



## **AGENDA**

### **St. Clair County Board of Commissioners Ways and Means Committee**

**Board of Commissioners' Room  
County Administrative Office Building, 2nd Floor  
200 Grand River Avenue  
Port Huron, MI 48060**

**October 7, 2021 at 6:00 PM**

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- 1. Roll Call/Opening**
  - 2. Additions/Deletions/Changes to the Agenda**
  - 3. Citizens to be Heard**
  - 4. Updates**
  - 5. Conceptual Initiatives**
  - 6. Old Business**
  - 7. New Business**
    - A. Contract Approval Request - Waste Management
    - B. Manning Table Request - Treasurer's Office
    - C. Manning Table Change Request - Sheriff's Office - Jail
    - D. Manning Table Change Request - Central Dispatch
  - 8. Other Ways and Means Matters**
  - 9. Information Only**
  - 10. Receive and File Packets**
  - 11. Closed Session**
    - A. Collective Bargaining Negotiation Strategy
  - 12. Adjournment**

**Committee Chair:** David Rushing

**Note:** The County complies with the "Americans with Disabilities Act" and if auxiliary aids or services are required at the meeting for individuals with disabilities, please contact Administrator/Controller's Office, Suite 203, 200 Grand River Avenue, Port Huron, MI 48060, (810) 989-6900 three days prior to said meeting.

## Contract Approval Request - Waste Management

Summary:

### ATTACHMENTS:

|   | Description                                  | Upload Date | Type       |
|---|----------------------------------------------|-------------|------------|
| 📎 | Contract Approval Request - Waste Management | 9/22/2021   | Cover Memo |
| 📎 | WM Option Year 3                             | 9/22/2021   | Cover Memo |
| 📎 | St Clair County 10.1.21_                     | 9/22/2021   | Cover Memo |



**COUNTY OF ST. CLAIR**  
**Purchasing Division**



**CONTRACT APPROVAL REQUEST**

- ☐ NEW CONTRACT    ☒ CONTRACT RENEWAL    ☐ CONSOLIDATION OF EXISTING CONTRACTS
- ☐ BIDS REQUIRED    ☒ NO BIDS REQUIRED
- ☐ BIDS RECEIVED    ☐ SINGLE SOURCE
- ☒ BOC POLICY COMPLIANCE    ☒ CONTRACT EXTENSION
- ☐ REVIEWED BY CORP COUNSEL    ☐ INCREASE WITHIN CPI-U
- ☐ VALUE LESS THAN THRESHOLD

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VENDOR:    Waste Management

VALUE:    \$26,000

TERM:    12 months (10/1/21 – 9/30/22)

CONTRACT TYPE:    Professional Service

SERVICE DESCRIPTION:    Waste Removal

DEPARTMENT(S):    Countywide

COMMENTS:    St. Clair County is participating in the State of Michigan MiDeal cooperative contract for waste removal and recycling, contract 071B7700169. Option Year 3 is being exercised at a 3.2% increase.



**STATE OF MICHIGAN**  
**CENTRAL PROCUREMENT SERVICES**  
 Department of Technology, Management, and Budget  
 525 W. ALLEGAN ST., LANSING, MICHIGAN 48913  
 P.O. BOX 30026 LANSING, MICHIGAN 48909

**CONTRACT CHANGE NOTICE**

Change Notice Number **4**  
 to  
 Contract Number **071B7700169**

|                   |                            |              |                        |                     |      |
|-------------------|----------------------------|--------------|------------------------|---------------------|------|
| <b>CONTRACTOR</b> | WASTE MANAGEMENT INC       | <b>STATE</b> | Program Manager        | Various             | SW   |
|                   | 48797 Alpha Drive. Ste 150 |              |                        |                     |      |
|                   | Wixom, MI 48393            |              |                        |                     |      |
|                   | Fawad Faizyab              |              | Contract Administrator | Steven Motz         | DTMB |
|                   | 248-226-7079               |              |                        | (517) 331-6086      |      |
|                   | ffaizyab@wm.com            |              |                        | motzs1@michigan.gov |      |
|                   | CV0019164                  |              |                        |                     |      |

| CONTRACT SUMMARY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                         |                                    |                     |                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------------------------------|---------------------|---------------------------------------------------------------------|
| RUBBISH REMOVAL SERVICES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                         |                                    |                     |                                                                     |
| INITIAL EFFECTIVE DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | INITIAL EXPIRATION DATE | INITIAL AVAILABLE OPTIONS          |                     | EXPIRATION DATE BEFORE                                              |
| August 1, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | July 31, 2019           | 3 - 1 Year                         |                     | July 31, 2021                                                       |
| PAYMENT TERMS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                         | DELIVERY TIMEFRAME                 |                     |                                                                     |
| NET45                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                         | N/A                                |                     |                                                                     |
| ALTERNATE PAYMENT OPTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                         |                                    |                     | EXTENDED PURCHASING                                                 |
| <input type="checkbox"/> P-Card <input type="checkbox"/> PRC <input type="checkbox"/> Other                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                         |                                    |                     | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| MINIMUM DELIVERY REQUIREMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                         |                                    |                     |                                                                     |
| N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                         |                                    |                     |                                                                     |
| DESCRIPTION OF CHANGE NOTICE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                         |                                    |                     |                                                                     |
| OPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | LENGTH OF OPTION        | EXTENSION                          | LENGTH OF EXTENSION | REVISED EXP. DATE                                                   |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 14 Months               | <input type="checkbox"/>           |                     | September 30, 2022                                                  |
| CURRENT VALUE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | VALUE OF CHANGE NOTICE  | ESTIMATED AGGREGATE CONTRACT VALUE |                     |                                                                     |
| \$5,619,908.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | \$0.00                  | \$5,619,908.00                     |                     |                                                                     |
| DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                         |                                    |                     |                                                                     |
| Effective 8/1/2021 this contract is amended to update pricing for Option Year 2 and Option Year 3. Option Year 2 pricing remains unchanged and in effect through September 30, 2021. Option Year 3 is hereby exercised, and an additional 2 months are added to allow for transition assistance per section 24 of the contract terms. The new Contract end date is September 30, 2022. Pricing for Option Year 3 is added through this Change Notice and is effective October 1, 2021 through September 30, 2022. All other terms, conditions, and specifications remain the same. Per Central Procurement Services request, Agency and Contractor agreement. |                         |                                    |                     |                                                                     |

| Acct Name                      | Acct Number | Can Qty | Can Size        | Can Freq Per Week | State Rate | State rate with Pass-Thru |
|--------------------------------|-------------|---------|-----------------|-------------------|------------|---------------------------|
| SCC ADMINISTRATION             | 815-50880   | 1       | 8               | 1XW               | \$116.80   | \$118.15                  |
| SCC AIRPORT                    | 815-95765   | 1       | 4               | 2XW               | \$116.79   | \$118.37                  |
| SCC BLUE WATER RIVER WALK PARK | 815-114241  | 1       | 8               | 1XW               | \$116.80   | \$118.15                  |
| SCC COLUMBUS COUNTY PARK       | 815-101222  | 1       | 8               | EVERY OTHER WEEK  | \$58.40    | \$59.19                   |
| SCC COUNTY COURTHOUSE          | 815-50594   | 1       | 8               | 2XW               | \$233.59   | \$236.74                  |
| SCC DT NW                      | 815-100542  | 1       | 8               | EVERY OTHER WEEK  | \$58.40    | \$59.19                   |
| SCC FORT GRATIOT PARK          | 815-100107  | 1       | 8               | 2XW               | \$233.59   | \$236.74                  |
| SCC HEALTH DEPT                | 815-50593   | 1       | 6               | 1XW               | \$87.60    | \$88.78                   |
| SCC HEALTH DEPT                | 815-50593   | 1       | TOTER           | 1XW               | \$51.94    | \$52.64                   |
| SCC HUMANE LAW                 | 815-96518   | 1       | 6               | 2XW               | \$175.18   | \$177.54                  |
| SCC INTERVENTION               | 815-97002   | 1       | 34 YD COMPACTOR | EVERY OTHER WEEK  | \$276.92   | \$280.66                  |
| SCC INTERVENTION               | 815-111889  | 1       | 8 Recycle       | 1XW               | \$124.11   | \$125.79                  |
| SCC LIBRARY                    | 815-50592   | 1       | 6               | 1XW               | \$87.60    | \$88.78                   |
| SCC MC COURT                   | 815-97871   | 1       | 4               | EVERY OTHER WEEK  | \$32.53    | \$32.97                   |
| SCC PD                         | 815-113712  | 1       | 4               | EVERY OTHER WEEK  | \$32.53    | \$32.97                   |
| SCC RD COM AVOCA               | 815-94816   | 1       | 8               | 1XW               | \$116.80   | \$118.38                  |
| SCC RD COM CAPAC I-69          | 815-94860   | 1       | 8               | 1XW               | \$116.80   | \$118.38                  |
| SCC RD COM MARINE CITY M-29    | 815-49306   | 1       | 6               | 1XW               | \$87.60    | \$88.78                   |
| SCC RD COM ST CLAIR I-94       | 815-49307   | 1       | 8               | 1XW               | \$116.80   | \$118.38                  |
| SCC UNTY ORG COUNTY WASTEWATER | 815-100090  | 1       | 2               | 1XW               | \$58.40    | \$59.19                   |

Delivery for roll off's and compactors will increase to \$113.85

Extra Pick up rate for Commercial Cans will increase to \$75.89

On Call rate for Commercial Cans will increase to \$75.89

## Manning Table Request - Treasurer's Office

Summary:

### ATTACHMENTS:

|                                                                                   | Description                                | Upload Date | Type       |
|-----------------------------------------------------------------------------------|--------------------------------------------|-------------|------------|
|  | Part Time Position Request_Treasurer       | 9/30/2021   | Cover Memo |
|  | Manning Table Request - Treasurer's Office | 9/29/2021   | Cover Memo |



# COUNTY OF ST. CLAIR



Office of the Treasurer

KELLY M. ROBERTS-BURNETT  
Treasurer

## MEMO

To: St. Clair County Board of Commissioners  
From: Kelly Roberts-Burnett  
Date: September 28, 2021  
Re: Manning Table Change

**REQUEST:** The Treasurer is requesting the addition of a part-time Account Clerk I position to the existing manning table

**SPECIFICS:** Proposed changes will enable the department to accommodate the Treasurer's duty in administering Act 339 related to Dog Licensing.

The figures below represent an annual change from existing 2021 budget. This costs includes wages, benefits, and the applicable payroll taxes.

Account Clerk I (PT) \$22,382 - \$29,448 (Step 1 - Step 8)

Funding to support this change would come from eliminating the Treasurer Student Worker expense and adding \$16,672 from the contingency as follows:

|                                    |                        |
|------------------------------------|------------------------|
| Eliminate Treasurer Student Worker | \$12,776               |
| Contingency                        | \$16,672               |
| <b>Total Budgeted Expenses</b>     | <b><u>\$29,448</u></b> |

Budgeted figures for this request were reviewed by Dena Alderdyce, Finance Director. The Job Description and Wage Analysis were provided by Diane Barbour, Human Resources Director.

**ACTION REQUESTED:** The Board of Commissioners are asked to authorize the manning table and budget adjustments needed to support this proposal.



## COUNTY OF ST. CLAIR



### MEMO

**To:** Board of Commissioners

**From:** Dena Alderdyce, Finance Director

**Date:** September 28, 2021

**Subject:** Treasurer Student Worker change to PT Account Clerk I

☒ COMPLIANCE WITH HUMAN RESOURCE POLICIES

☒ FINANCIAL REVIEW

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#### **Background:**

The Treasurer's office plays an active role in administering Act 339 related to dog licensing. In order for them to take over most of the dog licensing in the county, they are proposing to eliminate their student worker position and add an Account Clerk I position. This will give them more hours to devote to collecting the fees and distributing dog tags to citizens within our county.

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#### **Financial Consideration:**

The Treasurer's request would cost an additional \$16,672 annually, at the top step. Depending on what step the person starts at, the actual amount could be less. I am proposing to use the Board's contingency to cover the amount that they would need to fund the part time Account Clerk I position.

## Manning Table Change Request - Sheriff's Office - Jail

Summary:

### ATTACHMENTS:

|                                                                                   | Description                                        | Upload Date | Type       |
|-----------------------------------------------------------------------------------|----------------------------------------------------|-------------|------------|
|  | Sheriff Jail PT to FT Manning Table Change 9-28-21 | 9/30/2021   | Cover Memo |
|  | BOC Memo- Pre Trial                                | 9/30/2021   | Cover Memo |



## COUNTY OF ST. CLAIR



### MEMO

**To:** Board of Commissioners

**From:** Dena Alderdyce, Finance Director

**Date:** September 28, 2021

**Subject:** Jail manning table change

☒ COMPLIANCE WITH HUMAN RESOURCE POLICIES

☒ FINANCIAL REVIEW

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#### **Background:**

The Sheriff's Office Jail is requesting to move a pre-trial investigator from part-time to full-time. They are seeing an increase in work from the court system as well as recent law changes from the state. The pre-trial investigators non custody work load has almost doubled since the start of the pandemic. This will give the Jail two (2) full-time pre-trial investigator positions.

#### **Financial Consideration:**

This change from part-time to full time would cost an additional \$46,330 annually. We were able to direct existing funds within their operating budget to cover this cost to make it budget neutral. No additional appropriation will be needed at this time. I recommend the board approve the manning table change from part-time to full-time for the pre-trial investigator position at the Jail.



St. Clair County Sheriff's Office  
Jail Administration  
1170 Michigan Road  
Port Huron, MI 48060

810.987.1737 ofc  
810.985.3214 fax

## Memorandum

Date: September 28, 2021  
To: Board of Commissioners  
From: Sheriff Mat King  
REF: Full Time Pre-Trial Investigator

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We are requesting to move our part time Pre Trial Investigator position to full time. This is due to the changes in volume from the court system as well as recent law changes in the state. Pre Trial's non- custody monitoring work load has almost doubled since the beginning of the pandemic. The funding is within our budget and would support this move.

## Manning Table Change Request - Central Dispatch

Summary:

### ATTACHMENTS:

|   | Description                                           | Upload Date | Type       |
|---|-------------------------------------------------------|-------------|------------|
| 📎 | Manning Table Change Request - Central Dispatch       | 9/29/2021   | Cover Memo |
| 📎 | Communications Dispatch 2 Lead Dispatchers<br>9.27.21 | 9/30/2021   | Cover Memo |



## COUNTY OF ST. CLAIR

Central Dispatch



### MEMO

To: Board of Commissioners

From: Tina Bricker-Director St. Clair County Central Dispatch

Date: September 8, 2021

Re: Central Dispatch Manning Table change

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St. Clair County Central Dispatch is requesting to add two Supervisor/Lead dispatcher positions to our current manning table. I currently have two Supervisors/Lead dispatcher that are working a mid-shift trying to cover a day and night shift on each rotation since 2019.

By increasing this classification by two, it would allow supervision on all four shifts. This would improve quality control for all of my newer dispatchers that we are hiring.

This will also improve morale showing internal career opportunities. This is an effort to give an incentive to stay with Central Dispatch.

The additional cost for eliminating two communication officer positions and making them lead dispatcher positions would be \$8,134. This would be budget neutral as we would reduce hours allocated from one of the part time call taker positions that is vacant at this time.

The current dispatch wage maxes out at \$49,833 and the current supervisor wage maxes out at \$53,900. This leaves the additional cost of \$8,134.

I am requesting approval to eliminate two communication officer positions and add two supervisor positions at the October 21, 2021 Board of Commissioners meeting.



## COUNTY OF ST. CLAIR



Office of the Administrator/Controller

**KARRY HEPTING**  
Administrator/Controller

### MEMO

To: Board of Commissioners

From: Dena Alderdyce, Finance Director

Date: September 27, 2021

Re: Central Dispatch Manning Table change

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Central Dispatch has requested converting two (2) communications officer positions into two (2) Supervisor/Lead dispatcher positions.

Currently, Central Dispatch has two supervisor/lead dispatchers that are trying to cover both day and night shift operations. With increasing the classification by two more supervisor/lead dispatchers, it would allow supervision on all four shifts.

The annual cost per employee with full fringe benefits would be \$93,009, which is an annual increase of \$5,727 per employee. The total increase would be \$11,454 for both positions.

The department is requesting to reduce the vacant call taker hours by 524 hours in order to cover the additional cost and make it budget neutral.

It is recommended that the Board of Commissioners approve the manning table change to eliminate two communication officer positions and create two new supervisor/lead dispatcher positions.

## Collective Bargaining Negotiation Strategy

Summary: