



Macomb County Board of Commissioners

Don Brown, Board Chair
District 01

Harold L. Haugh, Vice Chair
District 10

Sylvia Grot, Sergeant-At-Arms
District 03

District 02 – Phil Kraft
District 08 – Antoinette Wallace

District 04 – Joe Sabatini
District 09 – Barbara Zinner

District 05 – Don VanSyckel
District 11 – Mai Xiong

District 06 – Joseph V. Romano
District 12 – Michelle Nard

District 07 – James M. Perna
District 13 – Sarah Lucido

MINUTES APPROVED MAY 2, 2023

DATE/TIME: Tuesday, April 11, 2023, 3:10 PM

COMMITTEE: Joint Internal Services and Finance, Audit, and Budget Committee

CHAIR: Internal Services Chair Don VanSyckel; Finance Chair Joe Sabatini

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

1. Call to Order

The meeting was called to order by the Chairperson at 03:10 PM in the Administration Building, 1 South Main Street, 9th Floor, Mount Clemens, Michigan 48043.

Present: Don Brown, Sylvia Grot, Harold L. Haugh, Phil Kraft, Sarah Lucido, Michelle Nard, James M. Perna, Joseph V. Romano, Don VanSyckel, Antoinette Wallace, Mai Xiong, Barbara Zinner

Absent: Joe Sabatini

Excused: None

2. Pledge of Allegiance

3. Adoption of Agenda

Motion to adopt the agenda dated Tuesday, April 11, 2023. THE MOTION PASSED.

Motioned by: Joseph V. Romano

Seconded by: Barbara Zinner

Vote Summary: (12 - 0 - 0)

Aye - Don Brown, Sylvia Grot, Harold L. Haugh, Phil Kraft, Sarah Lucido, Michelle Nard, James M. Perna, Joseph V. Romano, Don VanSyckel, Antoinette Wallace, Mai Xiong, Barbara Zinner

Nay - None

Abstain - None

4. Approval of Minutes

a) Internal Services Committee Meeting Minutes dated March 7, 2023

b) Joint Finance, Audit, and Budget and Records and Public Safety Committee Meeting Minutes dated February 15, 2023

Motion to approve minutes items 4a and 4b. THE MOTION PASSED.

Motioned by: Michelle Nard

Seconded by: Sylvia Grot

Vote Summary: (12 - 0 - 0)

Aye - Don Brown, Sylvia Grot, Harold L. Haugh, Phil Kraft, Sarah Lucido, Michelle Nard, James M. Perna, Joseph V. Romano, Don VanSyckel, Antoinette Wallace, Mai Xiong, Barbara Zinner

Nay - None

Abstain - None

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

None

6. Internal Services Department Recommendations

a) Agreements: Information Technology - Maintenance Agreements for 2nd Quarter 2023 (Total: \$1,051,056.92)

Axon Enterprise, Inc. - Maintenance and Support of Tasers for the Sheriff's Office (\$77,396.65)

Campaign Finance US, LLC - Campaign Finance Management Software for Elections Department (\$20,000)

Dell - Maintenance and Support of Microsoft Licenses (\$953,660.27) / Jako van Blerk, CIO

Motion to recommend that the Board of Commissioners approve the maintenance agreements with 1) Axon Enterprise, Inc. for the maintenance and support of tasers for the Sheriff's Office (\$77,396.65), 2) Campaign Finance US, LLC for the campaign finance management software for the Elections Department (\$20,000), and 3) Dell for the maintenance and support of the County's Microsoft licenses (\$953,660.27), in the total amount of \$1,051,056.92 for Information Technology. Funding is available in the FY 2023 IT Equipment Maintenance Agreement 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 2022-08. 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: (12 - 0 - 0)

Aye - Don Brown, Sylvia Grot, Harold L. Haugh, Phil Kraft, Sarah Lucido, Michelle Nard, James M. Perna, Joseph V. Romano, Don VanSyckel, Antoinette Wallace, Mai Xiong, Barbara Zinner

Nay - None

Abstain - None

b) Purchase Order: Royal Roofing - VerKuilen Building - WIC Roof Replacement (\$657,770) / Lynn Arnott-Bryks, Director

Motion to recommend that the Board of Commissioners approve the purchase with Royal Roofing Company, Inc. to provide the VerKuilen Building WIC Roof Replacement Project from April 24, 2023 to June 15, 2023 (completion date may vary due to weather) in the amount of \$657,770 for Facilities & Operations. Funding is available in the FY 2023 Facilities & Operations Operating Budget - Maintenance Project-Roof Maintenance.

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 2022-08. 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: Joseph V. Romano

Seconded by: Barbara Zinner

Vote Summary: (12 - 0 - 0)

Aye - Don Brown, Sylvia Grot, Harold L. Haugh, Phil Kraft, Sarah Lucido, Michelle Nard, James M. Perna, Joseph V. Romano, Don VanSyckel, Antoinette Wallace, Mai Xiong, Barbara Zinner

Nay - None

Abstain - None

Speakers

Don Brown

Joseph V. Romano

- c) Budget Amendment: Facilities & Operations - Office of Public Defender Renovations - Clemens Center (\$125,000) / Lynn Arnott-Bryks, Director

Motion to recommend that the Board of Commissioners approve a FY2023 budget amendment for the Public Defenders Office in the amount of \$125,000 by decreasing Non-departmental Capital Outlay with a corresponding increase to Operating Transfers Out while simultaneously increasing Transfers In - General Fund with a corresponding increase to Capital Outlay in the Michigan Indigent Defense Commission Fund in order to fund the Office of Public Defender Renovations - Clemens Center.

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 2022-08. 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: Antoinette Wallace

Seconded by: Michelle Nard

Vote Summary: (12 - 0 - 0)

Aye - Don Brown, Sylvia Grot, Harold L. Haugh, Phil Kraft, Sarah Lucido, Michelle Nard, James M. Perna, Joseph V. Romano, Don VanSyckel, Antoinette Wallace, Mai Xiong, Barbara Zinner

Nay - None

Abstain - None

Speakers

Harold L. Haugh

Joseph V. Romano

- d) Contract: Quadrate Construction, LLC - Office of Public Defender Renovations - Clemens Center (\$1,120,051.19) / Lynn Arnott-Bryks, Director

Motion to recommend that the Board of Commissioners approve the contract with Quadrate Construction, LLC to provide the Office of Public Defender Renovations - Clemens Center from April 24, 2023 to October 29, 2023 in the amount of \$1,120,051.19 for the Public Defenders Office.

Funding is available in the FY2023 Michigan Indigent Defense Commission 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 2022-08. 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: Harold L. Haugh

Seconded by: Joseph V. Romano

Vote Summary: (12 - 0 - 0)

Aye - Don Brown, Sylvia Grot, Harold L. Haugh, Phil Kraft, Sarah Lucido, Michelle Nard, James M. Perna, Joseph V. Romano, Don VanSyckel, Antoinette Wallace, Mai Xiong, Barbara Zinner

Nay - None

Abstain - None

- e) Budget Amendment: Facilities & Operations - Change Order #4 Boat Hoist Systems - Sheriff Marine Division Boathouse Project (\$549,243.88) / Lynn Arnott-Bryks, Director
approve a FY2023 budget amendment for Facilities and Operations in the amount of \$549,243.88 by decreasing Fund Balance with a corresponding increase to non-departmental Capital Outlay and simultaneously decrease non-departmental Capital Outlay with a corresponding increase to Transfers Out in order to transfer funds to the Capital Improvement Fund for the Sheriff's Marine Boathouse project Boat Hoist System. The offsetting entries in the non-departmental Capital Outlay account are made for the purpose of providing an audit trail consistent with procedures currently in place to provide General Fund dollars for projects that appear on the Capital Improvement Plan.

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 2022-08. 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.

- f) Change Order: Rockford Construction Company - Change Order #4 Boat Hoist Systems - Sheriff Marine Division Boathouse Project (\$549,243.88) / Lynn Arnott-Bryks, Director
approve Change Order #4 with Rockford Construction Company to provide all work necessary to install five (5) Boat Hoist Systems (one for each boat well provided in the Sheriff Marine Division Project currently under construction) from April 29, 2022 to June 1, 2023 in the amount of \$549,243.88 for Facilities & Operations. Funding is available through a concurrent budget amendment to 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 2022-08. 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 Internal Services Department Recommendations 6e and 6f to the Full Board. THE MOTION PASSED.

Motion by: Barbara Zinner

Seconded by: Michelle Nard

Vote Summary: (11 - 0 - 1)

Aye - Don Brown, Harold L. Haugh, Phil Kraft, Sarah Lucido, Michelle Nard, James M. Perna, Joseph V. Romano, Don VanSyckel, Antoinette Wallace, Mai Xiong, Barbara Zinner

Nay - None

Abstain - Sylvia Grot

7. Finance, Audit, and Budget Committee

8. Finance, Audit, and Budget Department Recommendations

a) Macomb County Investment Policy / Joe Biondo, Chief Deputy Treasurer

Motion to recommend that the Board of Commissioners adopt the Macomb County Investment Policy. THE MOTION PASSED.

Motion by: Antoinette Wallace

Seconded by: James M. Perna

Vote Summary: (12 - 0 - 0)

Aye - Don Brown, Sylvia Grot, Harold L. Haugh, Phil Kraft, Sarah Lucido, Michelle Nard, James M. Perna, Joseph V. Romano, Don VanSyckel, Antoinette Wallace, Mai Xiong, Barbara Zinner

Nay - None

Abstain - None

b) Budget Amendment: Facilities and Operations - Vehicle Purchases (2) Two Transit Vans (\$96,164) / Nicole Stanuch, Fleet Manager

approve a FY2023 budget amendment for Facilities and Operations in the amount of \$96,164 by increasing Non-Departmental Capital Outlay with a corresponding Decrease to F&O General Fund Personnel in order to provide the funding needed to purchase vehicles for their dilapidated fleet.

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 2022-08. 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.

c) Purchase: Lunghamer Ford - Two (2) 2023 Ford Transit Low Roof Cargo Vans for Facilities and Operations (\$96,164) / Nicole Stanuch, Fleet Manager

approve the purchase with Lunghamer Ford to provide Two (2) 2023 Ford Transit Low Roof Cargo Vans in the amount of \$96,164.00 for Facilities and Operations. Funding is available through a concurrent budget amendment in the FY2023 Non-Departmental Capital Outlay 10193110 / 95145 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 2022-08. 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 Finance, Audit, and Budget Department Recommendations 8b and 8c to the Full Board. THE MOTION PASSED.

Motion by: Harold L. Haugh

Seconded by: Michelle Nard

Vote Summary: (12 - 0 - 0)

Aye - Don Brown, Sylvia Grot, Harold L. Haugh, Phil Kraft, Sarah Lucido, Michelle Nard, James M. Perna, Joseph V. Romano, Don VanSyckel, Antoinette Wallace, Mai Xiong, Barbara Zinner

Nay - None
 Abstain - None

- d) Budget Amendment: Finance - Sheriff Patrol Vehicles 2022 Purchase (\$94,843) / Nicole Stanuch, Fleet Manager

Motion to recommend that the Board of Commissioners approve a FY2023 budget amendment for Finance in the amount of \$94,843 by Increasing Non-Departmental Capital Outlay / New Vehicles with a corresponding Decrease to FY 2023 Fund Balance in order to carry over unspent budget dollars from fiscal year 2022 into fiscal year 2023 for the purchase of Macomb County Sheriff Patrol Vehicles previously approved by the Commission in 2022. These two patrol vehicles will not be received until 2023 and accounting principles require purchases of capital assets to be expensed in the year in which the items are received as opposed to when ordered.

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 2022-08. 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: Antoinette Wallace
 Seconded by: Don VanSyckel

Vote Summary: (12 - 0 - 0)

Aye - Don Brown, Sylvia Grot, Harold L. Haugh, Phil Kraft, Sarah Lucido, Michelle Nard, James M. Perna, Joseph V. Romano, Don VanSyckel, Antoinette Wallace, Mai Xiong, Barbara Zinner
 Nay - None
 Abstain - None

- e) Purchase: Lunghamer Ford - Three (3) 2023 Ford Transit 350 Low Roof 15 Passenger Vans for Sheriff's Office (\$147,282) / Nicole Stanuch, Fleet Manager

Motion to recommend that the Board of Commissioners approve the purchase with Lunghamer Ford to provide Three (3) 2023 Ford Transit 350 Low Roof 15 Passenger Vans with graphics and up-fitting in the amount of \$147,282 (\$49,094 each) for Macomb County Sheriff's Department. Funding is available in the FY2023 Non-Departmental Capital Outlay (10193110) / New Vehicles (95145).

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 2022-08. 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: Antoinette Wallace
 Seconded by: Barbara Zinner

Vote Summary: (12 - 0 - 0)

Aye - Don Brown, Sylvia Grot, Harold L. Haugh, Phil Kraft, Sarah Lucido, Michelle Nard, James M. Perna, Joseph V. Romano, Don VanSyckel, Antoinette Wallace, Mai Xiong, Barbara Zinner
 Nay - None
 Abstain - None

- f) Budget Amendment: Finance - 2023 Ford F250 Super Cab 4x4 Pickup from Gorno Ford for Animal Control (\$53,450) / Nicole Stanuch, Fleet Manager
approve a FY2023 budget amendment for Finance in the amount of \$53,450.00 by increasing Non-Departmental Capital Outlay / New Vehicles with a corresponding Decrease to General Fund Non-Departmental Supplies and Services in order to purchase a 2023 Ford F250 Super Cab 4x4 Pickup from Gorno Ford for Animal Control.

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 2022-08. 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) Purchase: Gorno Ford - 2023 Ford F250 Super Cab 4x4 Pickup for Animal Control (\$53,450) / Nicole Stanuch, Fleet Manager
approve the purchase with Gorno Ford to provide a 2023 Ford F250 Super Cab 4x4 Pickup in the amount of \$53,450.00 for Animal Control. Funding is available through a concurrent budget amendment in the FY2023 Non-Departmental Capital Outlay / New Vehicles.

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 2022-08. 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 Finance, Audit, and Budget Department Recommendations 8f and 8g to the Full Board. THE MOTION PASSED.

Motion by: Harold L. Haugh

Seconded by: Joseph V. Romano

Vote Summary: (12 - 0 - 0)

Aye - Don Brown, Sylvia Grot, Harold L. Haugh, Phil Kraft, Sarah Lucido, Michelle Nard, James M. Perna, Joseph V. Romano, Don VanSyckel, Antoinette Wallace, Mai Xiong, Barbara Zinner

Nay - None

Abstain - None

Speakers

Barbara Zinner

Don Brown

Harold L. Haugh

Sylvia Grot

9. Correspondence

- a) Open Bids as of April 11, 2023
Motion to receive and file the Open Bids as of April 11, 2023. THE MOTION PASSED.

Motioned by: Joseph V. Romano

Seconded by: Antoinette Wallace

Vote Summary: (12 - 0 - 0)

Aye - Don Brown, Sylvia Grot, Harold L. Haugh, Phil Kraft, Sarah Lucido, Michelle Nard, James M. Perna, Joseph V. Romano, Don VanSyckel, Antoinette Wallace, Mai Xiong, Barbara Zinner

Nay - None

Abstain - None

10. Public Participation (three minutes max per speaker)

None

11. Commissioner's Comments

Speakers

Don Brown

Anotinette Wallace

Mai Xiong

12. Adjournment

Motion to adjourn the April 11, 2023 meeting at 03:51 PM. THE MOTION PASSED.

Motioned by: Joseph V. Romano

Seconded by: Barbara Zinner

Vote Summary: (12 - 0 - 0)

Aye - Don Brown, Sylvia Grot, Harold L. Haugh, Phil Kraft, Sarah Lucido, Michelle Nard, James M. Perna, Joseph V. Romano, Don VanSyckel, Antoinette Wallace, Mai Xiong, Barbara Zinner

Nay - None

Abstain - None