



# Portage County Board of Commissioners

Regular Meeting

~ Minutes ~

0908

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

Amy Hutchinson, Clerk  
330-297-3600

Tuesday, July 31, 2018

9:31 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	Absent

Also attending throughout the day Record Courier Reporter Matt Merchant, Deerfield Township Trustee Ed Dean and Pauline Persons.

## MOTOR POOL

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

Director Dillon met with the Board to discuss the following:

1. Fleet management. Director Dillon assembled a cost analysis for internal fleet management and what he believes the outsourcing cost would be - total savings of \$265,000 if done internally.
2. If the Board wants internal fleet management, what does that look like. The Motor Pool is limited on time technicians can be out of the facility.
3. Level of service within fleet management.
4. Evolution of technology - alternative fueled vehicles will require additional training, shop tools, and infrastructure.
5. Installation of GPS on vehicles - there's an upfront cost, but studies have proven cost savings. The GPS units can tie into fleet management software.
6. Assets the Board would like removed from the fleet - utilization of more pool vehicles.
7. Quarterly Board meetings - received invitation yesterday from Clerk for the meetings.
8. Could request a third-party study for internal fleet management vs. outsourced fleet management, but there would be a cost to the County.
9. Fleet management budget decision - Director Dillon makes recommendation, but the quarterly meetings will be helpful.
10. Same issues are still being discussed and not much progress has been made over the past ten years with current motor pool facility issues.
11. Current fuel site is antiquated.

12. Usage fee for non-general fund departments. It's County money, regardless, but the issue before the Board is whether it wants to spend more or not. If the Board raises costs at the Motor Pool, departments will be asking for additional funding from the general fund.
13. Fuel surcharge – there is currently a fuel surcharge in place with Internal Services to keep up with insurance and repairs, but an additional charge could be added for the Motor Pool. Recommending \$ 0.10 per gallon over the 113,000 gallons used, but Director Bragg pointed out this will not generate more money for the County.
14. Vehicle Use Policy – review and update if necessary.
15. LEAN Fleet Management – Would like to see the GPS units continue moving forward. The units are \$115.00 each (government pricing) and \$22.00/month data fee per vehicle. The units are suggested for new vehicles and a certain number of other vehicles could have them installed per year until the entire fleet was covered. The GPS units would correlate with fleet management software for repairs and service.
16. Professional recommendations from Director Dillon:
  - Perform cost effective Internal Fleet Management through the Motor Pool on all general-fund departments and any non-general fund departments that want to buy in, excluding Solid Waste, County Engineer, and Water Resources.
  - Fair Technician wage for two County employees.
  - Hire one additional Motor Pool full time technician.
  - Hire qualified Motor Pool fleet parts, data office coordinator.
  - Motor Pool usage fee for all non-general fund departments.
  - Evolve with technology, yearly Motor Pool tool/equipment budget.
  - Update/follow Commissioners' vehicle use policy and LEAN fleet management strategies/fleet uniformity/GPS.
  - Quarterly meeting with the Commissioners.
  - Phase 1 build new fueling site on Infirmary Road.
  - Phase 2 build new fleet management facility on Infirmary Road.
  - Offsetting proposed costs/changes.
  - Fleet management plant.
17. Develop estimate for Fuel Site on Infirmary Road in order to create timeline. Director Dillon likes the idea of having the site behind the Records Center, but there may be restrictions for the Airport.
18. Decide what types of fuel at the new facility. Currently, the Motor Pool only has one pump with two dispensing hoses for gasoline and the County receives diesel from Ravenna Oil, with no discount.
19. New fleet management facility. Building location needs to be discussed. Director Dillon presented drawings several years ago as to what he would like to see built.
20. Fuel hedging, may not be possible for government entities, but may be better from a budgeting standpoint. It's an actual fixed price for fuel for the entire year, but historically gas has been purchased through the state contract.

The first step is to ascertain the size of the current fleet, look at fueling options, and then the Board can start discussing a new building.

The Board agreed to discuss a committee to evaluate options, but decided to wait until Commissioner Kerrigan returns for his input. Clerk will add Motor Pool discussion onto the agenda for August 14<sup>th</sup>.

## COURTVIEW

The Clerk presented two dates to attendees for a discussion on Courtview – August 14<sup>th</sup> and August 16<sup>th</sup>. The majority of attendees request August 16<sup>th</sup> and the Board agreed to proceed with meeting in the Commissioners' Boardroom on August 16<sup>th</sup> from 4:30-6:30 PM. Director Townend will ensure the bullpen door is open and security will be present.

Commissioner Kline would like to see parameters in place for the meeting and agreed they should be shared with attendees prior to the meeting. The Board will discuss parameters next Tuesday when Commissioner Kerrigan returns.

10:56 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the Board of Commissioners move into executive session to consider the appointment of a public employee, official, licensee, or regulated individual. Also present: Joanne Frick. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Absent; Vicki A. Kline, Yea;

11:12 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the Board of Commissioners moves out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Absent; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.

Recessed: 11:12 AM

Reconvened: 11:24 AM

11:24 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the Board of Commissioners move into executive session to consider the appointment of a public employee, official, licensee, or regulated individual. Also present: Jennifer Schumm. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Absent; Vicki A. Kline, Yea;

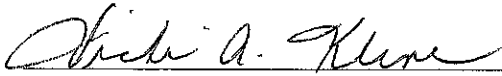
11:34 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Absent; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.

**Motion To:** Adjourn the Official Meeting of July 31, 2018 at AM 11:35 AM

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVED:</b>	Sabrina Christian-Bennett
<b>SECONDED:</b>	Vicki A. Kline
<b>AYES:</b>	Sabrina Christian-Bennett, Vicki A. Kline
<b>ABSENT:</b>	Mike Kerrigan

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



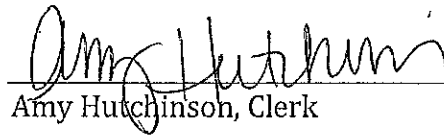
Vicki A. Kline, President



Sabrina Christian-Bennett, Vice President

-----ABSENT-----

Mike Kerrigan, Board Member



Amy Hutchinson, Clerk