



Manistee County Board of Commissioners

Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

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Jim Krolczyk
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Richard Schmidt

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Jill Nowak
(231) 723-3331

CONTROLLER/ADMINISTRATOR

Thomas Kaminski
(231) 398-3500

DRAFT

GREEN TEAM/RECYCLING COMMITTEE

Thursday, February 23, 2012
1:00 P.M.

Manistee County Courthouse & Government Center
Board of Commissioners Meeting Room

REPORT

Members Present: Glenn Lottie; Carl Rutske; and Jim Krolczyk

Members Absent: None

Others Present: Dennis Hill, Maple Grove Township Trustee; Thomas D. Kaminski, County Controller/Administrator; Bruce Schimke, Maintenance Supervisor; Chip Johnston, Centra Wellness Network; Andrea Cosier, Manistee County Library; and Rachel Nelson, Administrative Secretary

The meeting was called to order at 1:00 P.M.

ITEMS REQUIRING BOARD ACTION

None.

ITEMS NOT REQUIRING BOARD ACTION

Mr. Schimke reported that he never heard back from Batteries Plus regarding their promise to pick up batteries for recycling at no charge. Mr. Schimke took the batteries that had already been collected to Padnos in Ludington for recycling. They accept all batteries, and do pay for rechargeable batteries and ballasts, so this helps cover the cost of the gas used to drive to Ludington.

Mr. Krolczyk wondered if some of the light bulbs could be removed from the Board Room to save money since there are so many light fixtures. Mr. Schimke stated that with that type of light, they won't work if both light bulbs aren't installed. The lights are controlled by two different switches, so it is possible to only turn on the lights above the desk area and/or the audience area.

Mr. Krolczyk asked about the new dishwasher at the jail and Mr. Schimke stated that it has been installed. The new dishwasher is ventless and reclaims water and steam and uses 180° water to sanitize. Mr. Schimke added that new lighting will be purchased for the jail using money from the energy savings account.

Mr. Kaminski stated that the Committee should start to think about the per parcel charge for P.A. 69 recycling. In 2010, the fee was \$12 per residential parcel annually. In 2011 and 2012, the fee was \$13 per residential parcel annually. The fee can be increased up to \$25 annually. Mr. Kaminski cautioned against raising the fee much since it's important to keep the townships that are currently participating in the program, and also to add new townships. Mr. Kaminski stated that the fee doesn't need to be set until September or October, however, if the fee is set sooner, it will help Iris Waste Diversion Specialists in recruiting additional townships. Mr. Krolczyk asked about how the annual fee is used, and Mr. Kaminski explained that it pays for the recycling bin hauling fees, site monitoring and education. At the current rate, with no additional townships, it will be hard to continue the contract with Iris Waste Diversion Specialists for the second year unless the County contributes some of the funds. Mr. Kaminski will work on a budget for the recycling program to assist in determining the per parcel fee and present this information at next month's meeting.

Mr. Kaminski provided information on three options for recycling site monitoring, which were presented to the Personnel Committee at their meeting on February 14, 2012 (APPENDIX A). Mr. Kaminski stated that Ms. Pitcher contacted him and does hope to keep her position. Mr. Kaminski noted that he created the list due to conversation at the Green Team last month, and came up with the third option of creating a combined custodian/recycling site monitor position to help in two areas, since the Maintenance Department is understaffed. The Personnel Committee liked the idea of the combined position and directed County Administration to send the job description to Mark Nottley to be placed into the wage classification scale. The Green Team felt that it might be best not to change anything due to the uncertain future of the recycling program.

Ms. Nelson presented information on the Call2Recycle program, which recycles rechargeable batteries and cell phones at no charge (APPENDIX B). This program was discussed at last month's meeting by Ms. Archer, and this is information that she provided. The Committee felt that the County should continue to recycle rechargeable batteries with Padnos and not accept cell phones.

Ms. Nelson presented information on UtilityTrac Plus (APPENDIX C). She was contacted by Mr. Butler regarding the program, which assists in energy tracking. There is a charge for using the program, which is based on the number of meters being tracked. The Committee felt that Energy Star Portfolio Manager is currently meeting the County's needs and it was noted that this is a free program.

Mr. Lottie reported that he, Mr. Krolczyk and Ms. Nelson had attended the Michigan Green Communities meeting in Traverse City on February 16, 2012. It was an educational meeting regarding the Michigan Green Communities Challenge, and what other communities are doing to be more energy efficient, as well as information from non-profits that can be of assistance.

Mr. Johnston reported that Centra Wellness Network continues to replace lights with more energy efficient ones when they burn out. They continue to strive to be more energy efficient in all areas.

The meeting adjourned at 2:20 P.M.

Glenn Lottie, Chairperson

Carl Rutske, Commissioner

Jim Krolczyk, Commissioner

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**RECYCLING SITE MONITOR POSITION OPTIONS
WITH ESTIMATED COSTS
February 2, 2012**

Proposed Options:

1. Current contract with a private independent contractor (currently Mary Pitcher).
2. Create a separate part-time employee job description (approx. 7-10 hours per week).
3. Combine the part-time custodian job description with a part-time recycling site monitor position to form one full-time position.

1) ESTIMATED COSTS OF A PRIVATE INDEPENDENT CONTRACTOR:

(\$11.00 per hour + mileage at \$0.555 per mile)

| | <u>Annual Cost</u> |
|--------------------------------------------------------|--------------------|
| A. Approx. 7 hours per week at \$11.00 per hour = | \$4,004.00 |
| B. Mileage at 157 miles per week at \$0.555 per mile = | \$4,531.02 |
| TOTAL ESTIMATED COST = | <u>\$8,535.02</u> |

Pros/Cons:

- A. No employee fringe expenses.
- B. No regular control over work schedule.
- C. Less expensive.
- D. Does not improve staffing/scheduling of County Maintenance Department.

2) ESTIMATED COST OF A SEPARATE PART-TIME EMPLOYEE RECYCLING SITE MONITOR POSITION:

| | <u>Annual Cost</u> |
|-------------------------------------------------------------------------------------------|--------------------|
| A. Approx. 7 hours per week at \$10.97 per hour = | \$3,993.08 |
| B. Partial fringe benefits = | \$1,771.76 |
| C. Approx. County car expenses = | \$1,882.78 |
| (8,164 miles/15 MPG = 544.26 gallons x \$3.00 + \$250 est. maintenance costs per year) | |
| TOTAL ESTIMATED COST = | <u>\$7,647.62</u> |

Pros/Cons:

- A. Slightly less expensive than an independent contractor in short term.
- B. Paying some employee fringes.
- C. Can maintain a regular work schedule.
- D. Use of County vehicle rather than paid mileage.
- E. Difficult to keep an employee when only working 7-10 hours per week.
- F. More than likely will increase the hours of the part-time custodian with no fringe benefit cost and no schedule flexibility. Two different positions.
- G. No supervision by Maintenance Supervisor. Would be supervised through County Controller's office.
- H. Position subject to union contract.

3) ESTIMATED COST OF A COMBINED FULL TIME CUSTODIAN/RECYCLING SITE MONITOR POSITION:

| | <u>Annual Cost</u> |
|--------------------------------------------------------------------------------------------|--------------------|
| A. Cost of a full-time custodian/recycling site monitor position at 40 hours per week = | \$41,855.29 |
| B. Add approx. County car expenses = | \$1,882.78 |

| | | |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| C. | Less current budgeted cost of a part-time custodian at 29 hours per week (current General Fund budgeted wages & fringes) = | (\$21,384.17) |
| D. | Less current estimated cost of an independent contractor to perform recycling site monitoring (7 hours per week + mileage) = (Recycling Fund Expense) | <u>(\$8,535.02)</u> |
| | NET ESTIMATED ADDITIONAL COST TO COMBINE POSITIONS WITH A FULL-TIME EMPLOYEE OF THE MAINTENANCE DEPARTMENT = | <u>\$13,818.88</u> |

Pros/Cons:

- A. Can maintain a regular work schedule.
- B. Recycling site monitor will be supervised by the Maintenance Supervisor.
- C. Will add a small amount of hours to an understaffed Maintenance/Custodial Department.
- D. Will allow for flexibility in scheduling custodians.
- E. Creates efficient supervision of recycling sites.
- F. Full-time position causes less turnover and hiring expenses.
- G. Most expensive option.
- H. Position subject to union contract.

4) BREAKDOWN OF APPROX. POSITION EXPENSES BY FUND:

| | | |
|----|----------------------------------------------------------------------------------------------------------|----------------------|
| A. | GENERAL FUND: | |
| 1. | Custodian/recycling site monitor wages & fringes (33 hours per week/82.5%) (\$41,855.29 x 82.5%) = | \$34,530.61 |
| 2. | Less current budget for wages & fringe benefits of part-time custodian (29 hours per week/\$21,384.17) = | <u>(\$21,384.17)</u> |
| | Increase to General Fund budget on annual basis = | <u>\$13,146.44</u> |

(Note: In FY 2011/12, this increase would be reduced by 50% if change is effective April 1, 2012.)

| | | |
|----|---------------------------------------------------------------------------------------------------|---------------------|
| B. | RECYCLING FUND: | |
| 1. | Custodian/recycling site monitor wages & fringes (7 hours per week/17.5%) (\$41,855.29 x 17.5%) = | \$7,324.68 |
| 2. | Add approx. County car expenses = | \$1,882.78 |
| 3. | Less approx. cost of an independent contractor to perform recycling site monitoring = | <u>(\$8,535.02)</u> |
| | Increase to Recycling Fund budget on an annual basis = | <u>\$672.44</u> |

(Total cost = \$13,146.44 + 672.44 = \$13,818.88)

Thomas D. Kaminski
County Controller

ATTACHMENTS:

- 1. Current independent contractor agreement
- 2. Proposed new job description

APPENDIX A-3

Manistee County Recycling Program
Site Monitoring Agreement

CURRENT CONTRACT
WITH MARY PITCHER

THIS AGREEMENT, made and entered into on March 18, 2011, by and between Manistee County (hereinafter referred to as the "County"), and Mary Pitcher (hereinafter referred to as the "Contractor");

Manistee County requires, on a contractual basis, the services of an individual who has the qualifications and experience to perform the responsibilities of site monitoring at all Manistee County recycling program locations.

IT IS HEREBY AGREED, that the Contractor will perform the following services for the County:

1. A minimum of twice weekly monitoring of each of five recycling sites throughout the County. Sites are located in Copemish, Arcadia, Onekama, Kaleva, and at Brown Township Hall. Site visits take an average of 20 minutes per site. Travel time between sites is also required.
2. Duties at the site:
 - Remove any debris left outside bins.
 - Compact glass, tin, plastic bin (GTP), pushing recyclables away from the windows to evenly distribute contents of the bin.
 - Empty plastic bag barrel and replace can liner bag.
 - Remove any trash.
 - Pick up the grounds; sweep or rake area if needed.
 - Record volume in the bins; overall conditions of the site.
 - Visit with and provide information to recyclers encountered at the site.
3. Follow-up:
 - Contact Recycling Coordinator with schedule of bins to be switched and report any site concerns.
 - Deposit debris in proper receptacle at Road Commission.
 - Store plastic grocery bags.
 - Once per month, or as needed, deliver grocery bags to Bay Area Recycling for Charities.
 - Check in with Township/Village officials regarding any site issues they have encountered.

COMPENSATION: For the services rendered, the Contractor shall receive the sum of \$11.00 per hour for all hours worked beginning March 18, 2011. The Contractor shall be paid \$0.51 per mile for the use of a personal vehicle. A valid driver's license must be provided to County Administration prior to performing work under this agreement. Hours of work shall average no more than 10 hours per week, unless otherwise approved by the County. It is expressly understood and agreed by the County and the Contractor that the payment of compensation as set forth in this section has been based upon the intent and belief that the Contractor is an independent contractor. Contractor must submit an itemized invoice of all billable time and mileage expense to the Manistee County Controller/Administrator's Office on a bi-weekly basis. Payment will be made through the County's accounts payable process. It is understood that no taxes will be withheld from the Contractor's payment.

The County will indemnify and hold the Contractor harmless for any actions only while acting on behalf of the County under this agreement. This indemnification does not apply to activities conducted while the Contractor is employed by others.

The Contractor shall not assign this contract to any other contractor.

Modifications, amendments, or waivers of any provisions of the agreement may be made only by the written consent of both the parties.

Either of the parties may terminate this agreement within thirty (30) days advance written notice to the other party.

If any provision of this agreement is held to be invalid, it shall be considered to be deleted and the remainder of this agreement shall not be affected thereby.

Dated: Mar 18, 2011



Mary Pitcher
Recycling Program Site Monitoring Contractor

Dated: 3/18/2011



Jim Krolezyk, Chair
Manistee County Board of Commissioners

CUSTODIAN/RECYCLING SITE MONITOR

General Summary

Under the direct supervision of the Maintenance Supervisor and indirect supervision of the Recycling Coordinator and/or County Controller/Administrator, cleans assigned offices, courtrooms, hallways, restrooms and other County facilities. Operates steam cleaner and vacuum. Washes windows, cleans walls and paints offices and hallways. Is also responsible for monitoring all County operated recycling sites.

Essential Functions (Custodian)

1. Empties wastebaskets, coffee grounds and other debris. Cleans baskets and changes liners as necessary. Removes trash and empties paper recycling boxes.
2. Vacuums offices and halls. Operates steam cleaner on carpets in halls and offices. Mops offices and areas without carpeting. Buffs, strips and waxes floors.
3. Dusts and polishes furniture, baseboards, file cabinets, window ledges, mirrors and other fixtures.
4. Cleans and disinfects sinks, stools and other fixtures. Cleans and polishes drinking fountains and mirrors.
5. Stocks restrooms with towels, tissue and soap. Delivers paper and supplies to office areas as needed.
6. Keeps cleaning cart supplied with wax, soap, toilet cleaner, towels and other supplies.
7. Changes light bulbs. May do minor repairs such as replacing screws, oiling hinges and related tasks.
8. Paints and cleans walls in offices, hallways, and restrooms.
9. Washes windows.
10. Secures all doors and windows prior to departure. Sets up for meetings and other events in the building.
11. Assists with snow removal and grounds maintenance.
12. Unloads supply/delivery trucks.

Other Functions (Custodian)

1. May occasionally deliver and pick up daily mail.
2. Assists in the delivery of supplies and equipment to other buildings.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Essential Functions (Recycling Site Monitor)

1. Makes regular site visits to all County operated recycling locations in various Manistee County municipalities.
2. Duties at the site include the removal of any debris left outside the recycling bins; compacting glass, tin, plastics, and paper; pushing recyclables away from the windows to evenly distribute materials inside the bins; removes and properly disposes of all non-recyclable materials from bins in and around the site whenever possible; keep the grounds at the site clean, which may include sweeping and/or raking; and provides information to recyclers encountered at the sites.
3. Pick up and deliver to the proper location, any other items the County may include in its recycling program, such as batteries, plastic bags, etc.
4. Records volume in the bins, overall conditions of the site, and other record keeping as required.
5. Reports to Supervisor, and or Recycling Coordinator, any bins that need to be immediately emptied, and any other site issues encountered.

Other Functions (Recycling Site Monitor)

1. May participate and assist in other related recycling projects such as the Hazardous Waste Collection day, informational meetings, and other site specific projects as instructed.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: High school diploma or equivalent. Basic reading, writing, and record keeping skills are required.

Experience: One year of satisfactory service as an Assistant Custodian.

Employee must possess a valid drivers license and be eligible to operate a County owned vehicle.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements

This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements:

- Climbing step ladders in order to clean walls and ceiling up to 9 feet high.
- Ability to lift, push and pull office furniture and other items at recycling sites.
- Ability to lift bags of trash and salt weighing up to 40 lbs.
- Ability to operate vacuum and other cleaning equipment.
- Ability to reach and clean all areas of buildings and fixtures.
- Walks over uneven terrain to maintain grounds and shovel and remove snow.
- Squatting, stooping, kneeling to clean facilities and equipment.
- Ability to operate a County owned vehicle.

Working Conditions

- Works in cramped positions to perform some cleaning tasks.
- Exposure to various chemical cleaning products.
- Works in restrooms and all other areas of buildings.
- Works outside in varying weather conditions.
- Drives to various County locations.
- Works in all areas of County buildings.

[m h:\green team\recycling\custodian recycling site monitor job desc]

**Rechargeable Battery Recycling Corporation
Call2Recycle® Battery Recycling Program Summary
February 3, 2012**

How the Call2Recycle Program Works

STEP 1: Batteries and Cell Phones Collected at Collection Sites

Collection sites throughout the U.S. and Canada accept rechargeable batteries and cell phones for recycling from their employees or the public. There is no cost to recycle.

Businesses, retailers, communities, and public agencies can participate and recycle for free. You can choose to collect only from your staff or collect from the public

STEP 2: Collection Locations Ship Batteries and Cell Phones to Recycling Facility

Collection sites ship batteries and cell phones for free to contracted sorting and recycling facilities. Collection sites setup with Call2Recycle's collection kit will automatically receive additional kits and materials when their inventory runs low. Bulk shipping options are available.

STEP 3: New Products are Born

Precious metals recovered from used batteries create new batteries and stainless steel products. Cell phones are recycled, refurbished and/or resold. When resold, a portion of the proceeds are donated to select charities. None of the broken down material makes its way into landfills. Since Call2Recycle was created in 1996, 70 million pounds has been diverted from landfills.

How Do I Get Started

STEP 1: Enroll online with the Sign Up Form

Once your location is setup, you will receive a Call2Recycle collection kit with a pre-paid, pre-addressed shipping label, plastic bags, kit guidelines and poster. If your location generates large quantities, they also offer bulk shipping. Public collection sites will have their contact information listed on the toll-free helpline, 877.2.RECYCLE, and the website, call2recycle.org.

STEP 2: Start Collecting!

Every collection kit comes with program guidelines to assist you in setting up the program at your location.

STEP 3: Ship Your Batteries and Cell Phones

Once your collection kit or bulk container is full, ship it to the recycling facility. Please reference our shipping tips to ensure that batteries and cell phones are safely and properly packed. Bulk shippers, or those using their own containers, should contact the Customer Service Team (877.723.1297) for shipping reimbursement information.

**Rechargeable Battery Recycling Corporation
Call2Recycle® Battery Recycling Program Summary
February 3, 2012**

The Collection Kit

What is Included?

- Collection kit
- Plastic bags to hold individual rechargeable batteries
- Pre-paid and pre-addressed UPS or FedEx shipping label
- Guidelines Sheet with safety instructions
- Poster to promote your recycling efforts

The collection kit earned a special permit from the U.S. Department of Transportation

The collection kit is eco-friendly

Printed using soy-based ink

Totally recyclable

Certified by the Sustainable Forestry Initiative (SFI)

Program Support Materials:

- Rechargeable Battery Poster
- Box Guidelines
- 5 Step Instructional Poster
- Safety & Shipping Requirements

Website address - <http://www.call2recycle.org/>

Rachel A. Nelson

APPENDIX C-1

From: "Tony Butler" [REDACTED]
To: [REDACTED]
Sent: Tuesday, February 07, 2012 12:39 PM
Attach: NACO PDF.pdf; FD-UTP-Datasheet.pdf
Subject: Information you requested

Rachel,

I appreciate your time yesterday, here is some information about the solution we were discussing on the phone.

UtilityTrac Plus provides over 200 dynamic reports that have numerous filtering capabilities that are easily accessible via a web browser to multiple users. These reports are designed to illustrate areas of opportunities. Also, the application runs audits for integrity of data entry and to identify potential use/cost issues. Other applications and spreadsheets do not provide auditing functionality. UtilityTrac Plus measures and monitors your carbon footprint on a regular basis which allows the county to see the difference they're making toward the goal of lowering your carbon footprint.

Here are several ways UtilityTrac Plus helps our clients manage their single largest operating cost.

- Ability to Normalize—true comparisons cannot be done without adjusting for changes in billing days and weather.
- Ability to Benchmark—compare similar buildings and meters to see how they are operating compared to each other.
- Ability to Analyze—various analytical tools and reports help identify potential conservation measures.
- Ability to Measure—verify savings of completed energy conservation projects.
- Ability to Monitor—proactively guard against billing errors and unusual consumptions.

Here's a link to the [NACo website](#) describing our partnership and I've attached a press release from NACo.

I'll give you a call after the green team meets later in the month.

Tony Butler

FacilityDude

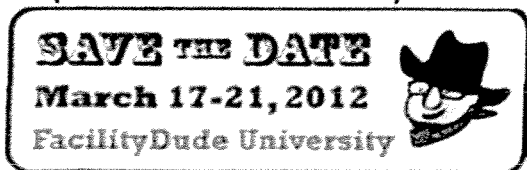
C 919-812-7178

P 919-674-8721

F 919-457-9340

www.facilitydude.com

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2/7/2012



APPENDIX C-Z

NEWS RELEASE

FOR RELEASE:
February 2, 2012

MEDIA CONTACT:
[Jim Philipps](mailto:Jim.Philipps@naco.org) 202.942.4220

FacilityDude joins NACO's Green Government Initiative as corporate partner

WASHINGTON, D.C. – National Association of Counties (NACO) today announced that FacilityDude, an energy tracking software provider, has joined NACO's Green Government Advisory Board as a new corporate partner.

Green Government Advisory Board Chair Gregg Goslin, commissioner, Cook County, Ill., said the addition of FacilityDude will enable NACO's Green Government Initiative to expand its energy-tracking services to county members.

"We are pleased that FacilityDude is joining the nation's counties and our other corporate partners to help lead NACO's Green Government Initiative," Goslin said. "Especially in these tough times more counties, businesses and organizations across the country are seeking innovative ways to go green and reduce the cost of operating county government."

FacilityDude is a software company that strives to expand the tools available for facility, business, and energy managers to increase efficiency, save money, and reduce energy consumption. FacilityDude offers a suite of web-based tools to track utility and maintenance needs.

FacilityDude CEO Tom Knox said his company shares NACO's commitment in educating the nation's counties on energy efficiency and how to implement innovative, cost-effective solutions to manage energy costs and conservation efforts.

"Joining NACO's Green Government Initiative means we can have a bigger impact on local government by providing solutions to reduce overall operating expenses as well as carbon footprint," Knox said. "Together, we can make a significant difference and we're very excited about this opportunity."

NACO's Green Government Initiative is a national effort launched in 2007 to assist the nation's counties in developing and implementing environmentally sound, cost effective practices. It serves as a comprehensive resource for local governments on all things green, including energy, green building, air quality, transportation, land use, water quality, purchasing, and recycling.

The Green Government Advisory Board consists of 18 innovative corporate partners and 21 county

-more-

APPENDIX C-3

leaders in sustainability—tasked with shaping the direction of the Initiative.

For more information about NACo's Green Government Initiative, visit the NACo website at www.naco.org or contact Jared Lang 202.942.4224.

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The National Association of Counties (NACo) is the only national organization that represents county governments in the United States. Founded in 1935, NACo provides essential services to the nation's 3,068 counties. NACo advances issues with a unified voice before the federal government, improves the public's understanding of county government, assists counties in finding and sharing innovative solutions through education and research, and provides value-added services to save counties and taxpayers money. For more information about NACo, visit www.naco.org