



**CANTON ADMINISTRATION BUILDING
1150 S. CANTON CENTER ROAD
CANTON, MI 48188
REGULAR BOARD MEETING
MAY 10, 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/83276161812>

Or One tap mobile:
1-301-715-8592 (83276161812#) or 1-312-626-6799 (83276161812#)

Or Telephone:
1-301-715-8592 or 1-312-626-6799

Webinar ID: 832 7616 1812

International numbers available: <https://us02web.zoom.us/u/kbDan8KqEh>

7:00 P.M.:

CALL TO ORDER
ROLL CALL: BORNINSKI, FOSTER, GANGULY, GRAHAM-HUDAK, SIEGRIST, SLAVENS,
SNEIDEMAN
ADOPTION OF AGENDA
APPROVAL OF MINUTES: APRIL 26, 2022
PUBLIC COMMENT ON AGENDA ITEMS ONLY
PAYMENT OF BILLS

APPEALS HEARING:

- 1) PETITION TO APPEAL SOLICITING, CANVASSING AND PEDDLING LICENSE DENIAL;
CHAPTER 54 ARTICLE II SECTION 54-33; TARLOCHAN GILL (CLERK)

CONSENT CALENDAR:

- 1) CONSIDER ACCEPTING A JUSTICE ASSISTANCE GRANT AND AN ASSOCIATED
AMENDMENT TO THE 2022 POLICE BUDGET (POLICE)

GENERAL CALENDAR:

- 1) CONSIDER AUTHORIZING THE USE OF TOWNSHIP PROPERTY FOR EAGLE SCOUT
PROJECT (SUPERVISOR)

- 2) CONSIDER APPROVAL OF A PURCHASE ORDER AND AWARD BID FOR PRINTING, SORTING AND DISTRIBUTION OF THE DISCOVER BROCHURE (CLS)
- 3) CONSIDER APPROVAL OF THE LEISURE SERVICES BUDGET AMENDMENTS TO FULFILL BOARD INITIATIVES (CLS)
- 4) CONSIDER APPROVAL OF SERVICE CONTRACT FOR SUPPLEMENTAL IRRIGATION SYSTEM SERVICES (CLS)
- 5) CONSIDER AUTHORIZATION OF BID AWARD FOR 2022 BUS TRANSPORTATION (CLS)
- 6) CONSIDER APPROVAL OF AMENDED 2021 AGREEMENT AND 2022 CONTRACT EXTENSION WITH KICKERS OF CANTON, LLC FOR RESTAURANT OPERATIONS AT THE CANTON SPORTS CENTER (CLS)
- 7) CONSIDER APPROVAL OF ADDING RESPONSIBLE CONTRACTING TO PURCHASING POLICY (SUPERVISOR/FBD)
- 8) CONSIDER APPROVING THE REPAIR OF ONE OUTDOOR WARNING SIREN (FIRE)
- 9) CONSIDER A REQUEST TO APPROVE THE PURCHASE OF (20) BODY ARMOR VESTS FROM ON DUTY GEAR, LLC (POLICE)
- 10) CONSIDER APPROVING A REQUEST TO AWARD THE GENERAL CONTRACTOR BID FOR DISPATCH EXPANSION AND INTERIOR RENOVATIONS IN THE PUBLIC SAFETY BUILDING, WITH ASSOCIATED AUXILIARY EXPENSES AND 2022 BUDGET AMENDMENTS (PUBLIC SAFETY)
- 11) CONSIDER APPROVING THE PURCHASE OF FURNITURE FOR THE PUBLIC SAFETY DISPATCH CENTER AND AN ASSOCIATED AMENDMENT TO THE 2022 E/911 BUDGET (PUBLIC SAFETY)
- 12) CONSIDER APPROVING THE PURCHASE OF FURNITURE ASSOCIATED WITH THE PUBLIC SAFETY BUILDING'S INTERIOR RENOVATION PROJECT WITH AN ASSOCIATED 2022 BUDGET AMENDMENTS (PUBLIC SAFETY)
- 13) CONSIDER A REQUEST TO APPROVE AN ADMINISTRATIVE SERVICE FEE AGREEMENT WITH LINCOLNSHIRE PRESERVATION LIMITED DIVIDEND HOUSING ASSOCIATION, LLC (SUPERVISOR)
- 14) CONSIDER A REQUEST TO APPROVE LETTERS OF AGREEMENT BETWEEN CANTON TOWNSHIP AND THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME) LOCAL 3860 (SUPERVISOR)
- 15) CONSIDER A REQUEST TO APPROVE CONTRACT WITH TDK ADVISORS, LLC (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.

**Charter Township of Canton
Board Proceedings – April 26, 2022**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, April 26, 2022, 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: Sneiderman

Adoption of Agenda:

Motion by Siegrist, supported by Slavens to adopt the agenda with the addition G-10, G-11 and G-12. Motion carried unanimously.

Approval of Minutes:

Motion by Siegrist, supported by Borninski to approve the April 12, 2022 Board Minutes as presented. Motion carried unanimously.

Public Comment: Public comment was held.

Payment of Bills:

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

CHARTER TOWNSHIP OF CANTON EXPENDITURE RECAP FOR THE TOWNSHIP BOARD MEETING OF April 26, 2022		
101	GENERAL FUND	620,315.96
204	ROADS FUND	161,033.20
206	FIRE FUND	423,502.04
207	POLICE FUND	563,874.17
208	SUMMIT OPERATING (General)	50,705.23
219	STREET LIGHTING	21,427.24
230	CABLE TV FUND	11,249.96
246	TWP (COMMUNITY) IMPROVEMENT	2,809.10
248	DDA - CANTON	31,381.48
261	E-911 UTILITY	248.40
265	ORGANIZED CRIME - DRUG ENFORCEMENT	0.00
274	CDBG	21,442.07
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	0.00
402	CAP PROJ - SUMMIT CONSTR	0.00
403	CAP PROJ - ROAD PAVING	0.00
584	GOLF FUND	35,127.27
592	WATER & SEWER FUND	1,025,380.26
596	SOLID WASTE	3,000.16
661	FLEET	44,416.71
701	TRUST & AGENCY FUND	236.15
702	CUSTODIAL FUND	329.88
736	POST EMPLOYMENT BENEFITS	236,329.75
852	SPECIAL ASSESSMENT DEBT	0.00
	TOTAL - ALL FUNDS	3,252,809.03

Recognition:

Fire Department Promotion Recognition – Training Chief

General Calendar:

Item G-1. Consider Two Contracts; One to Bidigare Contractors, Inc. and One to Fishbeck for the 2022 Water Main Capital Improvement Project and Approve a Budget Amendment

Motion by Siegrist, supported by Slavens to approve the following budget amendment; and further award contracts as presented in the amount totaling \$2,626,932 to Bidigare Contractors, Inc. and \$83,250 to Fishbeck for the 2022 Water Main Capital Improvement Projects; and further authorize the Township Supervisor or Clerk to sign the contracts on behalf of the Charter Township of Canton:

Increase Revenue

592-000.695 Fund Balance Appropriation \$9,642

Increase Expenditure

592-536.970_0050 Capital Outlay Infrastructure \$9,642

Motion carried unanimously.

Item G-2. Consider Site Plan for Fast Food Restaurant (Chipotle)

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

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

Approval of Site Plan for Chipotle

WHEREAS, the Project Sponsor has requested site plan approval for a Chipotle fast food restaurant with a drive-through on parcel 71-132-99-0003-701 at 45541 Michigan Ave., located on the south side of Michigan Avenue between Belleville Road and Beck Road; and,

WHEREAS, the Planning Commission reviewed the site plan application and applicable criteria and voted 8-0 to recommend approval, with conditions, as the request meets the requirements of the Zoning Ordinance;

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the site plan for a Chipotle fast food restaurant with a drive-through on parcel no. 71-132-99-0003-701 at 45541 Michigan Avenue, subject to the conditions of PDD approval and subject to all applicable State, County, and Township requirements.

Resolution passed unanimously.

Item G-3. Consider Special Land Use for Automobile Wash Establishment (Mister Car Wash)

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

RESOLUTION OF BOARD OF TRUSTEES CHARTER TOWNSHIP OF CANTON, MICHIGAN

Approval of the Special Land Use for Mister Car Wash

WHEREAS, the Project Sponsor has requested special land use approval for an auto wash establishment use on parcel no. 71-050-99-0009-003, located on the east side of Haggerty Road, south of Ford Rd.; and

WHEREAS, the Planning Commission reviewed the request and applicable criteria and voted 8-0 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 an automobile wash establishment use on parcel no. 71-050-99-0009-003 as illustrated on the Special Land Use Plan, as the request meets the Special Land Use criteria of the Canton Township Zoning Ordinance pursuant to the information and plans provided, subject to specific design criteria noted by staff to be addressed and corrected at the time of site plan review, including removal of the access easement between the subject site and the parcel to the east, and subject to all State, County, and Township requirements.

Resolution passed unanimously.

Item G-4. Consider Special Land Use for Automobile Wash Establishment (Zippy Auto Wash)

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

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

Approval of the Special Land Use for Zippy Auto Wash

WHEREAS, the Project Sponsor has requested special land use approval for an auto wash establishment use on parcel nos. 71-128-99-0005-702 and 71-128-99-0006-703, located at the southwest corner of the intersection of Michigan Ave. and Beck Rd.; and

WHEREAS, the Planning Commission reviewed the request and applicable criteria and voted 8-0 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 an automobile wash establishment use on parcel nos. 71-128-99-0005-702 and 71-128-99-0006-703 as illustrated on the Special Land Use Plan, as the request meets the Special Land Use criteria of the Canton Township Zoning Ordinance pursuant to the information and plans provided, subject to specific design criteria noted by staff to be addressed and corrected at the time of site plan review and subject to all State, County, and Township requirements.

Resolution carried unanimously.

Item G-5. Consider Approving the Purchase of Three Braun Rescue Ambulances and an Associated Adjustment to the 2023 Fire Budget

Motion by Siegrist, supported by Borninski to approve the purchase of three Braun Chief XL rescue ambulances from Kodiak Emergency Vehicles in the amount of \$855,318; and to approve the below listed adjustment to the 2023 Fire Budget:

Increase 2023 Fire Revenues:

Fund Balance Appropriation	#206-000.695	\$621,705
----------------------------	--------------	-----------

Increase 2023 Fire Appropriations:

Capital Outlay Vehicles	#206-336-50.970.0040	\$621,705
-------------------------	----------------------	-----------

Motion carried unanimously.

Item G-6. Consider Approving the Purchase of One Sutphen Fire Engine and an Associated Amendment to the 2022 Fire Budget

Motion by Siegrist, supported by Borninski to approve the purchase of one Sutphen Heavy Duty Custom S8 Pumper Engines from Apollo Fire Equipment, in the amount of \$725,451 and to approve the below listed amendment to the 2022 Fire Budget:

Increase 2022 Fire Revenues:

Fund Balance Appropriation	#206-000.695	\$725,451
----------------------------	--------------	-----------

Increase 2022 Fire Appropriations

Capital Outlay Vehicles	#206-336-50.970.0040	\$725,451
-------------------------	----------------------	-----------

Motion carried unanimously.

Item G-7. Consider Reappointments to the Historic District Commission

Motion by Siegrist, supported by Foster approve the appointments of Katherine Martin and David Curtis to the Canton Historic District Commission for a three-year term effective through April 30, 2025. Motion carried unanimously.

Item G-8. Consider First Reading of Repeal and Replacement Chapter 22, Article III, Division 2 of the Canton Code of Ordinances entitled “Tax Exemption for Lincolnshire Apartments”

Motion by Siegrist, supported by Slavens to introduce and hold the first reading of Repeal and Replacement of Chapter 22, Article III, Division 2, “Tax Exemption for Lincolnshire Apartments” and to schedule a second reading for May 10, 2022. Motion carried unanimously.

Item G-9. Consider Modification of Polling Locations

Motion by Siegrist, supported by Slavens to approve the new polling location of Hulsing Elementary and back-up location of Mettetal Airport. Motion carried unanimously.

Item G-10. Consider Closing Public Safety’s Records Bureau Services to the Public from May 11 – May 17, 2022 for Relocation Purposes

Motion by Siegrist, supported by Borninski to approve closing Public Safety’s Records Bureau to the public from May 11 – May 17, 2022 for relocation purposes. Motion carried unanimously.

Item G-11. Consider a Request to Approve Conceptual Designs for the Village Arts Factory, Village Square Concept and Parking Improvements in Cherry Hill Village

Motion by Siegrist, supported by Borninski to approve a purchase order entry to Partners in Architecture, PLC, in an amount not to exceed \$65,400, for the Village Arts Factory, Village Square Concept and parking improvements in Cherry Hill Village and to approve the following budget amendment for the conceptual designs for the Village Arts Factory, Village Square Concept and parking improvements in Cherry Hill Village:

Increase Revenue

Acct# 246-000.695	\$65,400	Fund Balance Appropriation
-------------------	----------	----------------------------

Increase Expense

Acct# 246-261.801_0050	\$65,400	Professional Services
------------------------	----------	-----------------------

Motion carried unanimously.

Item G-12. Consider a Request to Approve Conceptual Designs for the Factory Park, Ridge Road Park and Fire Station #2 Park

Motion by Siegrist, supported by Borninski to approve a purchase order to Partners in Architecture, PLC, 65 Market St., Suite 200, Mount Clemens MI 48043, in an amount not to exceed \$159,700, for the conceptual designs for the Factory Park, Ridge Road Park and Fire Station #2 Park and to approve the following budget amendment for the conceptual designs for the Factory Park, Ridge Road Park and Fire Station #2 Park:

Increase Revenue

101-000.695	Fund Balance Appropriation	\$159,700
-------------	----------------------------	-----------

Increases Expenses

101-752-99.970_0080	Capital Outlay Land Improvements	\$159,700
---------------------	----------------------------------	-----------

Motion carried unanimously.

Additional Public comment was held.

Additional Board comment was held.

Adjourn: Motion by Siegrist, supported by Foster to adjourn the meeting at 8:06 pm. Motion carried unanimously.

Michael A. Siegrist, Clerk

Anne Marie Graham-Hudak, Supervisor

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 10, 2022

AGENDA ITEM # AH-1

ITEM: Petition to Appeal Soliciting, Canvassing and Peddling License Denial; Chapter 54 Article II Section 54-33; Tarlochan Gill
--

PRESENTER: Sergeant Shulman

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: On March 30, 2022 Tarlochan Gill submitted an application for a Soliciting, Canvassing, and Peddling License for his ice cream truck business. The license application was denied on March 31, 2022 by the Township Clerk citing failure to comply with the requirements of Section 54-33(b)(5) of the Township Code of Ordinances.

BACKGROUND: The license application was denied on March 31, 2022 by the Township Clerk citing failure to comply with the requirements of Section 54-33(b)(5) of the Township Code of Ordinances. which allows the clerk to deny a license to a person whose master driving record indicates that his use of a motor vehicle in association with a requested license may present an unreasonable threat to persons or property within the township by such use of a motor vehicle. Public Safety indicated that Mr. Gill had been stopped in Westland on March 19, 2019 for speeding in a school zone. This coupled with two traffic violations in 2016 (impeding traffic, failure to stop in the assured clear distance) prompted the recommendation for denial.

STRATEGIC PLAN/GOALS: Meets the requirements of the Township Ordinance Chapter 54, Article II, Section 54-33.

ACTION REQUESTED: Hear appeal of applicant and for the Board to render an appeal determination.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: NA

IMPLEMENTATION PLAN: The Clerk’s Office will follow up with a written statement of determination to the applicant.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

1. I move to open the appeals hearing to the denial of a 2022 License for Tarlochan Gill.
2. I move to close the appeals hearing to the denial of a 2022 License for Tarlochan Gill.
3. I move that the determination of the Board of Trustees, upon hearing all the evidence submitted and reviewing documents is deny/approve the appeal and uphold the Clerk's denial/overturn the denial of a 2022 license for Tarlochan Gill.

ATTACHMENTS:

- Public Safety Complaints
- Original License Application
- Denial Letter
- Appeal Request Letter

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 10, 2022

AGENDA ITEM #C-1

**ITEM: Consider Accepting a Justice Assistance Grant and an Associated
Amendment to the 2022 Police Budget**

PRESENTER: Chad Baugh, Director of Police Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The Canton Police Department has been awarded a Justice Assistance Grant (JAG) for specified equipment through the U.S. Department of Justice. JAG 2021-15PBJA-21-GG-01577-JAGX is for Tasers in the amount of \$8,728.90.

A budget amendment to the 2022 Police Budget is included in this request, should the Board choose to accept these grants.

BACKGROUND INFORMATION: The Wayne County Department of Homeland Security is the applicant and fiscal agent for JAG grants in our community. Once the authorized purchases are made, they will be submitted to Wayne County for grant reimbursement to the Police revenue account. The Township purchasing policy will be followed for purchases resulting from the acceptance of these grants.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approve the acceptance of a Justice Assistance Grant for specified equipment through the U.S. Department of Justice, in the amount of \$8,728.90.

Additionally, approve an amendment to the 2022 Police Budget to increase Federal Grant Revenue by \$8,729, and increase Program Expense Expenditures by \$8,729.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: A 2022 Police budget amendment is requested to increase Federal Grant Revenue Account #207-000-501 by \$8,729; and to increase Program Expense Account #207-301-50.763_0028 by \$8,729.

IMPLEMENTATION PLAN: Upon approval, the Township Supervisor will be authorized to sign the intergovernmental agreement between the Charter Township of Canton and the County of Wayne.

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION:

- 1) I move to approve the acceptance of a Justice Assistance Grant for specified equipment through the U.S. Department of Justice, in the amount of \$8,728.90;
- 2) Additionally, I move to approve the below listed amendment to the 2022 Police Budget:

<i>Increase 2022 Police Revenues:</i>		
Federal Grants -	#207-000.501	\$8,729

<i>Increase 2022 Police Appropriations:</i>		
Program Expenses 2018 JAG -	#207-301-50.763_0028	\$8,729

ATTACHMENTS: Attachment A – JAG 2021-15PBJA-21-GG-01577-JAGX

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 10, 2022

AGENDA ITEM # G-1

ITEM: Consider Authorizing the Use of Township Property for Eagle Scout Project

PRESENTER: Anne Marie Graham-Hudak, Supervisor

INDIVIDUALS IN ATTENDANCE: Braden Michalak and Eric Michalak

EXECUTIVE SUMMARY: Kinyon Cemetery, one of Canton Township’s Historic Properties, is 1.67 acres and is located at the southeast corner of Gyde and Ridge roads. Braden Michalak is interested in cleaning grave stones for an Eagle Scout project.

BACKGROUND: Kinyon Cemetery is maintained and preserved in accordance with the Michigan Cemeteries Preservation Guide published with the assistance of the Township, and the support of Canton Leisure Services.

Braden lives near Kinyon Cemetery and wants to clean grave stones for his Eagle Scout project as he and his family have taken walks there for many years and have noticed how time and the elements have affected the stones. In addition, if there is time, Braden may delve into linking names on the stones to genealogy websites.

If the Board approves Braden’s project, he will be covered by Canton Township insurance since he will be considered a volunteer. Gregg King, member of the Historic District Commission and recent retiree of Canton Township, has also agreed to consult with Braden on the project. Gregg is a subject matter expert – he wrote a book on Michigan Historic Cemetery Preservation and spent many years studying and protecting our historic properties through his Facilities Supervisor role in Canton Township.

STRATEGIC PLAN/GOALS: Welcoming Community - Strengthen relationship and develop innovative partnerships within our community

ACTION REQUESTED: Authorize the use of Township property for Braden Michalak’s Eagle Scout project.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: None

IMPLEMENTATION PLAN: The Supervisor’s office will work with Braden after approval to get the information necessary and put him in contact with the appropriate staff to assist him.

DIRECTOR'S RECOMMENDATION: NA

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: NA

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to authorize the use of Kinyon Cemetery for Braden Michalak's Eagle Scout Project

ATTACHMENTS: None

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 10, 2022

AGENDA ITEM #G-2

ITEM: Consider Approval of a Purchase Order and Award Bid for Printing, Sorting and Distribution of the Discover Brochure

PRESENTER: Greg Hohenberger, Director of Leisure Services

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Bids were opened on April 28, 2022, for the printing, sorting and distribution of the next four editions of the Canton Leisure Services Discover Brochure (Attachment A.) This detailed program guide includes a comprehensive listing of all of the facility and program offerings Leisure Services will have available.

Leisure Services is recommending the printing, sorting and distribution of the Discover Brochure be awarded to Grand Blanc Printing Company at a cost of \$15,800 per edition for a total cost of \$63,200 per contract period.

BACKGROUND INFORMATION:

The Discover Brochure continues to increase community awareness of Canton Leisure Services and its benefits. As illustrated in the 2020 Leisure Services Community Survey, the Discover ranked second only to the FOCUS as the most popular way residents received information about Leisure Services.

For each edition, 42,000 brochures are printed with approximately 39,500 delivered by the US Post Office to every household in Canton with the remainder forwarded to Township facilities for distribution to guests. See Attachment A for Bid Specs.

As shown in the Bid Results (Attachment C), Grand Blanc is the low bidder for the printing/sorting/distributing of four Discover brochures utilizing cold press production techniques. The combined cost of printing, sorting, and distribution reflects a total of \$63,200 for four editions of the Discover Brochure, for a cost of \$15,800 per edition as outlined in the attached contract (Attachment D) with 1 edition printed in the fall of 2022, 2 editions printed in 2023 (winter and fall) and 1 edition printed in the winter of 2024. A portion of the cost for the Discover brochure will continue to be offset by ad sales.

STRATEGIC PLAN/GOALS:

Welcoming Community

ACTION REQUESTED:

Award the printing, sorting, and distribution of the next four editions of the Discover brochure and approve a 2022 purchase order in the amount of \$15,800 for 1 edition to Grand Blanc Printing, 9449 Holly Road, Grand Blanc, MI 48439.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

2022 funds are available in the following accounts:

Division	Account #	2022 Cost Per Edition
Senior	101-672-50.900_0040	\$2,370
Recreation	101-756-50.900_0040	\$9,322
Summit	208-757-50.900_0040	\$2,528
Sports Center	101-755-50.900_0040	\$1,580
TOTAL		\$15,800

IMPLEMENTATION PLAN:

Upon Board approval, the contract will be executed 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 award a contract for the printing, sorting, and distribution of four editions of the Discover Brochure to Grand Blanc Printing, 9449 Holly Road, Grand Blanc, MI 48439.
- 2) I further move to approve a 2022 purchase order in the amount of \$15,800, a 2023 purchase order in the amount of \$31,600 and a 2024 purchase order in the amount of \$15,800 for a total of \$63,200 to Grand Blanc Printing, 9449 Holly Road, Grand Blanc, MI 48439.

ATTACHMENT:

- Attachment A: Discover RFP
- Attachment B: Grand Blanc Printing Bid
- Attachment C: Bid Results
- Attachment D: Draft Contract

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 10, 2022

AGENDA ITEM #G-3

ITEM: Consider Approval of the Leisure Services Budget Amendments to fulfill Board Initiatives

PRESENTER: Greg Hohenberger, Director of Leisure Services

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: A presentation of the Board Goals Funding Initiative Strategy was presented at the January 18, 2022 Study Session. In response, Leisure Services is requesting budget increases in 2022 to Increase Programming for our Diverse Community and Increase for Senior Services and is requesting the necessary budget amendments.

BACKGROUND: In order to incorporate the new Board goal initiatives, each department submitted their new funding requests to the Board of Trustees which were discussed at the 11/30/21 and 12/7/21 study sessions. That information was used to create financial projections associated with the desired goals and was presented at the January 18, 2022 Study Session. As a result, the Leisure Services Department was awarded funding for Pocket Parks, Increase Programming for our Diverse Community, Increase for Senior Services, and Ridge Road Development. The Pocket Parks and Ridge Road Development were presented and approved by the Board of Trustees at the April 26, 2022 Board Meeting. Additionally, the Recreation team has already planned and allocated a portion of the Diverse Programming funds for the Juneteenth celebration taking place during Liberty Fest in 2022.

STRATEGIC PLAN/GOALS: Welcoming Community

ACTION REQUESTED: Approve budget amendments necessary to implement the Board Goals.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The following Budget amendments are necessary:

Increase Programming for our Diverse Community:

Increase Revenue:

101-000.695	Fund Balance Appropriation	\$20,000
-------------	----------------------------	----------

Increase Expenses:

101-756-59.801_0070	Professional and Contractual Services	\$14,800
---------------------	---------------------------------------	----------

101-756-47.801_0070	Professional and Contractual Services	\$5,200
---------------------	---------------------------------------	---------

Increase for Senior Services:

Increase Revenue:

101-000.695	Fund Balance Appropriation	\$10,000
-------------	----------------------------	----------

Increase Expenses:

101-672-53.801_0050	Professional and Contractual Services	\$10,000
---------------------	---------------------------------------	----------

IMPLEMENTATION PLAN: Upon Board approval, the appropriate budgets will be amended.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve the following budget amendments:

Increase Programming for our Diverse Community:

Increase Revenue

101-000.695	Fund Balance Appropriation	\$20,000
-------------	----------------------------	----------

Increase Expense

101-756-59.801_0070	Professional and Contractual Services	\$14,800
---------------------	---------------------------------------	----------

101-756-47.801_0070	Professional and Contractual Services	\$5,200
---------------------	---------------------------------------	---------

Increase for Senior Services:

Increase Revenue

101-000.695	Fund Balance Appropriation	\$10,000
-------------	----------------------------	----------

Increase Expenses

101-672-53.801_0050	Professional and Contractual Services	\$10,000
---------------------	---------------------------------------	----------

ATTACHMENT:

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 10, 2022

AGENDA ITEM: #G-4

ITEM: Consider Approval of Service Contract for Supplemental Irrigation System Services
--

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None anticipated

EXECUTIVE SUMMARY:

On November 18, 2021, Leisure Services staff advertised a Request for Proposal (RFP) for Supplemental Irrigation Systems Services to assist Canton with its irrigation needs. With zero proposals submitted, Leisure Services staff is requesting to award a 3-year service contract, with an option for another 3-year extension, to Reliable Landscaping, Inc. for the Supplemental Irrigation System Services.

BACKGROUND:

The Leisure Services Parks Division services and maintains over 1,300 acres of green space for Canton Township. To remain proactive in our services to our parks, golf courses and other green spaces, supplemental irrigation services are necessary.

Reliable Landscaping, Inc. has been a long-time service provider for Canton Township and held the previous service contract for irrigation services. They have provided dependable and high-quality service to the Leisure Services Department for numerous years.

In November 2021, the Leisure Services department advertised an RFP for a 3-year service contract for Supplemental Irrigation System Services (Attachment A). With zero proposals submitted (Attachment B), Leisure Services is recommending to award a 3-year service contract to Reliable Landscape, Inc. where a verbal commitment was made to honor their 2021 Fee Schedule for the 3-year term (Attachment C.)

STRATEGIC PLAN/GOALS: Welcoming Community

ACTION REQUESTED: Authorize the Supervisor to sign the 3-year service contract for Supplemental Irrigation System Services to Reliable Landscaping, Inc. 8285 Lilley Road, Canton MI 48187.

BUDGET ACCOUNT NUMBERS: None

IMPLEMENTATION PLAN: Upon Board approval, the contractor will be notified and the contract will be signed.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to award a 3-year service contract to Reliable Landscaping, Inc., 8285 Lilley Road, Canton MI 48187 for the Supplemental Irrigation System Services for Canton Township.

ATTACHMENTS:

Attachment A: Supplemental Irrigation System Service RFP with Draft Contract

Attachment B: RFP Results

Attachment C: Reliable Landscaping, Inc. Fee Schedule

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 10, 2022

AGENDA ITEM #G-5

ITEM: Consider Authorization of Bid Award for 2022 Bus Transportation

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY:

On March 17, 2022, bids were solicited for summer camp bus services for the Canton Leisure Services Department. As a result, two companies submitted bids: First Student Charter Bus Rental and Great Lakes Transportation Holding LLC, dba Metro Cars. The lowest bid was provided by First Student Charter Bus Rental at a cost of \$60 per hour, and a total cost of \$27,060.00 (including a contingency for 5 extra buses). Leisure Services is recommending to award the bid to First Student Charter Bus Rental, which has satisfactorily provided transportation services for Canton in the past.

BACKGROUND INFORMATION:

Leisure Services provides transportation annually for State-licensed, revenue-generating day camp programs, which includes off-site field trips. Associated fees, including bus expenses, are recovered through participant registration fees. Due to the pandemic, no funds were expensed on bus transportation for 2020 and 2021. In 2019, a total of \$23,962.00 was spent on bus transportation. In order to allow for emergency situations, such as programs needing an extra bus for wheelchair accommodations, six additional trips (five extra buses) have been allocated beyond the 64 planned trips as shown in the table below and are included in the total amount requested.

2022 Program Name	# of Buses	Average hours of trip	Projected Transportation Expense
Camp Canton	19	7	\$7,980.00
Camp A.B.L.E.	16	7	\$6,720.00
Camp A.B.L.E.	8	3	\$1,440.00
Leisure Club	16	7	\$6,720.00
B.L.O.C.K.	1	7	\$420.00
Canton Activity Crew	4	7	\$1,680.00
Bus Contingency	5	7	\$2,100.00
Total	69	7	\$27,060.00

STRATEGIC PLAN/GOALS: Welcoming Community

ACTION REQUESTED: Award the 2022 Transportation Services to First Student Charter Bus Rental, 1717 Park St, Suite #225, Naperville IL, 60563 and authorize a purchase order not to exceed \$27,060.00.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The following funds are budgeted:

Camp Canton & Canton Activity Crew Recreation Enrichment	Account #101-756.61.762	\$9,660
B.L.O.C.K. Contractual Services	Account #101-756-62.801_0050	\$420
Therapeutic Recreation -Camp ABLE and Camp Leisure Club Transportation	Account #101-691-63.860	\$16,980

IMPLEMENTATION PLAN: Upon Board approval, a purchase order will be generated and First Student will be notified.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to award the 2022 Bus Transportation Services to First Student Charter Bus Rental, 1717 Park St, Suite #225, Naperville IL, 60563 in the amount not to exceed \$27,060.00 from the following accounts:

Camp Canton & Canton Activity Crew Recreation Enrichment	Account #101-756.61.762	\$9,660
B.L.O.C.K. Contractual Services	Account #101-756-62.801_0050	\$420
Therapeutic Recreation -Camp ABLE and Camp Leisure Club Transportation	Account #101-691-63.860	\$16,980

ATTACHMENTS:

- Attachment A – Invitation to Bid
- Attachment B – First Student Bid
- Attachment C – Bid Results
- Attachment D – Draft Contract

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 10, 2022

AGENDA ITEM#G-6

ITEM: Consider Approval of Amended 2021 Agreement and 2022 Contract Extension with Kickers of Canton, LLC for Restaurant Operations at the Canton Sports Center

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Kickers of Canton, LLC is the current provider of restaurant operations at the Canton Sports Center, and has done so in an exemplary manner despite the challenges faced over the past couple of years.

Due to the COVID-19 pandemic and imposed limitations in restaurant capacities until June of 2021, Kickers management was unable to fully operate their business. The reduction in services resulted in loss of revenue for a significant portion of the year. To compare, monthly revenue is similar for 2019 and 2021. Revenue in 2019 for months January through May was \$22,687. If Kickers had been able to do normal business in these same months for 2021, we are confident they would have been able to hit their \$80,000 minimum guaranteed amount. However, due to the loss of business, Kicker's is requesting to waive the minimum guaranteed amount of \$80,000 due to Canton. Despite these challenges, Canton still received \$62,529 from Kickers of Canton. Leisure Services is recommending to amend the agreement for 2021 to reflect this amount.

Additionally, Kickers current agreement is due to expire in June of 2022. To allow ample time for both entities to establish next steps, Leisure Services is recommending the authorization to extend Kickers of Canton, LLC 2022 contract ending on December 31, 2022.

BACKGROUND INFORMATION: Kickers of Canton, LLC first began providing restaurant operations at the Canton Sports Center in 2009. In December of 2011, the Board of Trustees authorized an amendment to the participation agreement to modify the terms to seven years with mutual option of an additional sixty (60) months. Since that time, Kickers of Canton, LLC has operated under those terms successfully and continues to hold steady coming out of the pandemic and serving Canton well.

STRATEGIC PLAN/GOALS: Financial Stability

ACTION REQUESTED: Amend the 2021 agreement and authorize the 2022 contract extension with Kickers of Canton, LLC, 46555 W. Michigan Ave, Canton MI 48188 for restaurant operations at the Canton Sports Center.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: None

IMPLEMENTATION PLAN: Agreements will be formally executed following Board approval.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

- 1) I move to amend the 2021 agreement with Kickers of Canton, LLC to waive the minimum guaranteed amount due to Canton from \$80,000 to \$62,529.
- 2) I further move to authorize a 2022 contract extension ending December 31, 2022 with Kickers of Canton, LLC, 46555 W. Michigan Ave, Canton MI 48188.

ATTACHMENTS:

Attachment A: Waiver Letter from Kickers

Attachment B: Contract Extension

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 10, 2022

AGENDA ITEM #G-7

ITEM: Consider Approval of Adding Responsible Contracting to Purchasing Policy
--

PRESENTER: Anne Marie Graham-Hudak, Supervisor, Wendy Trumbull, Finance Director

INDIVIDUALS IN ATTENDANCE: None Anticipated.

EXECUTIVE SUMMARY:

The intent of this policy is to make information available to those responsible for purchasing decisions about the relative responsibility of those looking to do business with Canton Township. and shall be adhered to by all operating departments within Canton.

Adding a Responsible Contracting Policy to Canton’s purchasing policy is to ensure that the method for awarding contracts is based on the best value - the lowest, most responsible quality bid. This policy will ensure that all work on public construction contracts are performed by responsible, ethical, qualified firms that maintain the capacity, expertise, personnel, and other qualifications and resources necessary to successfully perform public contracts in a timely, reliable, and cost-effective manner.

The attached responsible contracting policy is intended to be an addendum to the current purchasing policy. The purchasing policy will be updated in its entirety during the second half of 2022.

The proposed Responsible Contracting Policy is initially only for construction projects; however, other types of purchases could be included. An ordinance will also be created from this policy by January 2023. This policy will go into effect for requests for proposals issued after July 1, after impacted staff have been educated on the new policy and the request for proposal templates and other related internal documentation have been updated.

BACKGROUND INFORMATION:

1. All firms engaged in contracts covered by this policy shall be qualified, responsible, ethical contractors or subcontractors that have sufficient capabilities in all respects to successfully perform contracts for which they are engaged, including the necessary experience, equipment, technical skills and qualifications and organizational, financial and personnel resources.
2. Firms bidding on public contracts shall also be required to have a satisfactory past performance record and a satisfactory record of law compliance, integrity, and business ethics as described in this policy.

3. All contractors and subcontractors that perform a project valued at over \$75,000 on any public construction project shall be evaluated based on the requirements in this policy.
4. Contractors and subcontractors will be evaluated by a point system, upon review of their qualifications.

STRATEGIC PLAN/GOALS: Canton Township Board of Trustees Vision, Mission, Objectives and Strategies, Organizational Climate and Culture Strategy

ACTION REQUESTED: Approve the Responsible Contractor Policy

BUDGET IMPLICATIONS & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: After approval, Finance will update policy, bid review sheets and contracts by July 1st for implementation of all contracts after that date. An ordinance to support the policy will be created by January 2023.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve the Responsible Contracting Policy to become effective July 1, 2022 after the request for proposal templates, and other related internal documents have been updated.

ATTACHMENTS: Responsible Contracting Draft

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 10, 2022

AGENDA ITEM #G-8

ITEM: Consider Approving the Repair of One Outdoor Warning Siren

PRESENTER: Christopher Stoecklein, Director of Fire Services
Chad Baugh, Director of Police Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The Emergency Manager is requesting to repair the outdoor warning siren located near Cherry Hill and Sheldon Roads. West Shore Services, Inc., the sole-source provider, has quoted a replacement speaker unit with installation at \$13,364. This repair expense will be shared between the Emergency Management, Fire and Police budgets.

BACKGROUND INFORMATION: On April 2, 2022, after the monthly outdoor warning siren test, the speaker on the American Signal T128 outdoor warning siren located at 1130 S. Sheldon Road was determined to be inoperable. Based on the end of life status of the speaker, a patch repair is not recommended as it could result in premature failure during an emergency. It is proposed that the speaker unit be replaced with a Federal Signal high-powered outdoor siren model 508, 128 dB unit. This speaker unit will project a slightly larger radius of sound in an area we have previously noted some coverage issues. The removal and disposal of the existing siren speaker. The life expectancy of this new speaker under normal conditions is upwards of 30 years. The lead time for procurement of this unit is five weeks from the order date.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approve the purchase of one replacement outdoor warning siren speaker from West Shore Services, Inc., in the amount of \$13,364.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The replacement siren speaker amount of \$13,364 will be split as follows:

Emergency Mgt – Prof. Contract Services	#101-426.801 0050	\$3,364
Fire – Maint & Repair Machinery & Equip.	#206-336-50.930 0030	\$5,000
Police – Maint & Repair Machinery & Equip.	#207-301-50.-93 0030	\$5,000

IMPLEMENTATION PLAN: Upon approval, the Emergency Manger will place the order for the replacement part.

DIRECTOR’S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION: I move to approve the purchase of one replacement siren speaker for Canton's outdoor warning siren system from West Shore Services, Inc., in the amount of \$13,364.

ATTACHMENTS: Attachment A – Quote from West Shore Services, Inc.
Attachment B - Siren Coverage Map

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 10, 2022

AGENDA ITEM #G-9

**ITEM: Consider a Request to Approve the Purchase of 20 Body Armor Vests from
On Duty Gear, LLC**

PRESENTER: Chad Baugh, Director of Police Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The Police Department is requesting to purchase 20 Armor Express Razor Level II vests from On Duty Gear, LLC, at the state bid price of \$13,235 (including shipping). All body armor purchased for police officers is eligible for a 50% federal grant reimbursement.

BACKGROUND INFORMATION: Annually, the police department purchases new and replacement vests based on need. This year's purchase consists of 4 new, and 16 replacements for officers whose vests have reached the five-year warranted life expectancy.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approve the purchase of 20 Armor Express Razor Level II vests from On Duty Gear, LLC, at the state bid price of \$13,235, including shipping.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds for this purchase will be expensed from the 2022 Police Uniform-Capital Account #207-301-50.767_0006, with a 50% federal grant reimbursement to follow.

IMPLEMENTATION PLAN: n/a

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION: I move to approve the purchase of 31 Armor Express Razor Level II vests from On Duty Gear, LLC, at the state bid price of \$13,235, including shipping.

ATTACHMENTS: Attachment A – On Duty Gear, LLC Price Quote

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 10, 2022

AGENDA ITEM #G-10

ITEM: Consider Approving a Request to Award the General Contractor Bid for Dispatch Expansion and Interior Renovations in the Public Safety Building with Associated Auxiliary Expenses and Associated 2022 Budget Amendments

PRESENTER: Chad Baugh, Director of Police Services
Christopher Stoecklein, Director of Fire Services

INDIVIDUALS IN ATTENDANCE:

EXECUTIVE SUMMARY: Last month, the Township received four bids from General Contractors for the PSD dispatch expansion and interior renovations. Comprehensive interviews of three lowest-bid contractors were held and based on the overall evaluations, the Public Safety Department is recommending the construction contract be awarded to Axiom Construction Services Group, LLC, in the amount of \$4,575,000. In addition to the base bid, Partners in Architecture, contracted construction administration for the project, is recommending a construction contingency of \$340,000 (approximately 7.5% of the project) be approved for this project. It should be noted, the contingency remains in the possession of the Township at all times, and is only budgeted amount allocated for potential cost changes. Additionally, a portion of this project is being funded utilizing bond dollars issued for projects that are being incorporated into the entire dispatch renovation.

ADDENDUM BID – CIP: In addition to the contracted project, Axiom Construction Services Group, LLC, has provided an addendum bid of \$75,900 to complete capital improvement projects approved by the Township, to include carpet and wall coverings on remaining areas of the Public Safety building, not included in the renovation.

AUXILIARY EXPENSES: Multiple auxiliary expenses are also associated with this expansive project, including new furniture (on agenda 05-10-22), new and updated CAD computers, and expenses associated with the relocation of records, dispatch and the police front desk during construction. Budget amendments for auxiliary expenses in the total not-to-exceed amount of \$761,750 (of which \$554,079 will be expensed from the E/911 Fund) is included in this request.

BUDGET AMENDMENTS: Amendments to the 2022 Police, Fire, and 9/11 budgets are also being requested to accommodate this project.

BACKGROUND INFORMATION: On March 31, 2022, the Township received four bids for a PSD dispatch center expansion and interior renovations. The bids ranged from \$4,575,000 to 4,900,000 (*see Attachment A*).

All four bidders were invited to attend a post-bid interview, but the highest bidder, LaSalle Construction Services declined to attend. The three lowest bid contractors, Axiom Construction Services, LLC., The Dailey Company, and Braun Construction Group, were interviewed on April 14, 2022. The interviews were conducted by Michael Malone, in accordance with Partners in Architecture's contract to provide Construction Administration for the project. The interview panel also included Partners representative Stephen Lechman, and Township representatives Christopher Stoecklein, Craig Wilsher, John Szlinis, Mike Sheppard and Barb Caruso.

During the interview, the contractors were required to provide an overview of their understanding of the project, explain their overall project management plans and project schedule as well as answer several questions regarding the project. The contractors were evaluated and scored by the interview panel on four key factors, with all three contractors meeting the minimum qualifications and appearing to be more than capable of delivering the project (*see Attachment B & C*). Based on the interview, the completeness of bid proposal, clear understanding of the project, past experience, evaluation score and lowest bid, Partners in Architecture is recommending awarding the project to Axiom Construction Services Group, LLC, for the base bid amount of \$4,575.00. In addition to the base bid, Partners is recommending a construction contingency of \$340,000 (approximately 7.5% of the project) be approved for this project (*see Attachment D*). It should be noted, the contingency remains in the possession of the Township at all times, and is only budgeted amount allocated for potential cost changes. All changes will be vetted through the Township for approval prior to proceeding.

ADDEMDUM BID – CIP: The Township's current Five-Year Capital Improvement Plan includes new carpet and wall covering throughout the Public Safety Building. Because a majority of the building will be receiving these finishing's as part of this project, Axiom was asked to provide an addendum to their bid to provide carpet and wall coverings on the remaining areas not included in the renovation. Axiom complied, and provided an addendum bid in the amount of \$75,900 for these services (*see Attachment E*). By approving this addendum, a cost-savings would be incurred as the entire project would be completed by contracted vendors already working onsite, with materials already selected during the design process. Working to complete the CIP outside of this renovation project would mostly likely be problematic with materials, vendors, phasing, etc. In addition, Partners in Architecture has agreed to not assess architectural & engineering fees on this addendum project. Diagrams of the floor and wall coverings are included, designating in-scope and proposed addendum CIP add-ons (see Attachment F).

AUXILIARY EXPENSES: A variety of auxiliary expenses are associated with this project, the first of which have been expensed through the Township's purchasing policy in the amount of \$75,979 and include expenses related to relocating the dispatch center, front desk, and Records Bureau to the second floor for phase one of the construction project.

Additional auxiliary expenses include new furniture for the dispatch center (\$127,240) and for the building renovation (\$192,469); both of which are have RBA's on the 5-10-22 board agenda..

And last, the remaining auxiliary expenses include overtime salaries for personnel to monitor the

jail while dispatch is on the second floor, moving the dispatch center back to the first floor, purchasing new CAD workstations, upgrading existing workstations, and purchasing technology for the new dispatch center (*see Attachment G*). For these expenses, budget amendments are being requested of a total not-to-exceed \$761,750 (of which \$554,079 will be expensed from the E/911 Fund).

TOTAL PROJECT COSTS: The overall final project cost, including expenses already incurred, pending, and forthcoming RBA's is \$6,136,593. (See exhibit H). *Note: This total is not the financial impact of this RBA, but rather an overall final anticipated project cost.*

BUDGET AMENDMENTS: E/911 funding and forfeiture funds will be utilized to the fullest allowable extent toward this project. In addition, bond dollars issued for projects that are being incorporated into the entire dispatch renovation will be utilized toward the project. Budget amendments are being recommended to use Fund Balance from the E/911, Police, and Fire Funds (*see Attachment AA*).

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED:

- 1) Approve awarding the bid for General Contractor of the PSD dispatch expansion and interior renovations to Axiom Construction Services Group, LLC, in the total amount of \$4,915,000, which includes a \$340,000 construction contingency;
- 2) Additionally, approve awarding the addendum bid for CIP projects to Axiom Construction Services Group, LLC, in the amount of \$75,900;
- 3) Additionally, approve the purchase of auxiliary expenses as stipulated for this construction project in an amount not-to-exceed \$761,750;
- 4) Additionally, approve the attached budget amendments as listed on Attachment AA to accommodate motions 1-3.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Multiple budget amendments are being requested for this project, see Attachment AA.

IMPLEMENTATION PLAN: Upon approval, Partners in Architecture will assemble the Owner-Contractor Agreement for review by Canton's legal representative and a project kickoff meeting will be scheduled as soon as possible.

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION:

- 1) I move to approve awarding the bid for General Contractor of the PSD dispatch expansion and interior renovations to Axiom Construction Services Group, LLC, in the total amount of \$4,915,000, which includes a \$340,000 construction contingency;
- 2) Additionally, I move to approve awarding the addendum bid for CIP projects to Axiom Construction Services Group, LLC, in the amount of \$75,900;
- 3) Additionally, I move to approve the purchase of auxiliary expenses as stipulated for this construction project in an amount not-to-exceed \$761,750;
- 4) Additionally, I move to approve the attached budget amendments as listed on Attachment AA associated to passing motions 1-3.

ATTACHMENTS: Attachment AA – Budget amendments associated with passing motions
Attachment A – Bid tabulation sheet
Attachment B – Interview score sheets
Attachment C – Qualification of bidders’ tabulation
Attachment D – Partners in Architecture recommendation
Attachment E – Addendum bid from Axiom
Attachment F – In-Scope and Add-On addendum plan
Attachment G – Auxiliary expenses detail
Attachment H – Overall cost breakdown

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 10, 2022

AGENDA ITEM #G-11

ITEM: Consider Approving the Purchase of Furniture for the Public Safety Dispatch Center and an Associated Amendment to the 2022 E/911 Budget

PRESENTER: Chad Baugh, Director of Police Services
Christopher Stoecklein, Director of Fire Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The department is requesting to purchase Watson Consoles furniture for the dispatch center via Thomas Shelby & Company, the sole sales representative for Watson Consoles in Michigan. The purchase includes six Mercury Pro consoles and additional furniture accessories needed to outfit the room, including delivery and installation for a total cost of \$127,245.16.

An associated 2022 budget amendment to the E-911 Fund is also being requested to accommodate this purchase.

BACKGROUND INFORMATION: In conjunction with the Public Safety dispatch expansion project, a furniture purchase is necessary to outfit the new room. Partners in Architecture worked with public safety personnel to find a manufacturer that would provide the best functionality, fit and design to outfit the new 9-1-1 dispatch center. Watson Consoles was the manufacturer selected and is being proposed for the room. It was determined this furniture would meet the needs of the call takers, and, with PSD-IT considerations, will be able to best accommodate the multitude of computers, monitors and technology used to operate the center.

Thomas Shelby & Company is the sole sales representative for Watson Consoles in Michigan and our surrounding area. *Prices are determined by Watson Consoles, and payments will be made directly to Watson Consoles.*

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approve the purchase of furniture for the Public Safety Dispatch Center from Watson Consoles, via Thomas Shelby & Company, in the amount of \$127,245.16. In addition, approve a 2022 budget amendment to the E/911 Fund, increasing Fund Balance Appropriations and increasing Capital expenditures by \$127,246.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Increase the 2022 E/911 Fund Balance Appropriation Account #261-000-695 by \$127,246, and increase the Capital Outlay

Office Equipment & Furniture Account #261-346-50.970_0060 by \$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 the purchase of furniture for the Public Safety Dispatch Center from Watson Consoles, via Thomas Shelby & Company, in the amount of \$127,246.
- 2) In addition, I move to approve the below listed amendment to the 2022 E/911 Budget to accommodate this purchase:

<i>Increase 2022 E/911 Revenues:</i>		
E/911 – Fund Balance Appropriation:	#261-000.695	\$127,246

<i>Increase 2022 E/911 Appropriations:</i>		
Capital Outlay Office Equipment & Furniture:	#261-346-50.970_0060	\$127,246

ATTACHMENTS: Attachment A – Watson Consoles Price Quote
Attachment B – Sole Source Representative Letter

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 10, 2022

AGENDA ITEM #G-12

ITEM: Consider Approving the Purchase of Furniture Associated with the Public Safety Building's Interior Renovation Project with an Associated 2022 Budget Amendments

PRESENTER: Chad Baugh, Director of Police Services
Christopher Stoecklein, Director of Fire Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: In conjunction with the Public Safety Building's interior renovation projects, furniture is being requested for offices, work spaces, conference rooms, and break rooms in the amount of \$192,469.58, from Kentwood Office Furniture, the Township's current contracted furniture vendor.

In addition, 2022 budget amendments are being requested for the Police Fund, Police Drug Forfeiture Fund, Fire Fund and E/911 Fund to accommodate this purchase.

BACKGROUND INFORMATION: Department personnel have worked with the Township's current contracted vendor, Kentwood Furniture, to accommodate the department's renovation needs for furnishings. Selections have been made to seamlessly match the multiple areas of existing Kentwood furniture purchased over the past several years. It should be noted, many work areas are retaining their current furniture. To meet the purchasing threshold, the current furniture had to be either a) non-existent (new office spaces); b) required to accommodate workspace downsizing; or c) 20+ years or older and in obvious disrepair.

The bulk of the furniture will be purchased using drug forfeiture funds, with much lesser amounts being expensed from the Police, Fire and E/911 Fund Balances.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approve the purchase of furniture associated with the Public Safety Building's interior renovation project in the amount of \$192,469.58, from Kentwood Office Furniture; and additionally, approve several 2022 budget amendments to the Police, Fire and E/911 Funds, as specified below.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

<i>Increase 2022 Revenues:</i>		
Police - Fund Balance Appropriation:	#207-000.695	\$16,439
Police – State Drug Forfeiture Appropriation:	#207-000.695 1001	\$138,923
Fire – Fund Balance Appropriation:	#206-000.695	\$30,945
E/911 – Fund Balance Appropriation:	#261-000.695	\$6,164

<i>Increase 2022 Appropriations:</i>		
Police – Capital Outlay Furniture:	#207-301-50.970.0060	\$16,439
Police – Program Exp. Drug Forfeiture:	#207-301-50.763 0003	\$138,923
Fire – Capital Outlay Furniture:	#206-336-50.970 0060	\$30,945
E/911 – Capital Outlay Furniture:	#261-346-50.970 0060	\$6,164

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 the purchase of furniture associated with the Public Safety Building’s interior renovation project in the amount of \$192,469.58, from Kentwood Office Furniture; and additionally,
- 2) Additionally, I move to approve the below 2022 budget amendments to accommodate this purchase:

<i>Increase 2022 Revenues:</i>		
Police - Fund Balance Appropriation:	#207-000.695	\$16,439
Police – State Drug Forfeiture Appropriation:	#207-000.695 1001	\$138,923
Fire – Fund Balance Appropriation:	#206-000.695	\$30,945
E/911 – Fund Balance Appropriation:	#261-000.695	\$6,164

<i>Increase 2022 Appropriations:</i>		
Police – Capital Outlay Furniture:	#207-301-50.970.0060	\$16,439
Police – Program Exp. Drug Forfeiture:	#207-301-50.763 0003	\$138,923
Fire – Capital Outlay Furniture:	#206-336-50.970 0060	
E/911 – Capital Outlay Furniture:	#261-346-50.970 0060	

ATTACHMENTS: Attachment A – Price Quote from Kentwood Furniture
Attachment B – Breakdown of Furniture by Room and Fund

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 10, 2022

AGENDA ITEM # G-13

ITEM: CONSIDER A REQUEST TO APPROVE AN ADMINISTRATIVE SERVICE FEE AGREEMENT WITH LINCOLNSHIRE PRESERVATION LIMITED DIVIDEND HOUSING ASSOCIATION, LLC

PRESENTER: Anne Marie Graham-Hudak, Supervisor

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Lincolnshire Preservation Limited Dividend Housing Association, LLC (“Lincolnshire”) intends to purchase and rehabilitate a housing project for low to moderate income families known as Lincolnshire Apartments. Pursuant to the Chapter 22, Article III, Division 2 of the Township Code of Ordinances, Lincolnshire will pay a Payment in Lieu of Taxes (“PILOT”) to the Township in the amount of four percent (4%) of the difference between the annual shelter rents actually collected and utilities. Lincolnshire wishes to pay, and the Township wishes to collect, an administrative service fee to offset the administrative costs associated with the PILOT.

Lincolnshire shall pay the Township an annual Administrative Service Fee in an amount equal to one percent (1%) of the difference between the annual shelter rents actually collected and utilities (the “net shelter rents”). The Administrative Service Fee is in addition to the PILOT required under the Township Code. Lincolnshire shall pay the Administrative Service Fee to the Township at the same time it pays its annual PILOT payment under the Township Code. The first payment is due July 1, 2023. The Township may use the Administrative Service Fee for any purposes authorized by law.

BACKGROUND INFORMATION: In 2008, Canton Township adopted an ordinance granting Lincolnshire Village Apartments a Payment In Lieu of Taxes (“PILOT”). As is required by state law, an ordinance was adopted by the Township Board establishing the PILOT, which is a payment of 4% of net shelter rents as the service fee in lieu of taxes.

Recently, Lincolnshire Village Apartments was acquired by Lincolnshire Preservation Limited Dividend Housing Association, LLC. This change in ownership requires a change to the ordinance. The new owner is asking the Township to continue the 4% service fee previously established in the ordinance, although the Township can charge up to 10% of the annual shelter rents obtained from the development. The exemption from taxation can last no longer than 50 years.

In addition to the 4% PILOT, Lincolnshire is agreeing to pay the Township a 1% Administrative Service Fee to process the collection, planning and distribution of the voluntary payment.

STRATEGIC PLAN/GOALS: Financial Stability

ACTION REQUESTED: Approve the request to collect a 1% Administrative Service Fee to collect, plan and distribute the voluntary payment to the Township.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Upon collection, monies will be recorded in the property tax admin fee line item in the general fund, 101-000.447

IMPLEMENTATION PLAN: Upon approval, the Township Treasurer will collect the PILOT and plan for its distribution.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the Administrative Service Fee Agreement with Lincolnshire Preservation Limited Dividend Housing Association, LLC.

ATTACHMENTS:

1. Administrative Service Fee Agreement between the Township and Lincolnshire.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 10, 2022

AGENDA ITEM # G-14

ITEM: CONSIDER A REQUEST TO APPROVE LETTERS OF AGREEMENT BETWEEN CANTON TOWNSHIP AND THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME) LOCAL 3860

PRESENTER: Anne Marie Graham-Hudak, Supervisor

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Canton Township is always striving for good rapport with its labor force. Toward this end, a Letter of Agreement (LOA) was reached between Canton Township and AFSCME Local 3860 regarding the transfer of two Municipal Services employees to the Leisure Services Department in the two newly created Parks Laborer positions, without the necessity of an oral interview. The two employees are Jeffrey Michael and Jacob Saunders.

Additionally, the position of Acting Public Works – Water Supervisor in the Municipal Services Department will be filled by an employee in the AFSCME bargaining unit, Scott Kahanec, on a temporary basis until a permanent employee for this position is identified.

BACKGROUND INFORMATION: Canton Township is always striving for good rapport with its labor force. Letters of Agreement (LOAs) are shared understandings between Canton and its collective bargaining units in areas of concern not covered by the current collective bargaining agreement. Sometimes called Letters of Understanding or “side letters,” these agreements allow each party to the collective bargaining agreement to effectively handle issues that warrant attention during the contract period, but were not contemplated by the parties at the time of the agreement.

LOAs are not contracts, as they are not “bargained for” exchanges (one promise exchanged for another) and do not have the essential elements of contract formation (the offer, acceptance and consideration). They are simply principled agreements to an area of concern for the parties. If an LOA differs from the collective bargaining agreement, the collective bargaining agreement controls.

STRATEGIC PLAN/GOALS: Organizational Climate and Culture

ACTION REQUESTED: Approve the request to transfer two Municipal Services employees, Jeffrey Michael and Jacob Saunders, to the Leisure Services Department’s two Parks Laborer positions. Approve the request to temporarily fill the position of Acting Public Works – Water Supervisor with an employee in the AFSCME bargaining unit, Scott Kahanec.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: None.

IMPLEMENTATION PLAN: Upon approval, the Township Supervisor will sign the Letters of Agreement that the bargaining team has already agreed upon.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve both Letters of Agreement between Canton Township and the American Federation of State, County and Municipal Employees (AFSCME) Local 3860.

ATTACHMENTS:

- 1) Letters of Agreement.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 10, 2022

AGENDA ITEM # G-15

ITEM: CONSIDER A REQUEST TO APPROVE CONTRACT WITH TDK ADVISORS, LLC

PRESENTER: Anne Marie Graham-Hudak, Supervisor

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Canton Township is committed to responsible economic development and sustainable development. Canton continues to be a developing community with many opportunities for residents and businesses alike. Canton is also a Redevelopment Ready Community (RRC), in preparation for the next stage of the community when the pace of development will change. Due to the stage of development taking place in the community, economic development consulting services are critical. Economic development services support Canton’s main economic arteries – Ford Road, Michigan Avenue and Cherry Hill Village.

Economic development also supports emerging markets in Canton and southeastern Michigan. These markets include technology businesses, health care, biosciences, mobility and advanced manufacturing. Due to Canton’s position as both a still-developing community and an economically strong community preparing for redevelopment, economic development services which foster business growth to continue supporting Canton’s tax base are a necessity.

BACKGROUND INFORMATION: Canton has an average household income of \$99,070, as of the 2020 census. We are home to Michigan's only IKEA, as well as other major retailers and employers along Ford Road in our main business corridor. This corridor supports Canton’s tax base and is overseen by the Downtown Development Authority (DDA).

Even as Ford Road remains Canton's main retail corridor, the Michigan Avenue corridor is fast becoming the hot new location for retail and technology businesses. This major link between I-275 and Ann Arbor features Amazon, Home Depot, Dick's Sporting Goods, Target, Kohls and more.

Cherry Hill Village another engine of economic strength in Canton. The Village is a strong, vibrant and exciting community home to many retailers and other businesses. Developed under the “New Urbanism” trend, the Village offers a walkable downtown and StreetSide parking which calms vehicle traffic while encouraging foot traffic.

Canton offers many business-friendly amenities including abundant and affordable space that is easily accessible via major road, air, rail, and water transport corridors. Canton is committed to development that is well-planned, as it continues to grow into a comprehensive retail, commercial and technological hub in southeast Michigan.

STRATEGIC PLAN/GOALS: Financial Stability – re-imagine commercial districts and existing zoning

ACTION REQUESTED: Approve the request to contact with TDK Advisors, LLC.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: \$1,000 per month through the end of 2022, with an option to extend the contract one year at the discretion of the Township Supervisor.

A budget adjustment to account 101-728.801_0050, Professional Services, is required, and in accordance with the 5-year plan accepted by the Board on January 18, 2022.

IMPLEMENTATION PLAN: Upon approval, the Township Supervisor will sign the contract with TDK Advisors, LLC.

FINANCE AND BUDGET DIRECTOR’S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

1. I move to approve the contract with TDK Advisors, LLC.
2. I further move to approve the following budget adjustment, as discussed with the Board at the January 18, 2022 study session regarding a 5-year plan:

<i>Increase Appropriations</i>		
101-000.695	Fund Balance Appropriation	\$100,000
<i>Increase Expenditures</i>		
101-728.801_0050	Professional & Contractual Services - Professional	\$100,000

ATTACHMENTS:

1. Consulting Agreement between the Charter Township of Canton and TDK Advisors 4.25.22.pdf