



**CANTON ADMINISTRATION BUILDING  
1150 S. CANTON CENTER ROAD  
CANTON, MI 48188  
REGULAR BOARD MEETING  
MARCH 14, 2023**

**To mitigate the spread of the COVID-19 pandemic, protect the public health, and provide essential protections to Canton Township residents; the Canton Township Board of Trustees will also offer this meeting by video teleconference.**

**Individuals may attend the meeting in person or join the video teleconference by going to:**

<https://us02web.zoom.us/j/88384440812>

Or One tap mobile:

1-646-558-8656 (88384440812#) or 1-646-931-3860 (88384440812#)

Or Telephone:

1-646-558-8656 or 1-646-931-3860

Webinar ID: 883 8444 0812

International numbers available: <https://us02web.zoom.us/j/88384440812>

**7:00 P.M.:**

CALL TO ORDER

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

ADOPTION OF AGENDA

APPROVAL OF MINUTES: FEBRUARY 28, 2023

PUBLIC COMMENT ON AGENDA ITEMS ONLY

PAYMENT OF BILLS

**CONSENT CALENDAR:**

- 1) REQUEST FOR RESOLUTION OF LOCAL BODY OF GOVERNMENT TO RECOGNIZE “CANTON TOWNSHIP NEWCOMERS’ CLUB” AS A NONPROFIT IN THE COMMUNITY FOR PURPOSES OF MAKING AN APPLICATION FOR A “CHARITABLE GAMING LICENSE” TO THE MICHIGAN GAMING CONTROL BOARD (CLERK)
- 2) CONSIDER APPROVING THE PURCHASE OF 9000 FEET OF TYPE K COPPER TUBING, BRASS FITTINGS AND STOP BOXES AND RODS FROM CORE AND MAIN (MSD)
- 3) CONSIDER APPROVING THE PURCHASE OF 114 WATER MAIN REPAIR CLAMPS IN VARIOUS SIZES FROM LOW BIDDER CORE AND MAIN IN CANTON (MSD)
- 4) CONSIDER AWARD OF A CONTRACT TO SUBURBAN CALCIUM CHLORIDE SALES FOR THE 2023 DUST CONTROL PROGRAM FOR LOCAL GRAVEL ROADS (MSD)

- 5) CONSIDER APPROVAL OF A PURCHASE ORDER FOR RENTAL OF TENTS, TABLES, AND CHAIRS FOR THE 2023 LIBERTY FESTIVAL (CLS)
- 6) CONSIDER RENEWING A ONE-YEAR CONTRACT FOR GRANT WRITING SERVICES WITH DAVIS KIRKSEY ASSOCIATES, INC., AND ASSOCIATED 2023 BUDGET AMENDMENTS (POLICE)
- 7) CONSIDER RE-ISSUING A PURCHASE ORDER AND AN ASSOCIATED AMENDMENT TO THE 2023 E/911 BUDGET FOR DISPATCH FURNITURE (POLICE)

**GENERAL CALENDAR:**

- 1) CONSIDER AWARDING A CONTRACT TO ROTONDO CONSTRUCTION INC FOR THE SIDEWALK REPAIR PROGRAM FOR 2023 AND 2024 (MSD)
- 2) CONSIDER AUTHORIZATION OF A PURCHASE ORDER TO MANNIK & SMITH GROUP FOR PROFESSIONAL ENGINEERING SERVICES FOR THE SIDEWALK, PARKING LOT AND PATHS PAVEMENT RECONSTRUCTION AT VICTORY PARK (MSD)
- 3) CONSIDER AUTHORIZATION OF A PURCHASE ORDER TO FISHBECK, INC. FOR PROFESSIONAL ENGINEERING SERVICES FOR THE 2024 MAJOR ROAD IMPROVEMENT PROGRAM (MSD)
- 4) CONSIDER AUTHORIZATION OF A PURCHASE ORDER TO THE MANNIK & SMITH GROUP, INC. (MSG) FOR PROFESSIONAL ENGINEERING SERVICES FOR THE ROAD IMPROVEMENT PROGRAM – MAJOR INTERSECTION DESIGN (MSD)
- 5) CONSIDER APPROVAL TO PURCHASE A FIELD GROOMER FOR CANTON PARKS (CLS)
- 6) CONSIDER CREATING AND FILLING A BUSINESS OPERATIONS COORDINATOR–FIRE POSITION WITH AN ASSOCIATED AMENDMENT TO THE 2023 FIRE BUDGET (FIRE)
- 7) CONSIDER APPROVING A THREE-MONTH EXTENSION TO THE MICHIGAN HUMANE SOCIETY CONTRACT FOR ANIMAL SHELTERING (POLICE)
- 8) CONSIDER APPROVING A 2023 POLICE BUDGET AMENDMENT FOR RECRUITING EFFORTS (POLICE)
- 9) CONSIDER RENEWING THE LICENSE PLATE READER ANNUAL SUBSCRIPTION (POLICE)
- 10) CONSIDER APPROVING PURCHASE OF 4 ELECTION BALLOT DROP BOXES (CLERK)
- 11) CONSIDERATION OF FIRST READING OF AN ORDINANCE AMENDING CHAPTER 2 ARTICLE V SECTION 2-240 AND SECTION 2-244 OF THE CANTON CODE OF ORDINANCES (SUPERVISOR)
- 12) CONSIDERATION OF FIRST READING OF AN ORDINANCE AMENDING CHAPTER 50 PARKS AND RECREATION ARTICLE II TITLED DEPARTMENT OF LEISURE SERVICES OF THE CANTON CODE OF ORDINANCES (SUPERVISOR)
- 13) CONSIDER APPROVING MERIT COMMISSION RECOMMENDATION FOR RECLASSIFYING THE DEPUTY LEISURE SERVICES DIRECTOR POSITION AND NEW

POSITION OF ECONOMIC DEVELOPMENT AND DOWNTOWN DEVELOPMENT  
AUTHORITY MANAGER (SUPERVISOR)

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](http://www.canton-mi.org).

**Charter Township of Canton  
Board Proceedings – February 28, 2023**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, February 28, 2023, in-person. Supervisor Graham-Hudak called the meeting to order at 7:00 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 with an update to Item G-8. Motion carried unanimously.

**Approval of Minutes:**

Motion by Siegrist, supported by Slavens to approve the minutes from February 14, 2023, and February 21, 2023. Motion carried unanimously.

**Public Comment:** Public comment was held.

**Payment of Bills:**

Motion by Slavens supported by Borninski to approve the payment of bills as presented. Motion carried unanimously.

<b>CHARTER TOWNSHIP OF CANTON EXPENDITURE RECAP FOR THE TOWNSHIP BOARD MEETING OF February 28, 2023</b>		
101	GENERAL FUND	899,867.16
204	ROADS FUND	3,763.83
206	FIRE FUND	413,915.33
207	POLICE FUND	552,980.63
208	COMMUNITY CENTER FUND	68,721.08
219	STREET LIGHTING FUND	25,413.86
230	CABLE TV FUND	9,215.09
246	COMMUNITY IMPROVEMENT FUND	0.00
248	DDA - CANTON	18,748.20
260	INDIGENT DEFENSE FUND	10,510.50
261	E-911 UTILITY	0.00
265	ORGANIZED CRIME - DRUG ENFORCEMENT	0.00
274	CDBG FUND	0.00
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	10,413.58
402	CAP PROJ - WATER & SEWER	0.00
403	CAP PROJ - ROAD PAVING	0.00

584	GOLF FUND	23,106.27
592	WATER & SEWER FUND	1,292,098.64
596	GARBAGE & RUBBISH COLLECTIONS	327,745.88
661	FLEET MAINTENANCE FUND	54,961.65
701	TRUST & AGENCY FUND	4,577.50
702	CUSTODIAL FUND	3,580.00
736	POST EMPLOYMENT BENEFITS FUND	26,260.14
852	SPECIAL ASSESSMENT DEBT SERVICE	0.00
	<b>TOTAL - ALL FUNDS</b>	<b>3,745,879.34</b>

**Recognition:**

- 1) LSAC Member Recognition of Service – Rob Mossell

**Resolution**

**Item R-1. Resolution Recognizing Significance of Black History Month**

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

**RESOLUTION OF  
BOARD OF TRUSTEES  
CHARTER TOWNSHIP OF CANTON, MICHIGAN**

Resolution Recognizing the Significance of Black History Month

Whereas the theme of Black History Month for 2023 is Black Resistance. This theme honors and recognizes the resistance of historic and ongoing oppression of Black Americans;

Whereas the first Africans were brought involuntarily to the shores of the Americas as early as the 17th century, suffering enslavement and subsequently faced the injustices of lynch mobs, segregation, and denial of basic, fundamental rights;

Whereas despite slavery, African-Americans in all walks of life have made significant contributions throughout the history of the United States;

Whereas beginning in the early decades of the twentieth century, African-American migration patterns included relocation from the rural South to Northern and Midwestern cities;

Whereas such migrations resulted in more diverse and stratified interracial and intra-racial urban population amid a changing social milieu;

Whereas racial suburbanization has resulted in stable integration and economic opportunity in Canton;

Whereas the birthdays of Abraham Lincoln and Frederick Douglass inspired the creation of Negro History Week, the precursor to Black History Month;

Whereas the month of February is officially celebrated as Black History Month, which dates back to 1926 when Dr. Carter G. Woodson set aside a special period of time to recognize the heritage and achievement of Black Americans; now, therefore be it

*Resolved*, that the Board of Trustees of the Charter Township of Canton does hereby recognize the significance of Black History Month as an important time to acknowledge and celebrate the contributions of African-Americans in the Nation's history, and encourages the continued celebration of this month to provide an opportunity for all people to learn about the past and better understand the experiences which shape our township: and recognize that ethnic and racial diversity of Canton enriches and strengthens the Township.

Motion carried unanimously.

**Consent Calendar:**

**Item C-1. Consider Second Reading of an Amendment to Chapter 14 Animals in the Canton Township Code of Ordinances Regarding Restitution for Medical Expenses**

Motion by Siegrist, supported by Borninski to remove from the table, hold second reading, and adopt an amendment to Chapter 14 of the Canton Township Code of Ordinances regarding restitution for medical expenses, to be effective March 10, 2023. Motion carried unanimously.

**Item C-2. Consider Approval of Payment for Water Meters**

Motion by Siegrist, supported by Borninski to approve payment to Etna Supply Company and approve a purchase order not to exceed \$87,700.00 for the purchase of Water Meters ordered in 2021, 2022 and received in 2023. Motion carried unanimously.

**Item C-3. Receive and File the Planning Commission 2022 Annual Report**

Motion by Siegrist, supported by Borninski to receive and file the Planning Commission 2022 Annual Report and 2023 Work Plan, which was adopted by the Planning Commission on February 7, 2022, in accordance with the Michigan Planning Enabling Act. Motion carried unanimously.

**Item C-4. Consider Approving a Six-Month Extension to the Embedded Social Worker Contract with Hegira Health, Inc.**

Motion by Siegrist, supported by Borninski to approve a six-month extension to the embedded social worker contract with Hegira Health, Inc. Motion carried unanimously.

**Item C-5. Request Budget Amendment for the Carryover of Fiscal Year 2022 Open Purchase Orders to Fiscal Year 2023**

Motion by Siegrist, supported by Borninski to approve the following 2023 budget amendments increasing the expenditures for purchase order commitments previously accrued and carried over from 2022:

<b>Fund</b>	<b>Amount</b>
General Fund (101)	\$916,084
Roads Fund (204)	\$1,232,968
Fire Fund (206)	\$409,983
Police Fund (207)	\$2,758.170

Community Center Fund (208)	\$18,495
Cable TV Fund (230)	\$6,622
Community Improvement Fund (246)	\$718,712
Downtown Development Authority Fund (248)	\$47,967
911 Service Fund (261)	\$820,761
Community Development Block Grant Fund (274)	\$314,692
Capital Projects Fund (401)	\$2,887,741
Golf Course Fund (584)	\$48,436
Water & Sewer Fund (592)	\$733,317
Garbage and Rubbish Collections Fund (596)	\$44,006

Motion carried unanimously.

**Item C-6. Request Approval for a One-Year Annual Maintenance Agreement for Tyler Technologies New World Systems ERP**

Motion by Siegrist, supported by Borninski to approve one-year of annual maintenance services from Tyler Technologies for the New World Systems ERP for an amount not to exceed \$145,033. Motion carried unanimously.

**General Calendar:**

**Item G-1. Consider Two Contracts; One to Bidigare Contractors, Inc. and the Other to OHM Advisors for the Joy Road and PRV Water Main Capital Improvement Project and Approve a Budget Amendment**

Motion by Siegrist, supported by Slavens to award contracts as presented in the amount totaling \$1,784,602 to Bidigare Contractors, Inc. and \$143,272 to OHM for the Joy Road and PRV Water Main CIP; and further authorize the Township Supervisor or Clerk to sign the contracts on behalf of the Charter Township of Canton. Motion carried unanimously.

**Item G-2. Consider Waiving the Bidding Process and Approval of the Emergency Repair of Police Department Vehicle PD2076**

Motion by Siegrist, supported by Borninski to waive the bidding process and approve repairs to PD2076 at Blackwell Ford, 41001 Plymouth Rd, Plymouth, MI 48170 in the amount of \$11,741.95 plus a 25% contingency of \$2,935.49, for a total amount not to exceed \$14,677.44. Motion carried unanimously.

**Item G-3. Consider Approval of the First Amendment to the Berkshire Apartments Planned Development District**

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

**RESOLUTION OF  
BOARD OF TRUSTEES  
CHARTER TOWNSHIP OF CANTON, MICHIGAN**

Approval of Planned Development District Amendment No. 1 for Berkshire Apartments

Whereas, the Project Sponsor has requested approval of Amendment No. 1 to the Planned  
February 28, 2023

Development District for Berkshire Apartments (Planning Application #061-PDDA-7644), located on the north side of Saltz Road between Canton Center Road and Beck Road; and,

Whereas, the Planning Commission reviewed the Amended Planned Development Plan and Planned Development Agreement, and voted 7-0 to recommend approval of the request, with conditions, as it meets the criteria for a Planned Development, results in definite benefits to the community, and complies with the applicable site design requirements of the Zoning Ordinance except where modifications are approved;

Now therefore it be resolved, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve Amendment No. 1 to the Berkshire Apartments Planned Development and associated site plan changes in the subject application (Planning Application #061-PDDA-7644) on tax parcel no. 061-99-0006-707, as proposed in the Planned Development Agreement and plan documents, subject to all State, County, and Township requirements.

Motion carried unanimously.

**Item G-4. Consider Waiving the Bidding Process and Approve the Purchase of Two Motorola 800 MHz Mobile Radios**

Motion by Siegrist, supported by Slavens to waive the bidding process and approve the purchase of two Motorola mobile radios from Motorola Solutions, Inc., in the amount of \$12,515.38, utilizing E/911 Funds. Motion carried unanimously.

**Item G-5. Consider Approving a One-Year Contract Renewal with Michigan Police Legal Advisor Group, Inc., and Associated Amendment to the 2023 Police Budget**

Motion by Siegrist, supported by Borninski to approve a one-year contract renewal for police legal services with Michigan Police Legal Advisor Group LLC, in the amount of \$34,560, also, to approve the below amendment to the 2023 Police budget:

***Increase 2023 Revenues:***

Police Fund Balance Appropriation	#207-000.695	\$9,560
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***Increase 2022 Appropriations:***

Police Professional & Contractual Services - Legal	#207-301-50.801_0020	\$9,560
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Motion carried unanimously.

**Item G-6. Request Approval to Renew Office 365 Licensing**

Motion by Siegrist, supported by Slavens to waive the Township purchasing policy requirement to publish a Request for Proposal for this purchase. I further move to approve the creation of purchase order(s) in the amount not to exceed \$170,000.00 to Dell Computers for the 2023 renewal of the Township's multi-year agreement with Microsoft for Microsoft 365 services. Motion carried unanimously.

**Item G-7. Consider Authorization of a 2024 Purchase of Golf Cars for Pheasant Run and Fellows Creek Golf Club**



Motion by Siegrist, supported by Slavens to approve the purchase of 240 gasoline golf cars for Pheasant Run and Fellows Creek Golf Clubs from Midwest Golf & Turf, 2111 Haggerty Rd., Commerce Twp. MI 48390, for a total amount of \$744,274 to be paid from Account #584.105 - Goods on Order. A 2023 PO will be entered but will not be expensed until 2024. Motion carried unanimously.

**Item G-8. Consider Appointment and Reappointments to the Canton Tax Board of Review**

Motion by Siegrist, supported by Slavens that the Canton Board of Trustees approve the reappointments of Irfan Jafry, Elizabeth Manwell and Paul Talwar to the Canton Tax Board of Review for two-year terms to expire on 3/1/25, and that the Canton Board of Trustees approve the reappointment of Ethan Petzold to the Alternate position of the Canton Tax Board of Review, with a term to expire on 3/1/25. Motion carried unanimously.

**Item G-9. Consider Appointments to Downtown Development Authority Board**

Motion by Siegrist, supported by Foster that the Canton Township Board of Trustees appoint John Camp, Jacob Uhazie and Kyle Selter to serve on the Board of Directors of the Downtown Development Authority of the Charter Township of Canton for a four-year term beginning February 28, 2023 and ending February 28, 2028. Motion carried unanimously.

**Item G-10. Consider Approving Merit Commission Recommendation for Position Reclassification and New Position of Human Resources Associate**

Motion by Siegrist, supported by Slavens to approve the Merit Commission recommendation to reclassify the position of Human Resources Specialist, Grade 4 to the position of Human Resources Coordinator, Grade 6. I further move to approve the Merit Commission recommendation to create the Human Resources Associate position, Grade 4, further, move to approve the following budget amendment:

Increase Expenditures:

101-270.703_0010	Salaries & Wages	\$35,000
101-270.724_xxxx	Fringes – Various	\$38,000

Increase Revenues:

101-000.695	Fund Balance Appropriation	\$73,000
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Motion carried unanimously.

**Item G-11. Consider Approval of Collective Bargaining Agreement with the Police Officers Association of Michigan (POAM) for a term commencing January 1, 2023 through December 31, 2026.**

Motion by Siegrist, supported by Slavens to approve the Collective Bargaining Agreement between the Charter Township of Canton and the Police Officers Association of Michigan (POAM) with a term ending December 31, 2026, and authorize the Township Supervisor sign on behalf of Canton Township. Motion carried unanimously.

**Item G-12. Consider Request to Approve Merit Commission Recommendation for Resident Service Advocate for Three Years**

Motion by Siegrist, supported by Slavens to approve the merit commission recommendation to create the Resident Service Advocate, grade five, for a three-year period and approve the following budget amendment:

Increase Expenditures:		
101-171.703_0010	Salaries & Wages	\$46,420
101-171.724_xxxx	Fringes – Various	\$26,058
Increase Revenues:		
101-000.695	Fund Balance Appropriation	\$72,478

Motion carried unanimously.

**Item G-13. Consider Request to Approve Agreement for Consulting Services Between Canton Township and Capitol Relations, LLC.**

Motion by Siegrist, supported by Slavens to approve an agreement with Capitol Services, LLC through the end of 2024, further, to approve the budget adjustment as follows:

Increase Expenditures:		
101-261.801_0050	Professional Services	\$16,000
Increase Revenues:		
101-000.695	Fund Balance Appropriation	\$16,000

additionally, to authorize the Township Supervisor to sign on behalf of Canton Township. Motion carried unanimously.

**Item G-14. Consider Reappointment to the Historic District Commission**

Motion by Siegrist, supported by Slavens to approve the reappointment of Bill Tesen to the Canton Historic District Commission for a three-year term effective through February 5, 2026. Motion carried unanimously.

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

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

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Michael A. Siegrist, Clerk

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Anne Marie Graham-Hudak, Supervisor

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** March 14, 2023

**AGENDA ITEM #C-1**

<p><b>ITEM:</b> Request for Resolution of Local Body of Government to Recognize “Canton Township Newcomers’ Club” as a Nonprofit in the Community for Purposes of Making an Application for a “Charitable Gaming License” to the Michigan Gaming Control Board</p>
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**PRESENTER:** Michael A. Siegrist, Clerk

**INDIVIDUALS IN ATTENDANCE:** None

**BACKGROUND INFORMATION:** The application to the Bureau of State Lottery requires the organization to get a resolution passed by the Canton Board of Trustees stating that the organization is recognized as a non-profit in the community “Canton Township Newcomers’ Club” PO Box 87985, Canton, MI 48187, is exempt from Federal income tax.

This organization is in the process of making an application to the Michigan Charitable Gaming Division for a gaming license.

A resolution passed by the local body of government stating the organization is recognized as a non-profit organization in the community is required. A copy of the required resolution is attached.

**STRATEGIC PLAN/GOALS:** To meet the service needs of a changing community.

**ACTION REQUESTED:** To approve the attached resolution.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** None

**IMPLEMENTATION PLAN:** A certified resolution will be forwarded to the State of Michigan along with the application.

**DIRECTOR’S RECOMMENDATION:** Approve

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

**SUPERVISOR'S RECOMMENDATION:** Approve

**MODEL RESOLUTION:** I move to approve the resolution for the "Canton Township Newcomers' Club" PO Box 87985, Canton, MI 48187, to be recognized as a non-profit organization for the purpose of obtaining a charitable gaming license.

**ATTACHMENTS:**

Charitable Gaming Resolution

Signed and dated copy of the organization's current bylaws or constitution, including membership criteria.

Articles of Incorporation

Five Years of Bank Statements

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: 3/14/2023**

**AGENDA ITEM: C-2**

**ITEM: Consider Approving the Purchase of 9000 Feet of Type K Copper Tubing, Brass fittings and Stop boxes and rods from Core and Main.**

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

**INDIVIDUALS IN ATTENDANCE: None Anticipated.**

**EXECUTIVE SUMMARY:** In order to provide necessary water service to new homes within the community, copper water service line and brass supplies will be needed by our Public Works Division. Public Works received Four (4) bids on the requested materials on February 23<sup>rd</sup>, 2023. One (1) bid was for type K copper tubing only and was not the low bidder on this item. Core and Main in Canton was the low bid for copper tubing, Brass fittings, Stop boxes and rods in the amount of \$162,840.50.

**STRATEGIC PLAN/GOALS: Provide water service to our customers.**

**ACTION REQUESTED:** Authorize the purchase of 9000 feet of type k copper tubing, and brass supplies from low bidder Core and Main.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Funds will come from Water Inventory, Account #592-536.939

**IMPLEMENTATION PLAN:** Upon approval, Public Works will enter a purchase order and order the materials.

**DIRECTOR'S RECOMMENDATION: Approval**

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

**SUPERVISOR'S RECOMMENDATION: Approval**

**MODEL RESOLUTION:** I move to award a contract for the purchase of 9000 feet of Type K copper tubing, and brass fittings to Core and Main for an amount not to exceed \$162,840.50.

**ATTACHMENTS:**

1. Bid tab sheet for Copper Tubing and Brass

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: 3/14/2023**

**AGENDA ITEM: C-3**

**ITEM: Consider Approving the Purchase of 114 Water main repair clamps in various sizes from low bidder Core and Main in Canton.**

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

**INDIVIDUALS IN ATTENDANCE:** None Anticipated.

**EXECUTIVE SUMMARY:** In order to make necessary water main repairs to keep our water system fully functional, repair clamps are needed by our Public Works Division. Public Works received two (2) bids on the requested materials on February 3<sup>rd</sup>, 2022. The low bidder did not meet the bid specification. Core and Main in Canton was the low bid for the specified repair clamps in the amount of \$35,101.22.

**STRATEGIC PLAN/GOALS:** Provide continued water service to our customers.

**ACTION REQUESTED:** Authorize the purchase of 114 water main repair clamps from low bidder Core and Main in Canton.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Funds will come from Water Inventory, Account #592-536.939

**IMPLEMENTATION PLAN:** Upon approval, Public Works will enter a purchase order and order the materials.

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:** I move to award a contract for the purchase of 114 water main repair clamps to Core and Main for an amount not to exceed \$35,101.22.

**ATTACHMENTS:**

1. Bid tab sheet and Core & Main Bid

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: March 14, 2023**

**AGENDA ITEM # C-4**

<b>ITEM: Consider Award of a Contract to Suburban Calcium Chloride Sales for the 2023 Dust Control Program for Local Gravel Roads</b>
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**PRESENTER:** Jade Smith, Municipal Services Director

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:** Fugitive dust from unpaved surface roads can be significant and a nuisance to those who are living adjacent to the roads. In the past, Canton Township has agreed to fund the cost of dust control for seven miles of local gravel roads that are not part of the Wayne County DPS dust control program.

The 2023 Dust Control Program will include two (2) applications.

The Liquid Calcium Chloride Dust Control Application bids were advertised on February 9,2023 and bids were opened on February 23,2023. There were 3 bids submitted. One from Suburban Oil Company for \$0.30 per gallon, one from Bay Dust Control Division of Liquid Calcium Chloride sales Inc. for \$0.74 per gallon and Big Barneys Dust Control \$0.30 per gallon (see attached). The application will consist of 26% calcium chloride which proved satisfactory in previous years.

Based on the low bidder's pricing, two (2) applications will cost \$12,600 Approximately 1,500 gallons are placed per mile per pass. Generally, a gravel road takes two passes to complete the application. We are recommending Suburban Calcium Chloride Sales to provide dust control services in 2023 for an amount not-to-exceed \$13,000.

**STRATEGIC PLAN/GOALS:** N/A

**ACTION REQUESTED:** Authorize Suburban Calcium Chloride Sales to provide Canton's 2023 dust control program on local roads for an amount not to exceed \$13,000.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Cost for each application is \$6,300 The two applications will cost a total of \$12,600. There is \$13,000 budgeted in Account# 101-447-03.801 0090.

**IMPLEMENTATION PLAN:** Upon approval, a purchase order will be created and Public Works will notify Suburban Calcium Chloride Sales that they were awarded the 2023 dust control program. They will coordinate the application with the Public Works Division. After the roads have been graded by Wayne County, the calcium chloride will be placed. Public Works shall verify application placement.

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:** I move to award a contract to Suburban Calcium Chloride Sales of Taylor, Michigan to provide Canton's 2023 Dust Control Program on local gravel roads for an amount not to exceed \$13,000.

**ATTACHMENTS:**

1. Bid Tabulation



**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: March 14, 2023**

**AGENDA ITEM #C-5**

**ITEM: Consider Approval of a Purchase Order for Rental of Tents, Tables, and Chairs for the 2023 Liberty Festival**

**PRESENTER:** Jon LaFever, Director of Community Development

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:** In February of 2022, the Board of Trustees approved a request to waive the bidding process and approve a purchase order for Delux Tents and Events. This was a result of the previous provider of tents, tables, and chairs for the Liberty Festival being unable to provide these services due to staffing shortages and inventory challenges. Fortunately, Delux Tents and Events was not only able to provide the service and required inventory but were also able to do so at a reduced cost. Upon searching for a provider who can fulfill the large order required for this year's Liberty Festival, Delux Tents and Events has agreed to once again provide the same order and have even reduced their price for 2023.

Due to Delux Tents and Events satisfactory service in 2022, and willingness to fulfill the full order for the 2023 Liberty Festival at a reduced rate, Leisure Services is requesting to waive the bidding process and approve a purchase order in the amount not to exceed \$17,500, to cover the quoted amount and any last-minute adjustments that may be required.

**BACKGROUND:** Leisure Services facilitates the rental of tents, tables and chairs for patrons and vendors to ensure safety for all and for uniformity throughout the grounds. A significant portion of the direct expenses associated with the Liberty Festival are recovered through participation fees, sponsorships, and third-party agreements. Over 125 individual tents and hundreds of tables and chairs are provided throughout the festival. Several large tents are provided for guest comfort, providing shade and a place to sit and enjoy all of the amenities offered throughout. In addition, smaller tents are provided for specific activities – some of which are sponsored by Canton, and many of which are provided to vendors. Those participating in the Marketplace area, such as businesses, community groups and non-profits, are charged varying rates to help cover the associated costs. Sponsor packages and third-party vendor agreements also help offset expenses.

**STRATEGIC PLAN/GOALS:** Welcoming Community

**ACTION REQUESTED:** Authorize a purchase order for rental of tents, tables, and chairs from Delux Tents and Events, 489 East Huron River Drive, Belleville MI 48111 in the amount not to exceed \$17,500.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** \$17,500 is budgeted in the Liberty Festival account # 101-756-47.940 – Rentals

**IMPLEMENTATION PLAN:** Upon Board approval, a purchase order will be generated and Delux Tents and Events will be notified.

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

I move to waive the bidding process and authorize a purchase order in the amount of \$17,500 from account # 101-756-47.940 – Rentals for Delux Tents and Events, 489 East Huron River Drive, Belleville, MI 48111.

**ATTACHMENT:**

Attachment A - Delux Tents and Events Liberty Fest Order Quote

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: March 14, 2023**

**AGENDA ITEM #C-6**

**ITEM: Consider Renewing a One-Year Contract for Grant Writing Services with Davis Kirksey Associates, Inc., and Associated 2023 Budget Amendments**

**PRESENTER:** Chad Baugh, Director of Police Services

**INDIVIDUALS IN ATTENDANCE:** n/a

**EXECUTIVE SUMMARY:** The Township is requesting the board approve a one-year contract renewal for grant writing services with Davis Kirksey Associates, Inc., in the amount of \$36,000. This request also includes an associated 2023 amendment to the Township Budgets.

The Township of Canton would like to maintain the experienced grant writer for the immediate availability and exclusivity of the function of seeking and obtaining grant dollars for visions and projects to provide public services and improve services for Canton citizens, visitors, and businesses. Grants support critical recovery initiatives, innovative research, and many other programs to help move Canton forward.

**BACKGROUND INFORMATION:** This contracted service brings the expertise needed to deadlines competitively, leaving the unknown behind, and aggressively acquire grant dollars to achieve our community goals. There are a number of grants that are now available and due within a short time frame, making this an urgent request.

This 2023 proposed agreement amount has not increased from the 2022 amount.

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

**ACTION REQUESTED:** Approve a one-year contract renewal for grant writing services with Davis Kirksey Associates, Inc., in the amount of \$36,000, and associated amendments to the Township's 2023 General Fund, Police and Fire budgets.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Amendments to the General Fund, Police and Fire Budgets are being requested to increase Fund Balance Appropriations and increase Professional Services in all three budgets.

**IMPLEMENTATION PLAN:** Upon Board approval, the contract will be forwarded to the Township Supervisor for signature.

**DIRECTOR'S RECOMMENDATION:** Approve

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

**SUPERVISOR'S RECOMMENDATION:** Approve

**MODEL RESOLUTION:**

- 1) I move to approve a one-year contract for grant writing services with David Kirksey Associates, Inc., in the amount of \$36,000.
  
- 2) In addition, I move to approve the below amendments to the 2023 Township budgets:

<b><i>Increase 2023 Revenues:</i></b>		
General Fund – Fund Balance Appropriations	#101-000-695	\$12,000
Fire Fund – Fund Balance Appropriations	#206-000-695	\$12,000
Police Fund – Fund Balance Appropriations	#207-000-695	\$12,000

<b><i>Increase 2023 Appropriations:</i></b>		
General Fund – Professional Contracted Services	#101-261-801_0050	\$12,000
Fire Fund - Professional Contracted Services	#206-336-50.801_0050	\$12,000
Police Fund – Professional Contracted Services	#207-301-50.801_0050	\$12,000

**ATTACHMENTS:** Proposed contract with Davis-Kirksey Associates, Inc.

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** March 14, 2023

**AGENDA ITEM #C-7**

**ITEM: Consider Re-Issuing a Purchase Order and an Associated Amendment to the 2023 E/911 Budget for Dispatch Furniture**

**PRESENTER:** Chad Baugh, Director of Police Services

**INDIVIDUALS IN ATTENDANCE:** n/a

**EXECUTIVE SUMMARY:** The Police Department is requesting a purchase order be re-issued to Watson Consoles in the amount of \$127, 245.16 for the payment of dispatch furniture that was approved for purchase by the Board in 2022. The furniture was received in February 2023, but the purchase order had lapsed at the end of the year. An amendment to the E/911 Budget is also being requested for this same amount.

**BACKGROUND INFORMATION:** The Board originally approved this purchase and budget amendment at the May 10, 2022 meeting, Item G-11.

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

**ACTION REQUESTED:** Approve re-issuing a purchase order to Watson Consoles in the amount of \$127,245.16; and the below listed amendments to the 2023 E/911 budget.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:**

<b><i>Increase 2023 Revenues:</i></b>		
E/911 Fund Balance Appropriation:	#261-000-695	\$127,246
<b><i>Increase 2023 Appropriations:</i></b>		
E/911 Capital Equipment & Furniture:	#261-346-50.970_0060	\$127,246

**IMPLEMENTATION PLAN:** n/a

**DIRECTOR'S RECOMMENDATION:** Approve

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

**SUPERVISOR'S RECOMMENDATION:** Approve

**MODEL RESOLUTION:**

- 1) I move to approve a purchase order be re-issued to Watson Controls in the amount of \$127,245.16;
- 2) Additionally, I move to approve the below listed amendment to the 2023 E/911 budget:

<b><i>Increase 2023 Revenues:</i></b>		
E/911 Fund Balance Appropriation:	#261-000-695	\$127,246
<b><i>Increase 2023 Appropriations:</i></b>		
E/911 Capital Equipment & Furniture:	#261-346-50.970_0060	\$127,246

**ATTACHMENTS:** n/a

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: March 14, 2023**

**AGENDA ITEM:G-1**

**ITEM: Consider Awarding a Contract to Rotondo Construction Inc for the Sidewalk Repair Program for 2023 and 2024**

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

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:** In February of 2023, Canton Township publicly bid the annual Sidewalk Repair Program (SWRP) which includes work in the subdivisions, on the primary roads, some limited sidewalk gaps and incidental flatwork on Township properties. Due to the amount of repair in the subdivisions this was bid as a two-year project.

Engineering Services (ES) received seven (7) bids that were evaluated by a committee based on price, qualifications, experience, accountability, workplace safety, workplace development, social equity and sustainability including a work plan. Based on this evaluation Rotondo Construction Corp. (Rotondo) was selected for this work.

Rotondo has a clear understanding of the expectations of the Township in repair and replacement of sidewalks and ADA pedestrian facilities and has satisfied the criteria requirements of responsible contracting information. For these reasons, Engineering Services (ES) requests to award the contract for the 2023 and 2024 construction years, with a possible yearly extension for three additional years, 2025 through 2027. Additional awards may pay item and unit price adjustments. Upon completion of the project annually, Canton Township reserves the right to terminate or extend the contract with Rotondo for the following calendar year's project, based on their performance each year.

The total bid amount for zone 8 of the SWRP is \$2,274,088 and will be completed over two years, 2023 and 2024. The funds approved by the township board for 2023 will not cover the costs to complete the work as true costs were not known at that time. A budget adjustment of \$485,088 is requested of which approximately 75% or \$363,816 will be reimbursed from township property owners.

Time is of the essence to start the program after Memorial Day, and the sidewalk hearing will be set at the next Board of Trustees meeting. A second Public Hearing will be held in the fall for the work that will be done the second year.

**BACKGROUND:** The budget established for the 2023 Sidewalk Program is currently \$850,000 and is sourced from budgets for Maintenance of Rights-of-Way budgets and from the water and sewer funds. Rotondo has bid a total amount of \$2,274,088.00 for the two-year project by Rotondo Construction Inc. A budget adjustment is being requested for 2023 and the 2024 budget will be proposed with an amount that reflects the final bid.

The unit rates are competitive with current rates in the industry, in fact they are better than rates we have received on the other six bids we received. Project estimate bids for 4” sidewalk range from \$6.50 to \$10.90 /square foot, for 6” sidewalk from \$7.50 to \$12.57 /square foot for the scheduled repair zone.

ES has worked with Rotondo and they have a clear understanding of what the Township expects in these repairs. In addition, they are adept at solving the problems of installing ADA-Compliant sidewalk on a large scale. The number of complaints the Township has received about Rotondo are very few, and cannot be overlooked when evaluating contractors. For these reasons, Engineering Services recommends awarding the contract to Rotondo for the 2023 sidewalk program.

The Township program affects approximately 1000 properties each year; it is a high-volume, production process that requires a significant amount of decision-making to correct sidewalks to the Township Ordinance and ADA standards. In addition, it is work within the County ROW and it demands a high level of contractor skill and crews to safely and effectively complete a program of this size. This work demands constantly dealing with property owners which can be a very engaging activity, as many of the costs are passed on to the property owners.

The program for 2023 and 2024 will cover zone 8 of the SWRP which is from Sheldon Rd east to Haggerty Rd and Ford Rd south to Cherry Hill Rd.

**STRATEGIC PLAN/GOALS:** To provide safe, barrier free sidewalk and drive approaches in the community so pedestrians can safely use the sidewalk system.

**ACTION REQUESTED:** Authorize MSD to establish a contract with Rotondo Construction Inc. and issue the purchase orders for the 2023 and 2024 program years that reflect the current budget.

**BUDGET IMPLICATIONS AND ACCOUNT NUMBERS:** The current budget for the 2023/2024 SWR program is:

<b><u>Account# &amp; Description</u></b>	<b><u>Amount</u></b>	<b><u>Budget Year</u></b>
101-447-03.930_0050 Maint & Repair Infrastructure	\$750,000	2023
592-536.930_0050 Maint & Repair Infrastructure	\$ 50,000	2023
592-536.930_0050 Maint & Repair Infrastructure	\$ 50,000	2023
101-447-03.930_0050 Maint & Repair Infrastructure	\$839,000	2024
592-536.930_0050 Maint & Repair Infrastructure	\$ 50,000	2024
592-536.930_0050 Maint & Repair Infrastructure	\$ 50,000	2024
Total Funding Budgeted	\$1,789,000	

For the remaining budget need we will need the following 2023 budget adjustment:

<b><u>Increase Revenue:</u></b>	
101-000.695 Fund Balance Appropriations	\$485,088



**Increase Expenditures:**

101-447-03.930\_0050 Maint & Repair Infrastructure \$485,088

Please note that the revenue from the property owners will offset this expenditure, but as the timing typically falls into future years, the revenue has not been amended.

**IMPLEMENTATION PLAN:** Upon approval, purchase orders will be created and the sidewalk repair program will proceed.

**DIRECTOR'S RECOMMENDATION:** Approval

**FINANCE AND BUDGET DIRECTORS RECOMMENDATION:** Approval

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

1.) I move to approve the following 2023 Budget Amendments:

**Increase Revenue:**

101-000.695 Fund Balance Appropriations \$485,088

**Increase Expenditures:**

101-447-03.930\_0050 Maint & Repair Infrastructure \$485,088

- 2.) I move to award the contract with Rotondo Construction Inc. for the 2023 and 2024 sidewalk repair program and authorize Municipal Services Department to put the contracts in place.
- 3.) I further move to approve a purchase orders of \$1,335,088 and \$939,000 in 2023 and 2024 respectively, for an amount not to exceed \$2,274,088 to Rotondo Construction Inc. for the two year contract.
- 4.) I move to schedule the 2023 Sidewalk Public Hearing at the next Board of Trustees Meeting, March 28, 2023.

**ATTACHMENTS:**

1. 2023 SWRP Bid Proposal Totals
2. 2023 SWRP Contractor Bid Proposal
3. Fair contracting memorandum from Finance

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: March 14, 2023**

**AGENDA ITEM: G-2**

**ITEM: Consider Authorization of a Purchase Order to Mannik & Smith Group for Professional Engineering Services for the Sidewalk, Parking Lot and Paths Pavement Reconstruction at Victory Park**

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

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:** In the September of 2022 Canton Township solicited bids to complete design and construction engineering services for sidewalk around Kickers and parking lot/pavement design for Victory Park and path design and reconstruction around the softball fields. Only one bid was received from Beckett & Raeder, however, they did not respond when contacted in November about completing this work. Since their bid was considered non-responsive, Canton Township Engineering Services (ES) solicited a proposal in January from Mannik & Smith Group (MSG) who had previous experience at this facility. This proposal is acceptable and Engineering Services is requesting to enter into a contract and Purchase Order for the planned 2023 and 2024 pavement design work at Victory Park.

**BACKGROUND:** In 2020 the Township issued a bond for completion of facility upgrades including reconstruction of various parking lots. Funding for reconstruction and rehabilitation of the Victory Park parking lots was included in this bond issuance. In addition to the parking lot work, in the Fall of 2022 Canton Leisure Services (CLS) designated Community Development Block Grant (CDBG) funds to reconstruct the concrete pavement and sidewalks around the Kickers restaurant at Victory Park. This work is planned to be completed over two years, 2023 for the Kickers Pavement and Victory Park parking lot and pathway rehabilitation in 2024. The parking lot work includes the Arctic Edge parking lot which is the responsibility of the private vendor at Arctic Edge. CLS is putting a contract in place for Arctic Edge to pay for their portion of the work and Arctic Edge will make a deposit of funds for the design in 2023 and the parking lot construction work in 2024.

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

**ACTION REQUESTED:** Consider approving a purchase order for Mannik and Smith Group. in the amount of \$120,000 along with a 5% contingency of \$6,000 for a total of \$126,000 for the design and construction services for 2023 and 2024 Victory Park Paving programs.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Funding for this project will come from the following accounts with budget amendments as needed:

- Kickers pavement, Funded through CDBG, account# 274-694.9970\_0080 CDBG Capital Outlay Land Improvements \$25,000 plus a 5% contingency of \$1,250 for a total of \$26,250.
- Victory Park Parking lots and pathways rehabilitation (project # 220003), funded through

the Bond accounts, account 401-441.970\_0050 Capital Projects Capital Outlay Infrastructure \$75,000 plus a 5% contingency of \$3,750 for a total of \$78,750 (See below budget Amendment)

- Arctic Edge parking lots, funded by a deposit from the Arctic Edge vendor, Account # 246-441.970\_0050 Community Improvement Capital Outlay Infrastructure \$20,000 with a 5% contingency of \$1,000 for a total of \$21,000 (see Below Budget Amendment)
- The Following Budget Amendments will be needed:

**Increase Revenue:**

401-000.695 Fund Balance Appropriations	\$78,750
246-000.674 Contributions	\$21,000

**Increase Expenditures:**

401-441.970_0050 Capital Outlay Infrastructure	\$78,750
246-441.970_0050 Capital Outlay Infrastructure	\$21,000

**IMPLEMENTATION PLAN:** Upon Board approval, Engineering Services will issue a purchase order contract with the Mannik and Smith Group under their Professional Master Services Agreement. CLS will obtain the deposit from the Arctic Edge vendor for their portion of the engineering work.

**DIRECTOR'S RECOMMENDATION:** Approval

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

**MODEL RESOLUTION:**

- 1.) I move to approve the following budget Amendments:

**Increase Revenue:**

401-000.695 Fund Balance Appropriations	\$78,750
246-000.674 Contributions (Arctic Edge)	\$21,000

**Increase Expenditures:**

401-441.970_0050 Capital Outlay Infrastructure	\$78,750
246-441.970_0050 Capital Outlay Infrastructure	\$21,000

- 2.) I move to approve a purchase order contract for the Victory Park construction projects to The Mannik & Smith Group, Inc. for \$126,000.

**ATTACHMENTS:**

1. Proposal for Design Services –Mannik & Smith Group.

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: March 14, 2023**

**AGENDA ITEM:G-3**

**ITEM: Consider Authorization of a Purchase Order to Fishbeck, Inc. for Professional Engineering Services for the 2024 Major Road Improvement Program**

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

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:** On October 22, 2019, the Township Board authorized extension of the contract with Fishbeck, Inc. (Fishbeck) for engineering services on the Major Road projects after the successful first year. Subsequent years have been as equally successful, with Fishbeck currently providing engineering services for the current and upcoming major road projects. Presently, Engineering Services is requesting a Purchase Order for the 2024 major road improvement engineering and design.

**BACKGROUND:** In 2018 the Board approved ballot language for a 1.45-mill road funding millage which was approved in August 2018. The Township is entering the fifth year of this program. For the 2024 construction year, Engineering Services would like to proceed with design of Beck Road (Cherry Hill to US-12) and Geddes Road (Denton Road to Canton Center Road) improvements. The design will also include adding right turn lanes to the three quadrants of this intersection that do not currently have one.

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

**ACTION REQUESTED:** Consider approving a purchase order for Fishbeck, Inc. in the amount of \$416,600 along with a 5% contingency of \$20,830 for a total of \$437,430 for the design and construction services for 2024 Major Road Improvement Program.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Funding for this project will come from account 204-446-11.970\_0050.

**IMPLEMENTATION PLAN:** Upon Board approval, Engineering Services will issue a purchase order contract with Fishbeck under their Professional Master Services Agreement.

**DIRECTOR'S RECOMMENDATION:** Approval

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

**MODEL RESOLUTION:**

I move to approve a purchase order contract for the 2024 Major Road Improvement Program construction projects to Fishbeck, Inc. in the amount of \$437,430.

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: March 14, 2023**

**AGENDA ITEM:G-4**

**ITEM: Consider Authorization of a Purchase Order to The Mannik & Smith Group, Inc. (MSG) for Professional Engineering Services for the Road Improvement Program – Major Intersection Design**

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

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:** As part of the ongoing effort to improve the road network within the Township, Engineering Services along with the Township Board have identified four major intersections that need upgrades and improvements. On November 9, 2021, the Township Board awarded 30% design to the following intersections:

1. Beck and Ford
2. Sheldon and Palmer
3. US-12 and Geddes and Sheldon
4. Ridge and Geddes and Saltz

These preliminary engineering efforts were geared towards having a good understanding of alternatives, cost estimates, and potential right-of-way needs for these four intersections.

From those reports, three of the intersections were selected for full design (Numbers 1 through 3, the fourth was put on hold due to Wayne County signal improvements at this intersection). The purpose of this RBA is to award work to The Mannik & Smith Group, Inc (MSG) for Ford/Beck and Sheldon/Palmer intersections.

**BACKGROUND:** In 2018 the Board approved ballot language for a 1.45-mill road funding millage which was approved in August 2018. As Engineering Services works through our major road projects and local road projects, we are also developing plans for future road network improvements. The two intersections presented that need an upgrade were identified in the five-year Road Plan. These locations all present unique and complicated challenges for design and construction. After receiving and reviewing the Intersection Feasibility Studies from MSG for the identified intersections, Engineering Services is prepared to move forward with full design on two of them.

An Intersection Feasibility Study was conducted for US-12/Geddes/Sheldon as well. That intersection requires further analysis before moving forward with full design.

The Feasibility Studies submitted to Engineering Services in September of 2022 provided the following for each intersection:

- Safety analysis
- Traffic analysis

- Alternatives analysis
- Potential existing condition impacts on potential alternatives
- Conceptual improvement drawings
- Costs analysis

A summary of the Feasibility Study for each intersection is attached. This summary will include the preferred alternative for each intersection. This is based on the findings of the Feasibility Study and input from MDOT and Wayne County. Engineering Services was able to get input from these outside agencies and their support for the chosen alternatives.

**STRATEGIC PLAN/GOALS:** Board Goal #2: Quality Infrastructure

**ACTION REQUESTED:** Consider approving a purchase order for The Mannik & Smith Group, Inc. in the amount of \$697,350.00 along with a 5% contingency of \$35,000.00 for a total of \$732,350.00 for the design and consultant services for the Road Improvement Program – Major Intersection Design

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Funding for this project will come from Roads Major Capital Outlay Infrastructure 204-446-11.970\_0050.

**IMPLEMENTATION PLAN:** Upon Board approval, Finance will issue a purchase order to MSG under their Professional Master Services Agreement.

**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 contract for the Road Improvement Program – Major Intersection Design to The Mannik & Smith Group, Inc. in the amount of \$732,350.00.

**ATTACHMENTS:**

1. MSG Proposals
2. Feasibility Study Summary

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: March 14, 2023**

**AGENDA ITEM #G-5**

**ITEM: Consider Approval to Purchase a Field Groomer for Canton Parks**

**PRESENTER:** Jon LaFever, Director of Community Development

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:**

On January 26, 2023, Leisure Services staff advertised an Invitation to Bid (ITB) for a Laser Ready Ballfield Groomer. Of the two submissions, Canton Leisure Services is recommending the purchase of a Laser Ready Ballfield Groomer with the addition of a ½ ton roller and weight kit from U.S. Golf Cars for a total amount of \$46,979. A budget amendment is necessary.

**BACKGROUND INFORMATION:**

The ballfield groomer is used by the Parks division for the daily maintenance of up to 20 ballfields during the 8 months of seasonal use. The current ballfield groomer was purchased in 1999 and has more than 2,400 hours of service. It has had 3 major repairs in 2022, with more foreseeable repairs in the future and is recommended by our mechanics to be replaced. Funds have been budgeted for 2 ballfield groomers in 2024, however, it is anticipated that the current unit will not make it through 2023.

The ballfields are professionally laser graded at minimum once per two years however, it is beneficial to laser grade the fields once a year to ensure proper slope. Currently, materials are purchased, and the labor to laser grade our fields is contracted out. In 2022, Canton paid over \$9,000 in labor to laser 4 of the 20 fields. The cost of labor for laser grading is \$2,500 per field. With 12 fields at the Canton Sports Center alone, Canton spends \$30,000 per complete service and is done every two years. With this equipment on-site, Canton will save \$30,000 per two years in labor costs, or \$225,000-\$300,000 in the equipment's lifetime.

Laser grading allows you to check infield slope to create a smooth playing surface and prevents areas that retain water correcting these inconsistencies. More specifically, laser grading increases playability by minimizing standing water and cutting down on rain delays, reduces injuries from bad hops and holes from wear in the heavy play areas.

Of the two bids, U.S. Golf Cars submitted a bid of \$44,381 which includes all the equipment specified in the bid including the laser groomer feature. Spartan Distributors bid came in at \$39,187, however, their groomer did not meet the bid spec requirements and lacked significant equipment that they do not offer.

The additional \$5,194 for the U.S. Laser Ready Ballfield Groomer will ultimately be a cost savings

to the Township as we will no longer have to contract out the lasering of the 20 ballfields.

Overall, CLS is projected to use significantly less subsidy for 2022. After consulting with Finance, a portion of this will be used to offset this expense in 2023.

**STRATEGIC PLAN/GOALS:** Quality infrastructure.

**ACTION REQUESTED:** Approve a budget amendment and the purchase of a Laser Ready Ballfield Groomer from U.S. Golf Cars, 6881 Appling Farms Parkway, Memphis, TN 38133, in the total amount of \$46,979.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** The following budget amendment is necessary:

Increase Revenue

101-000.695	Fund Balance Appropriation	\$46,979
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Increase Expense

101-752-50.970_0030	Capital Outlay Machinery and Equipment	\$46,979
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**IMPLEMENTATION PLAN:** Upon Board Approval, a budget amendment will be made, and a purchase order will be generated.

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

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

Increase Revenue

101-000.695	Fund Balance Appropriation	\$46,979
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Increase Expense

101-752-50.970_0030	Capital Outlay Machinery and Equipment	\$46,979
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- 2) I further move to award the purchase of a Laser Ready Ballfield Groomer, a ½ ton roller, and a weight kit from U.S. Golf Cars, 6881 Appling Farms Parkway, Memphis, TN 38133, in the total amount of \$46,979 to be paid from account #101-752-50.970\_0030 - Capital Outlay Machinery and Equipment

**ATTACHMENT:**

Attachment A: Invitation to Bid

Attachment B: Bid Results

Attachment C: U.S Golf Cars Proposal

Attachment D: 2022 Laser Contract



**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: March 14, 2023**

**AGENDA ITEM #G-6**

**ITEM: Consider Creating and Filling a Business Operations Coordinator–Fire  
Position with an Associated Amendment to the 2023 Fire Budget**

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

**INDIVIDUALS IN ATTENDANCE:** n/a

**EXECUTIVE SUMMARY:** The Fire Department is requesting to a new position of Business Operations Coordinator – Fire be created and filled. This new job description and factor analysis of pay grade 7 was approved at the Merit Commission meeting held on November 9, 2022.

In addition, an amendment to the 2023 Fire Budget is included with this request to accommodate this position being filled June 1, 2023.

**BACKGROUND INFORMATION:** Canton Township Police and Fire department began discussion in October, 2022, regarding succession planning and reorganization of its Merit staff. Those discussions led to the idea of creating the position of Public Safety Operations Manager as a temporary position that would be utilized to train new staff of the current tasks of police and fire, starting with the creation and filling of a Business Operations Coordinator for the Fire Department.

The Business Operations Coordinator–Fire position will involve a variety of technical, administrative, and supervisory responsibilities in the Fire Department. This position is responsible for coordinating advanced financial, technical and statistical components of the department. Additionally, the position is the department’s liaison to the Public Safety dispatch center for medical and fire call taking and radio communications. An employee in this classification will work independently with periodic reviews by the Public Safety Operations Manager and/or Director to ensure adherence to departmental polices, practices and procedures.

Director Christopher Stoecklein drafted a job description and completed the Job Analysis Questionnaire (JAQ) for this position. A factor analysis was completed. Supervisor Graham-Hudak supported the factor analysis of 770 points which would place the position in Pay Grade 7 of the Non-Union Salary Grade Scale. The position is classified as Exempt for FLSA purposes.

The Fire Services Director believes there are qualified candidates within the Township to fill the position, therefore he has requested and was granted by the Merit Commission that the position be posted internally only.

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

**ACTION REQUESTED:** Approve the creation and filling of a Business Operations Coordinator – Fire position with an amendment to the 2023 Fire budget.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** 2023 Fire Budget Amendment as listed below:

<b><i>Increase Fire Revenues:</i></b>		
Fund Balance Appropriation:	#206-000.695	\$68,764

<b><i>Increase Fire Appropriations:</i></b>		
Salaries & Wages:	#206-336-50-703_0010	\$46,446
Various Fringes:	#206-336-50.xxxx	\$22,318

**IMPLEMENTATION PLAN:** Upon approval the position will be immediately posted by Human Resources.

**DIRECTOR’S RECOMMENDATION:** Approve

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

**SUPERVISOR'S RECOMMENDATION:** Approve

**MODEL RESOLUTION:**

- 1) I move to approve the creation and filling of a Business Operations Coordinator – Fire position; and
- 2) Additionally, I move to approve the below amendment to the 2023 Fire budget:

<b><i>Increase Fire Revenues:</i></b>		
Fund Balance Appropriation:	#206-000.695	\$68,764

<b><i>Increase Fire Appropriations:</i></b>		
Salaries & Wages:	#206-336-50-703_0010	\$46,446
Various Fringes:	#206-336-50.xxxx	\$22,318

**ATTACHMENTS:** Attachment A – HR Recommendation & Job Description

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** March 14, 2023

**AGENDA ITEM #G-7**

**ITEM: Consider Approving a Purchase Order to Extend Animal Sheltering Services with Michigan Humane Society**

**PRESENTER:** Chad Baugh, Director of Police Services

**INDIVIDUALS IN ATTENDANCE:** n/a

**EXECUTIVE SUMMARY:** The Police Department is requesting to extend its current agreement with the Michigan Humane Society (MHS) for animal sheltering. This extension will allow for services to be provided to the community while the department negotiates its next contract with MHS, which will be brought to the Board at that time. A purchase order in the not-to-exceed amount of \$20,000 is being requested for this interim period.

**BACKGROUND INFORMATION:** At the Board Meeting on February 8, 2022, (G-8) a contract for animal sheltering services was approved for the calendar year 2022.

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

**ACTION REQUESTED:** Approve a purchase order for an amount not-to-exceed \$20,000 to extend animal sheltering services with Michigan Humane Society while a new contract is negotiated.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Funds are currently budgeted for a year-long animal sheltering agreement that will be used toward this 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 approve a purchase order for an amount not-to-exceed \$20,000 to extend animal sheltering services with Michigan Humane Society while a new contract is negotiated.

**ATTACHMENTS:** None

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: March 14, 2023**

**AGENDA ITEM #G-8**

**ITEM: Consider Approving a 2023 Police Budget Amendment for Recruiting Efforts**

**PRESENTER:** Chad Baugh, Director of Police Services

**INDIVIDUALS IN ATTENDANCE:** n/a

**EXECUTIVE SUMMARY:** The Police Department is requesting to increase their budget for recruiting efforts from \$1,500 to \$21,500 for the year 2023. These funds will be utilized with oversight by the Director of Police Services and in compliance with the Township's Purchasing Policy.

**BACKGROUND INFORMATION:** In the past, the nominal amount budgeted has sufficed, but with the shortage of police officer candidates the need to actively recruit new hires has significantly increased. To be competitive, the department is requesting this budget increase to be able to pursue new methods of reaching prospective candidates.

**STRATEGIC PLAN/GOALS:** Recruit qualified police officer candidates to the department.

**ACTION REQUESTED:** Approve the request to increase the 2023 Police budget by \$20,000 to be utilized for recruiting efforts.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** The department is requesting to increase the 2023 Police Fund Balance Appropriation Account #207-000-695 by \$20,000 and to increase the Community Promotions Account #207-301-50.880 by \$20,000.

**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 2023 Police Budget as listed below, to be utilized for recruiting efforts:

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: March 14, 2023**

**AGENDA ITEM #G-9**

**ITEM: Consider Renewing the License Plate Reader Annual Subscription**

**PRESENTER:** Chad Baugh, Director of Police Services

**INDIVIDUALS IN ATTENDANCE:** n/a

**EXECUTIVE SUMMARY:** The Police Department is requesting to renew its annual subscription for its License Plate Reader System through Vigilant Solutions, LLC, in the amount of \$12,650.

**BACKGROUND INFORMATION:** In 2018, the Police Department approved the purchase of a License Plate Reader System from Vigilant Solutions (Agenda Item #G-13, February 13, 2019). The RBA included the purchase price as well as the annual subscription cost, quoted then at \$14,995. The subscription includes uploading of license plate information, access to the searchable database, software updates, system service and new hardware.

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

**ACTION REQUESTED:** Approve the renewal of Vigilant Solutions License Plate Reader annual subscription through Vigilant Solutions, LLC, in the amount of \$12,650.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Funds for this expense are budgeted in the 2023 Program Expense Forfeiture Account #207-301-50.763\_0021.

**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 renewal of Vigilant Solutions License Plate Reader annual subscription through Vigilant Solutions, LLC., in the amount of \$12,650.

**ATTACHMENTS:** Attachment A: Vigilant Solutions Price Quote

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: March 14, 2023**

**AGENDA ITEM #G-10**

**ITEM: Consider Approving Purchase of 4 Election Ballot Drop Boxes**

**PRESENTER:** Michael Siegrist

**INDIVIDUALS IN ATTENDANCE:** N/A

**EXECUTIVE SUMMARY:**

The Clerk's Department is responsible for providing a secure ballot drop-box per every 15,000 registered voters. Secure drop-boxes shall be distributed equitably throughout the municipality and shall be accessible twenty-four (24) hours per day during the forty (40) days prior to any election until eight (8) pm on election day. Canton is unlikely to have an election in 2023, therefore, the overtime budget can be reduced to accommodate the increase expenditure.

While the state of Michigan is providing for base-level drop boxes for all municipalities, they are prioritizing jurisdictions that have elections in 2023 first. In factoring in supply chain availability, readiness for the February 2024 Presidential Preference Primary, and brand consistency, the Clerk's Office recommends purchasing directly from the manufacturer and pursuing a reimbursement if available.

**BACKGROUND INFORMATION:**

Currently, Canton Township has one secure ballot drop-box. Under Michigan Election Law, five secure ballot drop-boxes are required to be available 24 hours per day and distributed equitably throughout the municipality. Each drop-box must be under video surveillance and in a well-lit area. To ensure compliance with statute four additional secure ballot drop-boxes are required. Two manufacturers provide products consistent with Canton Township standards. American Security Cabinets provided the lowest quote, and is consistent with the existing drive up drop-box at Township Administration Building. To maintain both high quality standards and consistent branding for voters, the recommendation is to move forward.

**STRATEGIC PLAN/GOALS:**

Required by Election Law

**ACTION REQUESTED:**

Approve the purchase of four secure ballot drop-boxes.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:**

Decrease Expenditures:

101-262.713\_0015 – Overtime Overtime: \$10,000

Increase Expenditures:

101-262.970\_0030 Capital Outlay Machinery and Equipment: \$10,000

**IMPLEMENTATION PLAN:** Receive Board approval and purchase the secure drop-boxes.

**DIRECTOR'S RECOMMENDATION:** Approve

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

**SUPERVISOR'S RECOMMENDATION:** Approve

**MODEL RESOLUTIONS:**

1. Motion to waive the purchasing policy and approve the purchase of the 4 secure ballot drop-boxes from American Security Cabinets for no more than \$12,000 and to amend the budget as follows:

Decrease Expenditures:

101-262.713\_0015 – Overtime Overtime: \$10,000

Increase Expenditures:

101-262.970\_0030 Capital Outlay Machinery and Equipment: \$10,000

**ATTACHMENTS:**

2 Quotes for ballot drop-boxes and their delivery

\* American Security Cabinets

\* Vote Armor

Drop Box Map and locations

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** March 14, 2023

**AGENDA ITEM #G-11**

<b>ITEM:</b> <b>Consideration of first reading of an ordinance amending Chapter 2 Article V Section 2-240 and Section 2-244 of the Canton Code of Ordinances</b>
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**PRESENTER:**       Anne Marie Graham-Hudak, Supervisor

**INDIVIDUALS IN ATTENDANCE:**   None anticipated.

**EXECUTIVE SUMMARY:** The Board is being asked to consider an amendment to sections of Chapter 2 Article V of the Canton Code of Ordinances, specifically Sections 2-240 and 2-244. This amendment will change the section in Canton’s Ethics Ordinance referencing the anti-nepotism policy, creating a new section referencing Canton’s Equal Opportunity and Non-Favoritism policy.

**BACKGROUND:** The Township is updating its policy regarding equal opportunity and non-favoritism. The Township has worked with its Township Attorney at Foster Swift to make a number of amendments to the policy, including those with:

1. Considerations for hiring a relative of a Township Board or Merit Commission member;
2. Considerations for hiring a relative of any current full-time or continuing part-time employee for any full-time, continuing part-time, or at will position with the Township.

The new policy sets a standard for equal opportunity and non-favoritism. It states that the application for Township employment of people related to employees and members shall not receive any priority for consideration or preferential treatment over other candidates for employment.

Due to a change in the policy, an amendment to Canton’s Ethics Ordinance is required to bring it into compliance with the new policy.

**STRATEGIC PLAN/GOALS:** Welcoming Community

**ACTION REQUESTED:** Introduce, hold the first reading, and table for second reading amendment to Chapter 2 Article V Sections 2-240 Anti-Nepotism and 2-244 Establishment.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** None.

**IMPLEMENTATION PLAN:**       If approved, a second reading would be scheduled for March 28, 2023

**FINANCE AND BUDGET DIRECTOR’S RECOMMENDATION:** **Approved.**



**SUPERVISOR'S RECOMMENDATION: Approved.**

**MODEL RESOLUTION:**

- (1) I move to introduce for first reading an ordinance amending Chapter 2 Article V Section 2-240 Equal Opportunity and Non-Favoritism
- (2) I further move to table for consideration the proposed ordinance amendment, and to schedule a second reading for March 28, 2023.

**ATTACHMENTS:**

1. Draft text amendment to Chapter 2 Article V Section 2-240 Equal Opportunity and Non-Favoritism and Section 2-244 Establishment.

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** March 14, 2023

**AGENDA ITEM #G-12**

<b>ITEM:</b> <b>Consideration of first reading of an ordinance amending Chapter 50 Parks and Recreation Article II titled Department of Leisure Services of the Canton Code of Ordinances</b>
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**PRESENTER:**       Anne Marie Graham-Hudak, Supervisor

**INDIVIDUALS IN ATTENDANCE:**   None anticipated.

**EXECUTIVE SUMMARY:** The Board is being asked to consider an amendment to various sections of Chapter 50 Article II of the Canton Code of Ordinances, entitled “Department of Leisure Services,” that will change the title and provisions of the Ordinance to reflect the reorganization that will be occurring within the Leisure Services Department.

**BACKGROUND:** The Department of Leisure services is being reorganized to better serve Canton Township and its residents. The department is being split into two divisions with Director Greg Hohenberger overseeing Leisure Services and Director Jon LaFever overseeing Community Development. Additionally, the department will be responsible for Economic Development and the liaison to the Downtown Development Authority (DDA) within the Township. It is being renamed the Department of Leisure Services and Community Development to reflect this change. This ordinance amendment reflects the newly organized department and defines its duties.

**STRATEGIC PLAN/GOALS:** Welcoming Community/Organizational Climate and Culture

**ACTION REQUESTED:** Introduce, hold the first reading, and table for second reading amendment to Chapter 50 Article II Department of Leisure Services.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** None.

**IMPLEMENTATION PLAN:** If approved, a second reading would be scheduled for March 2, 2023

**FINANCE AND BUDGET DIRECTOR’S RECOMMENDATION:** Approved.

**SUPERVISOR’S RECOMMENDATION:** Approved.

**MODEL RESOLUTION:**

- (1) I move to introduce for first reading an ordinance amending Chapter 50 Article II Department of Leisure Services
- (2) I further move to table for consideration the proposed ordinance amendment, and to schedule a second reading for March 28, 2023.

**ATTACHMENTS:**

1. Draft text amendment to Chapter 50 Article II Department of Leisure Services.

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: March 14, 2023**

**AGENDA ITEM # G-13**

<p><b>ITEM: Consider Approving Merit Commission Recommendation for Reclassifying the Deputy Leisure Services Director position and New Position of Economic Development and Downtown Development Authority Manager</b></p>
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**PRESENTER:** Anne Marie Graham-Hudak, Supervisor

**INDIVIDUALS IN ATTENDANCE:** N/A

**EXECUTIVE SUMMARY:** The Canton Leisure Services Department is expanding. Adding to the array of services presently provided, the department is being enlarged to include community development in order to create a more focused approach on resident services, businesses, and the economic growth within the Township. The new department will consist of two divisions, Canton Leisure Services and Community Development. The restructure of the department requires a series of changes that include the reclassification of the Deputy Leisure Services Director position; and classification and approval of the Economic Development and Downtown Development Authority Manager. The retitle and reclassification of the Deputy Leisure Services Director as well as the new position of Economic Development and Downtown Development Authority Manager were approved at the February 27, 2023, Merit Commission Meeting.

**BACKGROUND:** The addition of the Community Development Division within the Township creates a more concentrated approach to resident and business services. As such, the Deputy Leisure Services Director will continue in leadership and add additional responsibilities in the area of Economic Development. Therefore, the Deputy Leisure Services Director position will move from Grade 10, Step 9 to Grade 13 Step 3 and be retitled Community Development Director.

Additionally, the Economic Development and Downtown Development Authority Manager is being added to the Community Development Division. The position was factored at Grade 10 of the Non-Union Salary Grade Scale.

**STRATEGIC PLAN/GOALS:** Organizational Climate and Culture

**ACTION REQUESTED:** Approve the Merit Commission recommendation to reclassify the position of Deputy Leisure Services Director, Grade 10 to the position of Community Development Director, Grade 13. Approve the new position of Economic Development and Downtown Development Authority Manager, Grade 10.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** The impact of the reclassification of the Deputy Leisure Services Director will have an impact of approximately \$6,900 to the 2023 budget. Impacts to future budgets will be larger and accounted for in those budget years.

The impact of the new Economic Development Manager and shuffling of other positions will have an impact to the General Fund of approximately \$143,000 and will reduce the salaries and wages in the DDA by approximately \$46,000. We are asking the Board to approve the budget adjustment for a specific amount, but not specific accounts as we are working through which departments existing staff will be reassigned to for budgeting purposes.

**IMPLEMENTATION PLAN:** If approved, the reclassification of the Deputy Leisure Services Director position would occur March 3, 2023. The Economic Development and Downtown Development Authority Manager position would be posted with the intent of filling as soon as possible.

**DIRECTOR'S RECOMMENDATION:**

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:** I move to approve the Merit Commission recommendation to reclassify the position of Deputy Leisure Services Director, Grade 10 to the position of Community Development Director, Grade 13. I further move to approve the Merit Commission recommendation to create the Economic Development and Downtown Development Authority Manager position, Grade 10.

I further move to approve the following budget adjustments:

Increase Revenues		
Fund Balance Appropriation	101-000.695	\$149,534
Decrease Revenues		
Fund Balance Appropriation	248-000.695	\$45,763

Increase Expenditures		
Salaries and Wages - Various	101-750.703_xxxx	\$5,532
Fringe Benefits – Various	101-750.724_xxxx	\$1,404
Salaries and Wages Various	101-xxx.703_xxxx	\$100,103
Fringe Benefits – Various	101-xxx.724_xxxx	\$42,495
Decrease Expenditures		
Salaries and Wages – Various	248-729.703_xxxx	\$31,838
Fringe Benefits – Various	248-729.724_xxxx	\$13,925

**ATTACHMENTS:** Attachment A – Merit 2023 Salary Grade System