



Macomb County Board of Commissioners

Don Brown – Board Chair (07)

Harold L. Haugh – Vice Chair (11)

Barbara Zinner – Sergeant-At-Arms (10)

District 01 – Michelle Nard
District 06 – Jeff Farrington

District 02 – Mai Xiong
District 08 – Phil Kraft

District 03 – Veronica Klinefelt
District 09 – Antoinette Wallace

District 04 – Joseph V. Romano
District 12 – Julie Matuzak

District 05 – Donald VanSyckel
District 13 – Joe Sabatini

DATE/TIME: Wednesday, March 9, 2022, 3:00 PM

COMMITTEE: Internal Services Committee

CHAIR: Chair Don VanSyckel, Vice Chair Phil Kraft

LOCATION: Administration Building, One South Main Street, 9th Floor, Mount Clemens, MI 48043

MINUTES APPROVED APRIL 5, 2022

1. Call to Order

The meeting was called to order by the Chairperson at 03:00 PM in the Administration Building, 1 S. Main St., 9th Floor Mount Clemens, Michigan 48043.

Present: Julie Matuzak, Michelle Nard, Joe Sabatini, Phil Kraft, Veronica Klinefelt, Harold L. Haugh, Don Brown, Joseph V. Romano, Barbara Zinner, Antoinette Wallace, Don VanSyckel, Jeff Farrington, Mai Xiong

Others: Legislative Analyst Adriana DeMaggio, Director of Legislative Affairs Kyle McKee, BOC Technology Liaison Luke Bisciaio

2. Pledge of Allegiance

3. Adoption of Agenda

Motion to adopt the agenda dated Wednesday, March 9, 2022.

THE MOTION PASSED.

Motioned by: Joseph V. Romano

Seconded by: Barbara Zinner

Vote Summary: (12 - 0 - 0)

Aye - Veronica Klinefelt, Don Brown, Phil Kraft, Harold L. Haugh, Don VanSyckel, Barbara Zinner, Julie Matuzak, Jeff Farrington, Joe Sabatini, Michelle Nard, Joseph V. Romano, Antoinette Wallace

Nay - None

Abstain - None

4. Approval of Minutes

a) Joint Internal Services and Government Oversight Committee minutes dated February 8, 2022

Motion to approve the Joint Internal Services and Government Oversight Committee minutes dated February 8, 2022.

THE MOTION PASSED.

Motioned by: Michelle Nard

Seconded by: Harold L. Haugh

Vote Summary: (12 - 0 - 0)

Aye - Veronica Klinefelt, Don Brown, Phil Kraft, Harold L. Haugh, Don VanSyckel, Barbara Zinner, Julie Matuzak, Jeff Farrington, Joe Sabatini, Michelle Nard, Joseph V. Romano, Antoinette Wallace

Nay - None

Abstain - None

5. Public Participation (three minutes max per speaker, related only to issues on the agenda)

None

6. Department Recommendations

- a) Budget Amendment: Capital Improvement Fund - Jail Cell Doors Replacement Project (Fixed Fee of \$200,000 plus reimbursable expenses up to \$20,000) / Lynn Arnott-Bryks, Director
approve a FY2022 Budget Amendment in the General Fund for Facilities and Operations in the amount of \$200,000 plus reimbursable expenses in an amount not to exceed \$20,000 by decreasing non-departmental Capital Outlay with a corresponding increase to Operating Transfers Out in order to transfer funds to the Capital Improvement Fund for the Professional Design Services for the Jail Cell Doors (110) Replacement Project.

This action does not constitute the Commission's approval of any contract and does not otherwise change or amend any other budget provision or requirement, including but not limited to the provisions and requirements of Ordinance 2021-04. Additionally, if approval is required under Ordinance 2017-03, such approval must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

- b) Contract: Wakely Associates, Inc. - Jail Cell Doors Replacement Project (Fixed fee of \$200,000 plus reimbursable expenses up to \$20,000) / Lynn Arnott-Bryks, Director
approve the contract with Wakely Associates, Inc. to provide professional design services from March 21, 2022 to April 30, 2023 in the amount of \$200,000 plus reimbursable expenses in the amount not to exceed \$20,000 for Facilities and Operations.. Funding is available through a concurrent budget amendment in the Capital Improvement Fund.

This action does not constitute the Commission's approval of a budget amendment and does not otherwise change or amend any other budget provision or requirement, including but not limited to the provisions and requirements of Ordinance 2021-04. Any budget amendment required for this contract/purchase/agreement must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

- c) Budget Amendment: Capital Improvement Fund - Jail Upper Levels Barrier Project (\$180,000 plus reimbursable expenses up to \$20,000) / Lynn Arnott-Bryks, Director
approve a FY2022 budget amendment for Facilities and Operations in the amount of \$180,000 plus reimbursable expenses in an amount not to exceed \$20,000 by decreasing non-departmental Capital Outlay with a corresponding increase to Operating Transfers Out in order to transfer funds to the Capital Improvement Fund for the Professional Design Services for the Jail Upper Level(s) Barrier Project.

This action does not constitute the Commission's approval of any contract and does not otherwise change or amend any other budget provision or requirement, including

but not limited to the provisions and requirements of Ordinance 2021-04. Additionally, if approval is required under Ordinance 2017-03, such approval must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

- d) Contract: Wakely Associates, Inc. - Jail Upper Levels Barrier Project (\$180,000 plus reimbursable expenses up to \$20,000) / Lynn Arnott-Bryks, Director

approve the contract with Wakely Associates, Inc. to provide Professional Design Services for the Jail Upper Level(s) Barrier Project from March 21, 2022 to April 30, 2023 in the amount of \$180,000 plus reimbursable expenses in an amount not to exceed \$20,000 for Facilities and Operations. Funding is available through a concurrent budget amendment in the Capital Improvement Fund.

This action does not constitute the Commission's approval of a budget amendment and does not otherwise change or amend any other budget provision or requirement, including but not limited to the provisions and requirements of Ordinance 2021-04. Any budget amendment required for this contract/purchase/agreement must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

Motion to recommend Department Recommendations 6a - 6d to the Full Board.

THE MOTION PASSED.

Motion by: Harold L. Haugh

Seconded by: Michelle Nard

Vote Summary: (13 - 0 - 0)

Aye - Veronica Klinefelt, Don Brown, Phil Kraft, Harold L. Haugh, Mai Xiong, Don VanSyckel, Barbara Zinner, Julie Matuzak, Jeff Farrington, Joe Sabatini, Michelle Nard, Joseph V. Romano, Antoinette Wallace

Nay - None

Abstain - None

Speakers

Harold L. Haugh

- e) Budget Amendment: Capital Improvement Fund - Sheriff Jail Management System Project (\$1,263,390) / Jako van Blerk, CIO

Motion to recommend that the Board of Commissioners approve a FY2022 budget amendment in the General Fund for Information Technology in the amount of \$1,263,390 by decreasing non-departmental Capital Outlay with a corresponding increase to Operating Transfers Out in order to transfer funds to the Capital Improvement Fund for the Jail Management System Project. The purchase of this was initially approved last year, 11-18-2021, by Full Board.

This action does not constitute the Commission's approval of any contract and does not otherwise change or amend any other budget provision or requirement, including but not limited to the provisions and requirements of Ordinance 2021-04. Additionally, if approval is required under Ordinance 2017-03, such approval must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

THE MOTION PASSED.

Motion by: Joseph V. Romano

Seconded by: Jeff Farrington

Vote Summary: (13 - 0 - 0)

Aye - Veronica Klinefelt, Don Brown, Phil Kraft, Harold L. Haugh, Mai Xiong, Don VanSyckel, Barbara Zinner, Julie Matuzak, Jeff Farrington, Joe Sabatini, Michelle Nard, Joseph V. Romano, Antoinette Wallace

Nay - None

Abstain - None

Speakers

Julie Matuzak

Mai Xiong

- f) Budget Amendment: Capital Improvement Fund - ArcGIS Pro Parcel Fabric Upgrade and Data Migration Project (\$34,700) / Jako van Blerk, CIO
- approve a FY2022 budget amendment in the General Fund for Information Technology in the amount of \$34,700 by decreasing non-departmental capital outlay with a corresponding increase to operating transfers out in order to transfer funds to the capital improvement fund to provide funding for the ESRI ArcGIS Parcel Fabric Migration Project.**

This action does not constitute the Commission's approval of any contract and does not otherwise change or amend any other budget provision or requirement, including but not limited to the provisions and requirements of Ordinance 2021-04. Additionally, if approval is required under Ordinance 2017-03, such approval must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

- g) Contract: Environmental Systems Research Institute, Inc - ArcGIS Pro Parcel Fabric Upgrade and Data Migration Project (\$34,700) / Jako van Blerk, CIO
- approve the contract with Environmental Systems Research Institute, Inc. (ESRI) to assist the Planning and Economic Development Department to perform an ArcGIS Pro Parcel Fabric Upgrade and Data Migration from April 2022 to December 31, 2022 for an amount not to exceed \$34,700 for Information Technology. Funding is available through a concurrent budget amendment in the Capital Improvement Fund.**

This action does not constitute the Commission's approval of a budget amendment and does not otherwise change or amend any other budget provision or requirement, including but not limited to the provisions and requirements of Ordinance 2021-04. Any budget amendment required for this contract/purchase/agreement must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

Motion to recommend Department Recommendations 6f and 6g to the Full Board.

THE MOTION PASSED.

Motion by: Jeff Farrington

Seconded by: Joe Sabatini

Vote Summary: (13 - 0 - 0)

Aye - Veronica Klinefelt, Don Brown, Phil Kraft, Harold L. Haugh, Mai Xiong, Don VanSyckel, Barbara Zinner, Julie Matuzak, Jeff Farrington, Joe Sabatini, Michelle Nard, Joseph V. Romano, Antoinette Wallace

Nay - None

Abstain - None

Speakers

Don Brown

- h) Agreements: Information Technology - Maintenance Agreements for 2nd Quarter 2022 (\$1,350,380.72)

BS&A Software - Tax and Assessing System Software (\$49,302)

Dell - Microsoft Licensing (\$766,578.72)

Qualtrics - Vaccination Software (\$534,500) / Jako van Blerk, CIO

Motion to recommend that the Board of Commissioners approve the maintenance agreements with BS&A Software - Tax and Assessing System Software (\$49,302), Dell -Microsoft Licensing (\$766,578.72), and Qualtrics - Vaccination Software (\$534,500) in the total amount of \$1,350,380.72 for Information Technology. Funding is available in the FY 2022 IT Equipment Maintenance Agreement account.

This action does not constitute the Commission's approval of a budget amendment and does not otherwise change or amend any other budget provision or requirement, including but not limited to the provisions and requirements of Ordinance 2021-04. Any budget amendment required for this contract/purchase/agreement must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

THE MOTION PASSED.

Motion by: Michelle Nard

Seconded by: Harold L. Haugh

Vote Summary: (13 - 0 - 0)

Aye - Veronica Klinefelt, Don Brown, Phil Kraft, Harold L. Haugh, Mai Xiong, Don VanSyckel, Barbara Zinner, Julie Matuzak, Jeff Farrington, Joe Sabatini, Michelle Nard, Joseph V. Romano, Antoinette Wallace

Nay - None

Abstain - None

Speakers

Mai Xiong

Don Brown

Don VanSyckel

Joe Sabatini

Veronica Klinefelt

- i) Purchases: Information Technology - 2022 Capital Outlay Items / Jako van Blerk, CIO

Motion to recommend that the Board of Commissioners approve the purchase of IT items as specified in the attached summary, for the calendar year 2022, as long as purchases do not exceed the IT General Fund budget for the identified line items.

This action does not constitute the Commission's approval of a budget amendment and does not otherwise change or amend any other budget provision or requirement, including but not limited to the provisions and requirements of Ordinance 2021-04. Any budget amendment required for this contract/purchase/agreement must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

THE MOTION PASSED.

Motion by: Michelle Nard

Seconded by: Barbara Zinner

Vote Summary: (13 - 0 - 0)

Aye - Veronica Klinefelt, Don Brown, Phil Kraft, Harold L. Haugh, Mai Xiong, Don VanSyckel, Barbara Zinner, Julie Matuzak, Jeff Farrington, Joe Sabatini, Michelle Nard, Joseph V. Romano, Antoinette Wallace

Nay - None

Abstain - None

Speakers

Phil Kraft

Jeff Farrington

- j) Budget Amendment: Capital Improvement Plan - Isilon and Power Protect Cloud, Dell Financing Payment 2 of 5 (\$258,748.68) / Jako van Blerk, CIO

Motion to recommend that the Board of Commissioners approve a FY2022 budget amendment in the General Fund for Information Technology in the amount of \$258,748.68 by decreasing non-departmental Capital Outlay with a corresponding increase to Operating Transfers Out in order to transfer funds to the Capital Improvement Fund to provide funding for the Isilon Data Storage and Power Protect Backup Solution Payment 2 of 5.

This action does not constitute the Commission's approval of any contract and does not otherwise change or amend any other budget provision or requirement, including but not limited to the provisions and requirements of Ordinance 2021-04. Additionally, if approval is required under Ordinance 2017-03, such approval must be sought separately. A copy of this Board of Commissioners' action is directed to be delivered forthwith to the Office of the County Executive.

THE MOTION PASSED.

Motion by: Jeff Farrington

Seconded by: Antoinette Wallace

Vote Summary: (13 - 0 - 0)

Aye - Veronica Klinefelt, Don Brown, Phil Kraft, Harold L. Haugh, Mai Xiong, Don VanSyckel, Barbara Zinner, Julie Matuzak, Jeff Farrington, Joe Sabatini, Michelle Nard, Joseph V. Romano, Antoinette Wallace

Nay - None

Abstain - None

Speakers

Phil Kraft

7. Public Participation (three minutes max per speaker)

None

8. Commissioner's Comments

Speakers

Mai Xiong

Don Brown

9. Adjournment

Motion to adjourn the March 9, 2022 meeting at 03:51 PM.

THE MOTION PASSED.

Motioned by: Joseph V. Romano

Seconded by: Barbara Zinner

Vote Summary: (13 - 0 - 0)

Aye - Veronica Klinefelt, Don Brown, Phil Kraft, Harold L. Haugh, Mai Xiong, Don VanSyckel, Barbara Zinner, Julie Matuzak, Jeff Farrington, Joe Sabatini, Michelle Nard, Joseph V. Romano, Antoinette Wallace

Nay - None

Abstain - None