CANTON ADMINISTRATION BUILDING
1150 S. CANTON CENTER ROAD
CANTON, MI 48188
REGULAR BOARD MEETING
NOVEMBER 14, 2023
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/81879902367

Or One tap mobile:
1-312-626-6799 (81879902367#) or 1-646-558-8656 (81879902367#)

Or Telephone:
1-312-626-6799 or 1-646-558-8656

Webinar ID: 818 7990 2367

International numbers available: https://us02web.zoom.us/u/kbJLltOWsQ

5:30 P.M.:

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

CLOSED SESSION:
- DISCUSS PENDING LITIGATION (*Charter Township of Canton v. IMAC Properties, LLC, Daniel McCausland and Robert McCausland*)

6:00 P.M.

PRESENTATION:

1) MAJOR ROAD IMPROVEMENT PROGRAM REVIEW

REGULAR BOARD MEETING BEGINS AT 7:00 P.M.:

PLEDGE OF ALLEGIANCE
ADOPTION OF AGENDA
APPROVAL OF MINUTES: OCTOBER 17 & 24 and NOVEMBER 1, 2023
PUBLIC COMMENT ON AGENDA ITEMS ONLY
PAYMENT OF BILLS

CONSENT CALENDAR:

1) CONSIDER APPROVAL OF PAYMENT OF THE ANNUAL SOFTWARE LICENSE FEES TO KIRIWORKS FOR THE ON-BASE DOCUMENT MANAGEMENT SYSTEM (MSD)

2) CONSIDER APPROVAL OF APPLICATION FOR MLCC SPECIAL LIQUOR LICENSES (CD)

3) CONSIDER APPROVING AN INCREASE TO THE BLANKET PURCHASE ORDER ISSUED TO AIRGAS GREAT LAKES (FIRE)

4) CONSIDER REQUEST TO INCREASE BLANKET PURCHASE ORDER FOR PSD – IT SYSTEMS TECHNICAL SUPPORT (POLICE)

5) CONSIDER REQUEST TO INCREASE BLANKET PURCHASE ORDER FOR POLICE UNIFORMS (POLICE)

6) CONSIDER RESOLUTION AUTHORIZING BOARD OF REVIEW TO SCHEDULE ALTERNATE JULY AND DECEMBER BOARD OF REVIEW MEETINGS (CLERK)

GENERAL CALENDAR:

1) REQUEST APPROVAL TO CONTRACT WITH NEW SECURITY SYSTEMS SUPPORT VENDOR (MSD)

2) CONSIDER APPROVAL OF A PURCHASE ORDER TO PARTNERS IN ARCHITECTURE, PLC FOR THE ARCHITECTURAL DESIGNS, BID DOCUMENTS, ENGINEERING, AND OWNER'S REPRESENTATION FOR THE WESTERN WAYNE BUILDING (MSD)

3) CONSIDER PURCHASE OF EQUIPMENT TO UPFIT TWO DODGE DURANGOS FOR THE POLICE DEPARTMENT (MSD)

4) CONSIDER APPROVAL OF A PURCHASE ORDER TO SCHENA ROOFING FOR REMOVAL AND REPLACEMENT OF VILLAGE THEATER AREA D ROOF (MSD)

5) CONSIDER APPROVAL OF A PURCHASE ORDER TO CHROMLINE CONTRACTING FOR WINDOW CAULKING AND WATERPROOFING AT ADMINISTRATION BUILDING (MSD)

6) CONSIDER APPROVAL OF BARN AND WOODWORK RESTORATION AT PRESERVATION PARK (MSD)

7) CONSIDER APPROVAL OF IPAD AND ACCESSORY PURCHASE (CD)

8) CONSIDER AUTHORIZATION TO PURCHASE NEW CARDIO AND STRENGTH TRAINING EQUIPMENT (CLS)

9) CONSIDER APPROVAL OF A RESOLUTION TO AUTHORIZE A CADET/EXPLORER PROGRAM WITHIN THE FIRE DEPARTMENT (FIRE)

10) CONSIDER REQUEST TO AWARD THE SHELTER PAVILION BID TO CARPENTRY CONCEPTS AND CEILINGS, LLC (POLICE)

11) ESTABLISH BOARD OF TRUSTEES MEETING DATES FOR 2024 AND CONSIDER CLOSING THE CANTON TOWNSHIP ADMINISTRATION BUILDING ON JULY 5, 2024 (CLERK)

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 – October 17, 2023

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, October 17, 2023 in person.

Members Present: Borninski, Ganguly, Graham-Hudak (late), Siegrist, Slavens, Sneideman
Members Absent: Foster

Motion by Siegrist, supported by Borninski to appoint Treasurer Slavens as temporary chair. Motion carried unanimously.

Closed Session: Discuss pending litigation (Charter Township of Canton v 44650, Inc)

Motion by Siegrist, supported by Sneiedman to go into closed session under MCL 15.268 Sec 8 (1) (e) to discuss pending litigation. Motion carried unanimously by roll call vote.

Motion by Siegrist, supported by Sneideman to return to open session at 6:14 p.m. Motion carried unanimously.

General Calender:

Add On: Consideration of Board Action on Attorney's recommendation regarding pending litigation

Motion by Siegrist, supported by Borninski to approve the Attorney's recommendation in the case of *Charter Township of Canton v. 44650, Inc.* and authorize the Township Supervisor to sign all of the necessary documents to effectuate the recommendation. Motion carried unanimously.

Study Session:

1) Discussion on Fire Station No. 4 – Architecture cost analaysis and timeline.

2) Tornado Recovery Update

Public Comment:

Public Comment was held.

Adjourn:

Motion by Siegrist, supported by Sneideman to adjourn the meeting. Motion carried unanimously.

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Michael A. Seigrist, Clerk

Charter Township of Canton
Board Proceedings –October 24, 2023

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, October 24, 2023, in-person. Supervisor Graham-Hudak called the meeting to order at 5:30 p.m.

Members Present: Borninski, Foster, Ganguly, Graham-Hudak, Siegrist, Slavens, Sneideman
Members Absent: None

Closed Session: Discuss Pending Litigation (Charter Township of Canton v. IMAC Properties, LLC, Daniel McCausland and Robert McCausland) and Update on Union Negotiations

Motion by Siegrist, supported by Borninski to go into closed session under MCL 15.268 Sec 8 (1) (e) and (c) to discuss pending litigation, and receive updates on union negotiations. Motion carried unanimously by roll call vote.

Motion by Siegrist, supported by Ganguly to return to open session at 6:59 p.m. Motion carried unanimously.

Adoption of Agenda:

Motion by Siegrist, supported by Slavens to adopt the agenda as presented. Motion carried unanimously.

Approval of Minutes:

Motion by Siegrist, supported by Slavens to approve the minutes from October 10, 2023. Motion carried unanimously.

Public Comment: Public comment was held.

Payment of Bills:

Motion by Slavens, supported by Foster to approve the payment of bills as present. Motion carried unanimously.

CHARTER TOWNSHIP OF CANTON EXPENDITURE RECAP FOR THE TOWNSHIP BOARD MEETING OF October 24, 2023		
101	GENERAL FUND	940,061.11
204	ROADS FUND	433,673.18
206	FIRE FUND	241,174.91
207	POLICE FUND	330,887.65
208	COMMUNITY CENTER FUND	67,297.02
219	STREET LIGHTING FUND	25,337.33
230	CABLE TV FUND	11,238.92
246	COMMUNITY IMPROVEMENT FUND	0.00
248	DDA - CANTON	17,952.48
260	INDIGENT DEFENSE FUND	20,863.15
261	E-911 UTILITY	23,386.03

265	ORGANIZED CRIME - DRUG ENFORCEMENT	1,246.63
274	CDBG FUND	25,548.35
276	NSP GRANTS FUND	0.00
285	AMERICAN RESCUE PLAN ACT	0.00
301	ENERGY PROJECT DEBT SVCE FUND	0.00
302	CAPITAL PROJECT DEBT SERVICE	0.00
401	CAPITAL PROJECTS FUND	1,129,059.34
402	CAP PROJ - WATER & SEWER	0.00
403	CAP PROJ - ROAD PAVING	6,771.75
404	CAP PROJ - CHV DEVELOPMENT	12,288.00
584	GOLF FUND	32,629.55
592	WATER & SEWER FUND	1,630,844.03
596	GARBAGE & RUBBISH COLLECTIONS	4,771.89
661	FLEET MAINTENANCE FUND	61,194.04
701	TRUST & AGENCY FUND	677.37
702	CUSTODIAL FUND	675.00
736	POST EMPLOYMENT BENEFITS FUND	216,523.26
852	SPECIAL ASSESSMENT DEBT SERVICE	0.00
	TOTAL - ALL FUNDS	**5,234,100.99**

Presentations:

1) Airspace Link
2) Cultural Commission Annual Report

Consent Calendar:

Item C-1. Consider Request to Increase Blanket Purchase Order for Applied Innovation

Motion by Siegrist, supported by Borninski to approve increasing blanket purchase order 2023-717 issued to Applied Innovation by $10,000 to accommodate the remaining maintenance fees for 2023. Motion carried unanimously.

Item C-2. Consider Authorization of Permit for Private Fireworks Display at BAPS Hindu Temple

Motion by Siegrist, supported by Borninski to approve the permit request for a private property fireworks display at approximately 8:30 p.m., Sunday, November 12th, 2023, on the vacant property located at 3339 S. Canton Center Road. Motion carried unanimously.

Item C-3. Consider Authorization of a Permit for Fireworks Display in Heritage Park

Motion by Siegrist, supported by Borninski to authorize the Canton Township Clerk to sign the permit for ACE Pyro, LLC, authorizing their permission to possess, transport and display fireworks in Heritage Park on October 27, 2023 (rain date of October 28, 2023). Motion carried unanimously.

Item C-4. Consider Second Reading of an Amendment to Chapter 14 Animals in the Canton Township Code of Ordinances Regarding Dogs in Parks and Dog Licensing

Motion by Siegrist, supported by Borninski to remove from the table, hold the second reading and adopt an ordinance amending Chapter 14 of the Canton Township Code of Ordinances. Motion carried unanimously.

General Calendar:

Item G-1. Consider Special Land Use and Site Plan Amendment for Redevelopment of Mobil Automobile Filling Station and Convenience Store

Motion by Siegrist, supported by Sneideman to approve the resolution as presented.

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

Approval of the Special Land Use and Site Plan Amendment for Redevelopment of Mobil Automobile Filling Station and Convenience Store

Whereas, the Project Sponsor has requested special land use approval and site plan approval for redevelopment of an automobile filling station and convenience store on parcel no. 002-99-0002-707 at 8773 N. Haggerty Rd.;

Whereas, the Planning Commission reviewed the Special Land Use application and applicable criteria and voted 9-0 to recommend approval, with conditions, as the request meets the criteria of special land use approval in Section 27.03(C) of the Zoning Ordinance; and

Whereas, the Planning Commission reviewed the Site Plan application and applicable criteria and voted 7-0 to recommend approval, with conditions, as the request meets the requirements of the Charter Township of Canton Zoning Ordinance; now therefore be it;

*Resolved***,** the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the special land use and site plan in Planning Application #s 002-SLU-7819 and 002 SPC-7392, respectively, for the redevelopment of the automobile filling station and convenience store at 8773 N. Haggerty Rd. on tax parcel no. 002-99-0002-707, as the requests meets the Special Land Use criteria and development standards of the Canton Township Zoning Ordinance pursuant to the information and plans provided, subject to all State, County, and Township requirements, including any required plan modifications required by the Planning Commission and Township staff.

Motion carried unanimously.

Item G-2. Consider Award of a Contract to AKT Peerless Environmental Services to Perform a Phase II Environmental Site Assessment and Baseline Environmental Assessment at The Village Arts Factory Warehouse, 50625-50755 Cherry Hill

Motion by Borninski, supported by Slavens to recuse Clerk Siegrist from voting on the item due to a disclosed conflict of interest. Motion carried.

Motion by Slavens, supported by Borninski to waive the bidding process and award a contract to AKT Peerless Environmental Services, 22725 Orchard Lake Rd, Farmington, MI 48336 in the amount of $253,000 to perform a Phase II Environmental Site Assessment, Baseline Environmental Assessment, and a Due Care Plan at 50625-50755 Cherry Hill. Motion carried.

Item G-3. Consider Authorization of Professional Engineering Services and Issuing a Purchase Order to Spalding DeDecker Associates for the 2024 Residential Road Improvement Program

Motion by Siegrist, supported by Slavens to approve the Budget Amendment referenced above, and to approve a purchase order contract for the 2024 Residential Road Improvement Program to Spalding DeDecker Associates, Inc. in the amount of $452,000 with a 5% contingency of $22,600 for a total of $474,600. Motion carried unanimously.

Item G-4. Consider Approval of Contract and Budget Amendments for the CSC Kickers ADA Walk Improvements

Motion by Siegrist, supported by Sneideman to approve the contract with Simone Construction Services for $127,170 and the budget amendments discussed in the budget implications section. Motion carried unanimously.

Item G-5. Consider Award of CDBG Housing Rehabilitation Contracts

Motion by Siegrist, supported by Slavens to approve the housing rehabilitation contract to Optimum Contracting listed below totaling $25,000. We are also requesting to reimburse all of the permit fees once the work has been completed and approved by the building department.

Street	Home Type	Contractor	Low Bid/Cap
XXXX Stonehedge Dr.	Single Family Home	Optimum Contracting	$25,000

Motion carried unanimously.

Item G-6. Consider Approval of Budget Amendment and Purchase Order for Repair of the Village Theater Projectors

Motion by Siegrist, supported by Slavens to approve the budget amendment stated in the Budget Implications & Account number section of the RBA and submit a purchase order to TelSystems for a total amount of $14,300. Motion carried unanimously.

Item G-7. Consider Approval of Commercial Use of the Cherry Hill School by Hazel Coffee

Motion by Siegrist, supported by Slavens subject to legal approval of the Hazel Coffee House Lease Agreement, I move to approve the commercial use of the Cherry Hill School, a Canton Township facility, under the terms of the proposed lease agreement, and authorize the Township Supervisor to sign the lease agreement on behalf of Canton Township. Motion carried unanimously.

Item G-8. Consider Approval of an Expense Increase for Livonia Aquatics Agreement

Motion by Siegrist, supported by Slavens to approve the budget amendment as stated in the Budget Implications & Account Number section of the RBA and to approve a purchase order in the amount of $45,000 to Livonia Kirksey Recreation Center. Motion carried unanimously.

Item G-9. Consider Request to Renew Anti-Virus Subscription

Motion by Siegrist, supported by Borninski to approve the creation of a purchase order in the amount not to exceed $18,270 payable to CDW Government for the renewal of BitDefender software support and maintenance services for three (3) years. Motion carried unanimously.

Item G-10. Consider Approval of DocuSign Annual Renewal

Motion by Siegrist, supported by Sneideman to approve the creation of a purchase order in the amount not exceeding $16,979.00 payable to CDW Government for DocuSign annual renewal and support. Motion carried unanimously.

Item G-11. Consider Request to Decrease/Increase Fire Department Blanket Purchase Orders

Motion by Siegrist, supported by Sneideman to approve decreasing the blanket purchase order issued to Phoenix by $3,200 and increase the blanket purchase order issued to Municipal Emergency Services by $3,200 to accommodate the Fire Department's turnout gear purchases in 2023. Motion carried unanimously.

Item G-12. Consider Waiving the Bidding Process, Authorizing Agreement for Architectural and Engineering Services for Fire Station No. 4, Along with an Associated Amendment to the 2023 Fire Budget

Motion by Siegrist, supported by Borninski to approve waiving the bidding process and authorizing an agreement for architectural and engineering services for Fire Station No. 4 with PARTNERS in Architecture, in the amount of $570,900 and the above related budget amendment. Motion carried unanimously.

Item G-13. Request to alter Part-Time Wages for Election Inspectors

Motion by Siegrist, supported by Slavens to accept and concur with the Board of Election Commissioners for the Charter Township of Canton's recommendation approving the new wage structure for part-time election inspectors as follows. Any individual who works longer than 16 hours will being accruing an hourly rate over the approved stipend.

Election Day Rate:
Inspector: $270
Chair: $350
Receiving Board: $200
Supervisor: $375
* ePollbook Training Stipend: $50

Absentee Counting Board Rate:
Inspector: $18/hr
Chair: $22/hr

Early Voting Rate:
Inspector: $180
Chair: $220
* ePollbook Training Stipend: $50

Motion carried unanimously.

Item G-14. Consider the Approval of Benefit Enhancements to Full-Time Employees. Consider the Expansion of Stop-Loss Insurance to Include Fully Insured Retirees.

Motion by Siegrist, supported by Slavens to approve the enhancement of benefits for employees as referenced in table below:

Increase annual maximum dental benefit to $1,500 from $1,000 per year
Replace optical reimbursement with vision insurance
Increase life insurance coverage to $100k
Increase long-term disability maximum from $2,000 to $4,000 for all merit employees, full time elected officials, appointed officials and according to the details of each union group letter of agreement
Expand the stop-loss insurance coverage to include fully insured retirees

Motion carried unanimously.

Item G-15. Approve lease agreement between Canton Township and Canton Chamber of Commerce and authorize Supervisor to sign all documents necessary to finalize lease agreement.

Motion by Siegrist, supported by Slavens to approve the property lease agreement between Canton Township and the Canton Chamber of Commerce, and authorize the Supervisor to sign all necessary documents to finalize the lease agreement. Motion carried unanimously.

Item G-16. Approve the lease between the Partnership for the Arts and Humanities and Canton Township and authorize the Supervisor to sign all necessary documents.

Motion by Borninski, supported by Sneideman to recuse Clerk Siegrist from voting on this item due to a disclosed conflict of interest. Motion carried.

Motion by Ganguly, supported by Borninski that hat Canton approve the lease between the Partnership for the Arts and Humanities and Canton Township, this lease only goes into effect if and when the sale of the Village Arts Factory is approved, at which time the start date of the lease may be amended by the Township to reflect the appropriate effective date, and authorize the Supervisor to sign all necessary documents. Motion carried.

Item G-17. Approve airspace assessment of Canton Township by Airspace Link.

Motion by Siegrist, supported by Borninski to approve the budget amendment included and the air assessment of Canton Township by Airspace link and authorize the Supervisor to sign the proposal agreement.

Increase Revenue:		
Fund Balance Appropriation-Police	207-000.695	$3,300
Fund Balance Appropriation-Fire	206-000.695	$3,300
Increase Expenditures:		
Professional Services - Police	207-301-50.801_0050	$3,300
Professional Services – Fire	206-336-50.801_0050	$3,300

Motion carried unanimously.

Additional Public comment was held.
Additional Board comment was held.

Adjourn: Motion by Siegrist, supported by Foster to adjourn the meeting. Motion carried unanimously.

Michael A. Siegrist, Clerk	Anne Marie Graham-Hudak, Supervisor

Charter Township of Canton
Board Proceedings – November 1, 2023

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Wednesday, November 1, 2023 in person. Supervisor Graham-Hudak called the meeting to order at 6:02 p.m.

Members Present: Borninski, Foster, Ganguly, Graham-Hudak, Siegrist, Slavens
Members Absent: Sneideman

Adoption of Agenda:

Motion by Siegrist, supported by Slavens to adopt the agenda as presented. Motion carried unanimously.

Study Session:

1) 2024 Budget Adjustments/Budget Final Review

2) 2025 Budget Summary/Preliminary Budget Detail

Public Comment:

Public Comment was held.

Adjourn:

Motion by Slavens, supported by Ganguly to adjourn the meeting. Motion carried unanimously.

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Michael A. Seigrist, Clerk

CANTON COMMUNITY
<u>REQUEST FOR BOARD ACTION</u>

MEETING DATE: November 14, 2023 **AGENDA ITEM #C-1**

<u>ITEM:</u> Consider Approval of Payment of the Annual Software License Fees to Kiriworks for the On-Base Document Management System

<u>PRESENTER:</u> Dave Norwood, Interim Municipal Services Director

<u>INDIVIDUALS IN ATTENDANCE:</u> None Anticipated

<u>EXECUTIVE SUMMARY:</u> Implementation of the On-Base document management system is ongoing in the Public Works Division of Municipal Services. To date, over 32,000 water stop-box locations, and numerous development associated drawings & documents have been put into the system. These documents have also been attributed to assets within our current GIS framework. The project will continue over the forthcoming years, as we continue to populate the system with archived documents. The cost of the software license is $13,250.46 to be funded by the Water & Sewer fund.

<u>BACKGROUND:</u> In 2015 Public Works implemented a document management program. The initial components involved primarily the Division of Public Work's needs. Public Works continues to implement the system and integrate all of the information with our required Asset Management Plan for total organization use. Since its introduction this management system has been introduced and utilized by the Building and Planning divisions.

<u>STRATEGIC PLAN/GOALS</u>: N/A

<u>ACTION REQUESTED:</u> Approve payment of the yearly License and Assurance Plan for the period of 12-1-2023 to 11-30-2024 for Kiriworks for the ongoing support of the On-Base Document Management System.

<u>BUDGET IMPLICATIONS & ACCOUNT NUMBER:</u> The expense will be funded from account #592-536.930_0010 in the amount of $6,625.23 and #592-537.930_0010 in the amount of $6,625.23 Maintenance and Repair of Computer Equipment.

<u>IMPLEMENTATION PLAN:</u> Upon approval, the renewal invoice will be paid and annual license will extend until 11/30/24

<u>DIRECTOR'S RECOMMENDATION:</u> Approval

<u>FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION</u>: Approval

<u>SUPERVISOR'S RECOMMENDATION:</u> Approval

<u>MODEL RESOLUTION:</u> I move to approve payment of $13,250.46 for the annual software license fees to Kiriworks for the On-Base document management system.

<u>ATTACHMENTS:</u>
1. Renewal Invoice from Kiriworks

CANTON COMMUNITY
<u>REQUEST FOR BOARD ACTION</u>

MEETING DATE: November 14, 2023 **AGENDA ITEM #C-2**

ITEM: Consider Approval of Application for MLCC Special Liquor Licenses

PRESENTER: Jon LaFever, Community Development Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY:
Leisure Services has added two unique events to be held at the Village Arts Factory, which require an application to the Michigan Liquor Control Commission for special liquor licenses. As a result, Leisure Services is requesting Township Board approval to submit application to the Michigan Liquor Control Commission and to authorize the serving and consumption of alcohol at the following events:

- Charcuterie Date Night: December 8, 2023 from 6:30pm – 9:00pm
- Puppies and Pilates: January 16, 2024 from 7:00pm – 9:00pm

No penalty or additional expenses will be incurred should the event be canceled.

BACKGROUND:
The Michigan Liquor Control Commission requires applications to be submitted for any serving or consumption of alcohol at an event. Canton Leisure Services recently added two upcoming events as part of its "Bucket Filling" experience that will include wine at the venue. To ensure that the wine can be served by a TIPS-certified Canton Township employee, the application must be submitted by Canton Township and approved by the Board of Trustees.

STRATEGIC PLAN/GOALS: Welcoming Community

ACTION REQUESTED: Authorize the serving and consumption of alcohol at the above-listed fundraiser events.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: $100.00 application fee for both events is available in Account #101-756-59.762 – Recreation/Special Events/ Program Activity Supplies.

IMPLEMENTATION PLAN: Once approved, the application will be submitted to the State for approval

<u>DIRECTOR'S RECOMMENDATION</u>: Approval

<u>FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION</u>: Approval

<u>SUPERVISOR'S RECOMMENDATION</u>: Approval

<u>MODEL RESOLUTION</u>:

I move to approve the MLCC Special Liquor License application submission to the State of Michigan and to approve the attached Resolution for the serving and consumption of alcohol for the two events mentioned in the executive summary.

<u>ATTACHEMENT:</u>
Attachment A: Resolution

CANTON COMMUNITY
REQUEST FOR BOARD ACTION

MEETING DATE: November 14, 2023 **AGENDA ITEM #C- 3**

ITEM: Consider Approving an Increase to the Blanket Purchase Order Issued to Airgas Great Lakes

PRESENTER: Christopher Stoecklein, Director of Fire Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The Fire Department is requesting to increase the blanket purchase order issued to Airgas Great Lakes by $5,000 for oxygen tank rentals and refills, due to the current blanket purchase order amount being depleted.

BACKGROUND INFORMATION: The Fire Department is requesting to increase the blanket purchase order #2023-00000442 issued to Airgas Great Lakes by $5,000. The blanket purchase order covers oxygen tank rentals and refills. Additional funds are necessary due to an increase in run volume.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approve the increase of blanket purchase order #2023-00000442 issued to Airgas Great Lakes by $5,000.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds for this increase will be expensed from the 2023 Fire Department Operating Supplies Account #206-336-50.760_0001.

IMPLEMENTATION PLAN: n/a

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION: I move to approve increasing blanket purchase order issued to Airgas Great Lakes by $5,000.

ATTACHMENTS: None

CANTON COMMUNITY
REQUEST FOR BOARD ACTION

MEETING DATE: November 14, 2023 **AGENDA ITEM #C-4**

ITEM: Consider Request to Increase Blanket Purchase Order for PSD – IT Systems Technical Support

PRESENTER: Chad Baugh, Director of Police Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The Police Department is requesting to increase the blanket purchase order # 2023-00002172 issued to Electronic Tech Solutions, LLC, by $8,000.

BACKGROUND INFORMATION: The Police Department has been utilizing the services of Electronic Tech Solutions, LLC, to assist with PSD-IT System Technical Support since the department's IT employee resigned in August. Since then, the department has been working with Human Resources to fill the position and believes they should have someone in place by the end of the year. The additional funding into this blanket purchase order should maintain support services for the PSD – IT systems through the end of the year.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Increase the blanket purchase order #2023-00002172 issued to Electronic Technical Solutions by $8,000 for continued PSD-IT systems support.

BUDGET IMPLICATIONS: Funds have been transferred within the 2023 Police budget to cover this expense in Professional & Contracted Services Account #207-301-50.801_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 increasing blanket purchase order #2023-00002172 issued to Electronic Technical Solutions by $8,000 for continued PSD-IT systems support.

ATTACHMENTS: Att. A – Purchase Order #2023-00002172

CANTON COMMUNITY
REQUEST FOR BOARD ACTION

MEETING DATE: November 14, 2023 **AGENDA ITEM #C-5**

ITEM: Consider Request to Increase Blanket Purchase Order for Police Uniforms

PRESENTER: Chad Baugh, Director of Police Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The Police Department is requesting to increase the blanket purchase order # 2023-00000388 issued to Allie Brothers, Inc., by $25,000.

BACKGROUND INFORMATION: The Police Department has been actively hiring and academy training numerous new police officers who will be starting between now and the end of the year. To uniform them properly, the department needs to increase the blanket Purchase Order issued to Allie Brothers, Inc., by $25,000.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Increase the blanket purchase order #2023-00000388 issued to Allie Brothers, Inc., by $25,000 for the purchase of police officer uniforms.

BUDGET IMPLICATIONS: Funds have been transferred within the 2023 Police budget for this expense from the Uniforms Account #207-301-50.767_0001.

IMPLEMENTATION PLAN: n/a

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION: I move to approve increasing the blanket purchase order #2023-00000388 issued to Allie Brothers, Inc., by $25,000 for the purchase of new police officer uniforms.

ATTACHMENTS: Att A. – Purchase Order #2023-00000388

CANTON COMMUNITY
<u>REQUEST FOR BOARD ACTION</u>

MEETING DATE: November 14, 2023 **AGENDA ITEM #C-6**

ITEM:	**Consider Resolution Authorizing Board of Review to Schedule Alternate July and December Board of Review Meetings**

PRESENTER: Michael A. Siegrist

INDIVIDUALS IN ATTENDANCE: None

EXECUTIVE SUMMARY: In accordance with Section 53b of the General Property Tax Act, MCL 211.53b, a Board of Review is required to meet in July and December on the Tuesday following the third Monday in July and the Tuesday following the second Monday in December. Public Act 122 of 2008, effective May 9, 2008, allows for an alternate July and December Board of Review meeting date during the week of the third Monday in July and during the week of the second Monday in December, if authorized by the governing body of the municipality.

BACKGROUND INFORMATION: Authorizing this resolution would grant the July and December Board of Review to meet on an alternate date, during the same week as the statutory date. This would cover the Board and Township in case of emergency and the Board is unable to meet the minimum for a quorum.

STRATEGIC PLAN/GOALS: Meet the statutory requirements of MCL 211.53b.

ACTION REQUESTED: Approve the resolution authorizing alternate dates for the July and December Board of Review.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: None

IMPLEMENTATION PLAN: The Board of Review will be authorized to schedule an alternate meeting date during the week of the third Monday in July and during the week of the second Monday in December. The meeting will be posted pursuant to the Open Meetings Act.

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION:

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

Resolution Authorizing Board of Review to Schedule Alternate July and December Board of Review Meeting Dates

Whereas, Section 53b of the General Property Tax Act, MCL 211.53b, requires a Board of Review that meets in July and December to meet on the Tuesday following the third Monday in July and the Tuesday following the second Monday in December; and

Whereas, Public Act 122 of 2008, effective May 9, 2008, allows for an alternate July and December Board of Review meeting date during the week of the third Monday in July and during the week of the second Monday in December, if authorized by the governing body of the municipality; now therefore be it;

Resolved, Pursuant to Public Act 122 of 2008, Board of Trustees of the Township of Canton, authorized the Board of Review to schedule an alternative meeting date during the week of the third Monday in July and during the week of the second Monday in December. Said meeting will be posted pursuant to the Open Meetings Act.

ATTACHMENTS: None

CANTON COMMUNITY
<u>REQUEST FOR BOARD ACTION</u>

MEETING DATE: November 14, 2023 **AGENDA ITEM #G-1**

<u>ITEM:</u> Request Approval to Contract with New Security Systems Support Vendor

<u>PRESENTER:</u> Victor Ibegbu, ITI Director; David Norwood, MSD Interim Director; Chad Baugh, Police Director

<u>INDIVIDUALS IN ATTENDANCE:</u> None anticipated.

<u>EXECUTIVE SUMMARY:</u> The Facilities, Public Safety, and ITI Services departments have been jointly working to identify a replacement security systems contractor who can provide improved service along with state-of-the-art security systems components and solutions.

The support contract with the Township's current support vendor expired in mid-2023, prompting the three primary departments to work together to publish a Request for Proposal seeking a replacement. The purpose of the Request for Proposal was to aid in identifying a company that not only would support existing systems but would also replace our end-of-life systems with improved and more capable replacement systems.

<u>BACKGROUND:</u> The five-year support agreement with the existing security systems provider/support company has expired. Due to increasingly poor service experiences, price gouging, and the installation of components on a federal government ban list, the primarily concerned departments decided to seek alternative security systems support providers/integrators.

To understand what companies in the greater Detroit Metropolitan area could address our ongoing support needs, the group published a Request for Proposal. Of the seven responses received, one company was identified as not only able to support the existing systems, but also could provide greatly improved support services.

<u>STRATEGIC PLAN/GOALS:</u> Quality Infrastructure

<u>ACTION REQUESTED:</u> To permit the Township to enter into an exclusive 5-year agreement with GSI Inc. of Troy, MI to support and purchase all services and products relating to all existing and future security-related systems. Systems currently include video security, panic alarms, and building access control systems. Additionally, the purchase of 100 hours of service to be used at the Townships discretion, total cost for 100 hours $11,000 to be split between Police Department, Fire Department, and MSD.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funding as follows for the 2024 Budget:

Description	Account#	Amount
Service Hours – PD	#207-301-50.930_0030	$3,666
Service Hours – Fire	#206-336-50.930_0030	$3,666
Service Hours - MSD	#101-265.801_0050	$3,668

IMPLEMENTATION PLAN: The initial request is to approve a 5-year relationship for support of current and replacement system. Future projects which could impact departments will be communicated during those projects.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the contract and purchase order in 2024 for the sole use of services, components, and systems as provided by GSI Inc. of Troy, Michigan in support of Township security systems for a period of 5 years.

ATTACHMENTS: GSI – Charter Township of Canton quote

CANTON COMMUNITY
<u>REQUEST FOR BOARD ACTION</u>

MEETING DATE: November 14, 2023 **AGENDA ITEM #G-2**

<u>ITEM:</u> Consider Approval of a Purchase Order to Partners In Architecture, PLC for the Architectural Designs, Bid Documents, Engineering, and Owner's Representation for the Western Wayne Building

<u>PRESENTER:</u> David Norwood, Interim Municipal Services Director; Joe Hawver, Deputy Supervisor

<u>INDIVIDUALS IN ATTENDANCE:</u> None Anticipated

<u>EXECUTIVE SUMMARY:</u> Canton Township is interested in moving forward with renovations to the vacant Western Wayne building located at 44582 Geddes Rd to allow other community service organizations, like Growth Works, to occupy the premises. These services will enhance the quality of life for many Canton residents and continue to offer services that are currently being offered in other areas of the township. Renovations to the building will be capped at $2.0 million and are the result of an allocation by the State of Michigan.

For this project it is the recommendation of the administration to utilize the townships master service agreement with Partners in Architecture, PLC (PIA) to provide services for necessary architectural and engineering services to define, design and implement the desired improvements as summarized in the attached proposal.in an amount not to exceed $152,000.

<u>BACKGROUND INFORMATION:</u>
In August 2022 PIA met with Supervisor Graham-Hudak, Deputy Supervisor Hawver. Chad Baugh, David Norwood, Jade Smith, and John Szlinis at the Western Wayne Building. It is the Township's desire to renovate this facility into a space to house the Growth Works program, which is currently located at 50430 Schoolhouse Road.

Based on a measurement from Google Maps, the building appears to be approximately 6,400 SF in size. We understand that the building has previously been used by the Michigan State Police as well as the Canton Township Police Department. Per discussions on site, it is desired to renovate this facility to house the Growth Works program. It was stated that the Growth Works program caters to children ranging from 12 – 18 years old and that the building would typically be used by these children after school hours. They would typically be in the building for 2 – 3 hours at a time. There is a need for several private office spaces and meeting areas. Nick Griswold will be contacted to obtain the specific space needs for the program.

PARTNERS in Architecture, PLC proposes to provide the necessary Architectural and Engineering services needed to define, design, and implement the desired improvements to the Western Wayne Building.

<u>STRATEGIC PLAN/GOALS</u>: Quality Infrastructure, Welcoming Community

ACTION REQUESTED: Approve to award the architectural design, engineering, bid documents and owner's representation for the Western Wayne Building renovations in an amount not to exceed $152,000 to Partners in Architecture, PLC. 65 Market Street, Suite 200 Mount Clemens, MI 48043.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:
The following budget amendment is required:

Increase Revenue:	
246-000.539 State Grants	$152,000
Increase Expenditures:	
246-265.970_0020 Capital Outlay Building & Improvements	$152,000

IMPLEMENTATION PLAN:
Upon approval, PIA will be notified, the agreement with be executed, and a purchase order will be generated.

DIRECTORS RECCOMENDATION: Approval

FINANCE AND BUDGET RECCOMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:
I move to approve the award for architectural design, engineering, bid documents and owner's representation for the Western Wayne Building renovations in an amount not to exceed $152,000 to Partners in Architecture, PLC upon confirmation of the date of the award issued by the State of Michigan and the attached budget amendment.

ATTACHMENTS:
Attachment A – Proposal

CANTON COMMUNITY
REQUEST FOR BOARD ACTION

MEETING DATE: November 14, 2023 **AGENDA ITEM #G-3**

ITEM: Consider Purchase of Equipment to Upfit Two Dodge Durangos for the Police Department

PRESENTER: David Norwood, Interim Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated.

EXECUTIVE SUMMARY: There is a need to purchase the necessary equipment to upfit two 2023 Dodge Durangos that were purchased for the Police Department in October 2023. Fleet Services has obtained a quote from Cruisers Inc, the preferred vendor of such equipment, in the amount of $20,278.70. This quote includes the same type of sirens, lights, push bumpers, prisoner partitions and mounting brackets already being used by the Police Department in the current patrol model Ford Explorers but made to fit in a Dodge Durango.

To avoid high shipping costs, equipment will be picked up from Cruisers Inc. by a Fleet employee.

BACKGROUND: At the June 13, 2023 Board of Trustees meeting, the Board approved Agenda Item C-3, which requested the purchase of two 2023 Dodge Durangos for the Police Department. It was stated in that RBA that Fleet Services would need to present a future RBA for the purchase of equipment for the two 2023 Dodge Durangos.

STRATEGIC PLAN/GOALS: To provide the necessary vehicles and equipment the Police Department needs to serve the community.

ACTION REQUESTED: Approve the purchase of the quoted equipment for two Dodge Durangos from Cruisers Inc. in the amount of $20,278.70.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The cost to purchase police equipment for the two 2023 Dodge Durangos is $20,278.70 from Cruisers Inc. Funds are budgeted in the 207-301-50.970_0030 Police Capital Outlay Machinery and Equipment account.

IMPLEMENTATION PLAN: Upon approval by the Township Board, the purchase order will be created. Upon approval of the purchase order, the equipment will be ordered from Cruisers Inc. When the equipment arrives at Cruisers Inc. it will be picked up by Fleet.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the purchase of equipment to upfit two 2023 Dodge Durangos for the Canton Police Department from Cruisers Inc. 5977 Brighton Pines Ct, Howell, MI 48843, in the amount of $20,278.70. Funding will come from the 207-301-50.970_0030 Police Capital Outlay Machinery and Equipment account.

ATTACHMENTS:

1. Cruisers Inc quote
2. June 13, 2023 Agenda Item C-3. RBA to purchase two 2023 Dodge Durangos

CANTON COMMUNITY
<u>REQUEST FOR BOARD ACTION</u>

MEETING DATE: November 14, 2023 **AGENDA ITEM #G-4**

<u>ITEM:</u> Consider Approval of a Purchase Order to Schena Roofing for Removal and Replacement of Village Theater Area D Roof

<u>PRESENTER:</u> David Norwood, Interim Municipal Services Director

<u>INDIVIDUALS IN ATTENDANCE:</u> None anticipated.

<u>EXECUTIVE SUMMARY:</u> During 2023, the Village Theater roof (Area D) above the Theater stage experienced roof failures resulting in water penetrating the building. The roof was installed in 2004 and is approaching 20 years old with a life expectancy of 20 to 25 years. MSD Facilities has funding available to replace the failed section above the stage and is scheduled to replace the remaining sections in 2026 under our 5-year CIP program.

<u>BACKGROUND:</u> The Village Theater roof is set to be replaced in 2026 as identified in our newly developed 5-year CIP program. Area D above the Theater stage has failed resulting in water hitting the stage and electrical equipment. To protect the wood stage, lighting equipment, and hydraulic system it is necessary to replace area D of the roof. This section is relatively small and can be completed within a one-week period prior to winter weather approaching.

This RFP fell under the Responsible Contacting and each bidder was scored under this criteria.

<u>STRATEGIC PLAN/GOALS</u>: Quality Infrastructure

<u>ACTION REQUESTED:</u> Award the contract and purchase order to Schena Roofing & Sheet Metal in the amount of $107,661 which includes a 10% contingency of $9,787 for the replacement of Village Theater Roof Area D.

<u>BUDGET IMPLICATIONS & ACCOUNT NUMBER:</u> The projects above fall within the budgeted amount to be paid from account #246-265.970_0020 Capital Outlay Buildings and Improvements.

<u>IMPLEMENTATION PLAN:</u> Upon Board Approval, a purchase order will be generated and vendor contacted to begin project.

<u>DIRECTOR'S RECOMMENDATION</u>: Approval

<u>FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION</u>: Approval

<u>SUPERVISOR'S RECOMMENDATION:</u> Approval

MODEL RESOLUTION:

I move to approve a contract and a purchase order to Schena Roofing & Sheet Metal in the amount of $107,661 to replace the flat roof over Area D at the Village Theater.

ATTACHMENTS:

1. Village Theater Area D Flat Roof Replacement Bid Specifications
2. Bid Tabulation
3. Responsible Contracting Scores

CANTON COMMUNITY
REQUEST FOR BOARD ACTION

MEETING DATE: November 14, 2023 **AGENDA ITEM #G-5**

ITEM: Consider Approval of a Purchase Order to Chromline Contracting for Window Caulking and Waterproofing at Administration Building

PRESENTER: David Norwood, Interim Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: During rain occurrences the Administration Building experiences windowsill leaks in various locations. In some locations throughout the Administration Building rainwater has caused damage to ceiling tiles, soffits, and carpets. MSD Facilities is recommending removal and replacement of failed window sealants along with the rest as a preventative maintenance procedure.

BACKGROUND: Windowsill leaks have started to develop in more and more locations throughout the Administration building. Some of those locations are showing significant signs of damage to the soffits and discoloring of carpet tiles. Before the MSD Facilities team can properly make repairs to the soffits and replace carpet tiles, we must correct the main cause of the water penetrating the building. MSD Facilities conducted tests to verify the leaks were indeed coming from windowsills and not due to roof failures. Estimated life expectancy on commercial building window sealants can vary anywhere from 10 to 20 years.

STRATEGIC PLAN/GOALS: Quality Infrastructure

ACTION REQUESTED: Award the contract and purchase order to Chromline Contracting in the amount of $51,148 which includes a 10% contingency of $4,649 for window caulking and waterproofing.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: There are remaining funds in the contingency account and are available to be utilized for this service.

IMPLEMENTATION PLAN: Upon Board Approval, a purchase order will be generated, and vendor contacted to begin project.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve the contract and approve a purchase order to Chromline Contracting, 603 Estrada Dr. Belleville, MI 48111 in the amount of $46,499 plus a 10% contingency of $4,649 making the total $51,148.

ATTACHMENTS:

1. Invitation to Bid – Window Glazing, Administration Building
2. Bid Tabulation

CANTON COMMUNITY
REQUEST FOR BOARD ACTION

MEETING DATE: November 14, 2023 **AGENDA ITEM #G-6**

ITEM: Consider Approval of Barn and Woodwork Restoration at Preservation Park

PRESENTER: David Norwood, Interim Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: The Historic site at Preservation Park has multiple buildings that need maintenance and repairs. To preserve the integrity of our historic buildings this project will include replacement of deteriorated wood siding and decking, straightening and securing the corn barn, and handrail refinishing and securing. The project scope included input from the Historical Society and MSD Facilities to capture safety and infrastructure repair needs.

BACKGROUND: Preservation Park has multiple buildings on the Historic site including, Barlett-Travis House, Outhouse, Palmer Shed, Corn Crib, Pavilion, Hugh/Clyde House, and Historical Society Barn. These locations have been evaluated for maintenance and repairs items internally and with OHM. Items being brought forth for approval include items identified in the OHM report from October of 2023. This is Phase I of repairs which are being funded out of Historic District Commission Maintenance and Repair account under MSD Facilities. Phase II is approved will be funded through grant money and will provide Canton Township the ability to complete more much needed repairs to the buildings at Preservation Park.

The bid amounts exceeded the Maintenance and Repair budget of $20,000, upon interviewing the top two qualified bidders the scope was reduced to meet our budgeted number of $20,000.

STRATEGIC PLAN/GOALS: Improve the infrastructure, Quality Infrastructure.

ACTION REQUESTED: Award the contract and purchase order for the above-mentioned project to Allied Building Services, 1801 Howard St., Detroit, MI 48216 in the amount of $20,000.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funding is available in account #101-803.930_0052 Maintenance and Repair Buildings, funds we budgeted for 2023.

IMPLEMENTATION PLAN: Upon Board Approval, a purchase order will be generated, and a schedule will be developed with Allied.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve the contract and approve a purchase order to Allied Building Services, 1801 Howard St., Detroit, MI 48216 in the amount of $20,000.

ATTACHMENTS:
Attachment A: Bid Summary Tab
Attachment B: Invitation to Bid

CANTON COMMUNITY
REQUEST FOR BOARD ACTION

MEETING DATE: November 14, 2023 **AGENDA ITEM #G-7**

ITEM:	**Consider Approval of iPad and Accessory Purchase**

PRESENTER: Jon LaFever, Community Development Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: To enhance service delivery and efficiently input and track routine inspections, the Leisure Services and Community Development departments seek approval to purchase 19 iPads with cases and 3 charging stations for a total cost of $14,428.41. The iPad's will be utilized in several facilities and divisions, including Parks, Summit on the Park, and Recreation. These iPads will assist Parks staff in completing equipment and playground inspections in the field, and Summit staff to track facility counts and complete incident reports. In addition to all these tasks, Recreation staff will also utilize iPads to communicate with participants of Therapeutic Recreation more effectively, as well as many other programs, events, and services.

Additionally, Leisure Services is requesting to waive the purchasing policy as Verizon Wireless offers government pricing to the Township ensuring we get the lowest cost for these items without having to go out for bid.

BACKGROUND: The Canton Leisure Services and Community Development departments have been diligently working with the ITI department on implementing a new Inspections software that can easily input, track, and connect inspections to service requests for the township's parks and facilities. Routine inspections may be done daily, weekly, monthly, or annually depending on the requirements and can be performed by full-time, part-time, seasonal, or variable staff members. To ensure that multiple staff can access this software anytime and anywhere, it is necessary to have technology that can be easily transported and used by all staff levels.

In addition to using the iPads for inspections, the iPads will also have a TD Snap® application which is a flexible communication software for those with speech and language disabilities such as autism, Down syndrome, Rett syndrome, cerebral palsy, and aphasia. It offers professionals and families different communication needs and preferences.

The monthly price plan for the 19 iPads will be $840.56/month which will be split between the various division's Communications line items and can be absorbed within the current budget.

Through the Townships Service provider, Verizon Wireless, the ITI department obtained a quote for the purchase of 19 iPads with cases and 3 charging stations. The charging stations are able to hold up to 10 iPad's each and will be located at the Summit, CLS Admin and Parks Maintenance building.

STRATEGIC PLAN/GOALS: Quality Infrastructure

ACTION REQUESTED: Authorize the purchase of 19 iPads with cases and 3 charging stations

BUDGET IMPLICATIONS & ACCOUNT NUMBER:
Funds are available as follows:

101-756-63.970_0010	Capital Outlay Computers & Equipment	$5,000.00
101-750.970_0010	Capital Outlay Computers & Equipment	$9,428.41

IMPLEMENTATION PLAN: Upon approval, the ITI department will assist the Leisure Services department with ordering 19 iPads and accessories

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to waive the purchasing policy and approve the purchase of 19 iPads and accessories for a total amount of $14,428.41

ATTACHMENTS:
Attachment A: Quote

CANTON COMMUNITY
<u>REQUEST FOR BOARD ACTION</u>

MEETING DATE: November 14, 2023 **AGENDA ITEM#G-8**

ITEM:	**Consider Authorization to Purchase New Cardio and Strength Training Equipment**

<u>PRESENTER:</u> Jon LaFever, Community Development Director

<u>INDIVIDUALS IN ATTENDANCE:</u> None Anticipated

<u>EXECUTIVE SUMMARY:</u>
Requests for Proposals were solicited in October 2023 for new cardio & strength equipment for the Summit on the Park Fitness Center. From this solicitation, five fitness equipment providers submitted bids. We are recommending the replacement of a total of fifteen pieces of equipment from two vendors, Direct Fitness Solutions and All Pro Fitness Things. Additionally, both vendors are offering a trade-in on current equipment.

The Summit on the park is requesting to order and purchase 9 pieces of cardio equipment and 1 Hack Squat using 2023 Capital dollars. The 5 pieces of strength training equipment are budgeted in 2024, however, due to lead time will be ordered in 2023 but paid and delivered in 2024.

<u>BACKGROUND INFORMATION:</u>
To achieve the goals of providing quality infrastructure and a welcoming community, Summit on the Park strives to replace cardiovascular and strength fitness equipment on a regular basis. Providing state of the art equipment helps with member retention and satisfaction and proves fiscally responsible by avoiding costly repairs after parts and labor warranties expire.

The Summit has 38 pieces of cardiovascular fitness equipment, of which three treadmills, four bikes, two ellipticals and two arc trainers need to be replaced due to expired warranties and outdated/worn parts. In addition, the Summit has 28 pieces of strength equipment, of which one leg extension, one leg curl, one abdominal, two inner/outer hip, and one squat rack are in need of replacement due to wear and tear.

We are recommending replacement of a total of fifteen pieces of equipment: three Precor commercial grade treadmills for three True Fitness commercial grade treadmills, one Expresso upright bike for an updated Expresso upright bike, one True recumbent bike for an outdated Precor recumbent bike, two Precor ellipticals for two True ellipticals, 2 outdated Cybex arc trainers for two Life Fitness (formerly Cybex) arc trainers, one Precor leg extension, leg curl, abdominal machines for updated Precor models, two inner/outer Precor thigh machines for TAG Elite inner/outer thigh machines, and one Precor squat machine for a Nautilus hack squat machine. The transition from Precor treadmills to True treadmills is the result of a 2-week demo (2021) and greater member satisfaction with the True Fitness treadmill's comfort and features.

As part of the bid specifications, Direct Fitness Solutions and All Pro Fitness Things are providing Canton Township with a combined trade-in value of $6,250 for the older equipment. A breakdown of the equipment purchases and equipment trade-in are as follows:

Equipment	Purchase Year	Provider	Item Cost	Total Cost
3 Treadmill True 650	2023	All Pro	$7,383.00	$22,149.00
1 Expresso Go Upright Bike (+3yr)	2023	DFS	$5,585.00	$5,585.00
1 True R400 Recumbent	2023	All Pro	$4,043.00	$4,043.00
2 True XC400 Elliptical (LCD sc)	2023	All Pro	$3,845.00	$7,690.00
2 Life Fitness Arc Trainer (former Cybex)	2023	All Pro	$7,595.00	$15,190.00
1 Precor Resolute Leg Extension	2024	DFS	$4,075.00	$4,075.00
1 Precor Resolute Leg Curl	2024	DFS	$4,490.00	$4,490.00
1 Precor Resolute Abdominal	2024	DFS	$3,825.00	$3,825.00
2 TAG Elite Inner/Outer Thigh	2024	DFS	$2,795.00	$5,590.00
1 Nautilus Hack Squat	2023	All Pro	$3,575.00	$3,575.00
New Equipment Purchase Total				$76,212.00
Trade-in Value of old Equipment				-$6250.00
Total Amount Due				**$69,962.00**

STRATEGIC PLAN/GOALS: Quality Infrastructure and Welcoming Community

ACTION REQUESTED: Authorize the purchase of six pieces of fitness equipment from Direct Fitness Solutions, 600 Tower Road, Mundelein, IL 60060 in the amount of $23,565 less a trade in for the amount of $850

Authorize the purchase of nine pieces of fitness equipment from All Pro Fitness Things, 35539 Schoolcraft Road, Livonia, MI 48150 in the amount of $52,647 less a trade in for the amount of $5,400

BUDGET IMPLICATIONS & ACCOUNT NUMBER: $65,000 is budgeted in 2023 for the purchase of cardio equipment and hack squat. In 2024, $85,000 is budgeted for the remainder of the strength training equipment that will be ordered in 2023 but purchased and delivered in 2024. A Purchase order for each vendor will be entered as follows:

Vendor	Year	Account #	Purchase Price	Trade-in Amount	Total
Direct Fitness Solutions 600 Tower Rd Mundelein, IL 60060	2023	208-757-50.970_0030 Capital Outlay ME	$5,585	$50	$5,535
Direct Fitness Solutions 600 Tower Rd Mundelein, IL 60060	2024	208.105 Goods on Order	$17,980	$800	$17,180
TOTAL					**$22,715**

All Pro Fitness Things 35539 Schoolcraft Rd. Livonia, MI 48150	2023	208-757- 50.970_0030 Capital Outlay ME	$52,647	$5,400	$47,247
TOTAL					**$47,247**

IMPLEMENTATION PLAN: Upon Board approval two purchase orders will be generated, and Direct Fitness Solutions and All Pro Fitness Things will be notified. The Summit Health and Wellness Specialist will coordinate the delivery of equipment.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the 2023 purchase of cardio equipment and hack squat, and 2024 order of strength training equipment as stated in the Budget Implications and Account Number section of the RBA.

ATTACHMENTS:
Attachment A: RFP
Attachment B: Quotes
Attachment C: Written approval of 2024 purchase

CANTON COMMUNITY
REQUEST FOR BOARD ACTION

MEETING DATE: November 14, 2023 **AGENDA ITEM # G-9**

ITEM: Consider Approval of a Resolution to Authorize a Cadet/Explorer Program within the Fire Department

PRESENTER: Christopher Stoecklein, Director of Fire Services

INDIVIDUALS IN ATTENDANCE: None

EXECUTIVE SUMMARY: The Canton Fire Department is requesting approval of a resolution to authorize the Director of Fire Services to establish and maintain a cadet/explorer program within the Fire Department. This program would help to assure the availability of competent well-trained individuals to consider for future fire department vacancies.

BACKGROUND INFORMATION: The Canton Fire Department recognizes the importance of a properly staffed professional fire department, for the well-being of residents and visitors to our community. Adequate staffing is a priority of the department and can be seen in the first goal of the department's strategic plan. The first goal of the strategic plan is to develop and implement a workforce plan. Strategy 1.2.3, to achieve this goal, is to develop a cadet program for recruitment of young personnel in the fire service. A cadet/explorer program would have multiple benefits, including providing training and experience to youth who are interested in the fire services, as well as providing a strong recruitment tool for the department.

STRATEGIC PLAN/GOALS: Develop and Implement a Workforce Plan, Strategy 1.2.3

ACTION REQUESTED: Approve the adoption of a resolution to allow the Director of Fire Services to establish and maintain a cadet/explorer program within the Fire Department.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: n/a

IMPLEMENTATION PLAN: Upon approval of this request, a resolution will be prepared and signed by the Township Clerk. The resolution will be forwarded to the Fire Department.

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION: I move that the following resolution be adopted:

Whereas the Charter Township of Canton recognizes the importance of a properly staffed professional fire department, for the well-being of residents and visitors to our community, and;

whereas it is further recognized that a cadet/explorer program will help to assure the availability of competent well-trained individuals to consider for future fire department vacancies; now therefore, be it;

Resolved, that the Board of Trustees of the Charter Township of Canton:

1. APPROVE the request to authorize the Director of Fire Services to establish and maintain a cadet/explorer program within the fire department, comprised of individuals from 16 through 17 years of age.

ATTACHMENTS: Attachment A – Canton Fire Department Strategic Plan Goal #1

CANTON COMMUNITY
<u>REQUEST FOR BOARD ACTION</u>

MEETING DATE: November 14, 2023 **AGENDA ITEM #G-10**

ITEM: Consider Request to Award the Shelter Pavilion Bid to Carpentry Concepts and Ceilings, LLC

<u>PRESENTER:</u> Chad Baugh, Director of Police Services

<u>INDIVIDUALS IN ATTENDANCE:</u> n/a

<u>EXECUTIVE SUMMARY:</u> The Police Department is requesting to award a bid to Carpentry Concepts and Ceilings, LLC, in the amount of $21,000, for the construction of a shelter pavilion at the department's gun range.

<u>BACKGROUND INFORMATION:</u> In September, Finance solicited bids to build a shelter pavilion at the police department's gun range. The range is used year-round, and the shelter will provide cover in inclement weather. Four vendors submitted bids ranging from $29,009.87 to $57,603.00. After failed attempts to work with the two lowest bidders on reducing their costs, department staff contacted a previously used vendor, Carpentry Concepts, to ask if they could provide a bid that might be closer to the department's budgeted amount of $21,635. Carpentry Concepts provided the bid of $21,000 with the understanding that the department's in-house facilities maintenance would take care of some of the prep work, which they've agreed to do.

<u>STRATEGIC PLAN/GOALS</u>: n/a

<u>ACTION REQUESTED:</u> Approve awarding the bid to build a shelter pavilion at the gun range to Carpentry Concepts and Ceilings, LLC, in the amount of $21,000.

<u>BUDGET IMPLICATIONS & ACCOUNT NUMBER:</u> Funds for this expense are budgeted in the Police Capital Buildings & Improvements Account #207-301-50.970_0020.

<u>IMPLEMENTATION PLAN:</u> n/a

<u>DIRECTOR'S RECOMMENDATION:</u> Approve

<u>FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION</u>: Approve

<u>SUPERVISOR'S RECOMMENDATION:</u> Approve

<u>MODEL RESOLUTION:</u> I move to approve awarding the bid to build a shelter pavilion at the gun range to Carpentry Concepts and Ceilings, LLC, in the amount of $21,000.

ATTACHMENTS: Attachment A – Bid from Carpentry Concepts and Ceilings, LLC
Attachment B – Tabulation sheet from original Invitation to Bid

CANTON COMMUNITY
REQUEST FOR BOARD ACTION

MEETING DATE: November 14, 2023 **AGENDA ITEM #G-11**

ITEM:	**Establish Board of Trustees Meeting Dates for 2024 and Consider Closing the Canton Township Administration Building on July 5, 2024**

PRESENTER: Michael A. Siegrist, Clerk

INDIVIDUALS IN ATTENDANCE: None

EXECUTIVE SUMMARY: In accordance with the Open Meetings Act and the Charter Township Act, the Township Board of Trustees is required to establish and post a schedule of board meetings for the calendar year. Additionally, in previous years the township has closed around the July 4 holiday to allow employees to rest and recharge. The Township is already closed on Thursday, July 4th. It is being proposed to close the Administration Building on Friday, July 5, and grant employees one extra PTO day that they will be required to use on July 5. Those who are unable to take the time off due to the nature of their position will be given an alternate day off or credited with one day of PTO to be used in accordance with the administrative guidelines which will be provided to employees should the board approve this RBA.

STRATEGIC PLAN/GOALS: Meet the requirements of the Open Meetings Act. Organizational Climate and Culture – Create an Empowering and Fulfilling Work Environment.

ACTION REQUESTED: Establish the dates for the regular meetings of Canton Township Board of Trustees for the year 2024 and close the Township Administration Building on Friday, July 5, 2024.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: None

IMPLEMENTATION PLAN: The Board of Trustees meeting schedule will be posted in the Administration building and published with the Minutes of this meeting. The Clerk’s office will forward meeting dates to the Cable calendar and post on the website.

DIRECTOR’S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR’S RECOMMENDATION:

SUPERVISOR'S RECOMMENDATION:

MODEL RESOLUTION:

I move to establish the Canton Township Board of Trustees meeting schedule for the year 2024 as follows: The Township Board shall meet on the first, second, third, fourth, and fifth Tuesdays of each month in regular session, excluding February 27th, June 18th, August 6th, September 24th, and November 5th and to approve the closure of the Administration Building on July 5, 2024. The first, third and fifth Tuesdays, the Township Board shall meet in a work or study session at 6:00 p.m. and all other meetings shall be at 7:00 p.m.

Meetings are normally held in the Board of Trustees meeting room on the First Floor of the Charter Township of Canton Administration Building, 1150 Canton Center South, Canton, Michigan. Meetings may be canceled based on the needs of the Township. All adjustments to this schedule to be posted individually on the Canton Website as well as posted on the Announcement Boards at the Township Administration Building.

ATTACHMENTS: None