facility, that way discussions can move forward on how to improve the facility.

- Director Dillon will compile an inventory report listing the following for roadway vehicles: how many vehicles and of what type, make, model, miles, how often does the Motor Pool inspect the vehicles, maintenance cost, and where the vehicle is assigned.
- Director Dillon will come back in two weeks to discuss the following concerns: (1) internal fleet management but outsourcing costs which exceed the cost of hiring additional staffing, (2) the current facility, and (3) the need for employee training.

10:28 AM In accordance with the Ohio Rev. Code 121.22(G)(4), it was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the Board of Commissioners move into executive session preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment. Also Present: Ron Habowski, Department of Budget & Financial Management Director Todd Bragg, Human Resources Director Janet Kovick and Sheriff Doak. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea; Vicki A. Kline, Yea;

10:58 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.

#### **6<sup>TH</sup> FLOOR RENOVATION**

Present: Internal Services Director JoAnn Townend, and Department of Budget and Financial Management Director Todd Bragg

- The Board discussed the Portage County Administration Building 6<sup>th</sup> floor renovation and liked the idea of carpet, paint and cubicles in the center area for IT.
- The Regional Planning Commission is scheduled to adopt a resolution to sell their current facility and it may be beneficial for them to come back to review the area on the 6<sup>th</sup> floor for their move back to the Administration Building.
- Tax Map Director Leslie Froelich is interested in moving to the sixth floor because the department is in need of additional space.
- Director Townend will schedule time with County Auditor Janet Esposito, County Engineer Mickey Marozzi, Regional Planning Commission Director Todd Peetz, Regional Planning Commission Board Chairman Jim DiPiola, Tax Map Director Leslie Froelich, and IT Director Lloyd Alger next Tuesday to meet with the Board to review the space.

#### **KENT COURTHOUSE INCIDENT**

Present: Internal Services Director JoAnn Townend

The incident which involved Ms. Linda Carlisle (aka Linda Murphy) tripping on the outside steps at the Kent Courthouse has been investigated by Allan Renzi from Richard L. Bowen and

Associates, Inc. and has been determined the steps were built according to code as approved by the Kent Building Department.

The Maintenance Department has been contacted to remove the caution tape from the steps and Director Townend will contact Ms. Carlisle to let her know the results.

Upon the recommendation of Richard L. Bowen and Associates, Inc., the Board agreed to install a second railing in the area for safety purposes.

**Motion To:** Adjourn the Official Meeting of Tuesday June 26, 2018 at 11:13 AM

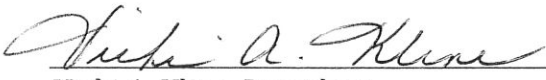
**RESULT:** ADOPTED [UNANIMOUS]

**MOVED:** Mike Kerrigan

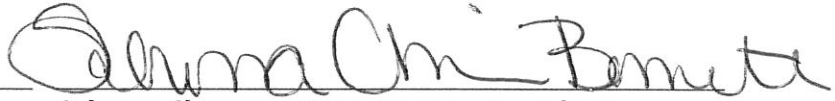
**SECONDED:** Sabrina Christian-Bennett

**AYES:** Mike Kerrigan, Sabrina Christian-Bennett, Vicki A. Kline

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting.



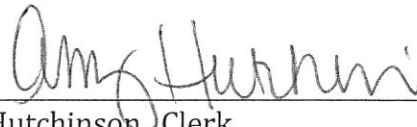
Vicki A. Kline, President



Sabrina Christian-Bennett, Vice President



Mike Kerrigan, Board Member



Amy Hutchinson, Clerk