



**CANTON ADMINISTRATION BUILDING
1150 S. CANTON CENTER ROAD
CANTON, MI 48188
REGULAR BOARD MEETING
MAY 24, 2022**

To mitigate the spread of the COVID-19 pandemic, protect the public health, and provide essential protections to Canton Township residents; the Canton Township Board of Trustees will also offer this meeting by video teleconference.

Individuals may attend the meeting in person or join the video teleconference by going to:
<https://us02web.zoom.us/j/81745589905>

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Webinar ID: 817 4558 9905

International numbers available: <https://us02web.zoom.us/j/81745589905>

6:30 P.M.:

CALL TO ORDER

ROLL CALL: BORNINSKI, FOSTER, GANGULY, GRAHAM-HUDAK, SIEGRIST, SLAVENS,
SNEIDEMAN
ADOPTION OF AGENDA

CLOSED SESSION:

- 1) DISCUSS PENDING LITIGATION (Hunter v Canton Township)
- 2) DISCUSS MATERIAL SUBJECT TO ATTORNEY-CLIENT PRIVILEGE
- 3) DISCUSS PURCHASE OR LEASE OF REAL PROPERTY

APPROVAL OF MINUTES: NONE

PUBLIC COMMENT ON AGENDA ITEMS ONLY

PAYMENT OF BILLS

CONSENT CALENDAR:

- 1) CONSIDER RESOLUTION FOR THE TOWNSHIP BOARD TO BE THE ADOPTING BODY FOR THE MASTER PLAN AND TO ESTABLISH A MASTER PLAN ADVISORY BOARD (MSD)

- 2) CONSIDER APPROVAL OF PROFESSIONAL SERVICES AGREEMENT FOR MASTER PLAN CONSULTING SERVICES (MSD)
- 3) CONSIDER APPROVAL OF THE PURCHASE OF 20-TON TAG-A-LONG (TILT TOP) EQUIPMENT TRAILER (MSD)
- 4) CONSIDER APPROVAL OF 2023 VACTOR COMBINATION SEWER CLEANING TRUCK AND AN ASSOCIATED BUDGET AMENDMENT TO THE 2022 WATER & SEWER BUDGET (MSD)
- 5) CONSIDER AUTHORIZATION OF PERMIT FOR 2022 LIBERTY FEST FIREWORKS DISPLAY (FIRE)
- 6) CONSIDER REQUEST TO INCREASE A PURCHASE ORDER ISSUED TO PARTNERS IN ARCHITECTURE (POLICE)
- 7) CONSIDER THE PURCHASE OF A ONE-YEAR EXTENDED WARRANTY FOR 800 MHZ RADIOS (POLICE)
- 8) RESOLUTION OF SUPPORT FOR MICHIGAN TOWNSHIPS ASSOCIATION'S ROBERT R. ROBINSON SCHOLARSHIP APPLICATION (SUPERVISOR)
- 9) CONSIDER APPROVAL TO CREATE FUND 260 – INDIGENT DEFENSE FUND AND ASSOCIATED BUDGET (FBD)

GENERAL CALENDAR:

- 1) CONSIDER AWARD OF A CONTRACT TO CADILLAC ASPHALT FOR THE 2022 MAJOR ROADS - ASPHALT PROJECT FOR THE 2022 ROAD IMPROVEMENT PROGRAM & APPROVE A CONTRACT AMENDMENT WITH FISHBECK LLC FOR CONSTRUCTION ENGINEERING AND TESTING (MSD)
- 2) REQUEST TO PURCHASE COMPUTER WORKSTATION REPLACEMENTS (ITI)
- 3) REQUEST TO UPGRADE CYBER SECURITY SUBSCRIPTION LEVEL (ITI)
- 4) CONSIDER APPROVAL OF FUND BALANCE COMMITMENTS FOR BOARD RELATED GOALS (FBD)
- 5) CONSIDER APPROVAL OF A PURCHASE ORDER FOR SOUND & LIGHTING SUPPORT SERVICES FOR THE 2022 LIBERTY FESTIVAL (CLS)
- 6) CONSIDER APPROVING THE PURCHASE OF 20 AVAIL WEB ROCKET LOT MODEMS AND AN ASSOCIATED AMENDMENT TO THE 2022 FIRE BUDGET (FIRE)
- 7) CONSIDER APPROVING THE PURCHASE OF A THREE-YEAR SUBSCRIPTION TO CODERED WITH AN ASSOCIATED 2022 EMERGENCY MANAGEMENT BUDGET AMENDMENT (FIRE)
- 8) CONSIDER THE PURCHASE OF 16 TASER X26P UNITS AND ACCESSORIES (POLICE)
- 9) CONSIDER WAIVING THE BIDDING PROCESS AND APPROVE THE PURCHASE OF TWO MOTOROLA 800 MHZ MOBILE RADIOS (POLICE)

10) CONSIDER APPROVAL OF THE PURCHASE OF 33 HONEYWELL BARCODE SCANNERS
(CLERK)

11) CONSIDER A REQUEST TO APPROVE SERVICE AGREEMENT BETWEEN CANTON
TOWNSHIP AND THE PARTNERSHIP FOR THE ARTS & HUMANITIES (SUPERVISOR)

PUBLIC COMMENT

BOARD COMMENT

ADJOURN

ACCESS TO PUBLIC MEETINGS

In accordance with the Americans with Disabilities Act, individuals with disabilities who require special accommodations, auxiliary aids or services to attend or participate at the meeting/hearing should contact Rachelle Howell, Human Resources Manager, at 734-394-5260. Reasonable accommodations can be made with advance notice. A complete copy of the Access to Public Meetings Policy is available at www.canton-mi.org.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 24, 2022

AGENDA ITEM #C-1

ITEM: Consider Resolution for the Township Board to Be the Adopting Body for the Master Plan and to Establish a Master Plan Advisory Board

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: The Planning Services Division recently issued a Request for Proposal (RFP) for planning firms to provide consultation services for the development of the Canton Township Master Plan. The RFP stated that the project is expected to take 12 – 18 months and the selected consultant will work with the Township to prepare the Master Plan.

Per the Michigan Planning Enabling Act, the Planning Commission is the responsible for preparing and adopting the Master Plan for a community unless the legislative body asserts its right to approve or reject the Township Master Plan, after approval by the Planning Commission. The enclosed resolution will make the Township Board body responsible for final adoption of the Master Plan after the Plan is prepared and approved by the Planning Commission.

The enclosed resolution also provides for the establishment of a Master Plan Advisory Board, which will be comprised of Township Trustees, Planning Commissioners, and members of the public at large. The purpose of the Master Plan Advisory Board is to assist the Planning Commission and Township Board with the development of the Master Plan, including assisting with public outreach.

BACKGROUND: The Michigan Planning Enabling Act requires communities to review their Master Plans every five (5) years. The current Master plan document was prepared by Township staff and adopted in 2017; however, the 2017 update was very similar to the 2012 Master Plan. Over the past 10+ years, Canton Township has certainly changed and the proposed Master Plan update will review and analyze the demographic and land use changes, among others. Once completed and adopted, the Master Plan will guide the future course for the community.

STRATEGIC PLAN/GOALS: Welcoming Community, Healthy Ecosystem (which specifically mentions updating the Master Plan as an Action item), Quality Infrastructure, Organizational Climate and Culture, and Financial Stability.

ACTION REQUESTED: Consider resolution for Township Board to: direct the Planning Commission to begin the update of the Master Plan in accordance with the Michigan Planning Enabling Act; assert the right of the Board of Trustees to adopt the Township Master Plan in accordance with the Act after approval by the Planning Commission; establish a Master Plan

Advisory Board to be comprised of Township Trustees, Planning Commissioners, and members of the public at large; and authorize the Township Supervisor to select members of the Advisory Board.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: None.

IMPLEMENTATION PLAN: N/A.

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

Authorization for the Master Plan to be Adopted by Township Board of Trustees

WHEREAS, the current Canton Township Master Plan was adopted in 2017, and the Michigan Planning Enabling Act requires communities to review their Master Plans every five (5) years; and,

WHEREAS, Canton Township has deemed it necessary to update the Master Plan in accordance with the Michigan Planning Enabling Act;

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Charter Township of Canton, Michigan does hereby take the following actions:

1. Directs the Planning Commission to begin the update of the Master Plan in accordance with the Michigan Planning Enabling Act;
2. Asserts the right of the Board of Trustees to adopt the Township Master Plan in accordance with the Act after approval by the Planning Commission;
3. Establishes a Master Plan Advisory Board to be comprised of Township Trustees, Planning Commissioners, and members of the public at large, and authorizes the Township Supervisor to select members of the Advisory Board.

ATTACHMENTS: None

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 24, 2022

AGENDA ITEM #C-2

ITEM: Consider Approval of Professional Services Agreement for Master Plan Consulting Services

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: The Planning Services Division recently issued a Request for Proposal (RFP) for planning firms to provide consultation services for the development of the Canton Township Master Plan. The RFP stated that the project is expected to take 12 – 18 months and will include a robust and comprehensive public engagement strategy. The Master Plan will address topics such as corridor and intersection planning, Cherry Hill Village, climate change, sustainable design, environmental preservation, and more. The Planning Services Division received 4 qualified bids from firms located in Michigan and Ohio, and 2 firms were selected to interview based on the responsiveness of the proposals. A proposal review team from the Municipal Services Department and Finance & Budget Department reviewed the proposals, interviewed the firms, and scored the proposals. Scoring was based on each firm’s qualifications, responsiveness, experience, capacity, fees and rates, personnel, qualifications, and references. The firm with the highest score was McKenna. McKenna also had the lowest costs among the 4 bidding firms.

The services will be provided under a Professional Services Agreement prepared by the Township’s legal counsel.

BACKGROUND: The Michigan Planning Enabling Act requires communities to review their Master Plans every five (5) years. The current Master plan document was prepared by Township staff and adopted in 2017; however, the 2017 update was very similar to the 2012 Master Plan. Over the past 10+ years, Canton Township has certainly changed and the proposed Master Plan update will review and analyze the demographic and land use changes, among others. Once completed and adopted, the Master Plan will guide the future course for the community.

By contracting with a planning consulting firm, Canton Township can expect exceptional services for public engagement, corridor and intersection conceptual designs, as well as drafting of a visually appealing and engaging document to serve the community. The consultants will coordinate with Planning Division staff and the Master Plan Advisory Board throughout the process and will provide regular updates to the Planning Commission and Township Board. The Master Plan document will be engaging, visually appealing, and easy to reference for staff and members of the public.

If the contract is awarded, services are expected to begin immediately.

At its June 8, 2021 meeting, the Township Board adopted a resolution authorizing its participation in the MEDC Redevelopment Ready Communities (RRC) Program, with the goal of eventually achieving RRC certification. Since that time, Township staff and MEDC staff have worked collaboratively to identify strengths, weaknesses, and gaps in the Township's redevelopment processes that may deter opportunities for sustainability and investment in the future. At the end of this initial evaluation, the MEDC prepared a Baseline Report for the Township's review. After reviewing this Report, the Township Board authorized the next step in the RRC certification process when it adopted a resolution at its October 26, 2021 meeting to implement the recommendations made by MEDC. Many of these recommendations relate to updates to the Master Plan, and we intend to address all of MEDC's Master Plan recommendations in the upcoming process.

STRATEGIC PLAN/GOALS: Welcoming Community, Healthy Ecosystem (which specifically mentions updating the Master Plan as an Action item), Quality Infrastructure, Organizational Climate and Culture, and Financial Stability.

ACTION REQUESTED: Consider award of Professional Services Agreement with McKenna Associates for the Master Plan project in an amount not to exceed \$94,500, subject to approval of the contract by Township legal counsel.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: A budget adjustment is requested for the Master Plan as follows:

Increase Revenue

Account # 101-000.695 \$69,500 Fund Balance Appropriation

Increase Expense

Account # 101-701.801_0050 \$69,500 Professional and Contractual Svc Professional

The 2022 budget has \$25,000 budgeted for the Master Plan, so an increase of \$69,500 is requested. The 2023 budget also proposes \$25,000 for the Master Plan, as the Master Plan will be completed over 2 budget years; however, if the above budget adjustment is approved, we would remove the request for \$25,000 in the 2023 budget. Additionally, Canton's participation in the Redevelopment Ready Communities program makes Canton eligible to apply for up to \$30,000 in grant funds from the MEDC to be used on planning and zoning efforts, including the Master Plan. There are upcoming grant deadlines in July and October, and Planning Division staff is currently working with our MEDC liaison to apply for the maximum allowable grant as early as July.

IMPLEMENTATION PLAN: N/A.

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the following budget amendment for the Master Plan update:

Increase Revenue

Account # 101-000.695 \$69,500 Fund Balance Appropriation

Increase Expense

Account # 101-701.801_0050 \$69,500 Professional and Contractual Svc Professional

I further move to approve a Professional Services Agreement with McKenna Associates for the Master Plan project in an amount not to exceed \$94,500, subject to approval of the contract by Township legal counsel.

ATTACHMENTS:

1. RFP for Master Plan services
2. McKenna Proposal
3. Professional Services Agreement

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 24, 2022

AGENDA ITEM #C-3

ITEM: Consider Approval of the Purchase of 20-Ton Tag-a-Long (Tilt Top) Equipment Trailer

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated.

EXECUTIVE SUMMARY: To perform tasks and Services provided by Public Works many times Heavy Construction Equipment is necessary. In order to safely transport Excavators, Backhoes, loaders and other heavy equipment tag along tilt top equipment trailers are necessary. These trailers are regulated by Michigan Department of Transportation and require strict upkeep. Canton currently operates four of these units, two units are 5 years old and 2 units are 25 years old. One of the units has reached it serviceable life and needs to be replaced. Public works has received three bids on the requested unit on April 7, 2022. Trail Boss Trailers Inc. was the low bid in the amount of \$34,650.

STRATEGIC PLAN/GOALS: Ongoing maintenance includes maintaining present assets and replacing aging equipment when necessary and the trailer has reached this replacement criteria of Safely transporting heavy construction equipment to perform services provided by Public Works.

ACTION REQUESTED: Accept the quote from Trail Boss Trailers and approve a purchase order not to exceed \$34,650 for the purchase of a 20-ton tag- a- long tilt top trailer from low bidder Trail Boss Trailers.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The funds will come from the following accounts:

Water Account #592-536.970_0030 - \$17,325

Sewer Account #592-537.970_0030 - \$17,325

IMPLEMENTATION PLAN: Upon approval by the Township Board of Trustees, Public Works will enter a purchase order and place the order to Trail Boss Trailers located at 15700 US Highway 45 Macon Mississippi 39341

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the purchase of a 20-ton tag-a-long tilt top trailer from Trail Boss Trailers 15722 US Highway 45, Macon Mississippi 39341 for an amount not to exceed \$34,650.

ATTACHMENTS:

1. Bid tab sheet
2. Trailer Build Specifications

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 24, 2022

AGENDA ITEM #C-4

ITEM: Consider Approval of 2023 Vactor Combination Sewer Cleaning Truck and an Associated Budget Amendment to the 2022 Water & Sewer Budget

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated.

EXECUTIVE SUMMARY: The Public Works has budgeted for the purchase of a combination sewer cleaning truck. The vehicle is designed to clean the 371 miles of Canton Township owned sanitary sewer lines. Proper operation and cleaning of these sewers ensures sanitary flow and disposal of waste water from the township's 26,000 plus sanitary sewer customers.

The Current vehicle that is scheduled to be retired and sold is a 2002 Sterling with Vactor components. Public Works has budgeted \$550,000 in the 2023 budget and the new unit has come in at **\$507,027** using the **Sourcewell Contract #101221-VTR**. Due to supply chain shortages on truck chassis and components Canton has the opportunity to purchase this truck in 2022 with an anticipated fourth quarter delivery. This Capital outlay item is budgeted in the 2023 budget and, due the reasons stated above, it is requested that this funding be amended in the 2022 budget. Moving this purchase to 2022 will result in a \$50,000 savings compared to what is budgeted. The township will also realize additional savings as we have been advised that pricing will increase an amount unknown at this time if we wait to order in 2023.

Now that the Township has moved to a 5-year forecasting model, smoothing water and sewer rates, this particular change will have no impact on the current or predicted rates as approved on April 12, 2022.

STRATEGIC PLAN/GOALS: Quality Infrastructure- Operate and maintain our sanitary sewer system with a proactive approach to prevent sanitary sewer blockages and backups. Ongoing maintenance operation includes maintaining present assets and replacing aging equipment when necessary. The current 2002 Sterling Vactor has reached this replacement criteria.

ACTION REQUESTED: Accept the quote from Jack Dohney Company and approve a purchase order not to exceed \$507,027. The Water and Sewer department proposes to purchase; 2023 Vactor Combination Sewer cleaning truck.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

The following budget amendment is needed:

Increase Revenue

592-000.695 Fund Balance Appropriation	\$507,027
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Increase Expenditure

592-537.970_0040 Capital Outlay Vehicles	\$507,027
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IMPLEMENTATION PLAN: Upon approval by the Township Board of Trustees, the Public Works division will create a purchase order and place the order with the Jack Doheny Company located at 777 Doheny Drive Northville MI. 48167

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

- 1) I move to approve the following budget amendment to the 2022 Water and Sewer budget:

Increase Revenue

592-000.695 Fund Balance Appropriation	\$507,027
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Increase Expenditure

592-537.970_0040 Capital Outlay Vehicles	\$507,027
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- 2) I move to award a purchase order contract to Jack Doheny Company, 777 Dohney Drive, Northville, MI 48167 for an amount not to exceed \$507,027 for the purchase and approve the purchase of the 2023 Vactor Combination Sewer Cleaning truck utilizing the Sourcewell Contract # 101221-VTR

ATTACHMENTS:

1. Quote
2. Vehicle Build Specifications

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 24, 2022

AGENDA ITEM #C-5

ITEM: Consider Authorization of Permit for 2022 Liberty Fest Fireworks Display

PRESENTER: Christopher Stoecklein, Director of Fire Services

INDIVIDUALS IN ATTENDANCE:

EXECUTIVE SUMMARY: The fireworks display permit application and associated documentation from ACE Pyro, LLC, from Manchester, Michigan, has been reviewed by the Fire Marshal and was found to be in compliance with all National Fire Prevention Association (NFPA) requirements as well as all state and federal fireworks laws. Therefore, the Fire Marshal is recommending authorization of the 2022 permit for Liberty Fest Fireworks.

BACKGROUND INFORMATION: Canton Fire Department personnel and equipment will be staged at the fireworks location in case an emergency situation arises.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approval for the Canton Township Clerk to sign the permit for a fireworks display to be held June 17, 2022.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: RBA for permit authorization only; no fees associated with this request.

IMPLEMENTATION PLAN: Upon board approval and Township Clerk's signature, the Fire Marshal or his designee will transfer the signed permit to a representative from ACE Pyro, LLC.

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION: I move to authorize the Canton Township Clerk to sign the permit for ACE Pyro, LLC, authorizing their permission to possess, transport and display fireworks at Canton's Liberty Fest on June 17, 2022.

ATTACHMENTS: Attachment A – Fireworks permit application
Attachment B – Contract service agreement

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 24, 2022

AGENDA ITEM #C-6

ITEM: Consider Request to Increase the Purchase Order Issued to Partners in Architecture

PRESENTER: Chad Baugh, Director of Police Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The department is requesting to add \$4,000 for reimbursables to Purchase Order #2021-00001408, issued to Partners in Architecture last year for Architectural & Engineering (A&E) Services related to renovations of the Public Safety Headquarters. The Board approved contract provided for these reimbursables, but the funding was inadvertently left off of the purchase order that was issued.

BACKGROUND INFORMATION: The board approved the A& E contract with Partners in Architecture at the April 27, 2021 meeting, Item #G-6 (attachment A). Following the recent construction bid process, Partners just invoiced for their first reimbursables, and it was discovered this section was missing from the Purchase Order.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Increase Purchase Order #2021-00001408, issued to Partners in Architecture, by \$4,000 for reimbursables as listed in the 2021 Board approved contract.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The 2022 Police – Program Expenses Drug Forfeiture Account #207-301-50.763_0003 will accommodate this expense.

IMPLEMENTATION PLAN: n/a

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION: I move to approve increasing Purchase Order #2021-00001408, issued to Partners in Architecture, by \$4,000 for reimbursables as listed in their A& E contract approved by the Board in 2021.

ATTACHMENTS: Attachment A – RBA #G-6 from April 27, 2021 Meeting

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 24, 2022

AGENDA ITEM #C-7

ITEM: Consider the Purchase of a One-Year Extended Warranty for 800 MHz Radios

PRESENTER: Chad Baugh, Director of Police Services
Christopher Stoecklein, Director of Fire Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The Police and Fire Departments are requesting to renew their extended warranty for 226 Motorola 800 MHz mobile and portable radios in the amount of \$18,851.50, from Mobile Communications America (MCA), formerly, ComSource Inc., the local authorized Motorola service vendor in Michigan.

BACKGROUND INFORMATION: In 2012, the Public Safety Department purchased a comprehensive new 800 MHz radio system. The original investment in 800 MHz mobile and portable radios was just over \$1 million, and included a five-year warranty which has since expired. Motorola continues to offer a one-year extended warranty through their local authorized repair vendor, Mobile Communications America (formerly ComSource, Inc.). The warranty includes on-site service, pick-up and delivery. Based on the replacement cost of these radios, service coverage is recommended. The price quote remains the same as paid in 2021, no increase.

Motorola is a sole-source provider of their product, utilizing Mobile Communications America as their contracted local service vendor.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approve the purchase of a Motorola one-year extended warranty for 226 portable and mobile radios in the amount of \$18,851.50, from Mobile Communications America, the local authorized repair vendor for Motorola products.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds in the amount of \$25,000 are budgeted for this expense in the 2022 E/911 Professional & Contracted Services Account #261-346-50.801_0050.

IMPLEMENTATION PLAN: n/a

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION: I move to approve the purchase of a one-year extended warranty for Motorola 800 MHz mobile and portable radios in the amount of \$18,851.50, from Mobile Communications America, Michigan, the local authorized repair vendor of Motorola products.

ATTACHMENTS: Attachment A: Price Quote from Mobile Communications America (formerly ComSource, Inc.)

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 24, 2022

AGENDA ITEM # C-8

**ITEM: Resolution of Support for Michigan Townships Association's Robert R. Robinson
Scholarship Application**

PRESENTER: Anne Marie Graham-Hudak, Supervisor

INDIVIDUALS IN ATTENDANCE: None anticipated

EXECUTIVE SUMMARY:

Jessica Hobbs is a Canton resident and is enrolled in the Masters of Urban and Regional Planning program at the University of Michigan beginning in August of 2022. She received her Bachelor's Degree in History and Sustainability from the University of Michigan with a 3.7 GPA. She is in the process of applying for the Robert R. Robinson Memorial Scholarship from the Michigan Townships Association. The purpose of the scholarship fund is to help students in Michigan who are preparing for a career in Public Administration. One of the scholarship requirements is a Resolution of Support from a Michigan Townships Association member community's Board of Trustees.

BACKGROUND:

The Robert R. Robinson Scholarship, awarded annually by the Michigan Townships Association, seeks to offer financial assistance to students aspiring to leadership roles in their community. The scholarship is designed to help Michigan students who are preparing for a career in public administration. Applicants must be a junior, senior or graduate student in a Michigan college or university.

Up to \$1,000 is awarded for each scholarship, on a competitive basis. Applicants are considered on several factors including academic achievement, community involvement and commitment to local government administration.

Requirements include: a letter of recommendation from a professor or instructor, a copy of a resolution of support from an MTA-member township board in good standing, and a short essay on an important issue facing local government.

STRATEGIC PLAN/GOALS: Welcoming Community - Strengthen relationship and develop innovative partnerships within our community

ACTION REQUESTED: Adopt the attached resolution

BUDGET IMPLICATIONS & ACCOUNT NUMBER: None

IMPLEMENTATION PLAN: The Clerk will send a copy of the Resolution to Jessica Hobbs.

DIRECTOR'S RECOMMENDATION: NA

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: NA

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to adopt the Resolution of Support for Jessica Hobbs to apply for the Michigan Townships Association's Robert R. Robinson Scholarship.

ATTACHMENTS: None

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 24, 2022

AGENDA ITEM # C- 9

ITEM: Consider Approval to Create Fund 260 – Indigent Defense Fund and Associated Budget

PRESENTER: Wendy Trumbull, Finance & Budget Director

INDIVIDUALS IN ATTENDANCE: None anticipated

EXECUTIVE SUMMARY: The Michigan Indigent Defense Commission Act (MCL 780.993(14) (b) requires all indigent criminal defense systems to create a separate fund to hold MIDC Grant funds. The Michigan State Department of Treasury created this fund for the local chart of accounts. The fund will be utilized for the accounting of expenditures and revenues for the operation of the 35th District Court criminal indigent defense system.

BACKGROUND: The Michigan Indigent Defense Commission (MIDC) was created by legislation in 2013. The MIDC Act is found at MCL §780.981 et seq. The MIDC develops and oversees the implementation, enforcement, and modification of minimum standards, rules, and procedures to ensure that criminal defense services are delivered to all indigent adults in this State consistent with the safeguards of the United States Constitution, the Michigan Constitution of 1963, and with the MIDC Act.

The MIDC proposed Standard 5, which was approved by the Department of Licensing and Regulatory Affairs on October 29, 2020.

Standard 5 provides, among other things, that:

The court’s role shall be limited to: informing defendants of right to counsel; making a determination of indigency and entitlement to appointment; and, if deemed eligible for counsel and absent a valid waiver, referring the defendant to the appropriate agency. Judges are permitted and encouraged to contribute information and advice concerning the delivery of indigent criminal defense services, including their opinions regarding the competence and performance of attorneys providing such services.

Following the approval of Standard 5, courts (including the 35th District Court, or employees reporting to the judiciary, including the 35th District Court staff) can no longer select, approve, or pay for lawyers and associated services or expenses related to the delivery of indigent defense services.

The Canton Township is assuming the role of Fiduciary for the 35th District Court Michigan Indigent Defense Commission (MIDC). It is requested that the Board of Trustees authorize the creation of Fund 260 – Indigent Defense Fund to be used to account for earmarked state grant

revenue and related expenses for providing indigent defendants in criminal cases with effective assistance of counsel as required in MCL 780.993(14) (b).

STRATEGIC PLAN/GOALS: Welcoming Community and Financial Stability

ACTION REQUESTED: Authorize Canton Township to act as the Fiduciary for the 35th District Court Michigan Indigent Defense Commission (MIDC). Approve the creation of Fund 260 – Indigent Defense Fund to be used to account for related revenue and expenses. Approve a budget to reflect the associated revenue and expenses.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Budget Amendment as follows:

Increase Revenue:

Account # 260-000.539	State Grant Revenue	\$360,000
Account # 260-000.580	Contributions from Local Units	\$40,000

Increase Expenditures:

Account # 260-286.801_0020 Professional Services Legal	\$ 400,000
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IMPLEMENTATION PLAN: If approved, the fund will be created and the budget adjustments will be posted by Finance.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the creation of Fund 260 – Indigent Defense Fund and the following budget amendment.

Increase Revenue:

Account # 260-000.539	State Grant Revenue	\$360,000
Account # 260-000.580	Contributions from Local Units	\$40,000

Increase Expenditures:

Account # 260-286.801_0020 Professional Services Legal	\$ 400,000
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ATTACHMENTS: A) Fiduciary Agreement B) Department of Treasury – 260 Indigent Defense Fund Letter

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 24, 2022

AGENDA ITEM #G-1

ITEM: Consider Award of a Contract to Cadillac Asphalt for the 2022 Major Roads - Asphalt Project for the 2022 Road Improvement Program & Approve a Contract Amendment with Fishbeck LLC for Construction Engineering and Testing

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: The design for the 2022 Major Roads Asphalt Project on Warren Road (Lilley to Haggerty) was completed by our engineering design consultant Fishbeck, Inc. in January of 2022. The project was publicly bid in March of this year and six contractors submitted bids on April 21, 2022 ranging from \$657,750 to \$861,328. Cadillac Asphalt, Inc. was the apparent low bidder at \$657,750.44. Fishbeck evaluated the bids and recommends an award to Cadillac Asphalt. Engineering Services (ES) recommends award of this contract to Cadillac Asphalt. ES also recommends approval of a contract amendment with our engineer Fishbeck, LLC (Fishbeck) for Construction Engineering and Testing (CE) on this project.

BACKGROUND: In 2018 a 1.45-mill road funding millage was approved by the voters in the August Primary ballot, and based on the public education sessions prior to the vote, Canton committed to begin construction on road repairs immediately in the 2019 construction season. In the Fall of 2018, Canton Township retained Northwest Consultants, Inc. (now Fishbeck) as designer for the Major Road projects. This year marks the fourth year of millage funded construction on Major Road projects.

Fishbeck has completed the design, obtained all approvals and permit reviews, and has bid the project in anticipation of starting the work this summer. The recommendation letter from Fishbeck which includes a summary of all the bidders is provided as Attachment 1. The proposal and bid from Cadillac Asphalt is provided as Attachment 2. The CE proposal from Fishbeck is provided as attachment 3.

STRATEGIC PLAN/GOALS: Quality Infrastructure – Canton Roads Program

ACTION REQUESTED:

1. Consider award of a contract to Cadillac Asphalt for 2022 Major Roads - Asphalt Project in the amount of \$657,750.44 plus a 10% contingency of \$65,775 for a total of \$723,525.44.
2. Consider a contract amendment with Fishbeck to perform the CE for the 2022 Major Roads - Asphalt Project in the amount of \$104,508 plus a 10% contingency of \$10,451 for a total of \$114,959.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

The funds for the Major Road projects will come from the Road Construction Fund, #204-446-11.970_0050 (Roads Major – Capital Outlay). The Following Budget adjustment is needed:

Increase Revenue:

204-000.695 Fund Balance Appropriation \$838,485

Increase Expenditure:

204-446-11.970_0050 Major Roads Capital Outlay Infrastructure \$838,485

IMPLEMENTATION PLAN:

Upon Board approval, Engineering Services and Finance will complete the contract and establish the purchase orders for this work to Cadillac Asphalt, as well as issue a contract amendment and purchase order for the CE work to Fishbeck, LLC. Fishbeck will then initiate the work.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

1. I move to approve the following Budget Amendment:

Increase Revenue:

204-000.695 Fund Balance Appropriation \$838,485

Increase Expenditure:

204-446-11.970_0050 Major Roads Capital Outlay Infrastructure \$838,485

2. I move to approve a purchase order and award a contract with Cadillac Asphalt for the 2022 Major Roads - Asphalt Project construction in the amount of \$657,750.44 plus a 10% contingency of \$65,775 for a total of \$723,525.44 from the Fund #204-446-11.970_0050.
3. I move to approve a contract amendment and purchase order with Fishbeck LLC under their existing master services agreement for CE Services for the 2022 Major Roads - Asphalt Project in the amount of \$104,508 plus a 10% contingency of \$10,451 for a total of \$114,959 from the Fund #204-446-11.970_0050.

ATTACHMENTS:

1. Recommendation Letter from Fishbeck and Bid Tabulation
2. Project Proposal from Cadillac Asphalt
3. CE Proposal from Fishbeck

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 24, 2022

AGENDA ITEM # G-2

ITEM: Request to Purchase Computer Workstation Replacements

PRESENTER: Victor Ibegbu, ITI Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: IT Services is seeking to replace older, out-of-warranty computer workstations, which are scheduled for replacement in 2022. The computer pricing is derived from the State of Michigan purchasing contract negotiated with Dell Computers. For this reason, IT Services is requesting that a purchase order be approved for the amounts and specifications listed in the quotes. The total amount, not to exceed \$80,678.16, was included in 2022 IT Services budget approved by the Board.

BACKGROUND INFORMATION: IT Services solicited pricing from Dell Computers. The Dell Latitude & OptiPlex line of computers (which the Township has used almost exclusively for the past 15 years) has provided great value while also providing extremely negligible amounts of post-purchase hardware support.

To maximize the financial resources for this purchase, IT staff evaluated the work position of each computer to be replaced. For employees currently using desktop computers, IT services upgraded the replacement from a traditional desktop computer to a laptop based on an employee's responsibilities and location. Consequently, we have created a very specific list of computers utilizing various level of hardware, processors, and RAM for the computers being replaced. This permitted IT to further reduce overall costs for this expenditure while enabling as many positions to be provided with a portable computer.

STRATEGIC PLAN/GOALS: Quality Infrastructure - Efficiently utilize resources and maintain fiscal responsibility while still providing employees with modern and dependable computer workstations.

ACTION REQUESTED: Permit IT Services to create a Purchase Order in an amount not to exceed of \$80,678.16 for the purchase of replacement laptops, computers, and displays based on the negotiated price with the State of Michigan.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The funding for this purchase was budgeted for in the IT Services Division 2022 Budget. All required funding exists and will be expensed from the ITS Division's 101-228.970_0010 Capital Outlay Computers and Equipment.

IMPLEMENTATION PLAN: The installation of the new computers will be deployed in a manner which will least impact the operation of Township employees. All plans and schedules will be cleared with departmental Directors first and communicated to the employee base prior to any computer replacement being completed.

DIRECTOR RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to create a new purchase order to Dell Computers in an amount not to exceed \$80,678.16 from account 101-228.970_0010 to cover the cost of replacement laptops, computers, and displays.

ATTACHMENTS: Dell Quote-3000119106867.1.pdf

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 24, 2022

AGENDA ITEM # G-3

ITEM: Request to Upgrade Cyber Security Subscription Level

PRESENTER: Victor Ibegbu, ITI Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: IT Services is seeking to upgrade the current number of user subscription licenses for the existing Cyber Security training solution, KnowBe4. The Township is currently in year 2 of a 5-year agreement with KnowBe4. With the recent increase in the number of employees who will receive Office 365 email, our current KnowBe4 eligible user count is insufficient to meet the needs of all employees who will be assigned new Office 365 email accounts.

The importance of cyber security training cannot be underestimated. The Township is constantly the target of simultaneous phishing campaigns by bad actors looking to gain a foothold within Township computer networks or gain access to employee credentials. This training has proven very beneficial to the organization as it has raised employee awareness immensely since adopted in 2020.

The recently approved CANTONMI.GOV migration project currently underway necessitates that the Township provide cyber security training to all employees who will be provided access to Office 365 services.

BACKGROUND INFORMATION:

In 2020, the Township Board approved a 5-year deal with KnowBe4, the premier cyber-security awareness training company. The training and testing framework offered by the KnowBe4 system is critical to IT Services efforts to keep employees focused on cyber security and educated in the latest tactics deployed by bad actors.

Recently the Township Board approved the CANTONMI.GOV domain migration project which included providing all Township employees with at minimum, access to email for use in their daily job responsibilities. To remain compliant with the KnowBe4 agreement and to be able to provide critical cyber security testing and training to all employees with access to email, it is critical that the Township increase the licensing count of the existing agreement with KnowBe4 by three hundred (300) licenses.

STRATEGIC PLAN/GOALS: Efficiently utilize resources and maintain fiscal responsibility while greatly improving and enhancing all Township employee's cyber security awareness.

ACTION REQUESTED: Approve the creation of a purchase order for an amount not to exceed \$12,993 to KnowBe4 Inc. for the increase of licenses within the Township's cyber security training solution.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The funding for this purchase exists in the IT Services Division 2022 Budget. All required funding exists and will be expensed from the ITS Division's 101-228.910 Training & Education.

IMPLEMENTATION PLAN: This purchase has no direct impact on any operations of the Township. All new employees added to the KnowBe4 System will be communicated with during the appropriate time of the .GOV migration project.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to create a purchase order to KnowBe4 Inc. in an amount not to exceed \$12,993 to cover the cost of increasing user training licenses for the duration of the Township's current agreement.

ATTACHMENTS: Canton Township - MI KMSAT ADD-ON.pdf
Canton Township - MI PhishER ADD-ON.pdf

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: 5/24/2022

AGENDA ITEM # G-4

ITEM: Consider Approval of Fund Balance Commitments for Board Related Goals

PRESENTER: Wendy Trumbull, Finance & Budget Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: In March 2021, the Federal Government awarded Canton Township nearly \$9.2 million of funds through the American Rescue Plan Act (ARPA). Due to discussions happening at the federal level of potentially pulling back unobligated and unspent funds from approximately 30 states, including Michigan, there is an urgency to spend the funds quickly so the residents of Canton benefit completely from the funds it was awarded. In an effort to expeditiously spend the funds, the Township will spend the funds utilizing the eligibility guideline of providing governmental services and reimburse the Township's payroll utilizing the unspent funds. This will ensure all funds are spent within the next 6 months. In doing so, this will free up \$8.6 of fund balance, that can be utilized for the projects initially identified by the Board for their goals for the community. Therefore, we are recommending the Board formally commit fund balance for the following projects:

Sidewalk Gap (\$500,000*4 years)		\$ 2,000,000
Ridge Road Development		\$ 1,000,000
Pocket Parks		\$ 550,000
Admin Building Renovations		\$ 250,000
Cherry Hill Redevelopment		\$ 4,000,000
Other future priorities identified by the Board		<u>\$ 1,000,000</u>
		\$ 8,800,000

Should the Board approve this plan, the additional \$1.2 million commitment (above the awarded \$9.2 million), will be funded utilizing existing available fund balance and placed within the Township's Community Improvement Fund. It is important to note that the only way the funding can be changed from what the board approves, is by a subsequent formal resolution by the Board.

Additionally, we are asking the Board to approve the necessary budget adjustments to accommodate the spending of the ARPA dollars as required by the State's Budgeting Act.

BACKGROUND:

The Board of Trustees have discussed the importance of spending the ARPA dollars to help make improvements to the Township, for the residents. Therefore, it's important to commit the fund balance to ensure the dollars available as a result of the federal award has been segregated for the priorities identified by the Board.

Committed fund balance are amounts that can only be utilized for the specific purposes determined by a formal action of the government’s highest level of decision-making authority, in Canton Township’s case, by the Board of Trustees. Should the Board which to change this strategy, it can only be modified by a future formal action of the Board.

STRATEGIC PLAN/GOALS: Financial Stability, Quality Infrastructure, Welcoming Community

ACTION REQUESTED: Commit the fund balance for the priorities identified by the Board of Trustees.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Budget Implications have been identified through the model resolution and the executive summary.

IMPLEMENTATION PLAN: Once approved, the general ledger will be updated with the committed fund balance amount.

FINANCE AND BUDGET DIRECTOR’S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to commit the unspent fund balance resulting from these projects in the Community Improvement Fund at the end of 2022 for the following priorities:

Sidewalk Gap (\$500,000*4 years)		\$ 2,000,000
Ridge Road Development		\$ 1,000,000
Pocket Parks		\$ 550,000
Admin Building Renovations		\$ 250,000
Cherry Hill Redevelopment		\$ 4,000,000
Other future priorities identified by the Board		<u>\$ 1,000,000</u>
		\$ 8,800,000

I further move to approve the following budget amendment for the spending of the ARPA funds:

<u>Decrease Revenue</u>		
Fund Balance Appropriation	207-000.695	1,000,000
<u>Increase Revenue</u>		
Transfers In from ARPA	101-000.699_2850	7,551,719
Transfers In from ARPA	207-000.699_2850	1,000,000
Other Grants Federal	285-000.528_0003	8,551,719
<u>Increase Expense</u>		
Transfers Out to Community Improvement	101-969.995_2460	7,551,719
Transfers Out to General Fund	285-706.995_1010	7,551,719
Transfers Out to Police	285-706.995_2070	1,000,000

ATTACHMENTS: Memo to the Board on 5/24/2022

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 24, 2022

AGENDA ITEM #G-5

ITEM: Consider Approval of a Purchase Order for Sound & Lighting Support Services for the 2022 Liberty Festival

PRESENTER: Greg Hohenberger, Director of Leisure Services

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: In April of 2022, a Request for Proposals was solicited for sound and lighting support services for Canton's Liberty Festival. One proposal was received, from Great Lakes Sound, Inc. in the amount of \$21,085.00. The proposal includes audio and lighting services for three days, at two separate stages (the Amphitheater and mobile Canton Live Stage). Great Lakes Sound, Inc. recently provided these services for the fireworks display held last September in Heritage Park, where they performed admirably. Due to their past experience and qualified proposal, Leisure Services is recommending the approval of a purchase order for the sound and lighting support services for the 2022 Liberty Festival to Great Lakes Sound, Inc.

BACKGROUND: Live entertainment provides a significant draw of interest from the many festival goers who attend the Liberty Festival each year. Acts are contracted for a number of performances that take place over the course of three days, on two separate stages in the park. In order to ensure quality performances, consistency, and reliability – Leisure Services contracts the sound and lighting support services for both stages. In doing so, Leisure Services personnel are able to focus on managing the acts while deferring audio and visual needs to technical staff. As with the entertainment, sound and staging needs are allocated within the Liberty Fest annual budget and accounted for along with all other expenses.

STRATEGIC PLAN/GOALS: Welcoming Community

ACTION REQUESTED: Authorize a purchase order for sound and lighting support services for the 2022 Liberty Festival from Great Lakes Sound, Inc., 230 Arco Drive, Toledo, OH 43607 in the amount not to exceed \$21,085.00.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

\$21,085 is budgeted in the Liberty Festival account # 101-756-47.801_0070 – Professional and Contractual Svc Special Events.

IMPLEMENTATION PLAN: Upon Board approval, a purchase order will be generated and Great Lakes Sound, Inc. will be notified.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to authorize a purchase order in the amount \$21,085.00 from account # 101-756-47.801_0070 – Professional and Contractual Svc Special Events for Great Lakes Sound, Inc., 230 Arco Drive, Toledo, OH 43607.

ATTACHMENT:

Attachment A – Great Lakes Inc. Quote

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 24, 2022

AGENDA ITEM #G-6

ITEM: Consider Approving the Purchase of 20 Avail Web Rocket IoT Modems and an Associated Amendment to the 2022 Fire Budget

PRESENTER: Christopher Stoecklein, Director of Fire Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The Fire Department is requesting to purchase 20 Avail Web Rocket IoT modems, with hardware bundles, from Utility Associates, Inc., in the amount of \$53,400.

The proposed 2023 Fire Budget includes \$60,000 for replacement modems, but the purchase is being requested early as the current units at their end of life and unable to provide the service required for large data uploads. An amendment to the 2022 Fire budget is included in this request, and an adjustment will be made to the proposed 2023 Fire budget.

BACKGROUND INFORMATION: The purchase of Rocket IoT modems from Utility Associates, Inc., will provide the Fire Department with reliable wireless internet service within their vehicles. This service will allow them the ability to transmit data to hospitals, as well as upload patient care report data from the monitors and CPR devices.

The Rocket IoT modems from Utility will also connect to the AvailWeb interface currently being utilized by the Police Department, providing dispatch and supervisors with the ability to see vehicle locations with GPS capabilities. This added feature will streamline and consolidate resources for dispatchers to easily identify both police and fire vehicles.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approve the purchase of 20 Avail Web Rocket IoT modems from Utility Associates, Inc., in the amount of \$53,400; and approve a 2022 Amendment to the Fire Budget as listed below.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds in the amount of \$60,000 will be removed from the 2023 proposed Fire Budget; and the below 2022 Fire Budget Amendment is being requested:

<i>Increase 2022 Revenues:</i>		
Fire Fund Balance – Fund Balance Appropriation:	#206-000.695	\$53,400

<i>Increase Appropriations:</i>		
Capital Outlay Computers:	#206-336-50.970 0010	\$53,400

IMPLEMENTATION PLAN: n/a

DIRECTOR’S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR’S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION:

- 1) I move to approve the purchase of 20 Avail Web Rocket IoT modems from Utility Associates, Inc., in the amount of \$53,400;
- 2) Additionally, I move to approve a 2022 Amendment to the Fire Budget as listed below:

<i>Increase 2022 Revenues:</i>		
Fire Fund Balance – Fund Balance Appropriation:	#206-000.695	\$53,400

<i>Increase 2022 Appropriations:</i>		
Capital Outlay Computers:	#206-336-50.970 0010	\$53,400

ATTACHMENTS: Attachment A – Quote from Utility Associates, Inc.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 24, 2022

AGENDA ITEM #G-7

ITEM: Consider Approving the Purchase of a Three-Year Subscription to CodeRED with an associated 2022 Emergency Management Budget Amendment

PRESENTER: Christopher Stoecklein, Director of Fire Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The Emergency Management Division is requesting to purchase a three-year subscription to CodeRED, a mass notification platform provided by OnSolve, providing the ability to distribute an unlimited number of messages through a variety of delivery methods. The subscription cost is \$14,921.44, annually for a three-year total of \$44,764.32.

In addition, a 2022 Emergency Management budget amendment in the amount of \$6,921 is being requested to accommodate this purchase. The expense will be worked into the pending budgets for 2023 & 2024 accordingly.

BACKGROUND INFORMATION: In the event that Canton Township experiences critical events requiring mass notifications to the public and/or employees, we must be prepared. Whether its civil unrest, pandemic health updates, boil water alerts, voting precinct changes, road closures or snow emergencies, we must have the ability to deliver critical and non-critical mass notifications to residents, staff and stakeholders reliably and efficiently. The CodeRED platform provides the ability to send notifications via landline, VOIP, cell phone, SMS text, email, CodeRED mobile app alert, IPAWS, social media networks, and more. CodeRED can send messages targeting specific groups or by geographic location.

The CodeRED solution provides a fully-compliant Integrated Public Alert and Warning System (IPAWS) originating tool. In May of 2021, the Michigan State Police Emergency Management and Homeland Security Division migrated to CodeRED as the State's IPAWS messaging platform.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approve the purchase of a three-year subscription to CodeRED, from OnSolve, for an annual amount of \$14,921.44; and approve a 2022 Emergency Management Budget Amendment in the amount of \$6,921 for this purchase.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds in the amount of \$8,000 are budgeted in 101-426-930_0015 for Nixle will be utilized, in addition to a budget amendment

increasing General Fund - Fund Balance Appropriations #101-000-695 by \$6,921 and an increase to Emergency Management Maintenance & Repair Software Support Account #101-426-930_0015 by \$6,921.

IMPLEMENTATION PLAN: n/a

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION:

- 1) I move to approve the purchase of a three-year subscription to CodeRED, from OnSolve, for an annual amount of \$14,921.44;
- 2) Additionally, I move to approve a 2022 Emergency Management Budget Amendment as listed below for this purchase:

<i>Increase Revenues:</i>		
General Fund – Fund Balance Appropriation:	#101-000.695	\$6,921.00

<i>Increase Appropriations:</i>		
Emergency Management – Maint. Software Support	#101-426-930 0015	\$6,921.00

ATTACHMENTS: Attachment A – Price Quote from OnSolve
Attachment B – CodeRED Program Overview

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 24, 2022

AGENDA ITEM #G-8

ITEM: Consider the Purchase of 16 Taser X26P Units and Accessories

PRESENTER: Chad Baugh, Director of Police Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The police department is requesting to purchase 16 Taser X26P units, accessories and warranties from Axon Enterprise, Inc., in the amount of \$24,988.52.

Axon Enterprise, Inc., is proprietary, and is the sole-source vendor of their product. Taser brand is the industry standard and a feasible, alternate option does not exist on the market to-date.

BACKGROUND INFORMATION: The Township Board originally approved the purchase of Tasers in 2005, as a means of a less-lethal force application by police officers. At that time, department policy was established for Tasers to be purchased and carried by all sworn police officers. The department maintains a rotating annual replacement schedule to phase out expired units.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Waive the bidding process and approve the purchase of 16 Taser X26P units and accessories from Axon Enterprise, Inc., in the amount of \$24,988.52.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The 2022 Police budget includes \$24,988.52 for this purchase; to be expensed as follows:

Program Expenses- ORC Forfeiture	207-301-50.763 0005	\$10,260.52
Program Expenses JAG 2021	207-301-50.763 0028	\$ 8,728.00
Operating Supplies (Taser cartridges)	207-301-50.760 0001	\$ 6,000.00

IMPLEMENTATION PLAN: n/a

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION: I move to waive the bidding process and approve the purchase of 16 Taser X26P units and accessories from the sole-source vendor Axon Enterprise, Inc., in the amount of \$24,988.52, utilizing funds in the 2022 Police Budget.

ATTACHMENTS: Attachment A – Price Quote from Axon Enterprises, Inc.
Attachment B – Sole Source Vendor Letter

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 24, 2022

AGENDA ITEM #G-9

**ITEM: Consider Waiving the Bidding Process and Approve the Purchase of Two
Motorola 800 MHz Mobile Radios**

PRESENTER: Chad Baugh, Director of Police Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The Police Department is requesting to purchase two Motorola APX6500 Mobile Police Radios from Motorola in the amount of \$11,477, for two new patrol vehicles. Due to the necessity of continuity in radio equipment, purchasing the same radio as currently owned is imperative; therefore, the department requests to waive the bidding process and purchase the above model radios from Motorola Solutions (a sole-source vendor).

BACKGROUND INFORMATION: In response to the FCC's narrow banding requirements, on March 12, 2012, the Township Board approved Canton Police and Fire Departments transition to the State of Michigan's MPSCS 800 MHz Radio System. This \$1.8 million dollar project included a multitude of components, including all new radios for dispatch, police/fire vehicles, and individual officer/firefighter portable radios.

The Motorola radios being requested for purchase are the same make and model of current radios being used, and include all mounting, charging, trunking and programming to be 100% compatible with the department's current inventory. Warranties are included with the purchase with coverage of three years for the mobile, and five years for the portables.

The department has decided to keep two patrol vehicles in their fleet rotation longer than expected, therefore, the radios that would have been repurposed into this year's new patrol vehicles are being retained in their current locations.

Funds budgeted in the 2022 E/911 Capital Computers Account will be utilized for this purchase.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Waive the bidding process and approve the purchase of two Motorola mobile and portable radios from Motorola Solutions, Inc., in the amount of \$11,477, utilizing budgeted E/911 Funds.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds are budgeted in the 2022 E/911 Capital Outlay Computers Account #261-346-50.970.0010.

IMPLEMENTATION PLAN: n/a

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION: I move to waive the bidding process and approve the purchase of two Motorola mobile radios from Motorola Solutions, Inc., in the amount of \$11,477, utilizing E/911 Funds.

ATTACHMENTS: Attachment A – Motorola Price Quote

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 24, 2022

AGENDA ITEM # G-10

ITEM: Consider Approval of the Purchase of 33 Honeywell Barcode Scanners

PRESENTER: Michael Siegrist, Clerk

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: The Clerk’s office is requesting 33 Honeywell Barcode Scanners. Each precinct will have a scanner for a state license or identification card. The purchase is intended to qualify for reimbursement from the Bureau of Elections 2022 Election Security Grant made possible by the Consolidated Appropriations Act of 2018. The Information Technology and Innovation Department obtained three quotes, with the lowest being MSS-Software at \$5,731.11. A 10% contingency has been included to accommodate any additional costs that may arise.

BACKGROUND: The Consolidated Appropriations Act of 2018 included \$380 million in grants, made available to states to improve the administration of elections for Federal office, including to enhance technology and make certain election security improvements. The Consolidated Appropriations Act of 2020 authorized an additional \$425 million in new Help America Vote Act (HAVA) funds followed by the Consolidated Appropriations Act of 2022 which authorized an additional \$75 million for the HAVA Election Security program. The Clerk’s office and election staff currently uses barcode reading equipment that creates a necessity for the election worker to handle each voter’s license or state identification. In order to create a safe and secure environment for each voter, the purchase of Honeywell Barcode Scanners will eliminate the need for a voter to hand over their license or state identification. This will help mitigate lines, ensure safety and create a smooth transaction to their ballot. We are requesting 33 Honeywell Barcode Scanners. Each precinct will have a scanner that is able to scan a license or state identification card in the individual’s own hand

STRATEGIC PLAN/GOALS:

ACTION REQUESTED: Approve the purchase of 33 Honeywell Barcode Scanners and attached budget adjustment.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

Budget Adjustment requested for the Clerk’s Budget:

Increase Revenue:

Acct# 101-000.695 \$6,305 Fund Balance Appropriation

Increase Expense:

Acct# 101-262.970_0010 \$6,305 Professional Services

IMPLEMENTATION PLAN: Upon approval by the Township Board of Trustees, the Clerk's Office will create a purchase order and place it with MSS Software – 2529 Ritchie Ave, Crescent Springs, KY 41017. The Clerk's Office will then submit a form for grant reimbursement to the State of Michigan.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION:

SUPERVISOR'S RECOMMENDATION:

MODEL RESOLUTION: I move to approve the purchase of 33 Honeywell Barcode Scanners from MSS Software and the following Budget Adjustment:

Increase Revenue:

Acct# 101-000.695	Fund Balance Appropriation	\$6,305
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Increase Expense:

Acct# 101-262.970_0010	Professional Services	\$6,305
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ATTACHMENTS:

MSS Software Quote

CDW-G Quote

BCCD Quote

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 24, 2022

AGENDA ITEM #G-11

**ITEM: CONSIDER A REQUEST TO APPROVE SERVICE AGREEMENT BETWEEN
CANTON TOWNSHIP AND THE PARTNERSHIP FOR THE ARTS & HUMANITIES**

PRESENTER: Anne Marie Graham-Hudak, Supervisor

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Canton Township is committed to giving all of its residents the opportunity to experience the arts and humanities, and supporting local businesses. Pursuant to this commitment, the Township wishes to provide events that support and foster the arts community in Canton Township by partnering with the Partnership for the Arts & Humanities. This service agreement with the Partnership, which is for \$100,000 annually, establishes roles, responsibilities, cost-sharing and revenue-sharing for events and activities in the Township to grow the arts community.

The service agreement will also support economic development in the Township, particularly in Cherry Hill Village, where the Partnership is located. The agreement will support economic development by bringing events, arts programming and people into the Village core on a regular basis, which will in turn support local businesses. The Partnership will provide the Board of Trustees with an annual report each year.

BACKGROUND INFORMATION: Canton's Partnership for the Arts & Humanities is a local nonprofit organization formed in 1998 with a focus in raising funds for a performing arts center in the Township. Over the following six years, the Partnership raised more than \$5 million towards the construction of The Village Theater, a 400-seat premiere performing arts center. The Village Theater opened to the public in 2004 and is now home to several Western Wayne County performing arts organizations, including an orchestra, a band, a choral group, youth, adult, and senior drama theater, and more.

Since opening the theater, the Partnership, along with Canton Township, the Commission for Culture, and Arts and Heritage have worked together to expand art and culture programs in the Township.

In 2012, the Partnership purchased a 14-acre parcel in Canton's historic Cherry Hill Village District with the mission of developing the Village Arts Factory and the purpose of producing a regional visual arts complex.

In 2019, Canton Township approved the building permit for the Arts Warehouse and renovations began, including: roof, façade, plumbing, fire suppression, exterior windows & foundation repair. The development of this property is ongoing, but the Partnership has completed and opened its Warehouse building, which is home to 14 local small businesses. The Partnership also

acquired its first Arts Warehouse tenant, the Cherry Hill Potter's Guild for a 4,000 square foot studio with a 10-year lease.

In 2021, the Partnership was able to offer housing to four disabled Veterans at the historic Veterans Dormitory.

As of 2022, the Village Arts Factory is now 100% occupied with a variety of small, local businesses ranging from visual and craft artists, to dance and fitness studios. The art gallery hosts regular exhibits of local fine art and the Shaw Gathering Place serves as both a community room and rental space. The Partnership's original vision of incubating a local arts community is now nearing a reality, which will benefit every resident of Canton.

STRATEGIC PLAN/GOALS: Welcoming Community

ACTION REQUESTED: Approve the request to form a service agreement with the Partnership for the Arts & Humanities.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

Increase expenditures: Professional Services
101-728-801-0050, \$14,000

Increase revenue
101-006-695 Fund balance appropriation \$14,000

IMPLEMENTATION PLAN: Upon approval, the Township Supervisor will sign the service agreement with the Partnership for the Arts & Humanities.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

1. I move that we approve the service agreement with the Partnership for the Arts & Humanities to provide programming in the arts and humanities in Canton Township and the following budget adjustment:

Increase expenditures:
101-728-801-0050 Professional Services, \$14,000

Increase revenue
101-006-695 Fund balance appropriation, \$14,000

ATTACHMENTS: Service Agreement between Canton Township and the Partnership for the Arts & Humanities.