



**CANTON ADMINISTRATION BUILDING
1150 S. CANTON CENTER ROAD
CANTON, MI 48188
REGULAR BOARD MEETING
MARCH 22, 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/89508627413>

Or One tap mobile:

1-312-626-6799 (89508627413#) or 1-646-558-8656 (89508627413#)

Or Telephone:

1-312-626-6799 or 1-646-558-8656

Webinar ID: 895 0862 7413

International numbers available: <https://us02web.zoom.us/j/89508627413>

6:00 P.M.:

CALL TO ORDER

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

CLOSED SESSION TO CONSIDER MATERIAL EXEMPT FROM DISCUSSION OR DISCLOSURE BY STATE OR FEDERAL STATUTE, AND PARTICULARLY THE DISCUSSION OF ATTORNEY'S WRITTEN LEGAL MEMORANDUM. MCL 15.268(H); MCL 15.243(G)

ADOPTION OF AGENDA

APPROVAL OF MINUTES: MARCH 1, 2022

RECOGNITION

- 1) CANTON LEISURE SERVICES 2021-2022 MPARKS INNOVATIVE RECREATION PROGRAMMING AWARDS WINNER

PUBLIC COMMENT ON AGENDA ITEMS ONLY

PAYMENT OF BILLS

STUDY SESSION: WATER AND SEWER RATES

CONSENT CALENDAR:

- 1) CONSIDER APPROVAL OF ANNUAL MAINTENANCE & TECHNICAL SUPPORT AGREEMENT FOR CITYWORKS ASSET MANAGEMENT SOFTWARE (MSD)
- 2) CONSIDER AWARD OF A PURCHASE ORDER CONTRACT TO BELL EQUIPMENT COMPANY FOR AN ENVIROSIGHT ROVVER X HD CAMERA AS BID THROUGH THE STATE OF MICHIGAN MI-DEAL PURCHASING PROGRAM (MSD)
- 3) RESOLUTION DECLARING THE MONTH OF APRIL AS “FAIR HOUSING MONTH” (FBD)

GENERAL CALENDAR:

- 1) CONSIDER CONTRACT AMENDMENT WITH GREAT LAKES CONTRACTING SOLUTIONS, LLC FOR THE CANTON CENTER, FORD TO WARREN FULL RECONSTRUCT ROAD PROJECT & APPROVE A CONTRACT AMENDMENT WITH FISHBECK LLC FOR CONSTRUCTION ENGINEERING AND TESTING (MSD)
- 2) CONSIDER APPROVAL OF A PURCHASE ORDER TO CAREY & PAUL GROUP FOR ENTERTAINMENT AT THE THURSDAY NIGHT LIVE CONCERT SERIES (CLS)
- 3) CONSIDER ACCEPTANCE OF MASCO CORPORATION LEAD #LIKEAGIRL SPONSORSHIP OF \$10,000 AND TRANSPIRE SPONSORSHIP OF \$5,000 AND CONSIDER APPROVAL OF RELATED BUDGET ADJUSTMENTS (CLS)
- 4) CONSIDER APPROVAL FOR THE CREATION OF TWO FULL TIME PARK LABORER POSITIONS FOR THE LEISURE SERVICE DEPARTMENT (CLS)
- 5) CONSIDER APPROVAL OF AMENDED AGREEMENT WITH DANCIN’ FEET AT THE SUMMIT ON THE PARK (CLS)
- 6) CONSIDER APPROVING THE ADDITION OF ONE DEPUTY CHIEF POSITION AND THREE POLICE OFFICER POSITIONS WITH AN ASSOCIATED AMENDMENT TO THE 2022 POLICE BUDGET (POLICE)
- 7) REDISTRICTING AUDITOR ADJUSTMENT (CLERK)
- 8) CONSIDER 4-YEAR PRIORITY BASED BUDGETING SOFTWARE AGREEMENT WITH RESOURCEX (FBD)
- 9) REQUEST APPROVAL OF MERAKI CLOUD SERVICE RENEWAL (IT)

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.

**Charter Township of Canton
Board Proceedings – March 1, 2022**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, March 1st, 2022 in person. Supervisor Graham-Hudak called the meeting to order at 6:01 p.m.

Motion by Foster, supported by Sneideman to appoint Treasurer Slavens as temporary secretary for this meeting only. Motion carried by all members present.

Members Present: Borninski, Foster, Ganguly, Graham-Hudak, Slavens, Sneideman
All members stated their location as Canton Township.

Members Absent: Siegrist

Adoption of Agenda:

Motion by Sneideman, supported by Foster to adopt the agenda. Motion carried unanimously.

Study Session:

- 1) Review Ford Boulevard Subcommittee final landscape design concept

Public Comment:

Public comment was held.

Adjourn: Motion by Sneideman, supported by Foster to adjourn the meeting at 7:00 p.m.
Motion carried unanimously.

Dian Slavens, Treasurer

Anne Marie Graham-Hudak, Supervisor

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 22, 2022

AGENDA ITEM #C-1

ITEM: Consider Approval of Annual Maintenance & Technical Support Agreement for Cityworks Asset Management Software

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated.

EXECUTIVE SUMMARY: As part of Canton Township’s effort to more effectively automate information processing, Municipal Services incorporated the use of the Cityworks asset management software in 2007. This GIS-centric software is used to record and process Service Requests from residents, businesses and staff, as well as to track labor, material, and equipment costs on Work Orders associated with maintaining over \$300 million worth of water distribution, sanitary sewer collection system, stormwater and fleet assets within the community.

Public Works is requesting approval of the annual maintenance and technical support for the Cityworks software application. This year’s cost is \$46,200.

BACKGROUND: The annual maintenance and technical support fees are the ongoing costs associated with maintaining the latest version of the software by Azteca. This keeps us current with enhancements to ensure that all users have the latest version of tools used in the software, includes version updates and patches on a regular basis, protects against software viruses and bugs, and most importantly allows us to call Technical Support 24/7 to resolve any issues that occur.

STRATEGIC PLAN/GOALS: Quality Infrastructure - Continue to update and develop Canton’s Asset Management System in order to optimize use of and improve our vital public infrastructure.

ACTION REQUESTED: Approve payment of the annual maintenance & technical support contract to Azteca Systems, Inc. 11075 South State St., Suite 24, Sandy, UT 84070, provider of the Cityworks software.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funding to come from accounts:

Public Works - Water:	#592-536.930_0010	\$22,300
- Sewer:	#592-537.930_0010	\$22,300
Public Works - Fleet:	#661-530.930_0010	\$1,000
DDA:	#248-729.930_0010	\$600
	Total:	\$46,200

IMPLEMENTATION PLAN: Upon approval by the Board of Trustees, the Public Works staff will enter a Purchase Order to Azteca Systems, Inc. for the annual maintenance & technical support agreement renewal.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve payment of the Annual Software Maintenance and Technical Support Agreement for Cityworks from Azteca Systems, Inc., 11075 South State St., Suite 24, and Sandy, UT 84070 and approve a purchase order for a not-to-exceed amount of \$46,200.

ATTACHMENTS:

1. 2022-2023 Quote

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 22,2022

AGENDA ITEM: C-2

ITEM: Consider Award of a Purchase Order Contract to Bell Equipment Company for an Envirosight Rovver X HD Camera as Bid Through the State of Michigan MI-DEAL Purchasing Program

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: The Public Works Division has an on-going sanitary sewer system maintenance program which cleans and inspects our entire sanitary sewer system over a continual 5-year cycle. In order to continue our effective and efficient sewer video inspections the proposed Envirosight Rovver X HD camera system will be utilized. The Envirosight camera unit will be installed in our current sewer camera truck to perform video inspections in our sanitary sewer system.

The new Envirosight Rovver X HD Camera system is to be purchased from Bell Equipment in Lake Orion Michigan

The quote received from Bell Equipment coincides with the MiDeal Contract Pricing Contract #071B7700091

BACKGROUND: The proposed camera equipment is budgeted in the 2022 Public Works Budget in the amount of \$200,000 and the Quote received from Bell equipment is \$100,333.40

ACTION REQUESTED: Authorize the purchase of the Envirosight Rovver X HD camera system from Bell Equipment Company for an amount of \$100,333.40. Bell Equipment is the sole distributor of this system in Michigan.

STRATEGIC PLAN/GOALS: Quality Infrastructure - Operate and maintain our sanitary sewer system in order to prevent sanitary sewer blockages.

BUDGET IMPLICATIONS & ACCOUNT #: Funds for this purchase will come from Sewer Capital Outlay, Account #592-537.970_0030 in the amount of \$100,333.40

IMPLEMENTATION PLAN : Upon approval, a purchase order will be entered for the purchase from Bell Equipment

DIRECTOR'S RECOMMENDATION: Approval

FINANCE RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to award a purchase order contract to Bell Equipment Company located at 78 Northpointe Drive Lake Orion Mi 48359 for an amount of \$100,333.40 for a Envirosight Rovver X HD Sewer Camera system as bid through the State of Michigan MI-DEAL Purchasing Program.

ATTACHMENTS:

1. Bell Equipment Quote



***Resolution Declaring the Month of April as “Fair Housing Month”
in Canton Township***

WHEREAS, *the year 2022 marks the 54th anniversary of the passage of the Federal Fair Housing Act: Title VIII of the Civil Rights Act of 1968, as amended; and*

WHEREAS, *this law guarantees that housing throughout the United States should be made available to all citizens without regard to race, color, religion, sex, family status, disability or national origin; and*

WHEREAS, *equality of opportunity for all is a fundamental policy of this nation, state and township; and*

WHEREAS, *barriers which diminish the rights and limit the options of any citizen will ultimately diminish the rights of all citizens.*

NOW THEREFORE BE IT RESOLVED, *that the Charter Township of Canton Board of Trustees designates the month of April 2022 as “Fair Housing Month” in Canton Township. We encourage the residents of our community to join in this observance.*

Date

Anne Marie Graham-Hudak, Canton Supervisor

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 22, 2022

AGENDA ITEM: #G-1

ITEM: Consider Contract Amendment with Great Lakes Contracting Solutions, LLC for the Canton Center, Ford to Warren Full Reconstruct Road Project & 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: In November 2021 the Township Board approved the extension of the contract with Great Lakes Contracting Solutions, LLC to perform the 2022 Major Road Concrete project for Canton Center, Ford to Warren. Engineering Services (ES) recommends approval of the contract with Great Lakes Contracting Solutions, LLC (Great Lakes) for the Canton Center Road (Ford to Warren) Project in the amount of \$4,498,037.92 with a 10% contingency of \$449,803.79 for a total contract amount of \$4,947,841.71 (Attachment 1). To accommodate the larger project scope of work, ES also recommends approval of a contract amendment with our engineer Fishbeck, LLC (Fishbeck) for Construction Engineering and Testing (CE) for an amount not to exceed \$450,000.

BACKGROUND: In November 2021 the Township Board approved the extension of the contract with Great Lakes for the project with a construction cost estimated at \$3,500,000 with the final contract amount to be determined in a future RBA. Since that time, the project scope has changed from a major pavement rehabilitation to a full pavement reconstruction. Based on the change in scope, the cost estimate provided by our design consultant Fishbeck for the project is \$4,498,037.92. (Attachment 1).

STRATEGIC PLAN/GOALS: Board Goal: Quality Infrastructure

ACTION REQUESTED: Approve the contract with Great Lakes for the Canton Center Road (Ford to Warren) Project in the amount of \$4,498,037.92 with a 10% contingency of \$449,803.79 for a total contract amount of \$4,947,841.71. Also, consider approving a contract amendment with our engineer Fishbeck for CE Services for an amount not to exceed \$450,000.

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	\$ 2,189,754
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Increase Expenditure:

204-446-11.970_0050 Major Roads Capital Outlay Infrastructure	\$2,189,754
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IMPLEMENTATION PLAN: Upon Board approval, ES and Finance will complete the contract with Great Lakes Contracting Solutions, LLC. and establish the purchase orders, and will issue a contract amendment and purchase order for the work to Fishbeck, LLC.

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTIONS:

1. I move to approve the following Budget Amendment:

Increase Revenue:

204-000.695 Fund Balance Appropriation \$ 2,189,754

Increase Expenditure:

204-446-11.970_0050 Major Roads Capital Outlay Infrastructure \$2,189,754

2. I move to award a construction contract amendment and purchase order to Great Lakes Contracting Solutions, LLC. for the Canton Center Road (Ford to Warren) Project in the amount of \$4,498,037.92 with a 10% contingency of \$449,803.79 for a total contract amount of \$4,947,841.71 from the Fund #204-446-11.970_0050
3. I move to award a contract amendment and purchase order to Fishbeck LLC under their existing master services agreement for CE Services on the Canton Center Road (Ford to Warren) Project for an amount not to exceed \$450,000 from the Fund #204-446-11.970_0050

ATTACHMENTS

- 1 Project Construction Cost Estimate

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 22, 2022

AGENDA ITEM #G-2

ITEM: Consider Approval of a Purchase Order to Carey & Paul Group for Entertainment at the Thursday Night LIVE Concert Series

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Canton Leisure Services is requesting approval of a purchase order in the amount of \$11,000 to Carey & Paul Group to provide entertainment for the 2022 Thursday Night LIVE Concert Series. Funds are budgeted in account #101-756-59.801_0070– Professional and Contractual Services

BACKGROUND: Canton Leisure Services has been using Carey & Paul Group for nearly 20 years to contract services for numerous special events to include face painting, bands, fire jugglers, dancers, characters and more. Carey & Paul Group will be contracting out 5 of the 7 bands for the Thursday Night LIVE Concert Series for a total of \$11,000.

STRATEGIC PLAN/GOALS: Welcoming Community

ACTION REQUESTED: Approve a purchase order in the amount of \$11,000 to be paid from account #101-756-59.801_0070– Professional and Contractual Services to Carey & Paul Group, P.O. Box 187, Troy, MI 48099

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds are budgeted in account #101-756-59.801_0070– Professional and Contractual Services

IMPLEMENTATION PLAN: Upon Board approval, a purchase order will be submitted

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve a purchase order to Carey & Paul Group, P.O. Box 187, Troy, MI 48099 in the amount of \$11,000 to be paid from account #101-756-59.801_0070– Professional and Contractual Services

ATTACHMENTS:

Attachment A - Contract

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 22, 2022

AGENDA ITEM #G-3

ITEM: Consider Acceptance of Masco Corporation Lead #LikeAGirl Sponsorship of \$10,000 and Transpire Sponsorship of \$5,000 and Consider Approval of Related Budget Adjustments.

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: For the fourth year in a row, Canton Leisure Services and the B.L.O.C.K. Youth & Teen Center were offered a \$10,000 sponsorship from Masco Corporation for the 2022-2023 school year to support the implementation of the Lead #LikeAGirl Program, and a \$5,000 sponsorship for the 2022-2023 school year to support the implementation of the Transpire Program. Due to previous donations from Masco Corporation, \$13,000 was budgeted as revenue for the 2022 budget year. Leisure Services is recommending that the Board accept the sponsorship and make associated budget amendments.

BACKGROUND: Since 2016, the Lead #LikeAGirl leadership initiative through The B.L.O.C.K. Youth and Teen Center aims to inspire young women to rethink what it means to do something #LikeAGirl. A group of 15 women are selected through an application process at The B.L.O.C.K. every fall. Applications require permission from parents and school administrators for consideration. Programs are held at various community facilities to increase knowledge of, and exposure to local resources. Workshops, activities, and conversations are centered around self-esteem, healthy living and relationships, women in the media, service learning, women who wow and so much more! Participants who complete the 9-month commitment graduate from the program in front of family and friends, celebrating their new understanding of what it really means to Lead #LikeAGirl.

The Transpire program has been in operation since 2020, in partnership with Plymouth-Canton PFLAG. LGBTQ+ and ally students are invited to attend "Transpire Nights" at the BLOCK Youth and Teen Center from 5:50-7 pm in a safe, affirming and inclusive environment. Workshops covering a variety of topics such as: LGBTQ 101, inclusive schools, overcoming adversity are led by a certified professional and are followed by a varying social opportunity.

STRATEGIC PLAN/GOALS: Financial Stability

ACTION REQUESTED: Approve the acceptance of the Masco Corporation Sponsorship for Lead #LikeAGirl and Transpire program and approve the budget adjustments for 2022

BUDGET IMPLICATIONS & ACCOUNT NUMBER: \$15,000 in grant revenue will help to offset the program expenses.

The following budget amendment is necessary:

Increase Revenues:

101-756-62.675	Donations	\$2,000
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Increase Expenses:

101-756-62.801_0050	Contractual Services	\$2,000
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IMPLEMENTATION PLAN: Upon Board approval, the Youth Recreation budgets will be amended, and the Masco Corporation will be notified. The Recreation Specialist and Recreation Supervisor will monitor the budget, staff wages, and the purchase of program supplies.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

1) I move to accept the sponsorship from the Masco Corporation for the B.L.O.C.K. Youth and Teen Center programs for the sum of \$15,000.

2) I further move to approve the following budget amendments:

<u>Increase Revenues:</u>		
101-756-62.675	Donations	\$2,000
<u>Increase Expenses:</u>		
101-756-62.801_0050	Contractual Services	\$2,000

ATTACHMENTS:

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 22, 2022

AGENDA ITEM #G-4

ITEM: Consider Approval for the Creation of Two Full Time Park Laborer Positions for the Leisure Service Department

PRESENTER: Greg Hohenberger, Director Leisure Services

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: As a result of the January 18, 2022 Study Session the Board of Trustees approved a \$150,000 budget increase to add new positions to the Leisure Services Park's division. After factoring in wages and benefits, Leisure Services is recommending to create 2 full time Park Laborer positions totaling \$152,046 annually.

BACKGROUND: With the increase in park usage and challenges in filling seasonal and part time positions, the Leisure Services Department has been struggling to maintain quality services to Canton's parks and trails. In order to maintain current services, it is necessary to increase staffing.

STRATEGIC PLAN/GOALS: Quality Infrastructure, Welcoming Community, Organizational Climate and Culture

ACTION REQUESTED: Approve the creation of two (2) full time Park Laborer positions for the Parks Division in Leisure Services.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The following budget amendment is necessary for the remainder 9 months of 2022:

Increase Expenses

101-752-50.703_0010	Salaries & Wages Full Time	\$66,716
101-752-50.724_xxxx	Various Fringe Benefits	\$46,350

Increase Revenue

101-000.695	Fund Balance Appropriation	\$113,066
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IMPLEMENTATION PLAN: Upon Board approval, Human Resources will post the positions, applications will be screened, and interviews will be scheduled for qualified applicants.

DIRECTOR'S RECOMMENDATION: Approved

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approved

SUPERVISOR'S RECOMMENDATION: Approved

MODEL RESOLUTION:

1) I move to approve the following 2022 budget amendment:

Increase Expenses

101-752-50.703_0010	Salaries & Wages Full Time	\$66,716
101-752-50.724_xxxx	Various Fringe Benefits	\$46,350

Increase Revenue

101-000.695	Fund Balance Appropriation	\$113,066
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2) I move to approve the creation of two (2) full time Park Laborer positions for the Parks Division in the Leisure Services Department.

ATTACHMENTS:

CANTON COMMUNITY
REQUEST FOR BOARD ACTION

MEETING DATE: March 22, 2022

AGENDA ITEM#G-5

ITEM: Consider Approval of Amended Agreement with Dancin' Feet at the Summit on the Park

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY:

Dancin' Feet has been a long-standing partner of Canton Township and a resident dance company for many years. The dance studios located on the second floor of Summit on the Park have been used primarily for dance classes provided by Dancin' Feet since the Summit's opening in 1996.

Due to the enforcement of lengthier restrictions at the Summit on the Park, Dancin' Feet was unable to run their classes at full capacity for the 2021/2022 dance season. As a result, many clients chose to leave Dancin' Feet to attend other dance studios who had less restrictions causing Dancin' Feet to experience loss in clientele and revenue. Therefore, Leisure Services is recommending to amend the 2021/2022 fee for Dancin' Feet to a total of \$20,000.

BACKGROUND:

Under the initial terms of the contract, Dancin' Feet pays the Township a rental payment fee for the use of the rented space as follows:

- An annual lump sum of \$20,000 paid by May 31st each year.
- A monthly rental fee of \$2,550 during the nine-month season, September 1 through May 31.
- The annual lump sum and monthly rental payments shall increase by 1.5% for each year of the Initial Term and each of the two Renewal Terms.

With the effects of COVID-19, Dancin' Feet had to amend both their 2019-2020 and 2020-2021 agreements due to lost revenue from the pandemic. In December 2020, the Board of Trustees approved Dancin' Feet to amend their 2019-2020 agreement to waive a portion of the guaranteed amounts of \$20,604.50 annually and \$2,627.07 monthly fee owed by Dancin' Feet, Inc. with a total amount to be waived of \$12,291.15. It was also approved at the December 2020 Board Meeting to waive the annual lump sum payment of \$20,913.57 and charge a monthly rental fee in the amount of \$1,066.59 beginning with October, 2020 for the 2020-2021 agreement with Canton Township.

STRATEGIC PLAN/GOALS: NA

ACTION REQUESTED: Consider approval to amend the Dancin' Feet agreement to pay Canton Township \$20,000 for the 2021-2022 season.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: Upon Board approval, an addendum will be drafted and reviewed by corporate counsel prior to execution.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve the amendment of the Dancin' Feet Agreement to pay \$20,000 to Canton Township for the 2021-2022 dance season.

ATTACHMENTS:

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 22, 2022

AGENDA ITEM #G-6

ITEM: Consider Approving the Addition of One Deputy Chief Position and Three Police Officer Positions with an Associated Amendment to the 2022 Police Budget

PRESENTER: Chad Baugh, Director of Police Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The Police Department is requesting to add one Deputy Chief position and three Police Officer positions. The Deputy Chief position falls under the non-union classified Merit Commission, and would be filled in accordance with language established in the current Canton Command Officer Association (CCOA) bargaining unit agreement. The Deputy Chief position will start at Grade 12, Step 5 of the Merit Salary System. The three Police Officer positions would be filled in accordance with the currently established Human Resources procedures and will fall under the Police Officers Association of Michigan (POAM) bargaining unit agreement.

This request also includes an amendment to the 2022 Police Budget for six months of salary for the four new positions, increasing the department's total number of sworn officers from 96 to 100.

BACKGROUND INFORMATION:

DEPUTY CHIEF: The Canton Police Department operated with two deputy chief positions working under the Director of Public Safety from the late 1980's to 2010, when one position was surrendered to attrition due to the economic downturn. In 2016, the department restructured with a Deputy Director and Deputy Chief in place working under the Director of Public Safety. In 2020, the department restructured again, with a Director of Police Services and a Deputy Chief. Due to the critical responsibilities and oversight demands that fall on the Deputy Chief position, the department is asking to restore the second Deputy Chief, allowing oversight of the Patrol and Support Services Divisions to be split accordingly (see exhibit A).

The Canton Police Department has historically operated with a lean command staff, and will continue to do so with the addition of this position, as compared to local police agencies (see exhibit B).

The majority of the department's command staff has less than five years in their current positions. This group inexperience, coupled with the increasing demands of the policing profession and the addition of several new community initiatives has created an increased need

for supervisory development, program management and annual work planning processes currently assigned to the Deputy Chief position. With a second position in place, the Deputy Chiefs will be afforded the ability to effectively plan, manage, supervise, and train for the department's current needs along with the direction of the foreseeable future including succession planning of high-ranking positions.

POLICE OFFICERS: As our community continues to grow and our innovations increase, the demands on our law enforcement officer increase, requiring them to be available, well-trained, and patiently mindful of the complexities of our society, all the while having the time to be faithful servants for our community.

The Canton Police Department conducted a staffing study following the International City/County Management Association (ICMA) process. This process incorporates the "Rule of 60" guidelines defined as:

- There should be approximately 60 percent of the total number of sworn officers in the department assigned to the patrol function.
 - The average workload for patrol staffing should not exceed 60 percent.
 - The total service time (officer-minutes) should not exceed a factor of 60.

A component of the "Rule of 60" is to examine workload and discretionary time and suggest that no more than 60 percent of the patrol time should be committed to service calls. In other words, ICMA indicates that no more than 60 percent of available patrol officers' time be spent responding to the service demands of the community. The remaining 40 percent of the time is for proactive policing to address ongoing community problems, needs, and engagement. The "Rule of 60" for patrol deployment does not mean the remaining 40 percent is downtime; it is simply a reflection of the point at which a patrol officer's time is active and not just reactive.

In 2021, Canton's comprehensive internal study using the ICMA's "Rule of 60" approach identified the need for an additional nine patrol officers on the road. Currently, the department has 67 out of 96 sworn police officers assigned to patrol; or 69% of the workforce. The department has reviewed these findings along with the financial implications they carry, and has decided to strategically implement a staffing process based on current need and fiscal responsibility, starting *with the addition of three new officer positions in 2022*. The department will continue to review the factors involved prior to bringing future staffing requests to the Board.

STRATEGIC PLAN/GOALS: Succession Planning

ACTION REQUESTED: Approve the addition of one Deputy Chief position and three Police Officer positions increasing the overall sworn officer count from 96 to 100; with an associated amendment to the 2022 Police Budget for six months of salaries and fringes for the four positions.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The below amendment is being

requested to the 2022 Police Budget to accommodate the four positions:

<i>Increase 2022 Police Revenues:</i>		
Police Fund Balance Appropriation:	#207-000-695	\$214,846

<i>Increase 2022 Police Appropriations:</i>			
Police Admin Salaries & Wages (various):	#207-301-50.703	XXXX	\$65,112
Police Patrol Salaries & Wages (various):	#207-301-30.703	XXXX	\$78,306
Police Admin Fringe Benefits (various):	#207-301-50.724	XXXX	\$23,332
Police Patrol Fringe Benefits (various):	#207-301-30.724	XXXX	\$48,096

IMPLEMENTATION PLAN: All four positions will be filled in accordance with procedures established by Human Resources and the pertaining collective bargaining unit agreements, with a targeted but not guaranteed start date of July 1, 2022.

DIRECTOR’S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR’S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION:

- 1) I move to approve the addition of one Deputy Chief position and three police officer positions, increasing the overall sworn officer count from 96 to 100; and,
- 2) Additionally, I move to approve the below listed amendment to the 2022 Police Budget for six months of salaries/fringes.

<i>Increase 2022 Police Revenues:</i>		
Police Fund Balance Appropriation:	#207-000-695	\$214,846

<i>Increase 2022 Police Appropriations:</i>			
Police Admin Salaries & Wages (various):	#207-301-50.703	XXXX	\$65,112
Police Patrol Salaries & Wages (various):	#207-301-30.703	XXXX	\$78,306
Police Admin Fringe Benefits (various):	#207-301-50.724	XXXX	\$23,332
Police Patrol Fringe Benefits (various):	#207-301-30.724	XXXX	\$48,096

ATTACHMENTS: Attachment A – Proposed Police Organizational Chart
Attachment B – Local Staffing Comparison Chart

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: 03/22/2022

AGENDA ITEM # G-7

ITEM: Redistricting Auditor Adjustment

PRESENTER: Michael Siegrist

INDIVIDUALS IN ATTENDANCE: N/A

EXECUTIVE SUMMARY:

A qualified applicant has been selected and working on redistricting, however, the applicant has requested to serve as an independent contractor. The Clerk is seeking authorization to utilize the \$7,000 budget for this position as a contract payment in lieu of hourly payment with payment to be presented at the completion of the project minus any funds already received by the candidate.

BACKGROUND INFORMATION: A qualified applicant has been identified, but is currently employed and would not need the extended timeframe provided to complete the project. This benefits the Township by allowing the Clerk's Office to reach its goal sooner and meet State deadlines while hiring an individual that is qualified to complete the project. Currently, the proposed maps have been drawn at an accelerated rate, making hourly payment less than ideal for the work product received.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approve adjustment to the approved position.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: None

IMPLEMENTATION PLAN: N/A

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION:

I move to authorize the Clerk to utilize the \$7,000 approved for the Redistricting Auditor position as a independent contractor payment in lieu of an hourly employee payment model.

ATTACHMENTS: None

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 22, 2022

AGENDA ITEM #G-8

ITEM: Consider 4-Year Priority Based Budgeting Software Agreement with ResourceX

PRESENTER: Wendy Trumbull, Finance & Budget Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: In accordance with the organizational assessment conducted in 2021, the Finance and Budget department is undertaking the initiative to implement Priority Based Budgeting beginning with the 2023 budget. To help achieve this goal, the Finance and Budget department is seeking the consultation and software from ResourceX to better align budget dollars with achieving Board Goals and to increase transparency to Canton residents. ResourceX is an expert in this arena as demonstrated with their partnerships with many municipals nationwide and throughout the State of Michigan and has experience with GFOA. As such, we are requesting that the Board waive the bidding requirements as outlined in the purchasing policy.

BACKGROUND: As outlined in the organizational assessment, implementing a priority-based budgeting process can help align the community resources with the services the Township is required to offer and with the program or services that achieves the goals and objectives that are the greatest value to the community. This is done by establishing a program inventory of all of the programs currently offered and scoring them against the required and strategic goals of the Township. The process is expected to take approximately 3 months to complete and will use the 2023 budget that the Board has previously seen at the end of 2022.

STRATEGIC PLAN/GOALS: Financial Stability to achieve other goals such as Welcoming Community and Quality Infrastructure.

ACTION REQUESTED: To approve a four-year software agreement with ResourceX.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: A budget adjustment of \$75,000 is required for the first-year costs. Additional budgets will reflect increased annual costs.

IMPLEMENTATION PLAN: Finance will enter a PO and send the appropriate documentation to ResourceX.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to waive the bidding requirement of the purchasing policy and approve a four-year priority-based budgeting software agreement and related implementation assistance with ResourceX for a first-year cost of \$75,000 followed by \$35,000 per year for years 2-4.

I further move to approve the following budget amendment:

Increase Expenditures:	101-210.930_0015	Maintenance and Repairs Software	\$75,000
Increase Revenue:	101-000.695	Fund Balance Appropriation	\$75,000

ATTACHMENTS: ResourceX Quote

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 22, 2022

AGENDA ITEM #G-9

ITEM: Request Approval of Meraki Cloud Service Renewal

PRESENTER: Victor Ibegbu, Director of Information Technology and Innovation

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: The Township’s wireless infrastructure is managed by cloud hosted services provided by Cisco Meraki. The Township must periodically renew its licensing with Meraki to maintain access to the management portal, support, maintenance, and equipment replacement warranty. The Township’s current support agreement expires May 20, 2022. Renewal of this service is critical to provide uninterrupted access to Township wireless network equipment and administrative/management portal.

BACKGROUND: In 2015, the IT Services Department standardized on Meraki Wireless Networking equipment for use throughout Township facilities. With the recent increase in mobile devices in use within Township facilities, wireless networking has become more critical. Meraki provides world class management capabilities, equipment replacement in the event of hardware failure and continual development and support of wireless technology as wireless devices improve with each new model of phones, tablets, laptops, etc.

IT Services is requesting the waiving of the purchasing requirement of publishing a Request for Proposal for this purchase, as the pricing presented has been pre-negotiated by the State of Michigan Technology Purchasing Contract with CDW Government. Being permitted to purchase from CDW Government / State of Michigan contract streamlines this renewal process and licensing with Cisco.

STRATEGIC PLAN/GOALS: Quality Infrastructure

ACTION REQUESTED: To permit IT Services to renew the existing Cisco Meraki Wireless Cloud Controller agreement. A purchase order in the amount of \$12,208 will be created to CDWg to facilitate the purchase. The period of coverage is for three (3) years.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funding exists and was budgeted for in the 2022 Maintenance and Repair Software Support of the IT Services 101-228.930_0015 account. The amount budgeted is \$1,208 less than the actual renewal costs. At the time the original amount was budgeted, global chip shortages combined with severe economic conditions were not foreseeable. IT Services maintains a “Contingency” line item in this account and can cover the excess with its these contingency budget dollars.

IMPLEMENTATION PLAN: Information Technology Services will handle all purchases. For those services where deployment may interrupt operations, detailed plans will be communicated to the organization ahead of time.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the renewal of Cisco Meraki Wireless Cloud Services for a period of 3 years in an amount not to exceed \$12,208.

ATTACHMENTS: CDW-Meraki-2022_3Yr_Renewal.pdf