



REGULAR MEETING OF THE BOARD OF TRUSTEES

April 28, 2020

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 are conducting all meetings by video teleconference.

Public comments may be submitted to Michael.Siegrist@Canton-mi.org at any time prior to the meeting. Additionally, a public drop box is located outside of the Township Administration Building at 1150 S Canton Center Rd. Canton, MI 48188. The Clerk will read comments submitted within the Rules of the Township Board during the meeting. Members of the public who attend by telephone or video may address the Board during the public comment period via videoconference.

Individuals may join the video teleconference by going to <https://zoom.us/j/92120921220>

Or iPhone one-tap:

1-312-626-6799 (92120921220#)

Or Telephone:

1-312-626-6799

Webinar ID: 921 2092 1220

International numbers available: <https://zoom.us/u/auxKi2toZ>

6:00 P.M.:

CALL TO ORDER

ROLL CALL: ANTHONY, FOSTER, GRAHAM-HUDAK, SIEGRIST, SLAVENS, SNEIDEMAN & WILLIAMS

ADOPTION OF AGENDA

CITIZEN'S NON-AGENDA ITEM COMMENTS/PUBLIC COMMENT

PUBLIC HEARING:

- 1) PUBLIC HEARING FOR APPROVAL TO AMEND THE 2019 CDBG PROGRAM YEAR ANNUAL ACTION PLAN

GENERAL CALENDAR:

- 1) CONSIDER APPROVAL OF CITYWORKS ASSET MANAGEMENT SOFTWARE RENEWAL FOR ANNUAL MAINTENANCE AND TECHNICAL SUPPORT (FBD)
- 2) CONSIDER APPROVAL OF MERIT COMMISSION RECOMMENDATION OF COMPENSATION PLAN DURING COVID-19 UNTIL IT RESUMES FULL OPERATION OF ITS DEPARTMENTS (SUPERVISOR)
- 3) CONSIDER APPROVAL OF AFSCME AND TPOAM LETTERS OF AGREEMENT OUTLINING HOW EMPLOYEES WILL BE COMPENSATED AS OF MAY 1, 2020 UNTIL

THE TOWNSHIP OPENS AND RESUMES FULL OPERATIONS OF ITS DEPARTMENTS
(SUPERVISOR)

OTHER
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 Kerreen Conley, 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: April 28, 2020

AGENDA ITEM # PH-1

<p><u>ITEM:</u> Public Hearing for Approval to Amend the 2019 CDBG Program Year Annual Action Plan</p>

PRESENTER: Wendy Trumbull, Finance and Budget Director

INDIVIDUALS IN ATTENDANCE: None anticipated

EXECUTIVE SUMMARY: On April 3, 2020 Congress announced the *Coronavirus Aid, Relief and Economic Security Act* (CARES Act) and provided funding of \$5 billion in supplemental CDBG funding for grantees to prevent, prepare for and respond to the coronavirus. \$53 million was awarded to help local governments in Southeast Michigan. Canton Township received \$215,200.

To expedite grantees' use of these funds, HUD is waiving certain requirements and requiring amendments to others. The Department of Housing and Urban Development (HUD) requires any substantial amendment be approved by the governing body, and therefore we are asking the Board to amend the Citizen's Participation Plan reducing the public comment period from the previous required 30 day period to newly required 5 day period, in addition to by-passing the CDBG Advisory Council in this situation and bringing the program straight to the Board.

Additionally, we have attached the detailed amended 2019 Annual Action Plan to include the Covid-19 grant dollars awarded, which includes the following programs:

- Subsistence Payments \$178,680
- Canton Meals Connection Program \$10,000
- Canton Covid-19 Testing Program \$5,000
- Program Administration \$21,520

This plan will be made available to the public for the required 5 day public comment period starting tomorrow and this meeting represents our required public hearing.

STRATEGIC PLAN/GOALS: The recommended new funding requests will help to assist Canton and Canton residents in the war against the pandemic.

ACTION REQUESTED: Hold the public hearing, adopt the amendments to projects and project funding and to adopt the amendments made to the Citizen Participation Plan for the PY 2019 CDBG program.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Increase the PY 2019 CDBG allocation by \$215,200.

IMPLEMENTATION PLAN: The program amendment adopted by the Board will be forwarded to HUD as Canton Township’s official PY 2019 CDBG Amended Action Plan.

FINANCE AND BUDGET DIRECTOR’S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

(1) I move to open the public hearing to hear comment on the amended PY 2019 Community Development Block Grant Program - CV.

(2) I move to close the public hearing.

(3) I move to amend the Citizen Participation Plan

(3) I move to adopt the amended 2019 Annual Action Plan and authorize the submission of the 2019 amended Annual Action Plan (CDBG-CV) to the Department of Housing and Urban Development (HUD).

(4) I move to approve the following budget amendment:

Increase Revenue # 274-000.501_0009	\$215,200
Increase Expense # 274-694.955_0001	\$215,200

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: April 28, 2020

AGENDA ITEM # G-1

ITEM: Consider Approval of Cityworks Asset Management Software Renewal for Annual Maintenance and Technical Support

PRESENTER: TBD

INDIVIDUALS IN ATTENDANCE: None Anticipated.

EXECUTIVE SUMMARY: As part of Canton Township’s effort to more effectively automate information processing, Municipal Services utilizes Cityworks asset management software. 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.

We are requesting approval of the annual maintenance and technical support for the Cityworks software application. This year’s cost of \$40,000 is the same as last year’s support package.

BACKGROUND INFORMATION:

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 allows us to contact technical support 24/7 to expediently resolve any problems that occur.

STRATEGIC PLAN/GOALS: 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 in various departments:

Public Works (Water):	592.536.930_0010	\$19,200.00
Public Works (Sewer):	592.537.930_0010	\$19,200.00
Public Works – Fleet:	661.530.930_0010	\$ 1,000.00
DDA:	248.729.930_0010	\$ 600.00
	Total:	\$40,000.00

IMPLEMENTATION PLAN: Upon approval by the Board of Trustees, a purchase order to

Azteca Systems, Inc. for the annual maintenance & technical support agreement renewal.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the software 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 not-to-exceed amount of \$40,000.

ATTACHMENTS: Cityview 2020-2021 Quote and Invoice

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: April 28, 2020

AGENDA ITEM # G-2

ITEM: CONSIDER APPROVAL OF MERIT COMMISSION RECOMMENDATION OF COMPENSATION PLAN DURING COVID-19 UNTIL IT RESUMES FULL OPERATION OF ITS DEPARTMENTS

PRESENTER: Kerreen Conley, Human Resources Manager

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY:

On April 24, 2020, the Merit Commission approved a recommendation to execute a compensation plan beginning May 1, 2020. Such plan shall be in place until the Township opens and resumes full operations of its departments. Merit employees will take up to a 40% furlough, be required to use 8 hours of PTO/Comp per week and work the remaining 2 days as directed by their supervisor to meet the needs of the township.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED:

Approve the Merit Commission recommendation for a compensation plan which shall begin May 1, 2020.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The furloughing of Merit employees will save the township up to 40% of an employee's weekly wage until such time that the township opens and resumes full operation of its departments.

IMPLEMENTATION PLAN:

DIRECTOR'S RECOMMENDATION:

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve the Merit Commissions recommendation to adopt a compensation plan for Merit Employees beginning May 1, 2020 until such time that the township opens and resumes operation of its departments.

ATTACHMENTS: Merit Commission Memo.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: April 28, 2020

AGENDA ITEM # G-3

ITEM: CONSIDER APPROVAL OF AFSCME AND TPOAM LETTERS OF AGREEMENT OUTLINING HOW EMPLOYEES WILL BE COMPENSATED AS OF MAY 1, 2020 UNTIL THE TOWNSHIP OPENS AND RESUMES FULL OPERATIONS OF ITS DEPARTMENTS.

PRESENTER: Kerreen Conley, Human Resources Manager

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY:

On April 21, 2020, the AFSCME and TPOAM Boards entered into Letters of Agreement (LOA) which outlined a compensation plan beginning May 1, 2020 – May, 30, 2020. AFSCME and TPOAM employees will take a 40% furlough, be required to use 8 hours of PTO/Comp per week and work the remaining 2 days as directed by their supervisor to meet the needs of the township.

In addition all Continuing Part-time employees will be laid off.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED:

Approve the LOAs that have been agreed to by the Unions and the Township outlining a compensation plan which shall begin May 1, 2020.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The furloughing of AFSCME and TPOAM employees will save the township 40% of an employee's weekly wage until such time that the township opens and resumes full operation of the departments.

IMPLEMENTATION PLAN:

DIRECTOR'S RECOMMENDATION:

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTIONS:

I move to approve the LOAs that have been agreed to by the AFSCME and TPOAM unions.

I further move to approve that as the LOAs are scheduled to end on May 30th, should the

township and the union agree to extend the terms of the agreement as outlined no additional actions will be required of the board.

ATTACHMENTS: Copy of the AFSCME and TPOAM Letter of Agreement.