



**CANTON ADMINISTRATION BUILDING
1150 S. CANTON CENTER ROAD
CANTON, MI 48188
REGULAR BOARD MEETING
FEBRUARY 8, 2022**

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/88669246574>

Or One tap mobile:

1-312-626-6799 (88669246574#) or 1-646-558-8656 (88669246574#)

Or Telephone:

1-312-626-6799 or 1-646-558-8656

Webinar ID: 886 6924 6574

International numbers available: <https://us02web.zoom.us/j/88669246574>

7:00 P.M.:

CALL TO ORDER

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

ADOPTION OF AGENDA

APPROVAL OF MINUTES: JANUARY 18 & 25, 2022

PUBLIC COMMENT ON AGENDA ITEMS ONLY

PAYMENT OF BILLS

CONSENT CALENDAR:

- 1) CONSIDER SECOND READING OF AN ORDINANCE TO AMEND CHAPTER 74, ARTICLE II, DIVISION 2, SUBDIVISION II TO ESTABLISH A PUMPED SANITARY SEWER DISTRICT AND OTHER UPDATES (MSD)
- 2) CONSIDER APPROVING A PROFESSIONAL DEVELOPMENT TRAINING PROGRAM FOR THE DIRECTOR OF POLICE SERVICES (POLICE)
- 3) CONSIDER APPROVING AN UPDATE TO THE POLICE DEPARTMENT'S CURRENT AGREEMENT WITH COMCAST FOR DEDICATED INTERNET SERVICE (POLICE)

GENERAL CALENDAR:

- 1) CONSIDER APPROVAL OF AN EXTENSION OF THE CONTRACT WITH ROTONDO CONSTRUCTION CORPORATION FOR THE 2022 SIDEWALK REPAIR PROGRAM (MSD)
- 2) CONSIDER APPROVAL FOR THE CREATION OF TWO FULL TIME TECH IV'S FOR THE FACILITIES DEPARTMENT (MSD)
- 3) CONSIDER APPROVAL OF A BUDGET AMENDMENT, PURCHASE ORDER AND CONTRACT AWARD FOR A CONSTRUCTION MANAGEMENT FIRM FOR THE CAPITAL IMPROVEMENT PLAN (MSD)
- 4) CONSIDER APPROVAL OF THE PURCHASE OF A JOHN DEERE GATOR XUV835M (MSD)
- 5) CONSIDER APPROVAL OF THE PURCHASE OF POLICE VEHICLES FOR 2022 AND AN ASSOCIATED BUDGET AMENDMENT TO THE 2022 POLICE BUDGET (MSD)
- 6) CONSIDER APPROVAL OF PAYMENT FOR BURLINGTON SANITARY SEWER LEAD FAILURE EMERGENCY REPAIRS (MSD)
- 7) CONSIDER RESOLUTION TO ADOPT WATER AND SEWER RATES AND CHARGES PURSUANT TO CANTON CODE OF ORDINANCES PART I, CHAPTER 74 ENTITLED "UTILITIES", ARTICLE II, SECTION 4, §74-83 (MSD)
- 8) CONSIDER APPROVING THE RENEWAL OF AN ANIMAL SHELTERING AGREEMENT WITH THE MICHIGAN HUMANE SOCIETY FOR 2022 (POLICE)
- 9) CONSIDER APPROVING A MEMO OF UNDERSTANDING WITH GROWTH WORKS FOR THE EXPANSION OF CANTON'S YOUTH DIVERSION PROGRAM AND ASSOCIATED 2022 POLICE BUDGET AMENDMENTS (POLICE)
- 10) CONSIDER DIVERSITY, EQUITY AND INCLUSION INITIATIVE FOR TOWNSHIP EMPLOYEES AND AWARD CONTRACT TO MICHIGAN ROUNDTABLE (MRT) (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 the 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 – January 18, 2022**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, January 18th, 2022 in person. Supervisor Graham-Hudak called the meeting to order at 6:06 p.m.

Members Present: Borninski, Foster, Ganguly, Graham-Hudak, Siegrist, Slavens, Sneideman
All members stated their location as Canton Township.

Members Absent: None

Closed Session: Discuss pending litigation (Greene V Choroba and Greene V Canton)

Motion by Siegrist, supported by Borninski to move to a closed session regarding Pending Litigation (Greene V Choroba and Greene V Canton). Motion carried unanimously by roll call vote.

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

Adoption of Agenda:

Motion by Siegrist, supported by Slavens to adopt the agenda as amended adding item G-1. Motion carried unanimously.

Item G-1: Consideration of Board Action on Attorney’s Recommendation Regarding Pending Litigation

Motion by Siegrist, supported by Borninski to move, in the matters of Greene v. Choroba and Greene v. Canton Township, to follow the recommendation of counsel, as discussed in Closed Session, regarding settlement of the litigation. Motion carried unanimously.

Study Session:

- 1) Board Goal Recommendations to Fund in 2022
Presented by Wendy Trumbull, Finance Director

Public Comment:

Public comment was held.

Adjourn: Motion by Siegrist, supported by Slavens to adjourn the meeting at 8:32 p.m.
Motion carried unanimously.

Michael A. Siegrist, Clerk

Anne Marie Graham-Hudak, Supervisor

**Charter Township of Canton
Board Proceedings – January 25, 2022**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, January 25, 2022, in-person. Supervisor Graham-Hudak called the meeting to order at 6:20 p.m.

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

Adoption of Agenda:

Motion by Siegrist, supported by Slavens to adopt the agenda as amended removing G-1.
Motion carried unanimously.

Dangerous Building Show Cause Hearings:

Motion by Siegrist, supported by Sneideman to open the show cause hearing on 1822 N Sheldon Rd, Manal Chehadeh.

Motion carried unanimously.

Motion by Siegrist, supported by Slavens to close the show cause hearing on 1822 N Sheldon Rd, Manal Chehadeh. Motion carried unanimously.

Motion by Siegrist, supported by Sneideman to uphold the hearing officer's decision and order demolition of 1822 N. Sheldon Rd. Motion carried unanimously.

Approval of Minutes:

Motion by Siegrist, supported by Slavens to approve the January 11th, 2022 Board minutes as presented. Motion carried unanimously.

Public Comment: Public comment was held.

Payment of Bills:

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

CHARTER TOWNSHIP OF CANTON EXPENDITURE RECAP FOR THE TOWNSHIP BOARD MEETING OF January 25, 2022

101	GENERAL FUND	580,230.80
204	ROADS FUND	6,237.35
206	FIRE FUND	269,371.55
207	POLICE FUND	532,901.11
208	SUMMIT OPERATING (General)	38,092.00
219	STREET LIGHTING	22,087.59
230	CABLE TV FUND	8,709.33
246	TWP (COMMUNITY) IMPROVEMENT	0.00
248	DDA - CANTON	22,116.71
261	E-911 UTILITY	56.11
265	ORGANIZED CRIME - DRUG ENFORCEMENT	1,253.93
274	CDBG	16,879.54
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	CAP PROJ - ENERGY PROJECT	43,024.91
402	CAP PROJ - SUMMIT CONSTR	437.41
403	CAP PROJ - ROAD PAVING	3,571.93
584	GOLF FUND	12,547.92
592	WATER & SEWER FUND	985,546.96
596	SOLID WASTE	3,363.97
661	FLEET	15,945.83
701	TRUST & AGENCY FUND	4,012.50
702	CUSTODIAL FUND	0.00
736	POST EMPLOYMENT BENEFITS	100,204.88
852	SPECIAL ASSESSMENT DEBT	0.00
TOTAL - ALL FUNDS		2,666,592.33

Consent Calendar:

Item C-1. Request Approval to Establish a Command MERS Hybrid Plan

Motion by Siegrist, supported by Borninski to move to establish the Command MERS Hybrid Plan provided by MERS of Michigan. Motion carried unanimously.

Item C-2. Request Approval of 2022 Blanket Purchase Orders

Motion by Siegrist, supported by Borninski to move to approve the 2022 Purchase Orders as presented. Motion carried unanimously.

Item C-3. Consider Approval of Application for MLCC Special Liquor Licenses

Motion by Siegrist, supported by Borninski to move authorize the sale and consumption of alcohol at the Liberty Festival on June 16-18, 2022, and furthermore; I move that the following resolution be adopted:

That the Canton Rotary, through its duly elected officers, make application to

the MLCC for a Special License for the sale of alcohol for consumption on the premises to be in effect on June 16-18, 2022 during Liberty Festival at Heritage Park located at 1010 Canton Center Rd, Canton, Michigan, County of Wayne.

I further move to authorize the sale and consumption of alcohol at The Rally on Ridge event on Saturday, July 23, 2022; and furthermore; I move that the following resolution be adopted:

That the Charter Township of Canton, through its duly elected officers, make application to the MLCC for a Special License for the sale of alcohol for consumption on the premises to be in effect on Saturday, July 23, 2022 at Ridge Road between Roanoke and Cherry Hill in Canton, Michigan, County of Wayne and that the Township Supervisor and Clerk be authorized to sign and submit this application.

I further move to authorize the sale and consumption of alcohol at The Canton Historical Society's "Brew, Brats & Bands at the Barn" fundraiser on Saturday, September 10, 2022; and furthermore; I move that the following resolution be adopted:

That the Canton Historical Society, through its duly elected officers, make application to the MLCC for a Special License for the sale of alcohol for consumption on the premises to be in effect on Saturday, September 10, 2022 at the Cady-Boyer Barn in Preservation Park located at 500 N. Ridge Road in Canton, Michigan, County of Wayne.

I further move to authorize the sale and consumption of alcohol at the Thursday Night Live concerts being held on June 30, July 14, July 21, July 28, August 4, August 11, and August 18, 2022; and furthermore; I move that the following resolution be adopted:

That Maraschino's Bar & Restaurant, through its duly elected officers, make application to the MLCC for a Special License for the sale of alcohol for consumption on the premises to be in effect on the following dates during the Thursday Night Live concerts at Heritage Park located at 1010 Canton Center Rd, Canton, Michigan, County of Wayne.

- June 30, 2022
- July 14, 2022
- July 21, 2022
- July 28, 2022
- August 4, 2022
- August 11, 2022
- August 18, 2022

I further move to authorize the sale and consumption of alcohol at the Bites for the Barn event being held on July 12, Aug 2, Sept 13 from 6:00pm-8:00pm; and furthermore; I move that the following resolution be adopted:

That Maraschino's Bar & Restaurant, through its duly elected officers, make application to the MLCC for a Special License for the sale of alcohol for consumption on the premises to be in effect on Jul 12, Aug 2, and Sept 13 during the Bites for the Barn event at Preservation Park located at 500 N. Ridge Rd, Canton, Michigan, County of Wayne.

I further move to authorize the sale and consumption of alcohol at the Pride OUTside Event being held at the amphitheater stage in Heritage Park on July 16, 2022 from 6:30-pm-8:30pm; and furthermore; I move that the following resolution be adopted:

That Maraschino's Bar & Restaurant, through its duly elected officers, make application to the MLCC for a Special License for the sale of alcohol for consumption on the premises to be in effect on July 16, 2022 during the Pride Outside Event at Heritage Park Amphitheater located at 1010 Canton Center Rd, Canton, Michigan, County of Wayne.

Motion carried unanimously.

Item C-4. Consider Purchase of Water Meters and Metering Control Devices for 2022

Motion by Siegrist, supported by Borninski to move to accept the quote from Etna Supply Company and approve a purchase order not to exceed \$473,338.50 and authorize the Public Works Division to purchase the necessary meter equipment and supplies. I further move to waive the Finance Purchasing Policy requiring formal bids, as these items are supplied under a sole-source contract through the Etna Supply Company. Motion carried unanimously.

General Calendar:

Item G-2. Consider Chipotle Planned Development District Amendment (Amendment #3 of Wal-Mart PDD)

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

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

Approval of Wal-Mart Planned Development District Amendment No. 3 for Chipotle

WHEREAS, the Project Sponsor has requested approval of Amendment No. 3 to the Wal-Mart Planned Development District for Chipotle, located on the south side of Michigan Avenue between Belleville Road and Beck Road; and,

WHEREAS, the Planning Commission reviewed the Amended Planned Development Plan and Planned Development Agreement, and voted 8-0 to recommend approval of the request, with conditions, as it is consistent with the Wal-Mart Planned Development and complies with the applicable site design requirements of the Zoning Ordinance except where modifications are approved;

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve Amendment No 3 to the Wal-Mart Planned Development District on tax parcel no. 71-132-99-0003-701 at 45555 Michigan Avenue, as provided in the Planned Development District Agreement Amendment and plan documents, subject to all applicable state, county, and municipal development requirements except where modifications to the Zoning Ordinance have been granted.

Motion carried unanimously.

Item G-3. Consider Special Land Use for Fast Food Drive-Thru Restaurant (Dunkin' Donuts)

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

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

Approval of the Special Land Use for Dunkin' Donuts

WHEREAS, the Project Sponsor has requested special land use approval for a fast food drive-through restaurant use on parcel 142-99-0020-000, located on the east side of Haggerty Rd between Michigan Ave and Old Michigan Avenue; and

WHEREAS, the Planning Commission reviewed the request and applicable criteria and voted 7-0 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;

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the special land use for a fast food drive-through restaurant use on parcel on parcel 142-99-0020-000, located on the east side of Haggerty Rd between Michigan Ave and Old Michigan Avenue, as the request meets the Special Land Use criteria of the Canton Township Zoning Ordinance pursuant to the information and plans

Motion carried unanimously.

Item G-4. Consider Panda Express Planned Development District Amendment (Amendment #2 of Wal-Mart PDD) and Site Plan Approval

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

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

**Approval of Wal-Mart Planned Development District Amendment No. 2 for Panda Express
and Site Plan**

WHEREAS, the Project Sponsor has requested approval of Amendment No. 2 to the Wal-Mart Planned Development District and approval of a site plan for Panda Express, located on the south side of Michigan Avenue between Belleville Road and Beck Road; and,

WHEREAS, the Planning Commission reviewed the Amended Planned Development Plan, Planned Development Agreement, and site plan, and voted 7-0 to recommend approval of the request, with conditions, as it is consistent with the Wal-Mart Planned Development and complies with the applicable site design requirements of the Zoning Ordinance except where modifications are approved;

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve Amendment No 2 to the Wal-Mart Planned Development District and Site Plan on tax parcel no. 71-132-99-0003-701 at 45555 Michigan Avenue, as provided in the Planned Development District Agreement Amendment and site plan documents, subject to any necessary modifications to the PDD Agreement and access easement to the satisfaction of the Township Attorney and subject to all applicable state, county, and municipal development requirements except where modifications to the Zoning Ordinance have been granted.

Motion carried unanimously.

Item G-5. Consider First Reading of an Ordinance to Amend Chapter 74, Article II, Division 2, Subdivision II to Establish a Pumped Sanitary Sewer District and Other Updates

Motion by Siegrist, supported by Slavens to move to introduce and hold the first reading of an amendment to Chapter 74, "UTILITIES", Article II, Division 2, Subdivision II entitled "RATES AND CHARGES."

Furthermore, move to schedule a Second Reading for February 8, 2022.

Motion carried unanimously.

Item G-6. Consider Approval of Payment to Kiesler's Police Supply for Ammunition Purchased in Excess of the 2021 Purchase Order

Motion by Siegrist, supported by Slavens to move to approve an additional payment to Kiesler's Police Supply of \$6,200 for ammunition purchased in excess of the approved purchase order #2021-1583. Motion carried unanimously.

Item G-7. Consider Approval of Payment to the Michigan Humane Society for Services

Provided in Excess of the 2021 Purchase Order

Motion by Siegrist, supported by Slavens to move to approve an additional payment to the Michigan Humane Society of \$2,795 for services rendered in excess of the approved purchase order #2021-241. Motion carried unanimously.

Item G-8. Consider Approving a One-Year Contract Renewal with Michigan Police Legal Advisor Group, Inc., and Associated Amendment to the 2022 Police Budget

Motion by Siegrist, supported by Borninski to move to approve a one-year contract renewal for police legal services with Michigan Police Legal Advisor Group LLC, in the amount of \$30,000.

In addition, I move to approve the below amendment to the 2022 Police budget:

Increase 2022 Revenues:

Police Fund Balance Appropriation	#207-000.695	\$7,000
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Increase 2022 Appropriations:

Police Professional & Contractual Services – Legal	#207-301-50.801_0020	\$7,000
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Motion carried unanimously.

Item G-9. Consider Waiving the Bidding Process and Approving the Purchase of Eleven Chest Compression Systems and Accessories from Stryker

Motion by Siegrist, supported by Ganguly to move to approve the purchase of eleven Lucas 3 Chest Compression Systems and accessories from the sole-source provider, Stryker, in the amount of \$239,986.22. Motion carried unanimously.

Item G-10. Consider Approving the Fire Department to Temporarily Increase the Headcount by One Additional Firefighter in Anticipation of One Firefighter Retirement in June 2022

Motion by Siegrist, supported by Slavens to move to approve temporarily increasing the Fire Department headcount by one additional firefighter to backfill for one firefighter retirement in June, 2022. Motion carried unanimously.

Item G-11. Approval of Compensation of the Human Resources Manager (Personnel Director to Merit Commission) as required by Merit Ordinance No. 85

Motion by Siegrist, supported by Sneiderman to move to approve the compensation of Rachelle Howell, Human Resources Manager, effective February 15, 2022. Motion carried unanimously.

Item G-12. Consider Reappointment and New Appointments to the Community Development Block Grant (CDBG) Advisory Council

Motion by Siegrist, supported by Slavens to reappoint Elaine Thomas to the CDBG Advisory Council for a three-year term to expire on December 31, 2024. Motion carried unanimously.

Motion by Siegrist, supported by Borninski to move to appoint Ethan Petzold and Kevin Zielinski to the CDBG Advisory Council for a threeyear term to expire on December 31, 2024. Motion carried unanimously.

Item G-13. Consider Three New Appointments and One Reappointment to the Zoning Board of Appeals

Motion by Siegrist, supported by Borninski to move to appoint Clarence Lee to fulfill the remainder of James Cisek’s term, which expires on 8/31/22. Motion carried unanimously.

Motion by Siegrist, supported by Slavens to move that the Canton Board of Trustees appoint Aaron Tassell to the Zoning Board of Appeals for a term to expire on 12/31/24. Motion carried unanimously.

Motion by Siegrist, supported by Borninski to move that the Canton Board of Trustees appoint Alan Okon to the Zoning Board of Appeals for a term to expire on 12/31/23. Motion carried unanimously.

Motion by Siegrist, supported by Sneiderman to move that the Canton Board of Trustees reappoint Greg Demopoulos as the alternate to the Zoning Board of Appeals, with a term to expire on 12/31/24. Motion carried unanimously.

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

Adjourn: Motion by Siegrist, supported by Slavens to adjourn the meeting at 7:44 p.m. Motion carried unanimously.

Michael A. Siegrist, Clerk

Anne Marie Graham-Hudak, Supervisor

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 8, 2022

AGENDA ITEM #C-1

ITEM: Consider Second Reading of an Ordinance to Amend Chapter 74, Article II, Division 2, Subdivision II to Establish a Pumped Sanitary Sewer District and Other Updates

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: There is an approximately 148-acre undeveloped area south of Ford Road along Lotz Road that does not have access to sanitary sewer [generally south of Home Depot]. Due to the Willow Creek this area requires a sewer pump station to allow sewer service. Most of the area is currently master-planned as high to medium density mixed use (residential/commercial). Biltmore, the developer of a proposed 38-acre apartment complex south of Willow Creek (Tremont), is preparing detailed engineering plans, and asked if the Township could financially assist with the pump station construction. They made this request in the interest of not bearing the entire estimated \$1,100,000 cost. This sanitary facility will be turned over to the Township as a public asset, and will ultimately serve the larger sewer district.

Municipal Services Department (MSD) and Legal Counsel drafted an ordinance amendment to allow for the Township to participate in the construction of the pump station *and* create a mechanism for the Township to recover those expenditures through a unit charge for any future development, thus spreading the pump station costs amongst the current and future developments. Based on anticipated development, the unit charge has been determined to be \$1,213 per unit. Biltmore has agreed to construct the pump station, with reimbursement from the Township for a fixed amount over their committed unit charge. The commitment from the Township for the pump station will have a not-to-exceed amount of \$774,916, paid out of the Sewer fund [NOTE: This amount was calculated by subtracting the Tremont Place per unit charges (\$325,084) from \$1,100,000]. Any costs for construction of the pump station beyond the \$1.1M estimate will be recalculated and spread among the 907 units.

The Board must amend the Township's Utilities Ordinance to establish the Lotz Road Sewer District which requires property owners within the district to pay this charge prior to tapping into the system. The draft Legal Summary for Publication and Ordinance Amendment are attached. Following adoption of the Ordinance, a separate board action will be forthcoming concerning the contract between the Township and Biltmore, including the terms of reimbursement and provisions for design and turnover of the facilities.

This amendment will also allow the Township Board the ability to approve water rates and charges by resolution, updating the process from the historical process of amending the ordinance on an annual basis.

BACKGROUND: Biltmore is planning to start this development in 2022 and has an approved preliminary PDD and Site Plan. MSD met with the developer in spring of 2021 to request the Township's participation and establish the design parameters for this pump station that will serve the Lotz Road Sewer District. The pump station will be designed to handle expansion of sewer capacity as the district sewers expand to the south. Biltmore will construct a portion the collector

sewer serving the district along Lotz Road at their own cost. MSD is currently working with developer to ensure the pump station meets our needs for service in this area, and to ensure it has proper controls and remote data acquisition/controls to integrate with our existing control system.

The pump station and force main will be located on the east side of Lotz Road, south of the creek and has an estimated cost of \$1,100,000. As noted above, the commitment from the Township will have a not-to-exceed amount of \$774,916, paid out of the Sewer fund. These costs that are borne by the Township up front will be reimbursed as a charge to developers of \$1,213.00 per unit. Using the total number of units estimated based on future master plan densities and assumptions for future development, the per unit charge was calculated as follows:

New unit count within district affected by Ordinance	907 units
Total estimated costs	\$1,100,000
Proposed per unit charge	\$1,213 / unit

A second developer (Clover) is planning a senior apartments facility on the west side of Lotz Road, however, their final Site Plan that has been approved. The pump station will be constructed by Biltmore and their contractors. The actual costs will be tracked and confirmed by MSD, and Biltmore will then be reimbursed by the Township. Expenditures will be paid to Biltmore out of the Sewer Fund, with a not-to-exceed cost of \$1,100,000, less the development unit charges for Tremont. For other parcels in the district, the cost recovery unit charge will be paid by the developer prior to commencing construction on any parcel(s). The assessed unit charges for the two proposed developments would be as follows:

Tremont	268 units	\$325,084
Clover	125 units	\$151,625

Given that the Tremont development is currently active, the Township has calculated the amount that will be reimbursed to Biltmore assuming only the Tremont project will be moving forward. The Clover development has not completed their Final Site Plan and the Township does not know their planned schedule for construction. The attached ordinance amendment includes a drawing, Appendix D, that shows the borders of this district: Willow Creek on the north, ITC corridor on the north, Westland to the east and I-275 to the west.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Hold the second reading of the amendment to Chapter 74 of the Canton Code of Ordinance, entitled “UTILITIES.”

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Outlay for future reimbursement to Biltmore has been established as \$774,916, which will be paid from the Sewer Fund. These funds will ultimately be paid back through development charges as the area develops. This contract with Biltmore will be established in a future board action, after Ordinance amendment is passed.

IMPLEMENTATION PLAN: The amended ordinance will be published and become effective on February 17, 2022.

DIRECTOR’S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR’S RECOMMENDATION: Approval

SUPERVISOR’S RECOMMENDATION: Approval

MODEL RESOLUTION:

1. I move to hold the Second Reading and adopt an amendment to Chapter 74, "UTILITIES", Article II, Division 2, Subdivision II entitled "RATES AND CHARGES" to be published and become effective on February 17, 2022.

ATTACHMENTS:

1. Legal Summary for Publication
2. Ordinance Amendment – redlined
3. Ordinance Amendment - clean
4. Map of District

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 8, 2022

AGENDA ITEM #C-2

**ITEM: Consider Approving a Professional Development Training Program for the
Director of Police Services**

PRESENTER: Chad Baugh, Director of Police Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: Director Baugh is requesting approval to attend the 2022 Michigan Certified Public Manager Program offered through Saginaw Valley State University, in the amount of \$2,995.

BACKGROUND INFORMATION: This is a 308-hour accredited management training and certification program that provide a comprehensive course of study, build on recognized public management theories, tools and best practices. The course trains attendees to apply these theories and practices to the challenges they face as individuals and leaders in their service of the public.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approve Director Chad Baugh to attend the Michigan Certified Public Manager Program offered through Saginaw Valley State University, in the amount of \$2,995.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds will be expensed from the 2022 Police Training & Education Account #207-301-50.910_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 Director Chad Baugh to attend the Michigan Certified Public Manager Program offered through Saginaw Valley State University, in the amount of \$2,995.

ATTACHMENTS: Attachment A – SVSU course description

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 8, 2022

AGENDA ITEM #C-3

**ITEM: Consider Approving an Update to the Police Department's Current Agreement
With Comcast for Dedicated Internet Service**

PRESENTER: Chad Baugh, Director of Police Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The Police Department, under advisement from IT Services, is requesting to update their current agreement with Comcast for dedicated internet service to the body worn and in car camera system, to allow for five static IP addresses to be added for video arraignments, at an additional cost of \$5 per month.

BACKGROUND INFORMATION: In late 2020, the Township approved a five-year agreement with Comcast for dedicated internet service for the police body worn and in-car camera systems. Last month, the police department was notified by their current provider (123Net) that they would no longer be supporting connectivity to the 35th District Court for video arraignment services via the existing copper T-1 line. IT Services began researching replacement options for the phasing out of copper line use, and was able to negotiate this alternate option with Comcast for necessary video arraignment connectivity, utilizing the department's current dedicated service in conjunction with the addition of five static IP addresses.

The current agreement will reset for 48-months, at the recurring monthly rate of \$480, instead of the previously approved amount of \$475 per month.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approve updating the Police Department's current agreement with Comcast for dedicated internet service to include five static IP addresses to be used for video arraignment connectivity with the 35th District Court. This update will reset the agreement to \$480 per month for 48-months, up \$5 from the previously approved agreement of \$475 per month for 60-months.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds for this expense are budgeted in the 2022 Police Communications Account #207-301-50.850.

IMPLEMENTATION PLAN: Upon approval, IT Services will update the agreement with Comcast.

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION: I move to approve updating the Police Department's current agreement with Comcast for dedicated internet service to include five static IP addresses; therefore, updating the previously approved agreement of \$475 per month for 60 months, to \$480 per month for 48 months.

ATTACHMENTS: Attachment A – Comcast Order Form/Quote

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 8, 2022

AGENDA ITEM: G-1

ITEM: Consider Approval of an Extension of the Contract with Rotondo Construction Corporation for the 2022 Sidewalk Repair Program

PRESENTER:

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: In January 2017, Canton Township publicly bid the annual Sidewalk Repair Program (SWRP), which includes work in the subdivisions, on the primary roads, the sidewalk gaps and incidental flatwork on Township properties. The Board awarded a contract to Rotondo Construction Corporation (Rotondo) for the 2017 program, and has extended their contract for four additional years (2018 – 2021) based on satisfactory and improving performance each year and stable prices. Rotondo has displayed superior performance during the 2021 program when compared to previous contractors, and their performance has improved over the years. Rotondo has a clear understanding of the expectations of the Township in repair and replacement of sidewalks and ADA pedestrian facilities.

During each year that the contract has been renewed, the Township has agreed to increase in their unit costs based on materials pricing only, which they document. Although the concrete supplier does not have their 2022 pricing available at this time, the Township has requested that Rotondo provide these costs as soon as they are available from the plant. It is understood that material cost inflation is a concern in the industry overall and any allowable increase will be based on verified concrete pricing from the supplier. For these reasons, and based on the details provided below, Engineering Services (ES) requests to extend the contract with Rotondo for 2021. Time is of the essence to start the program in April, and the sidewalk hearing will be set at the next Board of Trustees meeting.

BACKGROUND: The budget established for the 2022 Sidewalk Program is currently \$1,000,000 (note: this does not include any of the recently approved expanded sidewalk gap program). The budget for the repair program has increased from previous years primarily due to a significantly higher level of pedestrian complaints in 2021. The key unit rates that Rotondo has provided to the Township over the past five years are as follows:

REPAIR ZONE - SUBDIVISION RATES					
	2017	2018	2019	2020	2021
4-INCH/SF	\$ 4.85	\$ 4.98	\$ 5.08	\$ 5.18	\$ 5.29
6-INCH/SF	\$ 5.49	\$ 5.69	\$ 5.84	\$ 5.99	\$ 6.15

These unit rates are competitive with current rates in the industry, in fact they are better than

rates we have received on other recently bid public projects with sidewalks. Current project estimates and bids for 4" sidewalk range from \$7.50 to \$10.00/ square foot. As noted above, the Township has allowed an increase in unit rates if necessary, but only based on documented concrete pricing from the plant that is calculated into the new rate, and their other costs have been fixed each year. The concrete material prices are set each year by the plants early in the year, and are held for the full year, however, they are not available at the time of this writing.

ES publicly bid for a contractor for the Township sidewalk program in 2017. At that time, the Township had 15 years of the program completed and we had worked with at least eight different sidewalk contractors over the years. Given this experience and comparisons with past years, Rotondo has been the most reliable contractor, and has a good understanding of our expectations.

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. One quantifiable method to evaluate our program each year is to review two key statistics based on complaints, specifically: (1) complaints to the Township Engineer from the property owners and (2) complaints directly to the Township Supervisor. From 2010 to 2016, when other various contractors were retained for the program prior to retaining Rotondo, the Township Engineer typically received 15 to 20 complaints, with a similar volume that went directly to the Township Supervisor, and this was the norm for previous years. Although this is a relatively small amount of complaints given the size of the program (1.5% to 2.0%), it has been useful information when evaluating sidewalk contractors.

In the past five years with Rotondo, complaints to the Township Engineer have dropped off to less than ten each year. The number of complaints directly to the Township Supervisor was reduced to only a few over the past few years, and only one complaint of note that we know of in 2021. This is a considerable achievement that can be credited to staff and Rotondo, and cannot be overlooked when evaluating contractors. In addition, the volume of warranty issues is lower and has improved over the past several years with Rotondo, and they have been diligent in addressing the warranty issues during the following Spring.

As noted by our sidewalk team, Rotondo has a clear understanding of what the Township expects in these repairs, and is adept at solving the problems of installing ADA-compliant sidewalk on a large scale. For these reasons, Engineering Services recommends retaining Rotondo for the 2022 sidewalk program.

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 amendment to Rotondo Construction Corporation to extend the existing contract and issue the purchase orders for the 2022 program that reflect the current budget and the new unit costs based on pending material increases.

BUDGET IMPLICATIONS AND ACCOUNT NUMBERS: The current budget for the 2022 SWR program is \$1,000,000 through Maintenance & Repair of Sidewalks Account #101-447-03.930_0050; Water Fund #592-536.930_0050 and Sewer Fund #592-537.930_0050.

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:

I move to approve an extension of the contract with Rotondo Construction Corporation for the completion of the 2022 sidewalk repair program and authorize Municipal Services Department to put the contract in place upon receipt of the proposed unit rate increase provided their unit rates are held within a maximum five percent increase over the 2021 rates.

I further move to approve a purchase order not to exceed the board authorized budgeted amount

ATTACHMENTS:

none

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 8, 2022

AGENDA ITEM #G-2

ITEM: Consider Approval for the Creation of Two Full Time Tech IV's for the Facilities Department

PRESENTER: Jade Smith, Director Municipal Services

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: During the Study Session on January 18, 2022, MSD presented a request to create two full time Tech IV's to the Facilities team. In exchange to offset budget costs Facilities will not move forward with the recruitment and hiring of five part time Facilities Custodial Maintenance Assistants.

BACKGROUND: The Facilities Department currently has a total of ten part time positions open for each year. Currently facilities has three of the positions filled due to no applicants for the vacant positions. Over the past couple of years, we have had part time staff resign for various reasons such as; health and Covid concerns, full time employment, and going back to school.

By creating full time positions Facilities anticipates having a better applicant pool to choose from as well as creating a larger more dedicated work force.

STRATEGIC PLAN/GOALS: Quality Infrastructure, Welcoming Community, Organizational Climate and Culture

ACTION REQUESTED: Approve the creation of two (2) full time Tech IV's for the Facilities Services Department. The following budget changes adjusts the budget for 10 months of Full Time costs (March-Dec 2022), while decreasing a portion of part time wages for positions being left unfilled.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

Increase Revenues		
101-000.695	Fund Balance Appropriation	84,447
Increase Expenses		
101-265.703_0010	Salaries & Wages Full Time	57,825
101-265.724_0010	Fringe Benefits FICA	2,894
101-265.724_0023	Fringe Benefits Prescription	5,212
101-265.724_0025	Fringe Benefits Medical	25,423
101-265.724_0026	Fringe Benefits HCSP	2,200
101-265.724_0030	Fringe Benefits Dental	2,396
101-265.724_0035	Fringe Benefits Optical	1,300
101-265.724_0040	Fringe Benefits Life	130
101-265.724_0045	Fringe Benefits Disability	129
101-265.724_0050	Fringe Benefits Pension	5,782
101-265.724_0051	Fringe Benefits 457 Contribution	1,156
Decrease Expenses		
101-265.703_0015	Salaries & Wages Part Time	20,000
208-757-97.703_0015	Salaries & Wages Part Time	15,000
208-757-97.724_0010	Fringe Benefits FICA	1,147
Decrease Revenues		
208-757-50.695	Fund Balance Appropriation	16,147

IMPLEMENTATION PLAN: Upon Board approval, Human Resources will post the positions, applications will be screened, and interviews will be scheduled for qualified applicants.

DIRECTOR'S RECOMMENDATION: Approved

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approved

SUPERVISOR'S RECOMMENDATION: Approved

MODEL RESOLUTION:

I move to approve the creation of two (2) full time Tech IV's for the Facilities Services Department.

I move to approve the following budget amendments:

Increase Revenues		
101-000.695	Fund Balance Appropriation	84,447
Increase Expenses		
101-265.703_0010	Salaries & Wages Full Time	57,825
101-265.724_0010	Fringe Benefits FICA	2,894
101-265.724_0023	Fringe Benefits Prescription	5,212
101-265.724_0025	Fringe Benefits Medical	25,423
101-265.724_0026	Fringe Benefits HCSP	2,200
101-265.724_0030	Fringe Benefits Dental	2,396
101-265.724_0035	Fringe Benefits Optical	1,300
101-265.724_0040	Fringe Benefits Life	130
101-265.724_0045	Fringe Benefits Disability	129
101-265.724_0050	Fringe Benefits Pension	5,782
101-265.724_0051	Fringe Benefits 457 Contribution	1,156
Decrease Expenses		
101-265.703_0015	Salaries & Wages Part Time	20,000
208-757-97.703_0015	Salaries & Wages Part Time	15,000
208-757-97.724_0010	Fringe Benefits FICA	1,147
Decrease Revenues		
208-757-50.695	Fund Balance Appropriation	16,147

ATTACHMENTS:

None

CANTON COMMUNITY
REQUEST FOR BOARD ACTION

MEETING DATE: February 8, 2022

AGENDA ITEM: G-3

ITEM: Consider Approval of a Budget Amendment, Purchase Order and Contract Award for a Construction Management Firm for the 4 Year Capital Improvement Plan

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

INDIVIDUALS IN ATTENDANCE: Kevin Donnelly, Plante Moran Cresa

EXECUTIVE SUMMARY: The approved 4 year Capital Improvement Plan (CIP) is dedicated to repairing and replacing Capital throughout the Township. In order to achieve better pricing as well as expediting services our owner's representative, Plante Moran Cresa, recommended that we request proposals from qualifying CM firms, locking in pricing for the balance of the current projects. A representative from Finance, Municipal Services and Plante Moran Cresa reviewed the proposals and heard presentations from each firm and are recommending awarding a contract to The Albert M. Higley Co for a multi-year contract for a percentage fee of approximately 2.25% based on capital improvements of \$8,500,000, preconstruction services in an amount of \$14,559 and a not to exceed amount of \$600,000 for onsite personnel costs, general conditions, or increased capital improvement costs. Onsite personnel costs will be evaluated with each of the 5 bid packages as they are reviewed for recommendation to the board at future meetings. Capital Improvement Plan (CIP) Projects and Services are to be paid from 401-261.801_0050 – Capital Projects Fund - Professional Services.

We are recommending a 2022 budget amendment of \$805,809 to transfer funds into the CIP fund to cover this cost to ensure adequate budget for current projects and Construction Management Services. This will only be utilized once the current bond money has been fully spent.

An agreement between Canton Township and The Albert M. Higley Co. will be reviewed and approved by Canton's Legal staff prior to being signed by the Township Supervisor.

In addition Plante & Moran Cresa was approved a multi year contract to be the Owners Representative on February 23, 2021. The RBA awarded their contract for a 2022 po increase of \$60,691. This increase will need to be added as a budget amendment.

STRATEGIC PLAN/GOALS: Quality Infrastructure

ACTION REQUESTED: Approve a budget amendment and purchase order and award a

contract for the Construction Management Firm for Multi-Year Capital Improvement Plan Management to The Albert M. Higley Co. in the amount not to exceed \$805,809 to be paid from account #401-261.801_0050 – Community Improvement Professional Services. Construction manager personnel and general conditions costs will be administered via amendment as bid packages are issued.

Approve Budget Amendment and increase purchase order #2021-938 Plante & Moran Cresa from account # 246-261.801_0050

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The following 2022 Budget Amendment is necessary:

Increase Revenue:

Account # 246-000.695	Fund Balance Appropriation	\$866,500
Account # 401-000.699_2460	Transfers in Community Improvement Fund	\$805,809

Increase Expenditures:

Account # 246-261.801_0050	Professional Services	\$ 60,691
Account # 246-969.995_4010	Transfers Out – Capital Projects	\$805,809
Account # 401-261.801_0050	Professional Services	\$805,809

IMPLEMENTATION PLAN: Upon Board approval, a budget amendment and purchase order will be generated and a contract will be signed.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

1) I move to approve the following 2022 budget amendment:

Increase Revenue:

Account # 246-000.695	Fund Balance Appropriation	\$866,500
Account # 401-000.699_2460	Transfers in Community Improvement Fund	\$805,809

Increase Expenditures:

Account # 246-261.801_0050	Professional Services	\$ 60,691
Account # 246-969.995_4010	Transfers Out – Capital Projects	\$805,809
Account # 401-261.801_0050	Professional Services	\$805,809

- 2) I move to award a contract and approve a purchase order for Construction Management Services to The Albert M. Higley Co. in connection with the Capital Improvement Plan for an amount not to exceed \$805,809 based on \$8,500,000 of capital projects.
- 3) I move to increase Purchase Order # 2021-938 Plante & Moran Cresa for \$60,691.

ATTACHMENT:

1. Attachment A – Memo from Owner’s Rep
2. Attachment B – The Albert M. Higley Co. Proposal

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 8, 2022

AGENDA ITEM: G-4

ITEM: Consider Approval of the Purchase of a JOHN DEERE GATOR XUV835M.

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated.

EXECUTIVE SUMMARY: Our Public Works staff operates and maintains the Township's Rouge River Recreational Trail System. In order to provide the necessary level of service, this smaller type of equipment is necessary.

The new 2022 JOHN DEERE GATOR is to be purchased from Hutson John Deere in South Lyon Michigan.

The quote received from Hutson John Deere coincides with the MI-DEAL CONTRACT Number MI Ag .Grounds, and Roadside 071b7700085 (PG 3W CG 22) Government Sales Contract.

BACKGROUND: The proposed equipment is budgeted for replacement/purchase in 2022 to replace the current 1994 John Deere Gator that is 28 years old. It has become increasingly difficult to source parts for our current Gator which creates long periods of down time when something needs to be repaired.

The Gator will be used to service and maintain Cantons Rouge River Recreational Trail System when maintenance and inspections are necessary.

The current 1994 John Deere Gator has reached its serviceable life. Public Works has budgeted \$25,000 for the purchase of the new Gator. The quote from Hutson John Deere has been received in the amount of \$22,836.04.

STRATEGIC PLAN/GOALS: Our ongoing maintenance operation includes maintaining present assets and replacing aging equipment when necessary.

ACTION REQUESTED: Accept the single source quote from Hutson John Deere, and award a purchase order contract not-to-exceed \$22,836.04. The Public Works Division proposes to purchase a new 2022 John Deere Gator XUV835M.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funding as follows:

\$11,418.02 from Account # 592-536.970_0030

\$11,418.02 from Account # 592-537.970_0030

IMPLEMENTATION PLAN: Upon approval by the Township Board of Trustees, the Public Works Division will create a purchase order and place the order with Hutson John Deere, 20801 Pontiac Trail, MI 48178.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

- 1) I move to award a purchase order contract to Hutson John Deere for an amount not-to-exceed \$22,836.04 for the purchase of a new 2022 John Deere Gator XUV835M.

ATTACHMENTS:

1. Hutson John Deere Quote

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 8, 2022

AGENDA ITEM: G-5

ITEM: Consider Approval of the Purchase of Police Vehicles for 2022 and an Associated Budget Amendment to the 2022 Police Budget

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated.

EXECUTIVE SUMMARY: MSD Fleet Services evaluates all vehicles that meet the minimum replacement criteria each year and recommends replacements as part of the Capital Improvement Program process. This year seven Police vehicles are budgeted for replacement to meet the services needs of the Police Department.

The Township will again utilize existing publicly bid government pricing contracts administered through Macomb County for the purchases from Signature Ford.

The units taken out of service will be rotated elsewhere in the fleet and/or be auctioned off using our online auction site, BidCorp.com, for disposal.

The vehicles that are proposed to be purchased have all been evaluated for alternative fueling sources including electric. It should be noted that all of the police vehicles will be hybrid models this year due to limited availability of fully electric vehicles at this time.

The total value of the purchases for 2022 is \$256,593. The Police Department approved budget amount is \$255,000 and will require a budget amendment.

BACKGROUND: The Fleet Replacement Policy PW:607 has four criteria to establish replacement of an existing vehicle; 1) Vehicle Age, 2) Vehicle Mileage, 3) Maintenance & Repair Costs, and 4) Physical Appearance/Condition.

The seven replacements vehicles for 2022 include:

6-Units for Police Road Patrol
1-Unit for Police Administration

STRATEGIC PLAN/GOALS: Ensuring that the Canton Township fleet includes hybrid and or electric vehicles and maintaining the assets, to extend the useful life cycle until replacement is necessary.

ACTION REQUESTED: Approve the purchase of seven Police vehicles for 2022 and an associated budget amendment to the 2022 Police Budget.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: \$255,000 budgeted in Account #207-301-50.970_0040 (Police – Capital Outlay Vehicles) will be used. Additionally, an amendment

to the 2022 Police Budget is being requested to increase Police Fund Balance Appropriations Account #207-000-695 by \$1,593 and to increase the Police - Capital Outlay Vehicles Account #207-301-50.970_0040 by \$1.593

IMPLEMENTATION PLAN: Upon approval by the Township Board, the purchase orders will be created. Delivery can be expected in 6 to 9 months from order date. The new vehicles will be delivered to the Fleet Service Center. Any usable equipment will be transferred over to the new units coming into service.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

- 1) I move to approve the to approve the following budget amendment to the 2022 Police Budget:

<i>Increase revenues:</i>		
Police – Fund Balance Appropriation	Account # 207-000-695	\$1,593

<i>Increase Expenditures:</i>		
Police – Capital Outlay Vehicles	Account # 207-301-50.970_0040	\$1,593

- 2) I further move to approve issuing a purchase order for the purchase of seven (7) vehicles in the amount of \$256,593 from Signature Ford located at 1960 E Main St, Owosso MI,48867, funds to come from Account #207-301-50.970_0040 (Police – Capital Outlay Vehicles).

ATTACHMENTS:

1. Vehicle Build Specifications

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 8, 2022

AGENDA ITEM: G-6

ITEM: Consider Approval of Payment for Burlington Sanitary Sewer Lead Failure Emergency Repairs

PRESENTER: Jade Smith

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: On January 12, 2022 we received a call from a resident regarding a sewer back up on Burlington. The Township DPW immediately dispatched a sewer tech to investigate. The resident had a contractor onsite trying to locate the problem, sewer dept employees put a camera in the lead and found it was broken underneath the road and needed to be repaired immediately. In accordance with section 74-133 letter Q of the Township ordinance and policy attached to this RBA approval of this work is requested.

Below is a timeline of events that have happened.

January 12, 2022 - Resident calls DPW for assistance with sewer back up and DPW employees are dispatched. Resident contractor had already started digging across the street trying to locate problem.

January 13, 2022 - DPW employees TV sewer lead and find broken lead under road and temporary drainage was installed

January 18, 2022 - Contractor removes section of road and completes repair

STRATEGIC PLAN/GOALS: Quality Infrastructure

ACTION REQUESTED:

Approve the repairs for the sewer lead on Burlington per township ordinance and policy in the amount of \$17,000.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funding as follows:

\$17,000 from Account #592-537.930_0050

IMPLEMENTATION PLAN: Upon Approval by the Township Board of Trustee the Public Works Division will create a purchase order for payment to Fortified Plumbing 98 Carmell St. Belleville, MI 48111

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to award a purchase order for payment to Fortified Plumbing in the amount of \$17,000 for the Burlington sanitary sewer lead emergency repair.

ATTACHMENTS:

1. Township Ordinance and Policy
2. Invoice

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 8, 2022

AGENDA ITEM #G-7

ITEM: Consider Resolution to Adopt Water and Sewer Rates and Charges Pursuant to Canton Code of Ordinances Part I, Chapter 74 Entitled “Utilities”, Article II, Section 4, §74-83

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Currently, the Township Board is in the process of amending Canton Township ordinance Chapter 74 to include the Lotz Road Sewer District Pump Station Charge and other updates to the ordinance. Included in this series of amendments is a provision that the Township Board will adopt water and sewer rates, fees or charges annually or at any other time that is in the best sound financial operation of the water and sewer system via resolution. This resolution would adopt the current rates, fees, or charges without changes at this time.

BACKGROUND: As mentioned in the Executive Summary for the Canton Community Request for Board Action Item #G-5 from the January 25, 2022 Township Board meeting, the amendments to Canton Township Ordinance Chapter 74 would allow the Township Board the ability to approve water and sewer rates and charges by resolution. This is an update to the historical process of amending the ordinance on an annual basis. This is a common practice among similar communities.

The proposed resolution provides no changes to the current water and sewer rates and charges. Additionally, please note that this resolution will take effect once the above-mentioned ordinance amendments are effective.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Adopt a resolution setting the water and sewer rates and charges.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: No impact.

IMPLEMENTATION PLAN: If approved, .

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve the following resolution:

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

A Resolution setting water and sewer rates and charges

WHEREAS, Canton Township’s Water and Sewer System is primarily dependent upon water and sewer rate and charges for its funding; and

WHEREAS, the rate structure should be designed to generate revenues adequate to properly operate and maintain the water and sewer system, to comply with regulatory requirements, to fund water system capital projects, and to meet debt service requirements; and

WHEREAS, Canton Code of Ordinances Part I, Chapter 74 entitled “Utilities”, Article II, Section 4, §74-83 authorizes the Township Board to adopt by resolution the water and sewer rates and charges via resolution; and

NOW, THEREFORE, BE IT RESOLVED by the Canton Township Board that the water and sewer rates and charges as specifically described in Exhibit A (attached hereto) are hereby adopted; and

BE IT FURTHER RESOLVED that the rates established by this resolution shall be effective on the same date as the publication of the changes to Chapter 74, Utilities, Article II, Township Water and Sewer Systems, Division 1, Generally, and Division 2, Financial Matters

DATED THIS 8TH DAY OF FEBRUARY 2022.

ATTACHMENTS:

1. Exhibit A

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 8, 2022

AGENDA ITEM #G-8

ITEM: Consider Approving the Renewal of an Animal Sheltering Agreement with the Michigan Humane Society for 2022

PRESENTER: Chad Baugh, Director of Police Services

INDIVIDUALS IN ATTENDANCE:

EXECUTIVE SUMMARY: The Police Department is requesting approval to renew a one-year contract with the Michigan Humane Society (Westland Shelter) for the Township's animal sheltering needs. The proposed 2022 renewal agreement remains consistent with previous years at a flat monthly rate of \$2,795 for the boarding and handling of animals. Additional specialty service fees (as needed) are listed in the contract, and also remain consistent with the previous agreement.

BACKGROUND INFORMATION: In late 2014, the Board approved entering into an agreement with the Michigan Humane Society (MHS), Westland Shelter, to provide animal sheltering services for animals found in Canton. The flat monthly fee and ancillary specialty service fees remain consistent with the previous agreement between Canton and MHS.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approve the proposed 2022 contract with Michigan Humane Society for animal sheltering services, in the total amount of \$37,000. (\$33,540 in flat monthly fees and an additional \$3,460 for ancillary specialty services as needed, per contract.)

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds in the amount of \$37,000 are budgeted in the 2022 Police - Animal Care Account #207-301-50.870 for this expense.

IMPLEMENTATION PLAN: Upon approval, the contract will be forwarded to Legal for review, and then to the Township Supervisor for signature.

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION: I move to approve the proposed contract with Michigan Humane Society for animal sheltering services from March 1, 2022 – February 28, 2023, in the total amount of \$37,000, utilizing funds budgeted in the 2021 Police Animal Care Account.

ATTACHMENTS: Attachment A – Proposed contract with Michigan Humane Society

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 8, 2022

AGENDA ITEM #G-9

ITEM: Consider Approving a Memo of Understanding with Growth Works for the Expansion of Canton's Youth Diversion Program and Associated 2022 Police Budget Amendments

PRESENTER: Chad Baugh, Director of Police Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The Police Department is requesting board approval on a one-year Memo of Understanding (MOU), expanding their Youth Diversion Program with Growth Works to include funding for out-of-county residents to participate in the rehabilitation services offered. The department is also requesting an amendment to the 2022 Police Budget in the amount of \$25,000 in forfeiture funds for this expanded service opportunity.

BACKGROUND INFORMATION: In 2019 the Police Department and Growth Works started a diversion service for juveniles who commit offenses in Canton. The program has been free for the youth, but a critical qualifier of the grant funding is that the participant must be a resident of Wayne County. In one year, 14 juveniles who would have otherwise qualified for the program were denied due to their out-county resident status. Growth Works estimates approximately \$2,000 per juvenile participant; the department is requesting to establish a blanket purchase order in the amount of \$25,000, to use as they are invoiced for monthly for services.

Federal regulations permit for the community maximum of \$25,000 annually in forfeiture funds to be expensed toward community based non-profit organizations (501(c)(3) or (4) whose stated missions are supportive of and consistent with a law enforcement effort, policy, and or initiative. Examples include a drug treatment facility, job skills program, or a youth program with drug and crime prevention education.

This MOU shall be effective for one year from the date of signing and cannot be renewed without Township Board approval.

STRATEGIC PLAN/GOALS: Board Goal: Welcoming Community #1 – Expand the Juvenile Diversion Program.

ACTION REQUESTED: Approve the one-year Memo of Understanding with Growth Works to expand Canton's Youth Diversion Program; and approve an amendment to the 2022 Police Budget in the amount of \$25,000 in forfeiture funds for this expanded service opportunity.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Increase the 2022 Police Revenue Fund Balance Appropriation State Drug Forfeiture Account #207-000-695_1001 by \$25,000 and increase the 2022 Police Program Expense State Drug Forfeiture Account #207-301-50.763_0003 by \$25,000.

IMPLEMENTATION PLAN: The MOU has been approved by Legal, and upon Township Board approval, 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 the one-year Memo of Understanding with Growth Works to expand Canton’s Youth Diversion Program;

2) Additionally, I move to approve the below amendment to the 2022 Police Budget:

<i>Increase Police Revenues:</i>		
Fund Balance Appropriation		
State Drug Forfeiture:	#207-000-695.1001	\$25,000

<i>Increase Police Appropriations:</i>		
Program Expense		
State Drug Forfeiture:	#207-301-50.763_0003	\$25,000

ATTACHMENTS: Attachment A – MOU with Growth Works

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 8, 2022

AGENDA ITEM # G-10

ITEM: Consider Diversity, Equity and Inclusion Initiative for Township Employees and Award Contract to Michigan Roundtable (MRT)

PRESENTER: Anne Marie Graham-Hudak, Supervisor

INDIVIDUALS IN ATTENDANCE: None anticipated

EXECUTIVE SUMMARY: The *You Belong Here* Strategic Plan contains five goals, one of them being a *Welcoming Community*. A major goal of the plan is the training of staff, leadership and elected officials on cultural awareness and servant leadership. The vision of *Welcoming Community* is to have a township in which all residents can fully and effectively access services, influence policy and direction, and feel a sense of belonging and safety.

Canton Township will partner with the Michigan Roundtable for Diversity and Inclusion on a diversity, equity and inclusion (DEI) initiative. The DEI initiative will analyze existing strengths and weaknesses related to DEI and help Canton build on the strengths of the organization. The Initiative will evaluate existing Township programs to help synergize inclusion efforts across the organization. It will provide insight on best practices for DEI in local government. The DEI Initiative will help Canton develop a Statement of Principle for DEI in the Township. The Initiative will also perform a professional training program to increase awareness, knowledge and skills of the staff on DEI issues.

Canton Township is committed to a goal of creating an environment that is equitable and accessible to all individuals and is committed to taking appropriate actions to integrate diversity, equity and inclusion across all Township operations.

In April of 2021, an RFP was sent out through Human Resources, seeking to partner with an organization that could assist us with integrative techniques and strategies for inclusivity, and collaborate to devise a plan to create and evaluate progress of DEI efforts with our employees. The RFP received nine responses. The top two applicants were chosen and evaluated on several attributes.

A committee consisting of Trustee Foster, Trustee Ganguly, Supervisor Graham-Hudak and the Human Resources Manager, reviewed the proposals and after a lengthy evaluation, chose Michigan Roundtable.

This RFP is to approve funding of \$75,000 and move forward with the Township's DEI Initiative as soon as the new Human Resources Manager comes aboard.

BACKGROUND INFORMATION:

The DEI Initiative’s applicants were evaluated on six attributes: 1) Qualifications and Relevant Experience, 2) Thoroughness and Organization of Proposal; 3) Methods and Procedures for the Program Execution; 4) Staffing Approach; and 5) Project Cost Estimate.

Michigan Roundtable’s workplace diversity, inclusion and equity consulting is known for providing education and organizational development to “Equip the Workplace for Transformational Change.”

The quote from Michigan Roundtable is \$59,500.00 - \$71,500.00 + retainer, therefore \$75,000 has been budgeted at this time.

STRATEGIC PLAN/GOALS: Welcoming Community / Create cultural competency training for staff

ACTION REQUESTED: Approve funding for Michigan Roundtable providing diversity, equity and inclusion initiative for employees

BUDGET IMPLICATIONS & ACCOUNT NUMBER: A budget adjustment of \$75,000 in account 101-270.910 is necessary to accommodate this service.

IMPLEMENTATION PLAN: Work with Michigan Roundtable will begin soon after new Human Resources Manager is on board February 15.

DIRECTOR’S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR’S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION: I move to approve \$75,000 in funding toward Canton Township’s *You Belong Here* strategic plan to Michigan Roundtable for the purpose of Canton’s diversity, equity and inclusion initiative and the necessary related budget adjustment noted below:

Increase Revenue	Fund Balance Appropriation	101-000.695	\$75,000
Increase Expenditures:	Training & Education	101-270.910	\$75,000

ATTACHMENTS:

Michigan Roundtable DEI Proposal