



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**

July 1, 2021 at 6:00 PM

-
- 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. St. Clair County Policies
 - B. Contract Approval Request - Metro Controls - HVAC Chiller Maintenance Agreement - FINAL ACTION
 - C. Friend of Court Reclassification Request
 - D. Sheriff's Office Manning Table Addition Request
 - E. Early Closure Request - Downtown Campus Offices - July 21, 2021
 - 8. Other Ways and Means Matters**
 - 9. Information Only**
 - 10. Receive and File Packets**
 - 11. 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.

St. Clair County Policies

Summary:

ATTACHMENTS:

Description	Upload Date	Type
📎 St. Clair County Policies Memo	6/8/2021	Cover Memo
📎 Policy 306_Department Rules and Guidelines	6/8/2021	Cover Memo
📎 Policy 315_Job Descriptions	6/8/2021	Cover Memo
📎 Policy 372_Workplace Safety and Security	6/8/2021	Cover Memo



COUNTY OF ST. CLAIR



MEMO

To: Board of Commissioners

From: Diane Barbour, Director of Human Resources

Date: June 7, 2021

Subject: St. Clair County Policies

To continue the process of converting the Employee Handbook, I would like to present the latest policies in this process. Below is a list of policies and a general summary of the proposed changes.

Policy 306- Department Rules and Guidelines: This policy originated from the handbook. This policy had little to no changes from the handbook.

Policy 315- Job Descriptions: This policy originated from the handbook. General language corrections, updates to current procedure and clarifications have been addressed here.

Policy 372- Workplace Safety and Security: The majority of this policy originated from the handbook. The changes include stating the County's commitment, defining workplace violence, updating procedures and general language corrections.

Please let me know if you have any questions.

Regards,
Diane Barbour
dbarbour@stclaircounty.org

Category: 300

Number: 306

Policy: DEPARTMENT RULES AND GUIDELINES

Purpose: The purpose of this policy is to define and serve as primary document for the department rules and guidelines.

Authority: St. Clair County Board of Commissioners. Administrative policies shall be subject to revision or termination by the Board of Commissioners at its discretion. This policy replaces and supersedes any prior policy on this subject matter.

Application: This policy applies to all County Departments except co-employer departments. For Departments which have employees who are covered by a collective bargaining agreement, where the collective bargaining agreement is silent, this policy will apply.

Responsibility: The Human Resources Director or designee shall be responsible for the administration and enforcement of this policy.

Each County department is authorized to establish its own departmental work rules and regulations. A copy of the department work rules and subsequent modifications must be made available to the employees of the department. Employees are expected to comply and conform to all work rules.

Work rules or regulations will be null and void where they conflict with statutes, the County's policies or formal agreements adopted by the St. Clair County Board of Commissioners such as a collective bargaining agreement.

All approved work rules and regulations, including safety, are enforceable by discipline.

For further information, an employee may contact the Human Resources Department by telephone at (810) 989-6910 or by email at humanresources@stclaircounty.org.

Review: The Administrator/Controller has reviewed and approved this policy as to substance and Corporation Counsel has reviewed and approved as to legal content. The Human Resources Director shall periodically review this policy and make recommendations for changes as needed.

Adopted:

Category: 300

Number: 315

Policy: Job Descriptions

Purpose: The purpose of this policy is to define and serve as primary document for the County policy for creating and managing job descriptions.

Authority: St. Clair County Board of Commissioners. Administrative policies shall be subject to revision or termination by the Board of Commissioners at its discretion. This policy replaces and supersedes any prior policy on this subject matter.

Application: This policy applies to all County employees except those who are employed in co-employer departments.

Responsibility: The Human Resources Director or designee shall be responsible for the administration and enforcement of this policy.

A job description is the official written statement of the duties and responsibilities assigned to a specific position. It defines the degree of supervision received and exercised. A job description shall describe typical examples of work as representative of the essential core functions of the job. A job description shall list the desirable qualifications that are typical of an employee who successfully performs the essential core functions of the position. A statement of the required and preferred education and prior work experience completes the job description.

It is the responsibility of the department head and/or supervisor to create and maintain an up-to-date job description for every classification within his or her department. The department head and/or supervisor have authority to modify the job description at any time.

The department head and/or supervisor shall supply the Human Resources department with a current copy of the job description. The Human Resources department will provide necessary feedback regarding legal and regulatory compliance. The Human Resources department will maintain a copy of the currently approved job description as a digital copy on the Human Resources Department website.

An employee who wants a copy of their current approved job description may obtain it from the department head and/or supervisor or Human Resource Department website.

For further information, an employee may contact the Human Resources Department by telephone at (810) 989-6910 or by email at humanresources@stclaircounty.org.

Review: The Administrator/Controller has reviewed and approved this policy as to substance and Corporation Counsel has reviewed and approved as to legal content. The Human Resources Director shall periodically review this policy and make recommendations for changes as needed.

Adopted:

Category: 300

Number: 372

Policy: **WORKPLACE SAFETY AND SECURITY**

Purpose: The purpose of this policy is to promote the safety and security of St. Clair County employees, vendors and citizens. This policy is to define and serve as primary document for the County policy for workplace safety and security.

Authority: St. Clair County Board of Commissioners. Administrative policies shall be subject to revision or termination by the Board of Commissioners at its discretion. This policy replaces and supersedes any prior policy on this subject matter.

Application: This policy applies to all County employees.

Responsibility: The Human Resources Director or designee shall be responsible for the administration and enforcement of this policy.

St. Clair County is committed to a safe and secure environment free from workplace violence. The County has a zero tolerance for violence in the workplace, including, but not limited to, acts or threats of physical violence, intimidation, harassment and/or coercion.

In critical incidents, in which serious threat or injury may occur or is imminent, contact emergency responders immediately by dialing 911 and refer to the Emergency Response Guidelines.

DEFINITIONS:

Workplace Violence: Includes, but is not limited to, harassment, intimidation, stalking, abusive language, physical or verbal threats, physical attack, property damage and harassing or threatening communications, such as, phone calls, letters and all forms of electronic communications.

Threat: An expression or indication of intent to cause physical or mental harm. An expression constitutes a threat without regard as to whether the party communicating the threat has the present ability to carry it out and without regard as to whether the expression is contingent, conditional or future.

Physical Attack: Unwanted or hostile physical contact, such as hitting, fighting, pushing, shoving, biting, spitting or throwing objects.

Property Damage: Intentional damage to property, which includes property owned by the County, employees, visitors or vendors.

Stalking: Willful, malicious and/or repeated following of another person with the intent to place the other person in reasonable fear of their safety.

WORKPLACE SAFETY

A. Workplace Violence

1. The County will not tolerate threats, physical attacks, workplace violence, property damage, or stalking against employees, elected officials, co-workers, vendors, customers or any person working for or on behalf of the County.
2. Employees are expected to assist the general public and fellow employees in a courteous manner, but not subject themselves to abusive conduct if confronted. If a person becomes angry or abusive, the employee should courteously attempt to calm the person or ask for assistance from a supervisor.
3. If, at any point, the employee feels threatened, and in danger of imminent bodily harm, the employee should attempt to leave the scene, if it can be done safely. The employee must immediately notify the supervisor and, if warranted, emergency responders/law enforcement.
4. Any employee who, in the opinion of the immediate supervisor, poses a threat to himself or others shall be removed from the premises and shall remain off the County's premises pending the outcome of an investigation.
5. All County employees shall cooperate fully with the investigation and prosecution of workplace violence.
6. Pending the outcome of the investigation, the County will initiate an appropriate response, which may include, but is not limited to, reassignment of job duties, disciplinary action, suspension or termination of employment and/or criminal prosecution of the person(s) involved.
7. Each incident of violent behavior must be reported to the Human Resources department and/or the Administrator/Controller's office immediately.
8. Disciplinary action may result if an employee having knowledge of a suspected violent act fails to report the incident.
9. All employees shall act truthfully and responsibly when making a claim.

B. Accidents and Injuries

1. When an employee is injured during their scheduled working hours or becomes ill as a result of his or her employment it must be reported to a department head and/or supervisor as soon as possible.
2. The procedure for reporting an employee injury is outlined in Policy 387-Worker's Compensation.
3. The procedure for reporting an injury to a citizen is outlined in Policy 252-County Insurance Fund Risk Management Claims Policy.

C. Fire Safety

1. Facilities owned and operated by the County shall be equipped with strategically located fire alarms and fire extinguishers. Exit routes shall be clearly defined and posted. Employees shall be aware of the locations of fire alarms, fire extinguishers and evacuation routes signage within the building in which they work.
2. In the event an employee senses the presence of a fire, such as by seeing smoke, smelling smoke or from feeling an abnormally hot wall or door surface, a fire alarm shall be activated and the employee shall call 911.
3. An employee shall not investigate a potential fire.

D. Emergency Evacuation

1. In the event of an order to evacuate a building, employees shall do so in an orderly, calm and safe manner. An employee evacuating a building shall delay exit only long enough to retrieve immediately necessary personal items near at hand such as outerwear, purses, cell phones, etc. The employee shall make no effort to secure records, documents, files or equipment, which may delay the employee to the point his or her safety may be in jeopardy. Lights should remain on and unlocked doors left unlocked.
2. Employees must be aware of the presence of others, both employees and members of the public. The employee is to calmly indicate the need and reason to evacuate the building. The employee shall take note of employees and others who either fail to or refuse to evacuate the building and report the information to the nearest department head and/or supervisor.

E. Safety Alerts And Drills

1. All employees, vendors and visitors must exit the building in a timely and orderly manner immediately upon activation of a fire alarm. The alarm is both audible and visual.
2. Fire drills shall be conducted on an annual basis. This information will be maintained in a log to be updated by the Building and Operations department. It is the responsibility of each employee to be aware of emergency exits, evacuation procedures and outdoor rendezvous locations.

WORKPLACE SECURITY

A. Identification

1. Employee identification (ID) cards shall be issued to all full and part-time employees who work on a regularly scheduled, year round basis. Employee ID cards may also be issued to other employees who come in direct contact with the public or as requested by the department. The employee ID cards contains the following information: employee's photo, employee name, employee number and department. Some departments may require additional information as needed.
2. The employee ID card must be worn at all times when an employee is acting in an official capacity. The employee ID card shall be used as identification if requested by a member of the public or another County employee. The department head is responsible for collecting the card at the end of employment.
3. At no time shall an employee share his or her ID card with any person.

B. Building Access After Hours

1. An employee must have prior approval from his/her supervisor and building access shall be for official business only. Employee shall be responsible to ensure their key scan card allows access to the building after hours prior to date and time required. The department head is required to be aware of any and all access to the building after hours by their employees. A lost or stolen key scan card or key shall be reported to the department head, Human Resources and/or Director or Building and Operations immediately.

C. Parking And Parking Tags

1. Where possible, the County provides parking for the convenience of its employees and the members of the public doing business with the County. Employees assigned to the downtown Port Huron campus may park in either the Grand River Avenue parking lot or

in the Courthouse parking lot. Department heads and/or supervisors at other County locations will inform the employees at their location of the parking arrangements.

2. Where employee parking is segregated from public parking an employee will be issued a parking tag from Human Resources to be visually displayed on a vehicle's interior rearview mirror. Vehicles without a readily visual parking tag may be ticketed and/or the vehicle may be removed at the expense of the owner.
3. The first parking tag is issued by the Human Resources department to an employee at no cost. An employee shall not be entitled to more than one parking tag at a time. Replacement of a lost or stolen parking tag may be obtained at the Human Resources department at a five-dollar (\$5.00) replacement cost. A damaged parking tag will be replaced at no charge when returned to the Human Resources department.
4. Some doors at County owned buildings are secured electronically. Entry is made by use of a key scan card. Employees with a need to enter the building, office or other secured area will be issued a key scan card. It is the employee's responsibility to securely maintain the key scan card issued to them. In the event a key scan card is lost or stolen, the employee must report the loss to the Human Resources department immediately and obtain a new key scan card. The employee shall be charged a ten dollar (\$10.00) replacement fee. A key scan card that is damaged will be replaced at no charge when the damaged key scan card is returned to the Human Resources department. Upon employment separation an employee must return the key scan card to his or her department head, supervisor or the Human Resources department.
5. Employees may be issued keys to unlock doors, padlocks or locked files/ equipment. It is the employee's responsibility to securely maintain the keys issued to them. In the event keys are lost or stolen, the employee must notify his or her department head and/or supervisor who shall determine the appropriate steps to take, which may include a replacement cost of up to five dollars (\$5.00) per key. A key that is damaged will be replaced at no charge when the key is returned to the Building and Operations department. Upon employment separation an employee must return all keys assigned to his or her department head, supervisor or the Human Resources department.

For further information, an employee may contact the Human Resources Department by telephone at (810) 989-6910 or by email at humanresources@stclaircounty.org.

Review: The Administrator/Controller has reviewed and approved this policy as to substance and Corporation Counsel has reviewed and approved as to legal content. The Human Resources Director shall periodically review this policy and make recommendations for changes as needed.

Adopted:

Contract Approval Request - Metro Controls - HVAC Chiller Maintenance Agreement - FINAL ACTION

Summary:

ATTACHMENTS:

	Description	Upload Date	Type
📎	Letter of Recommendation - Chiller Maintenance Agreement 5-21-2021	6/18/2021	Cover Memo
📎	Contract Approval Request - Metro Controls Chillers 2021	6/23/2021	Cover Memo
📎	Metro Controls	6/23/2021	Cover Memo



COUNTY OF ST. CLAIR



Building Operations & Maintenance

MEMO

To: St. Clair County Board of Commissioners

From: Ron Marsh

Date: June 10, 2021

Re: HVAC Chiller Preventative Maintenance Agreement Recommendation

Below is a list of associated costs to perform preventative maintenance on HVAC Chiller units (6 in total) at the following locations: Courthouse, Intervention Center, Library, and Administration Building. These units remain too large to have our in-house employee maintain and have been under maintenance coverage for some time. Reductions in this agreement /coverage have come from competitive bargaining and value engineering while working with Purchasing Department. In efforts to continue cost reductions, we have opted to recommend a slimmed down agreement. We have had success on projects in the past using Metro Controls at our Courthouse and Health Department locations.

Limbach Company LLC - \$78,600 ** (Full Comprehensive)

Johnson Controls - \$35,061 ** (Full Comprehensive)

Metro Controls Inc. - \$20,505.00 (all scheduled Preventative Maintenance & Oil Sampling – Minus additional parts & labor)

The agreement with Metro Controls would hold the current price for a term of one year. We would recommend the board move to accept the agreement with the Metro Controls Inc. in the amount of \$20,505.00.

Funding for this agreement is established and is in place using the Maintenance Department general fund budget.



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 | |

VENDOR: Metro Controls, Inc.

VALUE: \$20,505

TERM: 12 months, 7/1/21 – 6/30/22

CONTRACT TYPE: Service Contract

SERVICE DESCRIPTION: Preventative maintenance for chillers

DEPARTMENT(S): PH Courthouse, Intervention Center, Library, Administration

COMMENTS: This service contract is for preventative maintenance to the large chillers. This service was bid out to MITN as RFP-BG-0421-410. Metro Controls was the lowest responsive bidder.



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St. Clair County Chiller Maintenance Proposal

County Administration Building	200 Grand River, Port Huron, Mi. 48060
St. Clair County Intervention Center	1170 Michigan Rd, Port Huron, Mi. 48060
St. Clair County Courthouse	201 McMorran, Port Huron, Mi. 48060
St. Clair County Library (Main Branch)	210 McMorran, Port Huron, Mi. 48060

Services to be provided at the above location:

Metro Controls, Inc. is pleased to continue the Maintenance & Technical Support Services outlined below in accordance with the clarifications listed on the following pages in this agreement.

The effective date of this Maintenance Support Program will be July 1, 2021- June 30, 2022 and will continue in effect from year to year as an annual agreement with an escalation of 3% unless either party provides written notice to the other of their intention not to renew thirty (30) days prior to the annual effective date.

The Purchaser shall receive:

Labor will be billed at \$118.00 per hour for services during normal working hours (8AM – 4PM Monday thru Friday).

Overtime for emergency service will be billed at 142.00 per hour for time and one half
And \$172.00 for double time.

MAINTENANCE SUPPORT AGREEMENT INVESTMENT:

Semi Annual Mechanical Equipment Inspection Services (2 inspections annually)

Total Maintenance Investment:

Year 1:\$20,505.00

Billed Quarterly: \$5,126.25

St. Clair County

Authorized Signature

Name (Print/Type)

Title

METRO CONTROLS INC.

Mark Paparelli Service Manager

DATE:

5/14/21



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Building Automation – Temperature Controls – Systems Integration – Energy Services

Maintenance Schedule:

Spring Start up: Weather permitting between April 15th and May 15th

Seasonal inspections: between July 15th and July 23rd

Seasonal shutdown: Weather permitting between September 15th and October 15th.

The dates are approximations. We will work closely with St. Clair County staff to ensure timely completion for both the equipment efficiency and comfort of the buildings.

MAINTENANCE SERVICES TO BE PROVIDED FOR HVAC EQUIPMENT –

Spring Start up

- Maintain log of all work performed on each unit, log to remain at unit.
- Verify full water systems (where applicable) before start-up, including coolingtower, condenser and evaporator.
- Check & tighten all electrical connections, contractors, operating-safetycontrols.
 - Inspect, clean and tighten all electrical contacts on starters, motors, and(chiller, chilled water pumps, condenser water pump, etc.)
 - Cooling towers, prepared for operation performed by St. Clair County.
- Check operation of lubrication systems
- Check refrigerant and oil levels.
 - Check oil sump heaters, thermostat,
- Check condenser coils, remove large debris and clean
 - .(chemical cleaning if needed will be discussed with Maintenance director)
- Check sumps, heaters, and temperatures.
- Check operation of motor/compressor alignment, coupling and seals.
- Check operation of motor and starter circuit (take voltage & amperagereadings)
- Check operation of controls circuit & verify with control tech.
- Check running operation of condenser and chilled water pumps.
- Inspect and report any leaks to the sealed chiller & relatedsystems.
- Analyze the recorded data, compare data to design conditions.
- Complete a detailed inspection log on each chiller unit.
 - Review operating procedures with Facilities personnel.
- Start- up unit and Verify unit operation
- Clean up work areas and remove defective parts from job-site or place themFacility possession as directed by Owner.
- Lubricate motors and check seals (where applicable)
- Provide a detailed report of completed work, detailed inspection log andindicate any deficiencies detected.
- It is the responsibility of the service provider to set the unit to run at its highestefficiency and instruct on-site Facility staff accordingly.



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Summer Operating Inspection

- Document results at unit of all tasks completed. Provide a detailed report of completed work, retailed inspection log and indicate any deficiencies detected. Review findings with on-site County staff. Check operation of chillers, record operating conditions in on-site log.
- Verify with the automation tech, that controls are operating properly and as designed.
- Check compressor/motor for alignment.
 - Check operation of motor & compressor.
- Open all compressor wiring compartments and starters: check wiring & electrical equipment, check starter contactors.
- Check compressor suction and discharge pressures.
- Check all components for refrigerant and oil leaks. Check oil and refrigerant levels.
- .
- Check lubrication and heater system.
- Check crankcase heater/s. (where applicable) Check expansion valve superheat.
- Check all bolts for proper torque.
- Check chilled water and condenser water flow proof devices. Check operation of unloader (where applicable)
- Check all condenser fan/s for proper operation (air cooled units)
- It is the responsibility of the service provider to set the unit to run at its highest efficiency and instruct on-site County staff accordingly.
- Contractor to complete all tasks per the industry standard.

Winter Shutdown

- Check operation of chillers, record operating conditions and results of all tasks in on-site operation log and include all details in report. Review findings with on-site County personnel and Maintenance Director.
- Perform winter maintenance with County approval and proper climatic conditions.
- Check general operation of system.
 - Maintain chiller system with holding charge to insure no migration of atmosphere into system.
 - Valve off on chiller and drain evaporator and condenser.
 - Spray-lubricate all exposed moving parts and linkages for winter storage. Check operation of oil heaters and temperature controls.
- Verify that the unit/s has been properly shut down for the season and all valves set in correct position.
- Document results of all tasks at the unit. Provide a detailed report of completed work, detailed inspection log and indicate any deficiencies detected.
- Review findings with on-site County personnel and Maintenance Director. Contractor to complete task per industry standard.
- Take oil sample of water cooled chillers and advise of results
- Brush clean condenser water tubes (water cooled chillers).



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SUPPORT & REPAIR SERVICES TO BE PROVIDED FOR MECHANICAL EQUIPMENT

- * **EMERGENCY RESPONSE SERVICE** WILL BE PROVIDED 24 HOURS PER DAY, 7 DAYS PER WEEK, TO INSURE MAXIMUM EQUIPMENT UPTIME.
- * HOURLY SERVICE RATES FOR LABOR INCLUDED WITHIN THE SCOPE OF THIS AGREEMENT WILL BE INVOICED AT OUR PREFERRED CUSTOMER RATE OF \$118.00/HOUR STRAIGHT TIME WITH A \$50 TRUCK CHARGE PER SERVICE CALL. NORMAL WORKING HOURS ARE CONSIDERED 8:00 AM - 4:30 PM (MONDAY – FRIDAY)

NOTES AND EXCLUSIONS FOR MECHANICAL EQUIPMENT

- CUSTOMER WILL PROVIDE FOR PROPER ACCESS TO PERFORM OUR PM SERVICES.
 - REPAIRS TO HVAC SYSTEMS ARE AT ADDITIONAL COST.
 - PREVENTIVE MAINTENANCE INSPECTIONS ARE BILLED IN ADVANCE OF SERVICES.
 - BUILDING AUTOMATION SYSTEM
 - METRO WILL USE ONLY QUALIFIED PERSONNEL DIRECTLY EMPLOYED OR SUPERVISED BY THE SELLER.
 - TAKE ALL REASONABLE PRECAUTIONS TO AVOID DAMAGE TO PROPERTY OR INJURY TO PERSONS.
1. TO PROVIDE REASONABLE ACCESS TO ALL EQUIPMENT DURING NORMAL WORKING HOURS SO THAT INSPECTIONS MAY BE COMPLETED IN A TIMELY MANNER AS CALLED FOR UNDER THIS AGREEMENT.
 2. TO ACCEPT THE JUDGMENT OF METRO CONTROLS INC. AS TO THE BEST MEANS AND METHODS TO BE EMPLOYED FOR ANY CORRECTIVE OR REPAIR WORK NECESSARY AND TO HAVE THE REPAIRS MADE PROMPTLY, AND THAT FAILURE TO DO SO WILL RELEASE AND TERMINATE ALL OBLIGATIONS OF METRO ENVIRONMENTAL INC.
 3. THAT ANY ALTERATIONS, ADDITIONS, ADJUSTMENTS OR REPAIRS MADE BY OTHERS, UNLESS AUTHORIZED BY METRO CONTROLS WILL RELEASE AND TERMINATE ALL OBLIGATIONS OF METRO CONTROLS INC.
 4. THAT THE PURCHASER WILL ASSUME RESPONSIBILITY AND PAY FOR ALL SERVICE AND MATERIAL REQUIRED FOR THE LISTED MAINTENANCE PROCEDURES.
 5. THAT METRO CONTROLS INC. SHALL NOT BE REQUIRED TO REMOVE OR REPLACE OR ALTER ANY PART OF THE BUILDING STRUCTURE IN THE PERFORMANCE OF THIS AGREEMENT.

Schedule "A"

Maintenance will be provided on the following systems and/or individual components in accordance with the terms

Building	Manufacturer	Type	Model	Serial #
Administration Building	McQuay	Screw	ALS250A	57F81299 57F81293
Intervention Center	York	Water Cooled Screw	YRXXBXCT246A	4793340 479480
Courthouse	Trane	Water Cooled Screw	RTWD250A2A	U12B02899
Main Library	York	Air Cooled Scroll	YLUA0095ZE17	2KWM007934



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Building Automation – Temperature Controls – Systems Integration – Energy Services

MAINTENANCE SUPPORT PROGRAM CLARIFICATIONS

1. METRO CONTROLS INC. WILL BE PERMITTED FREE AND TIMELY ACCESS TO ALL AREAS AND EQUIPMENT REQUIRING SERVICE. WILL BE PERMITTED TO START AND TO STOP EQUIPMENT AS NECESSARY TO PERFORM THOSE SERVICES. ALL OF THE WORK PERFORMED WILL BE PERFORMED DURING NORMAL WORKING HOURS, OR A CHARGE FOR OVERTIME SERVICE WILL BE INVOICED.
2. ALL MATERIALS AND PARTS USED IN THE PERFORMANCE OF THESE SERVICES ARE WARRANTED BY THE MANUFACTURER AND SUBJECT TO THE TERMS OF THEIR LIMITED WARRANTY. METRO CONTROLS INC. GUARANTEES ITS TECHNICAL SERVICE LABOR, IN REGARD TO THE SPECIFIC REPAIRS NOTED, FOR 30 DAYS. ADDITIONAL REPAIRS CAN BE PERFORMED AT OUR REGULAR SERVICE RATES.
3. PAYMENT FOR WORK ASSOCIATED WITH THESE REPAIRS IS DUE WITHIN THIRTY (30) DAYS OF RECEIPT.
4. METRO CONTROLS INC. WILL USE NORMAL CARE IN PERFORMING THIS SERVICE BUT SHALL NOT BE LIABLE FOR FAILURE TO DISCOVER CONDITIONS NECESSITATING ADDITIONAL REPAIRS OR REPLACEMENTS, NOR SHALL ANY INSPECTIONS BE CONSTRUED AS AN APPROVAL OR GUARANTEE OF THE EQUIPMENT CONDITION.
5. CUSTOMER SHALL BE RESPONSIBLE FOR ALL TAXES APPLICABLE TO SERVICES OR MATERIALS. METRO CONTROLS INC WILL NOT BE LIABLE FOR ANY LOSS, DAMAGE, OR DELAY CAUSED BY THE UNAVAILABILITY OF EQUIPMENT, MATERIALS OR MACHINERY, SHIPPING DELAYS, LABOR ACTIONS, LOCKOUTS, CIVIL AUTHORITY, INSURRECTIONS OR RIOT, ACTION OF THE ELEMENTS, NATURE, OR ANY OTHER FORCE BEYOND ITS CONTROL METRO CONTROLS INC. WILL IN NO WAY BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMERS' TENENTS OR CLIENTS, OR FOR ANY SPECIAL, INDIRECT, OR
CONSEQUENTIAL DAMAGES.
6. WE LEGALLY OPERATE AS METRO CONTROLS INC. ALL PURCHASE ORDERS AND CONTRACT ORDERS SHALL BE ISSUED TO METRO CONTROLS INC. IF METRO CONTROLS INC. MUST COMMENCE LEGAL ACTION TO RECOVER AMOUNTS PAYABLE UNDER THIS CONTRACT, OUR CUSTOMER WILL BE LIABLE FOR ALL COURT AND ATTORNEY COSTS. LEGAL ACTIONS RELATING TO THIS AGREEMENT MUST BE COMMENCED WITHIN A ONE (1) YEAR PERIOD FROM THE DATE THE WORK WAS PERFORMED.
7. METRO CONTROLS INC MUST BE SUPPLIED WITH ALL PERTINENT MATERIAL SAFETY DATA SHEETS (MSDS) ACCORDING TO OSHA'S HAZARD COMMUNICATION STANDARD. METRO CONTROLS INC REQUIRES NOTIFICATION FROM OUR CUSTOMER ABOUT ANY AREAS IN THE SUBJECT FACILITY WHICH MAY PRESENT A HAZARD OF ANY TYPE TO OUR COMPANY REPRESENTATIVES.
8. METRO CONTOLS INC. OBLIGATION UNDER THIS AGREEMENT DOES NOT INCLUDE IDENTIFICATION, REMOVAL, OR ABATEMENT OF ANY ASBESTOS PRODUCTS, MOLD, OR OTHER HAZARDOUS SUBSTANCES. IF ENCOUNTERED, OUR SOLE OBLIGATION WILL BE TO NOTIFY OUR CUSTOMER OF ITS EXISTENCE. CONTROLS INC WILL HAVE THE RIGHT TO SUSPEND ITS WORK UNTIL SUCH PRODUCTS OR MATERIALS AND THE RESULTANT HAZARDS ARE REMOVED.
9. CUSTOMER SHALL, TO THE FULLEST EXTENT PERMITTED BY LAW, INDEMNIFY AND HOLD HARMLESS METRO CONTROLS INC. AND ITS EMPLOYEES FROM AND AGAINST ALL CLAIMS, DAMAGES, LOSSES, EXPENSES, AND ATTORNEY'S FEES ARISING OUT OF OR RESULTING FROM PERFORMANCE OF WORK UNDER THIS AGREEMENT, PROVIDED THAT SUCH CLAIM, DAMAGE OR LOSS IS CAUSED IN WHOLE OR IN PART BY ANY ACTIVE OR PASSIVE ACT OR OMMISSION BY OUR CUSTOMER, EMPLOYEES OR AGENTS OF OUR CUSTOMER, OR ANYONE WHOSE ACTS CUSTOMER MAY BE LIABLE FOR, REGARDLESS OF WHETHER THE CAUSE MAY PARTIALLY INVOLVE METRO CONTROLS INC. OR IT'S EMPLOYEES.
10. METRO CONTROLS INC WILL FULLY COMPLY WITH THE FEDERAL REGULATIONS MANDATED BY SECTION 608 OF THE 1992 FEDERAL CLEAN AIR ACT.

THANK YOU FOR THIS OPPORTUNITY PROVIDE THESE HVAC SERVICES

Friend of Court Reclassification Request

Summary:

ATTACHMENTS:

	Description	Upload Date	Type
📎	Friend of Court Reclassification Request	6/21/2021	Cover Memo
📎	DBarbour Memo to Board July 2021 Employment Policies	6/21/2021	Cover Memo
📎	FOC Manning Table Change - 6-23-21	6/23/2021	Cover Memo



ST. CLAIR COUNTY FRIEND OF THE COURT

31st Judicial Circuit
201 McMorran Blvd., Room 1600
Port Huron, Michigan 48060
Phone (810) 985-2285
www.stclaircounty.org/offices/foc

MEMORANDUM

To: Board of Commissioners

From: Renaë Topolewski, Director Friend of the Court

Re: Friend of Court job reclassification
Unit: FOCSA

Date: June 18, 2021

BACKGROUND: The Friend of Court seeks to restructure internal services with a job reclassification to meet the needs of the family division circuit court judges due the increase in demand of mediation services on highly contested family court matters. The current internal structuring has one mediator on a part-time basis. This alone cannot sustain the increase in demand for mediation services. To resolve this, either a new position will need to be created or an existing position is to be reclassified by adding mediation responsibilities. The most cost effective way would be to reclassify.

The position of Early Intervention Coordinator is best suited for the reclassification. If reclassified, this position will be able to handle all mediation services, just as the current part-time mediator position. The legal requirements to perform this higher level type of work will be satisfied under MCL 552.513 and MCR 3.216.

The cost to reclassify will remain net neutral to the general fund and any increase will be attributed to the Friend of Court 215 fund. The IV-D reimbursable expenses continue to be billed to the Cooperative Reimbursement Contract at 66%.

RECLASSIFICATION REQUEST:

Current: Early Intervention Coordinator III – G
Reclassified: Mediator/Early Intervention Coordinator III – I

The Friend of Court seeks board approval on the reclassification from III – G to III – I.



COUNTY OF ST. CLAIR



MEMO

To: Board of Commissioners

From: Diane Barbour, Director of Human Resources

Date: June 7, 2021

Subject: St. Clair County Policies

To continue the process of converting the Employee Handbook, I would like to present the latest policies in this process. Below is a list of policies and a general summary of the proposed changes.

Policy 306- Department Rules and Guidelines: This policy originated from the handbook. This policy had little to no changes from the handbook.

Policy 315- Job Descriptions: This policy originated from the handbook. General language corrections, updates to current procedure and clarifications have been addressed here.

Policy 372- Workplace Safety and Security: The majority of this policy originated from the handbook. The changes include stating the County's commitment, defining workplace violence, updating procedures and general language corrections.

Please let me know if you have any questions.

Regards,
Diane Barbour
dbarbour@stclaircounty.org



COUNTY OF ST. CLAIR



Office of the Administrator/Controller

MEMO

To: Board of Commissioners

From: Dena Alderdyce, Finance Director

Date: June 23, 2021

Re: Friend of Court's Manning Table Change

The Friend of Court is requesting a change to their manning table.

The request is to change the Early Intervention Coordinator position to an Early Intervention Coordinator/Mediator. This position would have added duties of conducting mediation services. The new wage placement would be changed from III-G to III-I. HR is also in agreement on the reclassification of the position and wage range as well.

The annual cost of the reclassification including fringe benefits is \$143,491. The increase in cost from the current position would be \$18,350. The Friend of Court's Cooperative Reimbursement grant will reimburse the County for 66% of the expense. This leaves \$6,239 to be funded from the Friend of Court's 215 special revenue fund. There are sufficient funds in the 215 fund to support this change.

Administration is recommending approval of the reclassification of the Friend of Court's manning table at the July 15, 2021 Board of Commissioner's meeting.

Sheriff's Office Manning Table Addition Request

Summary:

ATTACHMENTS:

	Description	Upload Date	Type
	Sheriff Memo for new SRO Memphis Comm Schools	6/23/2021	Cover Memo
	Sheriff SRO Deputy 6-23-21	6/23/2021	Cover Memo



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MEMO

To: St. Clair County Board of Commissioners

From: Sheriff Mat King

Date: Thursday, June 17, 2021

Re: Manning Table – Full Time Deputy Sheriff – Law Enforcement

The St. Clair County Sheriff's Office has a pending agreement before the Board of Commissioners to provide a School Resource Officer for the Memphis School District. In order to fulfill this agreement a deputy position would have to be added to the Sheriff's Office manning table. We are asking the Board to add a full time Deputy Sheriff's position to the Sheriff's Office Manning Table.



COUNTY OF ST. CLAIR



Office of the Administrator/Controller

MEMO

To: Board of Commissioners

From: Dena Alderdyce, Finance Director

Date: June 23, 2021

Re: Sheriff's Office/DTF Manning Table Change

The Sheriff is asking the Board to add a full-time deputy to their manning table to cover a new School Resource Officer contract with Memphis Community Schools.

The total salary and fringe benefits at top step and full benefits would cost \$110,791. This cost would be split 65% to the Sheriff's General Fund budget and 35% to the Drug Task Force millage budget.

The Drug Task Force millage has enough resources to cover the additional 35% cost increase to their budget.

Administration recommends the approval of an additional deputy to the Sheriff's manning table at the July 15, 2021 Board of Commissioners meeting.

Early Closure Request - Downtown Campus Offices - July 21, 2021

Summary:

ATTACHMENTS:

Description	Upload Date	Type
 Rotary Parade early closure request	6/23/2021	Cover Memo



COUNTY OF ST. CLAIR

OFFICE OF THE ADMINISTRATOR/CONTROLLER



KARRY HEPTING, CPA
Administrator/Controller

MEMO

To: Board of Commissioners

From: Karry Hepting, CPA

Date: 07/01/21

Re: St. Clair County Courthouse and Administration Early Closure Request

Following discussions with the Court Administrator and the City of Port Huron, County Administration is recommending early closure of the downtown campus at 2:30 p.m. on Wednesday July 21, 2021 due to street closure from the City of Port Huron for the Rotary Parade and road construction. The early closure at 2:30 p.m. would include the Courthouse, Public Defender's Office, Administration Building and the Main Branch of the Library System.