



**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**June 23, 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://us02web.zoom.us/j/83873644601>**

**Or iPhone one-tap:**

**1-312-626-6799 (83873644601#)**

**Or Telephone:**

**1-312-626-6799**

**Webinar ID: 838 7364 4601**

**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

APPROVAL OF MINUTES: JUNE 9, 2020

CITIZEN'S NON-AGENDA ITEM COMMENTS/PUBLIC COMMENT

PAYMENT OF BILLS

**STUDY SESSION:**

- 1) TOWNSHIP FINANCIAL UPDATE

**GENERAL CALENDAR:**

- 1) REQUEST RENEWAL OF DELL SUPPORT FOR CRITICAL CORE NETWORK EQUIPMENT (FBD)
- 2) CONSIDER APPROVAL OF MICROSOFT OFFICE 2019 UPGRADES (FBD)

- 3) CONSIDER APPROVAL OF THE HOOP HOUSE DONATION TO BE LOCATED AT PRESERVATION PARK (CLS)
- 4) CONSIDER AWARD OF A CONTRACT TO ASPHALT SPECIALISTS INC. FOR THE 2020 ASPHALT LOCAL ROAD MILLAGE IMPROVEMENTS AND CONSIDER AWARD OF A CONTRACT TO SPALDING DEDECKER FOR CONTINUED ENGINEERING AND CONSULTATION WORK ON THE ROAD MILLAGE IMPROVEMENTS (MSD)

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 – June 9, 2020**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, June 9, 2020. 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 Smith, Director Trumbull, Deputy Director-Police Baugh, Deputy Director-Fire Stoecklein

**Adoption of Agenda:**

Motion by Siegrist, supported by Slavens to amend the agenda by removing item G-2, adding items G-10, G-11, and adopt the agenda as amended. Motion carried unanimously.

**Approval of Minutes:**

Motion by Siegrist supported by Slavens to approve the May 19<sup>th</sup>, 2020 Board minutes as presented. Motion carried unanimously.

**Public Hearing:**

Motion by Siegrist, supported by Foster to open the public hearing at 6:07 p.m., to hear comment on the 2020 sidewalk repair program. Motion carried unanimously.

Carolyn Maxwell spoke against the sidewalk program.  
Jerry Hearst spoke against the sidewalk program.  
Joe Flash spoke against the sidewalk program.  
Rob Harper spoke against the sidewalk program.

Motion by Siegrist, Supported by Sneideman to close the public hearing at 6:34 p.m.

Motion by Siegrist, supported by Slavens to adopt the replacement of sidewalks pursuant to the Township Sidewalk Ordinance and Sidewalk Repair Program Policy Provided in Public Act 80 of the Public Acts of 1989 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 & March 05, 2020.

**Public Comment:**

Public comment was held.

**Payment of the Bills:**

Motion by Slaves, supported by Sneiderman to approve payment of the bills as presented.  
Motion carried unanimously.

<b>CHARTER TOWNSHIP OF CANTON EXPENDITURE RECAP FOR THE TOWNSHIP BOARD MEETING OF May 26, 2020</b>		
101	GENERAL FUND	482,120.31
204	ROADS FUND	1,297.67
206	FIRE FUND	338,988.64
207	POLICE FUND	391,514.12
208	SUMMIT OPERATING (General)	16,609.12
219	STREET LIGHTING	21,797.34
230	CABLE TV FUND	86,903.45
246	TWP (COMMUNITY) IMPROVEMENT	0.00
248	DDA - CANTON	23,209.43
261	E-911 UTILITY	1,978.17
265	ORGANIZED CRIME - DRUG ENFORCEMENT	1,253.93
274	CDBG	39,300.00
276	NSP GRANTS FUND	0.00
401	CAP PROJ - ENERGY PROJECT	0.00
402	CAP PROJ - SUMMIT CONSTR	0.00
403	CAP PROJ - ROAD PAVING	30,366.77
584	GOLF FUND	64,790.96
592	WATER & SEWER FUND	1,410,110.62
596	SOLID WASTE	1,606.26
661	FLEET	44,346.86
701	TRUST & AGENCY FUND	3,755.00
702	CONSTRUCTION ESCROW	0.00
736	POST EMPLOYMENT BENEFITS	136,731.37
852	SPECIAL ASSESSMENT DEBT	0.00
301	ENERGY PROJECT DEBT SVCE FUND	0.00
		0.00
	<b>TOTAL - ALL FUNDS</b>	<b>3,096,680.02</b>

**General Calendar:**

**Item G-1. CONSIDER APPROVAL OF THE CANTON BUSINESS SUPPORT  
PROVISION IN RESPONSE TO THE COVID-19 PANDEMIC**

Motion by Siegrist, supported by Slavens 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. Motion carried unanimously.

**Item G-2. REMOVED**

**Item G-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**

Motion by Siegrist, supported by Slavens to approve a budget amendment to fund the design and construction engineering expenses as follows. Motion carried unanimously:

Increase Expense:

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

Increase Revenue:

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

Motion by Siegrist, supported by Slavens 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. Motion carried unanimously.

**Item G-4. Consider Approval of Two (2) Purchase Orders to Develop the Tyler ERP-to Cityworks Integration**

Motion by Siegrist, supported by Slavens 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. Motion carried unanimously.

**Item G-5. Consider Approving the Annual Payment of Western Wayne County Mutual Aid Association Dues**

Motion by Siegrist, Supported by Foster to approve payment of the 2020 Western Wayne County Fire Department Mutual Aid Association dues in the amount of \$17,427.68. Motion carried unanimously.

**Item G-6. Consider the Purchase of a One-Year Extended Warranty for 800 MHz Radios**

Motion by Siegrist, supported by Slavens 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. Motion carried unanimously.

**Item G-7. Consider Waiving the Bidding Process and Approving the Purchase of Personal Protection Equipment**

Motion by Siegrist, supported by Anthony to waive the bidding process due to sole-source manufacturer and approve the purchase of 100 P/N 69-Helmets from Ultimate Training Munition; 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.

**Item G-8. Consider Addition to FOIA Software**

Motion by Siegrist, supported by Slavens 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. Motion carried unanimously.

**Item G-9. Consider sale of Canton property and authorize Supervisor Williams to sign all documents necessary to close on the sale.**

Motion by Siegrist, supported by Foster to 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. Motion carried unanimously.

**Item G-10 Set public hearing for Local Government Approval Liquor License Application of The Tailgate Garage.**

Motion by Siegrist, supported by Slavens to move to set a public hearing for consideration of the Local Government Approval of the request for a New Class “C” Liquor License for The Tailgate Garage located at 43335 Michigan Avenue, Canton, MI 48188 for July 14, 2020. Motion carried unanimously.

**Item G-11. Consider Approval fo the Emergency Purchase Order to Replace Roof Top Unit 7 Condenser Coil at the Township Administration Building**

Motion by Siegrist, supported by Anthony to approve the emergency purchase order for the replacement of RTU #7 condenser coil for the Canton Township Administration Building to Bumler Mechanical, 6260 18 ½ Mile Road, Sterling Heights, MI 48314 in the amount of \$16,961 to be paid from Account #246-750.970\_0020 Capital Outlay Buildings and Improvements. Motion carried unanimously.

Additional Public comment was held.

**Adjourn:** Motion by Anthony, supported by Sneiderman to adjourn the meeting at 7:10 p.m.  
Motion carried unanimously.

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Michael A. Siegrist, Clerk

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Pat Williams, Supervisor

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: June 23, 2020**

**AGENDA ITEM #G-1**

<b><u>ITEM:</u> Request Renewal of Dell Support for Critical Core Network Equipment</b>
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**PRESENTER:** Wendy Trumbull, Finance & Budget Director

**INDIVIDUALS IN ATTENDANCE:** None anticipated.

**EXECUTIVE SUMMARY:** IT Services is requesting permission to renew our hardware services and support agreement with Dell Computers Inc., which expired on Feb 21, 2020. The Township utilizes Dell Computers networking products to provide access for all computer and printing devices in all Township facilities. The most critical switches located in the Admin and Public Safety data centers provide master connectivity to all other network switches installed across all facilities and are critical to maintaining access to computer, printer, and VoIP phone systems. This 3-year support contract will provide for 4-hour response from Dell should one of the 4 pieces of equipment fail. This request is inline with other mission critical networking equipment such as the Township's firewalls.

**BACKGROUND:** IT Services needs to maintain critical support on the four (4) most critical components of the Township's networking infrastructure. The Township utilizes Dell Networking equipment in all Township facilities. We are requesting to renew our 4-hour response support contract with Dell Computers for the most critical of all the networking components. The Public Safety and Admin data centers maintain a pair of master network switches, which provide connectivity for all other Township computers, printer, wireless access points, and VoIP infrastructure and phones.

It is critical that IT Services maintain access to timely software, security and products updates along with access to 24/7/365 support, all provided by Dell Computers Inc. for these 4 switches.

IT is requesting permission to purchase a 3-year renewal agreement at a cost of \$15,098. In comparison, purchasing the same support over the next three (3) years annually would cost \$24,200. Additionally, IT is requesting that the Township Board waive the Request for Proposal for this purchase. The pricing provided by Dell computers has already been negotiated by the State of Michigan and is offered to the Township as part of that overall agreement. Additionally, Dell Computers is the only company able to offer support and replacement of the switches deployed in the data centers.

**STRATEGIC PLAN/GOALS:** Efficiently utilize resources and maintain fiscal responsibility while still providing high levels of uptime to all Township Divisions.



**ACTION REQUESTED:** Approve the request to renew the Township's Maintenance and Support agreement with Dell Computers Inc. for a three-year period in the amount of \$15,098.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** The renewal of this agreement was budgeted for in 2020. All required funding will be expensed from the ITS Division's 101.228.930\_0015 Maintenance & Repair – Software Support account.

**IMPLEMENTATION PLAN:** This is a support renewal agreement only. There is no interruption of services to Township Departments.

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:** Approve a purchase order in the amount not to exceed \$15,098 payable to Dell Computers Inc. for a renewal of software support and maintenance services provided by Dell Computers Inc. covering a period of three (3) years.

**ATTACHMENTS:** Dell Quote – 3-Year Extension - CANTON TOWNSHIP-v  
3000062682783.xlsx

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: June 23, 2020**

**AGENDA ITEM #G-2**

**ITEM: Consider Approval of Microsoft Office 2019 Upgrades**

**PRESENTER:** Wendy N. Trumbull, Finance and Budget Director

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:** On October 13, 2020, Microsoft will prevent Office 2013 (the Township's current office productivity suite) from connecting to the Microsoft 365 product. The Township utilizes Microsoft 365 for email services with the great majority of employees utilizing Microsoft Outlook to access their email. Employee productivity would be negatively impacted if access to their email and calendar was restricted to the web browser version of Microsoft 365.

IT Services is requesting to purchase a four-year contract of the current version of Microsoft Office Standard 2019 PC license in effort to reduce annual costs. The contract cost is currently budgeted in the IT Services software account.

**BACKGROUND:** On October 13, 2020, Microsoft will prevent Office 2013 (the Township's current office productivity suite) from connecting to the Microsoft 365 product. The Township's email resides in Microsoft 365, and therefore, all Township employees will no longer be able to utilize the current Office 2013 Outlook to access email after that date. Therefore, to avoid this interruption, the Township has the option to upgrade the current Office 2013 product to the Office 2019 software or purchase Microsoft 365 licenses for all employees.

Purchasing the Office 2019 PC upgrades in lieu of purchasing Microsoft 365 user licenses is a more cost-effective solution for the Township. The \$101,500 expense to upgrade all 350 Township PCs will allow the purchased Office Suite to access Microsoft 365 for another 4 years and averages \$25,375 per year.

If the Township were to purchase Microsoft 365 licenses directly instead of Office 2019 licenses, the cost significantly increases because Microsoft 365 licenses are purchased on a per user basis instead of a per PC basis. Canton Township currently employs 575 Full-Time and Part-Time employees. At a current cost of \$12.50 per month per employee, the yearly cost for purchasing Microsoft 365 directly is \$86,250. Over the four year contract period, the Township will save \$243,500 by purchasing the Office 2019 update instead of Microsoft 365 user licenses.

IT Services is requesting the Township Board authorize a purchase order in the amount of \$101,500 to cover the 2019 upgrade for its current 350 PC licenses. The Township purchases software from the State of Michigan contract pricing schedule and will procure the necessary software and licensing from CDWg, which is authorized to purchase from the State of Michigan

contract. Due to this arrangement, IT Services is requesting that the Township Board waive the RFP requirement for this purchase.

**STRATEGIC PLAN/GOALS:** To provide cost-effective and high-quality computing services and support to all Township Divisions, which support Township operations.

**ACTION REQUESTED:** To permit IT Services to purchase three hundred and fifty (350) licenses of Microsoft Office 2019 to be installed on Township computers. A purchase order in the amount of \$101,500 will be created for CDWg in order to facilitate the purchase.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** An adequate level of funding was budgeted for this upgrade in IT's 2020 Software Repair and Maintenance 101-228.930\_0015 account.

**IMPLEMENTATION PLAN:** Information Technology Services will handle all purchases. If deployment will interrupt operations, detailed plans will be communicated to the organization ahead of time.

**DIRECTOR'S RECOMMENDATION:** Approval

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:** I move to approve the purchase of three hundred and fifty (350) licenses of Microsoft Office 2019 in an amount not to exceed \$101,500.

**ATTACHMENT:** CDW Quote for Microsoft Office 2019 Licenses

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** June 23, 2020

**AGENDA ITEM #G-3**

**ITEM: Consider Approval of the Hoop House Donation to be located at Preservation Park**

**PRESENTER:** Greg Hohenberger, Leisure Services Director

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:**

The Fallen and Wounded Soldiers Fund currently own a Hoop House intended to reside at the Veterans Dormitory located on Ridge Road. Due to lack of space, the Fallen and Wounded Soldiers Fund requested to donate the hoop house to Canton Township. Canton Township's Corporate Counsel reviewed the agreement (Attachment A) between Canton Township and The Fallen and Wounded Soldiers Fund for the hoop house to be donated to Canton Townships Preservation Park for veterans to use (Attachment B.)

**BACKGROUND:**

The Fallen and Wounded Soldiers are currently leasing the Veteran's Dormitory where they offer programs and provide support to veterans. The Dormitory serves as a residence for four to six veterans struggling with housing and those who need supportive environment in the Detroit Metro area. The program provides services they need to establish permanent housing and become gainfully employed.

The donated hoop house is valued at \$2800 which will give gardening opportunities for veterans while providing exposure to the Farmers Market. The addition of the hoop house will allow veterans to grow food for an extended 2 months past the growing season. This will allow veterans to learn to work together to produce their own food while contributing to the sustainability of their residence by defraying food costs. The veterans will be able to learn from the Gardener's Club while increasing their opportunities to engage with the Canton Community. All extra food will be donated to support local food banks. Any on-going maintenance of the hoop house will be done by Canton Township staff.

**STRATEGIC PLAN/GOALS:** Demographically Oriented Community

**ACTION REQUESTED:** Allow the Supervisor to approve the agreement to accept donation of a Hoop House at Preservation Park to Charter Township of Canton

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** None

**IMPLEMENTATION PLAN:** Once approved, an agreement will be signed by the Supervisor to accept the donated hoop house from The Fallen and Wounded Soldiers Fund

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:** I move to allow the Supervisor to sign the agreement accepting the donation by the Fallen and Wounded Soldiers of a Hoop House to be located at Preservation Park to The Charter Township of Canton.

**ATTACHMENTS:**

**Attachment A** – Agreement

**Attachment B** – Layout of the hoop house

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: June 23, 2020**

**AGENDA ITEM #G-4**

**ITEM: Consider Award of a Contract to Asphalt Specialists Inc. for the 2020 Asphalt Local Road Millage Improvements and Consider Award of a Contract to Spalding DeDecker for Continued Engineering and Consultation Work on the Road Millage Improvements**

**PRESENTER:** Jade Smith, Township Supervisor

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:** Canton Township has publicly bid the 2020 Asphalt Local Road Millage Improvements, and received five bids ranging from \$766,469.82 to \$610,821. Our design engineer, Spalding DeDecker has evaluated the bids and has recommended award of the project to Asphalt Specialists, Inc. (ASI). Based on this information, Engineering Services recommends the award of 2020 Asphalt Local Road Millage Improvements to ASI in the amount of \$610,821 with a 10% contingency of \$61,082 for a total award of \$671,903.

Spalding DeDecker has been the engineer of record for a significant portion of the 2019, 2020, and 2021 Road Millage Improvements. At this time, Engineering Services would like to award them another contract for the future work that is planned. The breakdown is included as an attachment. The award is for \$474,378, plus a 10% contingency of \$47,438, for a total of \$521,816.

**BACKGROUND:** In 2018, a 1.45-mill road funding millage was approved by the voters for road work, including repairs to local subdivision roads. This contract award is the first local road subdivision asphalt portion of that project.

Since 2018, Spalding DeDecker has assisted Engineering Services in evaluating, preparing, scoping, designing, and provided construction engineering.

**STRATEGIC PLAN/GOALS:** Board Goal #2: Maintenance of Infrastructure in the community

**ACTION REQUESTED:** Consider award of a contract for the 2020 Asphalt Local Road Millage Improvements project to ASI for a total award of \$671,903.  
Consider award of a contract for the 2020 Asphalt Local Road Millage Improvements, as well as continued design and scoping consultation for 2021 projects, to Spalding DeDecker for a total award of \$521,816.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** The funds for this project will come from Account # 204-446-12.970\_0050 (Roads Local – Capital Outlay).

**IMPLEMENTATION PLAN:** Upon Board approval, Engineering Services and Finance will

issue purchase orders for this work to ASI and Spalding DeDecker and will initiate the work.

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

I move to approve to Asphalt Specialists, Inc. for a total award of \$671,903

I move to approve to Spalding DeDecker for a total award of \$521,816

**ATTACHMENTS:**

1. Bid Tabulation
2. Recommendation of Award from Spalding DeDecker
3. Proposal from Spalding DeDecker for Construction Engineering