



## **AGENDA**

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

**MEETING WILL BE HELD REMOTELY VIA WEBEX**

**April 1, 2021 at 6:00 PM**

The meeting will be held virtually due to the COVID-19 pandemic. Any citizen who wishes to address the Board can send their request to [citizens@stclaircounty.org](mailto:citizens@stclaircounty.org) or leave a voicemail at 810-989-6900 prior to 4:00 p.m. the day of the meeting.

Event Address: <https://stclaircounty.webex.com/stclaircounty/onstage/g.php?MTID=e0a72f6d3281013ea1c27d696e928174e>

Event Password:0000

Audio Conference: To receive a call back, provide your phone number when you join the event;  
OR  
Call 1-408-418-9388 and Enter Access code: 132 942 0373

- 
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. Manning Table Position Reclassification Proposal - Register of Deeds
    - B. Fleet Repair and Maintenance RFP Results and Agreements
  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.

## Manning Table Position Reclassification Proposal - Register of Deeds

Summary:

### ATTACHMENTS:

	<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
📎	Memo_ROD reclassification	3/26/2021	Cover Memo
📎	Deeds Automation Manning Table change 4-15-21	3/23/2021	Cover Memo
📎	DBarbour Memo to Board Reclassification of Register of Deeds Clerk II to Clerk III 03172021	3/25/2021	Cover Memo

---

---

M E M O R A N D U M

---

---

TO : BOARD OF COMMISSIONERS

FROM : JAY DEBOYER, ST. CLAIR COUNTY CLERK/REGISTER

SUBJECT: ENTER SUBJECT

DATE : POSITION RECLASSIFICATION

I have reviewed the duties regularly performed by a Clerk II position in the Register of Deeds office. I am inclined to believe that it should be positioned as a Clerk III with the following duties considered.

The following qualifications are unique to the Clerk III position and are currently performed by the Clerk II:

- Researches, understands, interprets, explains and utilizes statutes relating to recording procedures; understands, explains and applies legal terminology; reviews legal documents for correctness of form, completeness of information and conformance with requirements; explains laws, regulations and procedures regarding completion and filing of legal documents, ascertains compliance and provides appropriate information to concerned parties.
- Routinely leads and mentors entry-level staff.
- May assist with the training of new employees.
- Receives, interprets and disseminates correspondence from online computer systems; prepares a response to outside sources on behalf of the Court.
- Contributes to the efficiency and effectiveness of the Register of Deeds service to its customers by offering suggestions and directing or participating as an active member of the Team.
- Handles daily cash and deposit duties in the absence of the County Clerk, Chief Deputy County Clerk or Deputy Senior Clerk Coordinator.
- Assists other clerks in the performance of their duties.
- Possesses the proficient ability to support and back up as needed all operational functions within the office as directed by the Register of Deeds

This position routinely handles updates and training for the Register of Deeds recording software. This includes modifying the codes and groups that set the fees and necessary break downs of the funds collected by the office. . This task is similar to maintaining of the jury management system in the Clerk III position as it is a task separate from the day to day work of the Deeds office. " *May receive and process telephone and online credit card payments of fines, costs, restitution and other assessments, and enter payment information into the case management system*" from the Clerk III positions is similar to maintaining our web accounts. This involves yearly and monthly billing as well managing user profiles. This position is also responsible for approving all voids along with the Chief Deputy.

Therefore, I request this position to be reassigned to Clerk III in the Register of Deeds manning table.



## COUNTY OF ST. CLAIR



### MEMO

**To:** Board of Commissioners  
**From:** Dena S. Alderdyce, Finance Director  
**Date:** March 22, 2021  
**Subject:** Register of Deeds Automation Fund Manning Table Change

COMPLIANCE WITH HUMAN RESOURCE POLICIES

FINANCIAL REVIEW

---

#### **Background:**

The County Clerk/Register of Deeds office is asking the Board to approve a manning table change that would reclassify their Deputy Clerk II position to a Deputy Clerk III. Human Resources has reviewed the proposed reclassification and agrees that the additional job responsibilities being performed are consistent to other Clerk III's in other departments.

---

#### **Financial Consideration:**

The above request is expected to cost the Deeds Automation Fund an additional \$4,893 annually. No funds will be needed from the General Fund. Administration recommends the approval of this request.



## COUNTY OF ST. CLAIR



### MEMO

**To:** Board of Commissioners  
**From:** Diane Barbour, Director of Human Resources  
**Date:** March 19, 2021  
**Subject:** Register of Deeds Reclassification Request

- COMPLIANCE WITH HUMAN RESOURCE POLICIES
  - COMPLIANCE WITH COLLECTIVE BARGAINING AGREEMENT(S)
- 

#### **Background:**

The County Clerk/Register of Deeds, Jay De Boyer is requesting a reclassification for the Clerk II in the Register of Deeds department to a Clerk III. Positions often evolve and responsibilities increase and change which warrant the consideration for reclassification. I believe this is the case with this position. The Clerk II position has incorporated additional duties that are more closely in line with a Clerk III role. These advanced responsibilities include training new employees; research and explaining statutes; leading and mentoring staff; and providing support and back up to all operation functions within the department.

Based on the job duties mentioned above, I compared this to Clerk III's in other Court departments- District Court, Public Defender and Probate. The additional job responsibilities matched the Clerk III's within these departments.

I did not find a match to the Clerk III's in Circuit Court or the PA's office. The job descriptions for these departments were lacking in substance to be a competent comparative to the position being reclassified.

The Clerk III and Clerk II are AFSCME 1089 positions. Article 18.3 of the AFSCME 1089 contract states that if a reclassified position is currently occupied by an employee it shall not be posted. Therefore, the request is in compliance with the contract.

#### **HR recommendation:**

Therefore, I fully support the reclassification of the position from a Clerk II to a Clerk III as requested.

## Fleet Repair and Maintenance RFP Results and Agreements

Summary:

### ATTACHMENTS:

	<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
📄	2021 Recommendation Fleet	3/24/2021	Cover Memo
📄	Bid Tabulation Fleet 2021	3/24/2021	Cover Memo



MEMO

To: Karry Hepting, Administrator/Controller
From: Melissa Krolczyk, Purchasing Coordinator
Date: March 24, 2021
Re: Fleet Repair and Maintenance RFP Results and Agreements

The following is a summary of results and recommendations for the Fleet Maintenance and Repair RFP that was issued in March 2021. Current vehicle repair and maintenance contracts with First Vehicle, Marysville Tire and Auto, and Mobil 1 Lube Express expire on 4/30/21. RFP-AD-0221-406 Fleet Maintenance and Repair was posted to MITN/Bidnet on 3/1/21 and closed on 3/19/21. Bids were received from 3 contractors: First Vehicle, Marysville Tire and Auto, and Mobil 1 Lube Express.

A brief synopsis of the labor rate and oil change pricing is as follows. More detailed pricing is included in the attached bid tabulation.

Table with 4 columns: Company, Lube/Oil/Filter, Gas Repair Rate, Diesel Repair Rate. Rows include Mobil 1 Lube Express, Marysville Tire/Auto, and First Vehicle with their respective pricing details.

\*\$13.95 + \$2 Hazmat + \$2 Shop Fee +7% parts +7% labor, synthetic \$56.75 + \$2 Hazmat + \$2 Shop Fee +7% parts +7% labor

The recommendation is to source to multiple contractors, as follows:

Full Service
First Vehicle
Marysville Tire & Auto

Oil Change only
Mobil 1 Lube Express

Tires
First Vehicle – MiDeal contracts and non-contract
Marysville Tire & Auto – MiDeal contract, Goodyear





## COUNTY OF ST. CLAIR



### Notes:

High mileage vehicles or those with above normal wear and tear should consider periodic PMs (Preventative Maintenance) from First Vehicle; the drive-in oil changes do not implement the full inspection that is done with a PM-B/C.

Full service repairs can be arranged at two vendors, in an effort to allow greater scheduling flexibility. It is recommended that Departments consider First Vehicle's favorable labor and parts rates in sourcing their maintenance and repairs.

Towing and glass repair/replacement are offered by First Vehicle as sublet services.

The contract term is 36 months.

It is the recommendation to award contracts for Fleet Repair and Maintenance to First Vehicle, Mobil 1 Lube Express, and Marysville Tire & Auto at the April 15, 2021 Board of Commissioners meeting.

**St. Clair County - Vehicle Repairs and Maintenance, RFP-AD-0221-406**

Bid Tabulation

Bidder Name	Preventive Maintenance (Gasoline) Part 1, Form A					Major Repairs (Gasoline) Part 2, Form A			Tire Maint/Repair								Preventive Maintenance (Diesel) Part 4, Form A					Major Repairs (Diesel) Part 5, Form A					
	Labor Rate	Lube/Oil/Filter	Synth. Lube/Oil	Fuel Filter Service	Parts Cost	Labor Rate	Flat Rate Manual	Parts Price Sheet	Flat Repair/tire	Mount/Dismount per	Balance per tire	Rotation/vehicle	Parts Cost	Hazmat Fee	Disposal Fee	Shop Fee	Environ. Fee	Other	Diesel Labor Rate	Lube/Oil/Filter	Lube/Oil/Filter - Synthetic	Fuel Filter Service	Parts Cost	Flat Rate Manual	Diesel Labor Rate	Parts Cost	Flat Rate Manual
1 Paul Richter Mobil1		\$25.95	\$56.96																\$25.95	\$56.96							
2 Marysville Tire & Auto	\$85.00	\$14.95	\$56.75	VEH SPEC	+30%	\$85.00	Mitchell	+30%	\$15.00	\$15.00	\$12.00	\$20.00	+30%	see notes		see notes		VEHICLE SPECIFIC					\$85.00	+30%	Mitchell		
3 First Vehicle	\$75.00	\$52.23	\$54.04	\$17.75	+15%	\$75.00	Mitchell	+15%	\$38.75	\$20.00	\$20.00	\$38.75	+15%		\$5.00		w/o \$3.50	\$75.00	\$160.62	\$160.62	\$37.50	+15%	Mitchell	\$75.00	+15%	Mitchell	
<b>1 Paul Richter Mobil1 NOTES</b>	\$4.25/QT OVER 5 QTS REGULAR, GAS & DIESEL																										
	\$6.00/QT OVER 5 QTS SYNTHETIC, GAS & DIESEL																										
	\$2.00 charge if vehicle has an underbody shield that needs to be removed for oil change & put back on																										
<b>2 Marysville Tire &amp; Auto NOTES</b>	\$2.75/QT OVER 5 QTS REGULAR																										
	\$6.50/QT OVER 5 QTS SYNTHETIC					Brake check with tire rotation																					
	HAZMAT \$2 MIN, 7% OF LABOR, \$11.14 MAX; SHOP FEE \$2.00 MIN. 7% OF LABOR, \$31.27 MAX, All work orders																										
	Warranties are 12 months or 12,000 miles, whichever comes first																										
<b>3 First Vehicle NOTES</b>	\$1.71/QT OVER 7 QTS REGULAR																		\$5.21/QT OVER 15 QTS REGULAR DIESEL								
	\$1.97/QT OVER 7 QTS, SYNTHETIC																		\$5.21/QT OVER 7 QTS, SYNTHETIC DIESEL								
	\$3.50/WORK ORDER ENVIRONMENTAL FEE																		\$3.50/WORK ORDER ENVIRONMENTAL FEE								