



**THE VILLAGE THEATER AT CHERRY HILL  
50400 CHERRY HILL ROAD  
CANTON, MI 4818  
REGULAR BOARD MEETING  
JUNE 9, 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 will also offer this meeting 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://us02web.zoom.us/j/86818935749>**

**Or iPhone one-tap:**

**1-312-626-6799 (86818935749#)**

**Or Telephone:**

**1-312-626-6799**

**Webinar ID: 868 1893 5749**

**International numbers available: <https://us02web.zoom.us/u/kerPmZ0xTd>**

**5:00 P.M.:**

CALL TO ORDER

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

ADOPTION OF AGENDA

APPROVAL OF MINUTES: MAY 19, 2020

CITIZEN'S NON-AGENDA ITEM COMMENTS/PUBLIC COMMENT

PAYMENT OF BILLS

**PUBLIC HEARING:**

- 1) CONSIDER HOLDING THE PUBLIC HEARING FOR THE 2020 SIDEWALK REPAIR PROGRAM

## **GENERAL CALENDAR:**

- 1) CONSIDER APPROVAL OF THE CANTON BUSINESS SUPPORT PROVISION IN RESPONSE TO THE COVID-19 PANDEMIC (MSD)
- 2) CONSIDER EXPENDITURE TO THE PARTNERSHIP FOR THE ARTS AND HUMANITIES FOR STORMWATER POND AND DRIVEWAY APPROACH (MSD)
- 3) CONSIDER APPROVAL OF A BUDGET AMENDMENT & AWARD OF A PURCHASE ORDER CONTRACT WITH THE MANNIK & SMITH GROUP FOR ADDITIONAL ENGINEERING SERVICES FOR THE HISTORIC FORD FACTORY PATHWAY PROJECT (MSD)
- 4) CONSIDER APPROVAL OF TWO (2) PURCHASE ORDERS TO DEVELOP THE TYLER ERP-TO CITYWORKS INTEGRATION (MSD)
- 5) CONSIDER APPROVING THE ANNUAL PAYMENT OF WESTERN WAYNE COUNTY MUTUAL AID ASSOCIATION DUES (PSD)
- 6) CONSIDER THE PURCHASE OF A ONE-YEAR EXTENDED WARRANTY FOR 800 MHZ RADIOS (PSD)
- 7) CONSIDER WAIVING THE BIDDING PROCESS AND APPROVING THE PURCHASE OF PERSONAL PROTECTION EQUIPMENT (PSD)
- 8) CONSIDER ADDITION TO FOIA SOFTWARE (CLERK)
- 9) CONSIDER SALE OF CANTON PROPERTY AND AUTHORIZE SUPERVISOR WILLIAMS TO SIGN ALL DOCUMENTS NECESSARY TO CLOSE ON THE SALE (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](http://www.canton-mi.org).

**Charter Township of Canton  
Board Proceedings – May 19, 2020**

A special meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, May 19, 2020 v irtually. Supervisor Williams called the meeting to order at 5:00 p.m.

Members Present: Anthony, Foster, Graham-Hudak, Siegrist, Slavens, Sneideman, Williams  
Members Absent: None  
Staff Present: Director Hohenberger, Director Trumbull, Smith

**Adoption of Agenda:**

Motion by Siegrist, supported by Foster to amend the agenda by removing item G-1, and adopt the agenda as amended. Motion carried unanimously by roll call vote.

**Public Hearing:**

Motion by Siegrist, supported by Sneideman to open the public hearing to hear comment on the amended 5 Year Consolidated Plan. Motion carried unanimously by roll call vote.

No members of the public spoke.

Motion by Siegrist, supported by Anthony to close the public hearing. Motion carried unanimously by roll call vote.

Motion by Siegrist, supported by Sneideman to adopt the amended 5 Year Consolidated Plan and authorize the submission of the amended 5 Year Consolidated Plan to the Department of Housing and Urban Development (HUD). Motion carried unanimously by roll call vote.

**Public Comment:**

Public comment was held.

**Approval of Minutes:**

Motion by Siegrist supported by Slavens to approve the May 12<sup>th</sup> Board minutes as presented. Motion carried unanimously by roll call vote.

**General Calendar:**

**Item G-2. CONSIDER APPROVING THE PURCHASE OF COVERALLS FOR FIREFIGHTER/PARAMEDICS**

Motion by Siegrist, supported by Slavens to approve waiving the bidding process due to sole source vendor, and purchase of 222 Fire Dex Isolation Coveralls from West Shore Fire, in the amount of \$39,049.80. Motion carried unanimously by roll call vote.

**Adjourn:** Motion by Anthony, supported by Sneiderman to adjourn the meeting at 5:28 p.m. Motion carried unanimously by roll call vote.

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Michael A. Siegrist, Clerk

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Pat Williams, Supervisor

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** June 9, 2020

**AGENDA #PH-1**

**ITEM: Consider Holding the Public Hearing for the 2020 Sidewalk Repair Program**

**PRESENTER:** William Serchak, Engineering Manager

**INDIVIDUALS IN ATTENDANCE:** None anticipated.

**EXECUTIVE SUMMARY:** The Sidewalk Ordinance became effective on July 1, 1999 and was amended on August 2, 2001 (Chapter 62, Article II, Section 31-36). The ordinance was adopted to protect the public health, safety and welfare of the citizens of the Charter Township of Canton through adoption of regulations concerning the construction and maintenance of sidewalks within the Township. The Sidewalk Ordinance requires the Township to hold a Public Hearing regarding the necessity of repairs for the 2020 Sidewalk Repair Program.

**BACKGROUND:** The Township is targeting subdivisions, residential, and commercial owners located along the public road right-of-way, in a consolidated area known as "Zone Five". The targeted subdivisions this year are located south of Cherry Hill Road and east of Canton Center Road in Cherry Blossom Estates, Franklin-Palmer Estates, Glengarry Village #3, #4, #5 & #6, Glengarry Woods, Greenbrook Village #1 & #2, Kingston Estates, Lexington Square #1 & #2, Nowland Estates, Nowland on The Court, Pine View Estates, River Park #1, #2 & #3. This year's program represents the twentyfirst year in sidewalk repairs since the program started. Notice of the Public Hearing has been properly advertised and letters were provided to the residents affected.

**STRATEGIC PLAN/GOALS:** To provide safe, barrier free sidewalks in the community.

**ACTION REQUESTED:** Open the Public Hearing, close the Public Hearing and adopt a Resolution finding the necessity of sidewalk repairs pursuant to the Township Sidewalk Ordinance, Sidewalk Repair Program Policy and as provided in Public Act 80 of the Public Acts of 1989.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Not Applicable

**IMPLEMENTATION PLAN:** Upon adopting the resolution, those sidewalks not repaired by the owners after 60 days will be repaired by the Township's contractor.

**DIRECTOR'S RECOMMENDATION:** Approval

**FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION:** Approval

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

Motion #1: I move open the Public Hearing to hear comments on the necessity of sidewalk

repairs pursuant to the Township Sidewalk Ordinance, Sidewalk Repair Program Policy and as provided in Public Act 80 of the Public Acts of 1989.

Motion #2: I move to close the Public Hearing after hearing the comments on the necessity of sidewalk repairs to the Township Sidewalk Ordinance, Sidewalk Repair Program Policy and as provided in Public Act 80 of the Public Acts of 1989.

Motion #3: I move to adopt the attached resolution requiring replacement of sidewalks in Cherry Blossom Estates, Franklin-Palmer Estates, Glengarry Village #3, Glengarry Village #4, Glengarry Village #5, Glengarry Village #6, Glengarry Woods, Greenbrook Village #1, Greenbrook Village #2, Kingston Estates, Lexington Square #1, Lexington Square #2, Nowland Estates, Nowland on The Court, Pine View Estates, River Park #1, River Park #2, River Park #3, and miscellaneous locations as indicated on the attached list and published in the Canton Eagle on February 20, 2020 & March 05,2020.

**ATTACHMENTS:**

1. Resolution
2. Additional Information
3. Copy Public Notice
4. Copy of letter sent to residents

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: June 9, 2020**

**AGENDA ITEM #G-1**

<b>ITEM: Consider Approval of the Canton Business Support Provision in Response to the COVID-19 Pandemic</b>
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**PRESENTER:** Patrick Williams, Supervisor

**INDIVIDUALS IN ATTENDANCE:** None anticipated

**EXECUTIVE SUMMARY:** The COVID-19 pandemic has been devastating to many local businesses in Canton Township. In support of these businesses and allow them to take measures to recover from the last 3 months of reduced productivity and service it is imperative that the Township take action to assist where we can. The establishment of the Canton Business Support Provision will allow for eased restrictions on outdoor dining and sidewalk sales where appropriate. This provision will allow for an easy application and approval process to allow outdoor dining and sidewalk sales from June 10, 2020 through October 31, 2020.

**BACKGROUND INFORMATION:** In response to the COVID-19 pandemic Governor Whitmer closed all restaurants and retail establishments on March 13<sup>th</sup> followed by the stay at home order on March 23<sup>rd</sup>. As of June 1<sup>st</sup> the stay at home order has been lifted and retailers and restaurants can operate at a reduced capacity starting June 8<sup>th</sup>. The closure has adversely affected businesses throughout the region, state and country and all are looking for alternatives to get back to business as quickly as possible, while adhering the social distancing standards set by the CDC.

**STRATEGIC PLAN/GOALS:** To support the economic development and retention of all Canton businesses.

**ACTION REQUESTED:** Consider approval of the Canton Business Support Provision with administrative approval with no fees from June 10, 2020 – October 31, 2020.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** N/A

**IMPLEMENTATION PLAN:** Upon Approval, Building Official and Fire Marshal will assist and support businesses on the implementation of the provision.

**DIRECTOR'S RECOMMENDATION:** Approval

**FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION:** Approval

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

I move to approve the Canton Business Support Provision for a limited time period beginning June 10, 2020 and ending on October 31, 2020 allowing for extended outdoor dining and sidewalk sales as detailed attached.

**ATTACHMENTS:**

## 1. Canton Business Support Provision



**CANTON COMMUNITY  
REQUEST FOR BOAR ACTION**

**MEETING DATE: June 9, 2020**

**AGENDA ITEM #G-2**

**ITEM: Consider Expenditure to the Partnership for the Arts and Humanities for Stormwater Pond and Driveway Approach**

**PRESENTER:** Patrick Williams

**INDIVIDUALS IN ATTENDANCE:** None anticipated.

**BACKGROUND:** On March 11, 2020 during the tour of the facility, the Partnership for the Arts (PFA) made three formal requests to the Township:

- a. A request to complete a parking lot on the 1-acre parcel that the Township owns;
- b. A request that the Township provide reimbursement for a portion of the existing storm water pond that would service the future parking lot; and
- c. A request that the Township provide a portion of the costs for the western entrance to the Village Arts Factory (VAF).

The Township's Engineer, Bill Serchak, has received documentation from the general contractor and has analyzed what was submitted. With the information that was received the following are comments for the three areas that are being requested for township funding.

**PARKING LOT**

Currently, the PFA has two operating buildings (the Western Building – the “Warehouse”, and the Dormitory or “Creamery”), and they have access to their parking lot (46 spaces) and the public parking lot on the north side of Cherry Hill Road, near West Road (39 spaces) for a total of 85 spaces. We anticipate that an additional 40 to 50 spaces could be provided on the 1-acre parcel.

Currently, the Township has budgeted \$300,000 for construction of a parking lot. Although these funds have been budgeted over the past few years, the Township has not determined the need for this parking lot or approved design or construction of this project.

It is unclear what the current or future parking needs are for the entire facility, as the parking calculations used in the original site plan do not correlate with the current use of the two occupied building(s). In addition, the COVID-19 pandemic has the township analyzing the budget projections and may have to reconsider paving the parking lot all together.

**STORMWATER POND**

The storm water pond constructed at the VAF drains a total area of 3.78 acres and the design includes future drainage from the 1-acre township parcel. Based on this information, the

percentage of the pond used by the Township parcel is  $1 / 3.78 = 26.4\%$ .

General costs for the pond construction (see attachment). Based on a review of these costs, the pond excavation cost is \$213,383.00. A 26.4% pro-rata share of the costs to excavate the pond is \$56,333.

### WESTERN DRIVEWAY APPROACH

The VAF contractor provided a cost of \$172,477.00 for the western driveway approach on Cherry Hill Road. The request from PFA is for Canton Township to reimburse 50% of this amount, \$86,238.50. The Township is recommending that the 26.4% pro-rata share be used in this instance which equates to \$45,534.

### SUMMARY

The above information has been provided in order for you to consider the request of PFA after review of the Township's engineering department. I have included total exposure/expenses that are either being requested by PFA, included in the Township's CIP or additional costs needed to complete a portion of the overall project.

Parking Lot	\$300,000	CIP
Stomwater Pond	\$ 56,333	PFA Request
Driveway Approach	\$ 45,534	PFA Request
Pathway Completion	\$ 48,000	Change Order (RBA on 6/9)

### STRATEGIC PLAN/GOALS:

#### ACTION REQUESTED:

- Approve the Township contribution of \$56,333 towards the storm water retention pond and \$45,534 towards the driveway approach located at the Village Arts Factory totaling \$101,867.
- Approve the budget amendments required for the expenditure

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** A budget adjustment of \$101,867 is needed to increase account # 246-441.970\_0050 (Capital Outlay Infrastructure) and account. # 246- 000.695 (Fund Balance Appropriation).

**IMPLEMENTATION PLAN:** If approved, the Township will process the payment

**DIRECTOR'S RECOMMENDATION:** Approval

**FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION:** Approval

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

I move to approve the townships contribution towards the storm water pond and driveway approach at the Village Arts Factory and authorize payment.

I further move to approve the following budget amendments:

Increase Expenditure	246-441.910_0050	Capital Outlay Infrastructure	\$101,867
Increase Revenue	246-000.695	Fund Balance Appropriation	\$101,867

**ATTACHMENTS:**

1. VAF Invoices

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: June 9, 2020**

**AGENDA ITEM #G-3**

**ITEM: Consider Approval of a Budget Amendment & Award of a Purchase Order Contract with the Mannik & Smith Group for Additional Engineering Services for the Historic Ford Factory Pathway Project**

**PRESENTER:** Jade Smith, Municipal Services Director

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:** In 2015 the Township agreed fund the design and construction of a path and pedestrian bridge on Cherry Hill Road, west of Ridge along the frontage of the future Village Arts Factory. The funding for this project included a Transportation Alternatives Program (TAP) grant that was applied for by the Township jointly with Wayne County. This TAP grant was approved by MDOT and SEMCOG for approximately \$262,700 in 2017. At that time, the Township entered into an Intergovernmental Agreement (IGA) with Wayne County, who is the receiver of the grant funds, which they pass along to the Township. Under the IGA, all additional funding must be provided by the Township.

The project was bid by MDOT in spring 2018, however, when the bids were reviewed by MDOT, the pricing was significantly higher than anticipated. At the time, the Township considered rejecting the grant, however, the final decision was to re-design the bridge to attempt to achieve some cost savings. The Township approved our designer of record, The Mannik & Smith Group (MSG) to move forward with a re-design. This resulted in a reduction in the construction costs of the project to approximately \$73,873, and the project was ultimately awarded LJ Construction, Inc. by MDOT. The bridge has been installed, and the project is now nearing completion. Due to the significant effort to review alternatives and re-design the bridge along with an extended time period to complete the construction, Engineering Services recommends approval of a change to the contract with MSG.

**BACKGROUND INFORMATION:** The Village Arts Factory pathway project was initiated in 2015 and includes design and construction of a 700' long asphalt pathway and pedestrian bridge over the Rouge River along Cherry Hill Road, west of Ridge Road along the south side of the roadway. The designer for the project, MSG was retained by Canton Township and the project was bid in Spring 2018. At that time, in anticipation of construction, the Township awarded construction engineering services to MSG in the amount of \$42,649.

As noted above, after the bids were higher than expected, the Township requested that MSG conduct an alternatives analysis and ultimately commissioned a re-design of the bridge to save construction costs. Due to the additional alternatives analysis, re-design of the bridge, along with a longer than anticipated construction period due to utility re-location and coordination with the private contractor on-site, MSG has prepared a change order in the amount of \$48,000 for this project. A budget amendment is also necessary as these funds were not budgeted in 2019. A timeline of the project and details are provided in Attachment 1. The change order from MSG is provided as Attachment 2.

**STRATEGIC PLAN/GOALS:** The Township has a desire to fill sidewalk gaps and pathways each year to provide a safe and connected pedestrian system including connection to existing trails

in the community.

**ACTION REQUESTED:** Approve a purchase order contract with the Mannik & Smith Group for additional design and construction engineering of the Historic Ford Factory Pathway in the amount of \$48,000. Also approve the budget amendment necessary to fund these expenses.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** The funds for this project will require a budget amendment the community improvement fund. The following budget amendment is necessary to fund these expenses as depicted below.

**Increase Expense:**

#246-441.970\_0050 Community Improvement – Capital Outlay Infrastructure \$48,000

**Increase Revenue:**

#246-000.695 Fund Balance Appropriation \$48,000

**IMPLEMENTATION PLAN:** Upon approval, Engineering Services will issue a purchase order for this work to Mannik & Smith Group under their existing Master Services Agreement.

**DIRECTOR'S RECOMMENDATION:** Approval

**FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION:** Approval

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:** 1) Further, I move to approve a budget amendment to fund the design and construction engineering expenses as follows:

**Increase Expense:**

#246-441.970\_0050 Community Improvement – Capital Outlay Infrastructure \$48,000

**Increase Revenue:**

#246-000.695 Fund Balance Appropriation \$48,000

2) I move to approve a purchase order contract with the Mannik & Smith Group for additional design and construction engineering for the Historic Ford Factory Pathway project in an amount not-to-exceed \$48,000 under the existing Master Services Agreement; and

**ATTACHMENTS:**

1. Background and Timeline – Village Arts Factory
2. Change Order Proposal from Mannik & Smith Group

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** June 9, 2020

**AGENDA ITEM # G-4**

**ITEM: Consider Approval of Two (2) Purchase Orders to Develop the Tyler ERP-to Cityworks Integration**

**PRESENTER:** Jade Smith, Municipal Services Director/Wendy Trumbull, Finance Director

**INDIVIDUALS IN ATTENDANCE:** None anticipated

**EXECUTIVE SUMMARY:** Canton Public Works is requesting permission to update the Cityworks software application functionality as part of the Cityworks Strategic Implementation Plan. The upgraded functionality will increase the functionality and productivity for the Township staff in various departments. Public Works is requesting approval of the two purchase orders to move forward with the Tyler ERP-to-Cityworks Integration project, at a cost not-to-exceed \$52,243 for implementation services.

**BACKGROUND INFORMATION:** Canton Public Works processes are not fully paperless which allows for errors and inefficiencies. The Public Works staff cannot complete all their work in the field with the current technology. The manual processes are impacting Canton Public Works, the Water Billing Department, and the citizens of the Township. Currently the staff have a manual component within the process structure. To streamline this process and provide for a more productive and efficient environment, the two applications, Cityworks and Tyler, must have the ability to communicate back and forth. An upgrade is needed for both applications to create the current environment to allow this communication. This upgrade to the software is in line with current technology. The software will be hosted in a cloud base environment which will allow for more efficient, secure, and timely processes.

The Township currently has licenses for Tyler and Cityworks. Three (3) possible vendors were analyzed for cost and value to perform the upgrades to the software and applications. In the end the MSD Director along with the Finance and Budget Director and IT Applications Delivery Manager agreed that the lowest cost option would be to stay with the current vendors and procure the assistance of Power Engineering. The purchase requested will allow the Township to upgrade its licensing to allow for a two-way communication between the two software applications while hosting the applications in a cloud environment.

**STRATEGIC PLAN/GOALS:** The implementation of the Tyler ERP integration will result in productivity gains by eliminating redundant data entry between the Tyler ERP and Cityworks applications by auto-generating Work Orders in the Cityworks system from request for service entered by Water Billing, and facilitate better communication between the Water Billing and Customer Service departments.

**ACTION REQUESTED:** Consider authorizing a purchase order for implementation services for the Service Request Management Project to Power Engineers in the amount of \$33,507. Additionally authorizing a separate Purchase order to Tyler Technologies in the amount of \$18,736 for the Application Program Interface (API) purchase.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:**

Funds are available from the following accounts listed below:

Capital Outlay Computers & Equipment (592-536.970\_0010)

**\$26,121.50**

Capital Outlay Computers & Equipment (592-537.970\_0010)

**\$26,121.50**

**IMPLEMENTATION PLAN:** Upon Approval, Public Works will enter a Purchase order in the amount of \$33,507 to Power Engineers for implementation services and a Separate Purchase order in the amount of \$18,736 to Tyler Technologies to purchase needed API. Public Works will coordinate with IT to complete the implementation.

**DIRECTOR'S RECOMMENDATION:** Approval

**FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION:** Approval

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

1. I move to approve a Purchase Order and Award professional services to Power Engineers, Inc, for the implementation services in the amount of \$33,507. I also move to approve a Second Purchase order for the Purchase of Applications Program Interface API from Tyler Technologies in the amount of \$18,736.

**ATTACHMENTS:**

1. Power Engineers Quote
2. Tyler API Quote

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** June 9, 2020

**AGENDA ITEM #G-5**

**ITEM:** Consider Approving the Annual Payment of Western Wayne County Mutual Aid Association Dues

**PRESENTER:** Christopher Stoecklein, Deputy Director of Fire

**INDIVIDUALS IN ATTENDANCE:** None anticipated

**EXECUTIVE SUMMARY:** The Canton Fire Department is a member of the Western Wayne County Fire Department Mutual Aid Association, a consortium of approximately 20 departments throughout Western-Wayne, Washtenaw and Oakland counties. This association is run under the Inter-Local Agreement in conjunction with the Urban Cooperation Act of 1976, and allows departments to provide reciprocal services to each other when requested. Canton's 2020 dues are \$17,427.68, and include:

- \$ 3,000.00 – Association Dues Base Annual Amount
- \$14,427.68 – Western Wayne Association Dues per capita, based on 2010 census

**BACKGROUND INFORMATION:** HEMS (Health Emergency Medical Services, Inc.) is a contractor for the State of Michigan and represents the Department of Health in Western Wayne County. HEMS acts as a medical control for all ambulance services in Western Wayne County. HEMS establishes medical protocol and coordinates communications between the transporting agencies and hospitals. In 2000, the Mutual Aid Association became financially active with HEMS securing one seat on the Board of Directors. This has proven to be a beneficial relationship for both HEMS and community fire departments in the association.

HIRT (Hazardous Incident Response Team) responds to major hazardous material incidents. USAR (Urban Search and Rescue) responds to "technical" rescues such as trench cave-ins or high angle rescues. Because it is not economically feasible for individual department's to acquire and maintain the specialized equipment and training necessary to respond to these high-risk, low-frequency incidents, Western Wayne Mutual Aid has established these specialized teams. HIRT and USAR utilize two firefighters from each participating fire department to respond to specialized incidents as requested.

**STRATEGIC PLAN/GOALS:** n/a



**ACTION REQUESTED:** Approve payment of the annual Western Wayne County Mutual Aid Association dues in the amount of \$17,427.68.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Funds for this payment will be expensed from the 2020 Fire Budget Account #206-336-50.960 Payment to Other Units of Government.

**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 payment of the 2020 Western Wayne County Fire Department Mutual Aid Association dues in the amount of \$17,427.68.

**ATTACHMENTS:** Attachment A – Western Wayne County Mutual Aid invoice

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: June 9, 2020**

**AGENDA ITEM #G-6**

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

**PRESENTER:** Chad Baugh, Deputy Director of Police and Christopher Stoecklein, Deputy Director of Fire

**INDIVIDUALS IN ATTENDANCE:** n/a

**EXECUTIVE SUMMARY:** The Police and Fire Department's current 800 MHz mobile and portable radio warranty expires in June. The department is requesting to purchase a one-year Motorola extended warranty for 226 police and fire department radios in the amount of \$18,851.50, from 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, ComSource, Inc.. The warranty includes on-site service, pick-up and delivery. Based on the replacement cost of these radios, service coverage is recommended.

Motorola is a sole-source provider of their product, utilizing ComSource Inc., 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 ComSource, Inc., the local authorized repair vendor for Motorola products.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Funds in the amount of \$20,000 are budgeted for this expense in the 2020 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 Motorola one-year extended warranty for 226 mobile and portable 800 MHz radios in the amount of \$18,851.50, from ComSource Inc., 41271 Concept Drive, Plymouth, Michigan.

**ATTACHMENTS:** Attachment A: Price Quote from ComSource Inc.

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: June 9, 2020**

**AGENDA ITEM #G-7**

**ITEM: Consider Waiving the Bidding Process and Approving the Purchase of Personal Protection Equipment**

**PRESENTER:** Chadwick Baugh, Deputy Director of Police

**INDIVIDUALS IN ATTENDANCE:** n/a

**EXECUTIVE SUMMARY:** The Police Department is requesting to waive the bidding process due to sole-source manufacturer and purchase personal protection equipment for officers to be used during munitions training. This request includes 100 helmets from the sole-source manufacturer Ultimate Training Munitions, in the amount of \$13,728. This request also includes the purchase of 100 groin protectors and 100 protective gloves from the lowest quoted vendor, Ultimate Training Munitions, in the amount of \$8,200.

**BACKGROUND INFORMATION:** During the COVID-19 pandemic, the police department's staff identified considerable flaws regarding the use of personal protective equipment by officers participating in munitions training. The current equipment is shared by all sworn officers and ample time to sanitize properly between uses does not exist. Shared equipment includes face masks, neck protectors, gloves and groin protectors. This equipment is often exposed to sweat, breath, saliva and sometimes blood. The types of training this equipment is used for is critical to the on-going development of our officers and therefore, we are proposing the purchase of individual pieces of equipment for each officer.

The department has tested various models of munition PPE including those made by Simunition and Ultimate Training Munitions (UTM), and is recommending the UTM P/N 69-Helmet. This sole-source helmet provides 180° visibility, ventilation ports to aid in anti-fogging, a sweatband and neck wrap, the ability to be worn with prescription eyewear, clear facial recognition and a flip-up option for debriefing. The UTM P/N 69-Helmet is \$171.60, but if ordered by July 17, 2020, a 20% discount is offered bringing the total to \$137.28 per helmet.

Per the Township's Purchasing Policy, the department also received three informal quotes for standard groin protectors and gloves, with UTM quoting the lowest price for these items:

<b>GROIN PROTECTORS</b>	<b>PRICE QUOTE FOR QUANTITY 100</b>
UTM	\$4,000
DA1 Training	\$5,040
CMP Distributors	\$5,204

<b>GLOVES</b>	<b>PRICE QUOTE FOR QUANTITY 100</b>
UTM	\$4,200
DA1 Training	\$5,292
CMP Distributors	\$4,650

**STRATEGIC PLAN/GOALS:** n/a

**ACTION REQUESTED:** Waive the bidding process due to sole-source manufacturer and approve the purchase of 100 P/N 69-Helmets from Ultimate Training Munitions, in the amount of \$13,728. Additionally, to approve the purchase of 100 groin protectors and 100 gloves from the lowest quoted vendor, Ultimate Training Munitions, in the amount of \$8,200.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Funds in the amount of \$13,728 will be expensed for the helmets from the 2020 Police Drug Forfeiture Account #207-301-50.763\_0003.

Funds in the amount of \$8,200 will be expensed for the groin protectors and gloves, along with \$1,399.93 for shipping, from the 2020 Police Operating Supplies Account #207-301-50.760\_0001. The department will apply for a MMRMA RAP grant to recoup a portion of the glove and groin protector 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 waive the bidding process due to sole-source manufacturer and approve the purchase of 100 P/N 69-Helmets from Ultimate Training Muniton; and approve the purchase of 100 groin protectors and 100 gloves from the lowest quoted vendor, Ultimate Training Munitions, plus shipping, for a grand total purchase amount of \$23,327.93.

**ATTACHMENTS:** Attachment A – Price Quote from UTM  
Attachment B – Sole-Source Manufacturer/Provider Letter

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: 06/09/2020**

**AGENDA ITEM # G-8**

**ITEM: Consider Addition to FOIA Software**

**PRESENTER:** Michael Siegrist

**INDIVIDUALS IN ATTENDANCE:** N/A

**EXECUTIVE SUMMARY:**

The Board previously approved the purchase of new FOIA Software called NextRequest. After receiving training and more info, Public Safety has requested to add an additional module to receive online payments and maximize efficiency.

**BACKGROUND INFORMATION:**

The Township, specifically PSD, now has a way to deliver FOIAs digitally, but cannot receive payments digitally. This additional module will correct that problem.

**STRATEGIC PLAN/GOALS:** Continue to increase efficiency, continue to increase social distancing options and reduce in person transactions.

**ACTION REQUESTED:** Approve the purchase of the online payment module in the amount of \$577.27 from NextRequest.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** \$577.28 from 101-215.760 (Clerk – Operating Supplies).

**IMPLEMENTATION PLAN:** N/A

**DIRECTOR'S RECOMMENDATION:** Approve

**FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION:** Approve

**SUPERVISOR'S RECOMMENDATION:** Approve

**MODEL RESOLUTIONS:**

Motion to approve the purchase of the online payment module for the NextRequest FOIA software in the amount of \$577.28 from account 101-215.760.

**ATTACHMENTS:** Quote

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** June 9, 2020

**AGENDA ITEM # G-9**

**ITEM: Consider sale of Canton property and authorize Supervisor Williams to sign all documents necessary to close on the sale.**

**PRESENTER:** Pat Williams, Canton Supervisor

**INDIVIDUALS IN ATTENDANCE:** None

**BACKGROUND:** On January 28, 2020, the Canton Supervisor received a Letter of Intent from Symmetry Management, offering \$150,000 for approximately 2.8 acres on Michigan Avenue immediately east of the ITC corridor (138-99-0008-700). The assessor has estimated the value of the property at \$150,000.

Symmetry Management intends to develop the property in accordance with all Township ordinances and regulations.

The Letter of Intent has been reviewed by Corporation Counsel, and should the Board approve the Letter of Intent, a formal Purchase Agreement will be drafted then signed by Supervisor Williams.

**ACTION REQUESTED:** Accept the Letter of Intent to purchase above property.

**BUDGET IMPLICATIONS:** The proceeds from the sale would be placed in the Community Improvement Fund (246-000.671) for future green space or park facility improvements.

**IMPLEMENTATION PLAN:** With Board approval, Supervisor Williams will complete the sale of property located on Michigan Avenue, east of the ITC corridor.

**FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION:**

**SUPERVISOR'S RECOMMENDATION:**

**MODEL RESOLUTION:** I move that Canton accept the Letter of Intent from Symmetry Management and authorize Supervisor Williams to sign the formal Purchase Agreement and any other documents necessary to complete the sale of the parcel located on Michigan Avenue east of the ITC corridor.