



**CANTON ADMINISTRATION BUILDING
1150 S. CANTON CENTER ROAD
CANTON, MI 48188
REGULAR BOARD MEETING
JULY 26, 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/83991988733>

Or One tap mobile:
1-646-931-3860 (83991988733#) or 1-301-715-8592 (83991988733#)

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Webinar ID: 839 9198 8733

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

7:00 P.M.:

CALL TO ORDER

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

ADOPTION OF AGENDA

APPROVAL OF MINUTES: NONE

PUBLIC COMMENT ON AGENDA ITEMS ONLY

PAYMENT OF BILLS

RESOLUTION:

- 1) RESOLUTION RECOGNIZING POLICE CANINE HANK'S RETIREMENT

CONSENT CALENDAR:

- 1) CONSIDER AUTHORIZATION OF A PURCHASE ORDER TO FISHBECK, INC. FOR PROFESSIONAL ENGINEERING SERVICES FOR THE 2023 ROAD IMPROVEMENT PROGRAM – SHELDON ROAD (MSD)

GENERAL CALENDAR:

- 1) CONSIDER APPROVAL OF GREENLAND & SAJ SITE PLAN (GROCERY STORE/BAKERY) (MSD)

- 2) CONSIDER FIRST READING OF AN ORDINANCE TO AMEND CHAPTER 74, ARTICLE II, DIVISION 3, SUBDIVISION III SECTION 74-133. BUILDING SEWERS AND CONNECTIONS (MSD)
- 3) CONSIDER APPROVING A REQUEST TO PURCHASE A THREE-YEAR WARRANTY AND SOFTWARE RENEWAL FOR FARO TECHNOLOGIES 3D LASER SCANNER SYSTEM (POLICE)
- 4) CONSIDER WAIVING THE BIDDING PROCESS AND APPROVE THE PURCHASE OF FIVE MOTOROLA 800 MHZ PORTABLE RADIOS (POLICE)
- 5) CONSIDER APPROVING THE MERIT COMMISSION RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS IN FINANCE, MUNICIPAL SERVICES AND ITI (SUPERVISOR)
- 6) CONSIDER AUTHORIZATION OF A TWO-YEAR LEASE AGREEMENT WITH DANCIN' FEET AT THE SUMMIT ON THE PARK (CLS)
- 7) CONSIDER APPROVAL TO INCREASE CURRENT AND FUTURE PAYMENTS TO THE PROGRAM REGISTRATION SOFTWARE PROVIDER, CIVICPLUS. LLC (CLS)

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.

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

Resolution Recognizing Police Canine Hank's Retirement

Whereas the Canton Police Department recognizes the importance of its Canine Unit;

Whereas in 2017, Hank started his career in law enforcement with Canton Police Department's Canine Unit where he and his partner, Officer Brian Zinser, were responsible for the tracking and apprehension of suspects, searching for evidence, missing persons, and narcotics, and community events;

Whereas in 2019, Hank was re-assigned to a special task force team with his new partner, Officer Ken Robinson;

Whereas during his time in this special unit Hank assisted with federal, state and local law enforcement narcotics investigations;

Whereas Hank and his respective partners attended weekly training classes and were required to certify bi-annually with the National Association of Professional Canine Handlers;

Whereas Hank retired from his Canine Unit duties in 2021, but continues to reside with his partner, Officer Robinson;

Resolved, the Board of Trustees of the Charter Township of Canton is appreciative of the commitment to excellent service as demonstrated by Canine Hank, Officer Robinson and Officer Zinser;

Further Resolved, the Board of Trustees of the Charter Township of Canton upon does hereby recognize Canine Hank for his commendable contribution to the Canton community and the Canton Police Department.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: July 26, 2022

AGENDA ITEM:C-1

ITEM: Consider Authorization of a Purchase Order to Fishbeck, Inc. for Professional Engineering Services for the 2023 Road Improvement Program – Sheldon Road

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: On October 22, 2019, the Township Board authorized extension of the contract with Fishbeck, Inc. (Fishbeck) for engineering services on the Major Road projects after the successful first year. Fishbeck is currently providing engineering services for the 2022 and design on 2023 projects. Due to the potential length of storm and drainage permitting for the Sheldon Road (US-12 to Yost) project (currently planned for 2024), Engineering Services requests to start this design now and has requested a proposal from Fishbeck to commence detailed engineering design.

BACKGROUND: In 2018 the Board approved ballot language for a 1.45-mill road funding millage which was approved in August 2018. The Township is entering the fourth year of this program and details of the proposed 2023 major road projects were presented to the Township Board during study sessions. The scope of this project was developed with the Township Engineers and engineering costs are provided in the attached proposal from Fishbeck.

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

ACTION REQUESTED: Consider approving a purchase order for Fishbeck, Inc. in the amount of \$176,600 along with a 10% contingency of \$17,660 for a total of \$194,260 for the design and construction services for 2023 Road Improvement Program – Sheldon Road.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funding for this project will require a budget amendment from the Road Fund. The following budget amendment is necessary to fund this project.

Increase Revenue:

204-000.695 Fund Balance Appropriation \$194,260

Increase Expenditure:

204-446-11.970_0050 Capital Outlay Infrastructure \$194,260

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

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

1) I move to approve the following budget amendment:

Increase Revenue:

204-000.695 Fund Balance Appropriation \$194,260

Increase Expenditure:

204-446-11.970_0050 Capital Outlay Infrastructure \$194,260

2) I move to approve a purchase order contract for the 2023 Major Road construction projects to Fishbeck, Inc. in the amount of \$194,260.

ATTACHMENTS:

1. Proposal for Design Services – Fishbeck, Inc.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: July 26, 2022

AGENDA ITEM #G-1

ITEM: Consider Approval of Greenland & Saj Site Plan (Grocery Store/Bakery)

PRESENTER: Jade Smith, Municipal Services Director

OWNER/REPRESENTATIVE: Najim Saymuah (CDPA Architects)

EXECUTIVE SUMMARY: The applicant proposes to build a grocery store and bakery on a 1.59-acre parcel located at the southwest corner of the intersection of Cherry Hill Road and Denton Road. The building is proposed to be 19,044 sq. ft. on the ground floor, with a partial 2nd floor mezzanine area. There are two (2) entrances proposed: one (1) entrance from Market Square Dr. to the west and one (1) entrance from Denton Rd. to the east. The entrance from Market Square Dr. will align with Lantern Way and there is no proposed extension of Market Square Dr. The entrance from Denton Rd. is located on the south side of the site and is designed to be as far away from the intersection of Cherry Hill Rd. as possible.

The site is located in the Village Core area of the Cherry Hill Village Overlay District, and the underlying zoning district is RA, Rural Agricultural. Section 6.09(B)(2) of the Zoning Ordinance states that the Cherry Hill Village Design Guidelines are the applicable development standards, which are made part of the Zoning Ordinance. Although the original Agreement for Cherry Hill Village expired in 2014, the site is still subject to the standards of the Cherry Hill Village Overlay District in Section 6.09 of the Zoning Ordinance.

The Cherry Hill Village Overlay District requires all projects to be treated as a Planned Development. At its meeting on March 22, 2022, the Township Board approved the Planned Development for Greenland & Saj.

The Planning Commission recommended approval of the Greenland & Saj site plan at its meeting on July 11, 2022, subject to conditions. If the site plan is approved, the next step will be for the applicant to submit plans to the Engineering Services Division and Building & Inspections Services Division for review prior to construction.

BACKGROUND AND ANALYSIS:

Location: Southwest corner of Cherry Hill Rd. and Denton Rd. (49491 Cherry Hill Road; parcel no. 073-99-0001-706)

Existing Zoning: Cherry Hill Village Overlay District (RA underlying zoning district) – Village Core

Net Acres: 1.59 acres

Existing Land Use: Vacant

Surrounding Zoning and Land Uses:

North – Cherry Hill Village Overlay District (R-1 underlying zoning district); Vacant and Uptown Apartments

South – Cherry Hill Village Overlay District (RA underlying zoning district); Corners at Cherry Hill

East – Cherry Hill Village Overlay District (RR underlying zoning district); Cherry Hill Gardens Condominium

West – Cherry Hill Village Overlay District (RA underlying zoning district); The Towns at Cherry Hill

Comprehensive Plan: Cherry Hill Area

Land Uses: A grocery store and bakery are proposed, both of which are permitted uses in the Cherry Hill Village Overlay District.

Schedule of Regulations and Modifications:

- **Front Yard Setback.** Section 2.2.3 of the Cherry Hill Village Overlay District Design Guidelines allows a maximum setback of 15 feet. The proposed front yard setback ranges from 8' to 8'-7" along Cherry Hill Rd and Denton Rd.
- **Side and Rear Yard Setbacks.** Section 2.2.3 of the Cherry Hill Village Overlay District Design Guidelines allows side yard setbacks of 0'-10'. The proposed building is 84'-1" from the west lot line and 153'-5" from the south lot line.
- **Open Space.** Section 2.4 of the Cherry Hill Village Overlay District Design Guidelines requires 25% of the gross area to be dedicated open space. There was no dedicated open space on the previously-approved Rite Aid plans because the required open space was located elsewhere in Cherry Hill Village. However, because the original Agreement for Cherry Hill Village expired in 2014, the minimum open space requirement applies to individual sites. During PD review, the Planning Commission and Township Board approved the modification to reduce the required open space to 17%, pursuant to the plans.
- **Building Height.** The proposed building height is 26'-8", measured from grade to the top of the building masonry, and is designed as 2 stories, which is recommended by Section 3.3.6 of the Cherry Hill Village Overlay District. Many areas inside the store are 1 story and open above, but there are 2nd story areas for dining, offices, and storage. The plans also show a bakery seating area in the upstairs mezzanine.

Traffic Management: There are two (2) entrances proposed: one (1) entrance from Market Square Dr. to the west and one (1) entrance from Denton Rd. to the east. The entrance from Market Square Dr. aligns with Lantern Way and there is no proposed extension of Market Square Dr. The entrance from Denton Rd. is located on the south side of the site and is designed to be as far away from the intersection of Cherry Hill Rd. as possible.

During PD review, the Planning Commission and Township Board reviewed the Traffic Impact Study (TIS), provided by the project sponsor and reviewed by the Township's traffic engineering consultant (Wade Trim). Wade Trim stated that the TIS is approved, subject to prohibiting a left turn onto Denton Rd from the site and directing market traffic exit via the Cherry Hill Road driveway. After the February 7, 2022 Planning Commission meeting, the PD plans were revised to include a sign prohibiting left turns onto Denton Rd.

Sidewalks: There are existing sidewalks along the frontages of Cherry Hill Rd. and Denton Rd. Internal sidewalks are proposed to connect the building from The Towns at Cherry Hill to the west, Cherry Hill Road to the north, and Denton Road to the east.

The proposed internal sidewalk system includes ramps to be constructed in compliance with ADA standards. The sidewalk and ramp to the west of the parking lot is designed to provide access to The Towns at Cherry Hill. Additionally, the submitted plans include pedestrian walkways through the parking area for safe and easy travel. However, the east-west pedestrian walkway between the loading dock and the Denton Rd. entrance must have a connecting ramp on each side.

Landscaping and Screening: The landscape plans are designed to comply with the requirements of the Zoning Ordinance, and are summarized as follows:

- **Landscaping Adjacent to a Road.** Section 2.1.5 of the Cherry Hill Village Overlay Design Guidelines requires 1 shade tree every 30-38 feet.
- **Parking Lot Landscaping.** Section 2.2.5 of the Cherry Hill Village Overlay Design Guidelines requires compliance with the parking lot landscaping requirements of Section 5.02(C) of the Zoning Ordinance, which requires 25 sq. ft. of interior landscape area per parking space and 1 deciduous or evergreen tree per 300 sq. ft. of interior landscape area.
- **Foundation Landscaping.** Section 5.03(A)(4) of the Zoning Ordinance requires 1 ornamental tree and 5 shrubs per 35 linear feet of building frontage that faces a road or is adjacent to a parking area. The landscape plan includes the required foundation landscaping adjacent to the north and east sides of the building facing the roads but does not include the foundation landscaping adjacent to the west and south sides of the building facing the parking lot due to the limited site area. Section 5.07 of the Zoning Ordinance permits the Planning Commission to modify specific landscape requirements if the modification is in keeping with the intent of the general landscape standards and if the land use is such that required landscaping would not enhance the site. Because the intent is to create a more urban-style building, and the west and south sides of the building include a wide stamped concrete walkway with benches and planters, the Planning Commission waived the building foundation landscape requirements of Section 5.03(A)(4) of the Zoning Ordinance on the west and south sides of the building.
- **Screening of Parking Areas and Trash Storage.** Section 2.2.6 of the Cherry Hill Village Overlay Design Guidelines requires parking areas and trash storage areas to be screened with appropriate fencing or landscaping. On the south side of the site, there is a continuous row of evergreen trees proposed (Black Hills White Spruce), and the site to the south has an opaque fence along its northern lot line. On the west side of the site, there is a 2'-8" masonry wall and a row of upright Junipers proposed. The Juniper species (Burk Upright Juniper) has a mature height of 15-25 ft. and a mature spread of 8-12 ft. The trash storage

and screening are addressed below.

Parking and Loading: Section 4.01(C)(6) of the Zoning Ordinance requires 1 parking space per 150 sq. ft. of usable floor area of the store, 1 parking space per 250 sq. ft. of office area, and 1 parking space per employee. Based on plans, **94 spaces are required**. There are **88 parking spaces proposed** (82 on-site parking spaces and 6 on-street parking spaces on the south side of Cherry Hill Rd. in front of the building). According to the Parking Generation Manual, 5th Edition, published by the Institute of Transportation Engineers (ITE), the average parking demand for a 19,044-sq. ft. Supermarket is 69 spaces on a Saturday and the average parking demand for a 1,070-sq. ft. restaurant/coffee shop use is about 15 spaces on a Saturday – a total average demand of 84 spaces. Therefore, we believe that the proposed number of parking spaces is sufficient for the use. Additionally, many grocery store shoppers will be diners, and vice versa, so the parking requirements of the Zoning Ordinance for these uses are somewhat duplicated. Section 4.01(C)(6) of the Zoning Ordinance allows the Planning Commission to modify the number of required parking spaces, and the Planning Commission modified the parking requirements pursuant to the site plan based on the ITE publication.

Three (3) designated spaces are set aside for car corral, and designs are included in the plans. These spaces were not included in the parking calculations.

Lighting: There is no light trespass shown along the western and southern lot lines adjacent to residential areas. The illumination levels comply with the standards of Section 2.13 of the Zoning Ordinance and the light poles and fixtures are consistent with the existing decorative poles and fixtures in the Cherry Hill Village Overlay District. Sheet L201 notes 5 different fixtures, but a new note has been added stating “Note: Photometric drawing will be updated during construction document phase.” We recommend as a condition of approval that Sheet L201 be consistent with Sheet ASP-1.

Dumpster Enclosure: The compactor area is shown on the southeast corner of the building, which is about as far away as possible from the adjacent residential areas. Pursuant to Section 2.14 of the Zoning Ordinance, the plans show that the enclosure wall will be measured 10 ft. in height, which is one (1) foot higher than the compactor. The compactor gates are vinyl and the horizontal slats are designed to present a solid, opaque appearance. Section 2.14 of the Zoning Ordinance requires a limestone or similar-looking material cap on the enclosure to provide a finished appearance, and we recommend that this cap be added as a condition of approval.

Building Design: The building meets many of the design standards of Section 3.3.6 of the Cherry Hill Village Overlay District, including being 2 stories and having a rectangular form with a storefront façade. Similar to the previously-approved Rite Aid building, because the proposed building is a large single-use building, it does not have the recommended full-width glass on the ground floor and three windows topped by an upper cornice or parapet on the upper floor. Overall, the building is very modern compared to a more traditional building in Cherry Hill Village. The exterior building material is at least 50% brick, which is required by Section 26.06 of the Zoning Ordinance.

We recommend revising Sheets A-01 and A-03 to replace the spandrel glass on the north side of the building adjacent to the seating area and drinking edge of the bakery with transparent glass, as we believe the intent is to have transparent glass in this area.

Signage: Section 2.2.8 of the Zoning Ordinance limits the size of wall signage to 2% of the building's ground-level façade. While signage is illustrated on the elevation renderings, the areas are not calculated and will be addressed in more detail at the time of building plan review. A ground sign is proposed on the south side of the proposed driveway from Denton Road. Because ground signs are not permitted in the Cherry Hill Village Overlay District, the PDD Agreement was approved to include a modification from the Zoning Ordinance for a ground sign that complies with the underlying RA zoning district. The proposed illuminated ground sign detail does not exceed the dimensions of the underlying RA zoning district (max. height of 6 feet and max. area of 24 sq. ft.), which is the same size permitted in the commercial districts.

Stormwater Management: The site is proposed to drain to the existing stormwater ponds located directly south in the Corners at Cherry Hill, which are designed to hold regional drainage, including for this site. Stormwater management is under the jurisdiction of Wayne County.

- **Community Planner's Recommendation:** Approval of the Site Plan for a grocery store and bakery on parcel no. 073-99-0001-706, as illustrated on the Site Plan for the reasons stated in the above analysis, subject to items noted in this review being addressed and corrected and subject to all State, County, and Township requirements.

- **Planning Commission's Recommendation:** At its meeting on July 11, 2022, the Planning Commission voted 5-0 to recommend approval of the Site Plan for a grocery store and bakery on parcel no. 073-99-0001-706, as illustrated on the Site Plan for the reasons stated in the staff analysis, including a waiver of the foundation landscape requirements on the west and south sides of the building and a waiver to modify the number of required parking spaces to 82 on-site spaces and up to 6 on-street spaces, subject to all State, County, and Township requirements and subject to the following items to be addressed and corrected by the applicant:
 1. Modifying the lighting specifications on Sheet L201 to be consistent with Sheet ASP-1 and to comply with Section 2.13 of the Zoning Ordinance;
 2. Placing a limestone or similar-looking material cap on the compactor enclosure to provide a finished appearance in accordance with Section 2.14 of the Zoning Ordinance;
 3. Revising Sheets A-01 and A-03 to replace the spandrel glass on the north side of the building adjacent to the seating area and drinking edge of the bakery with transparent glass; and
 4. Adding a bicycle rack adjacent to the building.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approval of the Site Plan for a grocery store and bakery on parcel no. 073-99-0001-706 at 49491 Cherry Hill Road, subject to all State, County, and Township

requirements and subject to the following items to be addressed and corrected by the applicant:

1. Modifying the lighting specifications on Sheet L201 to be consistent with Sheet ASP-1 and to comply with Section 2.13 of the Zoning Ordinance;
2. Placing a limestone or similar-looking material cap on the compactor enclosure to provide a finished appearance in accordance with Section 2.14 of the Zoning Ordinance;
3. Revising Sheets A-01 and A-03 to replace the spandrel glass on the north side of the building adjacent to the seating area and drinking edge of the bakery with transparent glass; and
4. Adding a bicycle rack adjacent to the building.

BUDGET IMPLICATION & ACCOUNT NUMBER: N/A.

IMPLEMENTATION PLAN: N/A.

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION:

ENGINEERING SERVICES DIVISION'S RECOMMENDATION: Approval, with conditions.

FIRE MARSHAL'S RECOMMENDATION: Approval.

BUILDING OFFICIAL'S RECOMMENDATION: N/A.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: N/A.

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

Approval of the Site Plan for Greenland & Saj

WHEREAS, the Project Sponsor has requested site plan approval for a Greenland & Saj grocery store and bakery use on parcel no. 073-99-0001-706, located at the southwest corner of Cherry Hill Rd. and Denton Rd.; and

WHEREAS, the Planning Commission reviewed the site plan application and applicable criteria and voted 5-0 to recommend approval, with conditions, as the application 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 Greenland & Saj on tax parcel no. 073-99-0001-706 at 49491 Cherry Hill Road, subject to all State, County, and Township requirements and subject to the following items to be addressed and corrected by the applicant:

(1) modifying the lighting specifications on Sheet L201 to be consistent with Sheet ASP-1 and to comply with Section 2.13 of the Zoning Ordinance; (2) placing a limestone or similar-looking material cap on the compactor enclosure to provide a finished appearance in accordance with Section 2.14 of the Zoning Ordinance; (3) revising Sheets A-01 and A-03 to replace the spandrel glass on the north side of the building adjacent to the seating area and drinking edge of the bakery with transparent glass; and (4) adding a bicycle rack adjacent to the building.

ATTACHMENTS:

1. Zoning Map and Location Map
2. Site Plan

NEXT STEPS: If the Site Plan is approved, the next step will be for the applicant make plan revisions and to submit plans to the Engineering Services Division and Building & Inspections Services Division for review prior to construction.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: July 26, 2022

AGENDA ITEM: G-2

ITEM: Consider First Reading of an Ordinance to Amend Chapter 74, Article II, Division 3, Subdivision III Section 74-133. Building Sewers and Connections

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Canton Township Ordinance Section 74-133 titled “Building and Sewers Connections” currently outlines the process for repairs to water and sewer leads in public rights-of-way, easements, and private property. This ordinance also directs the Public Works Division to maintain a written policy on repairs to private sewer leads and cost sharing with the private building owner. To further describe ownership and maintenance of private sewer and water leads Canton Township Ordinance Section 74-38 titled “Water and Sewer Lead Ownership” specifically states that water and sewer leads shall be defined as the privately-owned service connection from the public water main, or sewer main, to the building. Additionally, Section 74-38 states that ownership and maintenance responsibility for the private water or sewer lead shall remain with the building owner from the point of connection at the public main to the building.

The proposed change to Section 74-133 removes the potential for inconsistency between Sections 74-133 and 74-38. Furthermore, the proposed changes to Section 74-133 promotes and codifies effective Public Works policy and practices by assigning responsibility for maintaining and operating private sewer leads to the appropriate entity. The Public Works Division will also amend their current policy to reflect the changes in the Section 74-133.

BACKGROUND: Recently, a private sewer lead was repaired by the Township as required by the currently adopted policy of the Public Works Division. The private sewer line was damaged on private property. The property owner submitted an invoice for \$17,000 for work done by a private contractor. The Township was not aware of the damage or repair completed by the private contractor. Although the Township’s currently adopted policy was followed, it is strongly recommended that the policy and ordinances be amended and adopted to reflect that the Township will no longer participate in cost sharing for repair of private sewer and water leads.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Introduce, hold the first reading, and schedule the second reading of an amendment to Chapter 74, Article II, Division 3, Subdivision III Section 74-133 entitled “Building Sewers and Connections”

BUDGET IMPLICATIONS & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: If approved, a second reading will be scheduled for August 9, 2022.

DIRECTOR’S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

1. I move to introduce and hold the first reading of an amendment to Chapter 74, Article II, Division 3, Subdivision III Section 74-133 entitled "Building Sewers and Connections"
2. I further move to schedule a Second Reading for August 9, 2022.

ATTACHMENTS:

1. Ordinance Amendment (redlined)
2. Revised Policy PW:10

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: July 26, 2022

AGENDA ITEM #G-3

ITEM: Consider Approving a Request to Purchase a Three-Year Warranty and Software Renewal for FARO Technologies 3D Laser Scanner System

PRESENTER: Chad Baugh, Director of Police Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The Police Department is requesting to purchase a three-year warranty and software renewal for its FARO Technologies 3D Laser Scanner System, in the amount of \$13,970. This purchase will extend the warranty through June 30, 2025.

BACKGROUND INFORMATION: In 2018, the Police Department was approved to purchase a Faro Technologies 3D Laser Scanner System in the amount of \$72,000, using forfeiture funds. The 3D laser scanner performs accurate tracking and 3D renderings of fatal crash and serious injury accidents. In addition to being used for accident reconstruction, 3D scanners are being used for crime scene investigations including arson, organized retail fraud, robbery, homicide, etc. The scanner automatically captures an entire crime scene, documenting everything including things that might not immediately be known as evidence.

Because the original maintenance and software contract has ended, this renewal is vital to maintain the operational and functional abilities of this intricate equipment.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approve the purchase of the three-year warranty and software for FARO Technologies 3D Laser Scanner System, in the amount of \$13,970.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds will be expensed from the 2022 Police Maintenance and Repair of Software Account #207-301-50.930_0015 (\$2,750); and from the Maintenance and Repair of Equipment Account #207-301-50.930_0030 (\$11,220).

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 the three-year warranty and software for FARO Technologies 3D Laser Scanner System, in the amount of \$13,970.

ATTACHMENTS: Attachment A – Price Quote from FARO Technologies, Inc.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: July 26, 2022

AGENDA ITEM #G-4

**ITEM: Consider Waiving the Bidding Process and Approve the Purchase of Five
Motorola 800 MHz Portable Radios**

PRESENTER: Chad Baugh, Director of Police Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The Police Department is requesting to purchase five Motorola APX6000 Portable Police Radios from Motorola in the amount of \$24,918.25. Due to the necessity of continuity in radio equipment, purchasing the same radio as currently owned is imperative; therefore, the department requests to waive the bidding process and purchase the above model radios from Motorola Solutions (a sole-source vendor).

BACKGROUND INFORMATION: In response to the FCC's narrow banding requirements, on March 12, 2012, the Township Board approved Canton Police and Fire Departments transition to the State of Michigan's MPSCS 800 MHz Radio System. This \$1.8 million dollar project included a multitude of components, including all new radios for dispatch, police/fire vehicles, and individual officer/firefighter portable radios.

The Motorola radios being requested for purchase are the same make and model of current radios being used, and include all mounting, charging, trunking and programming to be 100% compatible with the department's current inventory. Warranties are included with the purchase with coverage of three years for the mobile, and five years for the portables.

Funds budgeted in the 2022 E/911 Capital Computers Account will be utilized for this purchase.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Waive the bidding process and approve the purchase of five Motorola portable radios from Motorola Solutions, Inc., in the amount of \$24,918.25, utilizing budgeted E/911 Funds.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds are budgeted in the 2022 E/911 Capital Outlay Computers Account #261-346-50.970.0010.

IMPLEMENTATION PLAN: n/a

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION: I move to waive the bidding process and approve the purchase of five Motorola portable radios from Motorola Solutions, Inc., in the amount of \$24,918.25, utilizing budgeted E/911 Funds.

ATTACHMENTS: Attachment A – Motorola Price Quote

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: July 26, 2022

AGENDA ITEM # G-5

<p>ITEM: Consider Approving Merit Commission Recommendation for Position Reclassifications</p>

PRESENTER: Ann Marie Graham-Hudak, Supervisor

INDIVIDUALS IN ATTENDANCE: Finance Director, Municipal Services Director, ITI Director

EXECUTIVE SUMMARY: The Supervisor's Office is requesting the board of Trustees approve three reclassifications. The first is from the Finance Department, the position of Financial Analyst Grade 7 being retitled and reclassified to Grants, CDBG and Procurement Supervisor, Grade 8. The second is from the Municipal Services Department, the position of DDA Coordinator/Communications Specialist, Grade 5 being retitled and reclassified to Downtown and Community Development Coordinator/Communications Specialist to Grade 6. Lastly, from the ITI Department, the Technical Support Specialist I position being reclassified from Grade 4 to Grade 5. The Merit Commission approved new job descriptions on June 30, 2022 and the reclassifications on July 20, 2022. If approved, the reclassifications would be retroactive to July 13, 2022.

BACKGROUND: A Job Analysis Questionnaire was completed by each current staff in the position with support from their respective Director. The positions have expanded over the years with staff taking on responsibilities beyond the scope of their current salary grade. The Grants, CDBG and Procurement Supervisor will move from a Grade 7, Maximum to Grade 8 Step 8. The Downtown and Community Development Coordinator/Communications Specialist will move from Grade 5, Maximum to Grade 6, Step 8. and the Technical Support Specialist I position will move from Grade 4 Step 2 to Grade 5, Step 1.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approve the Merit Commission recommendation to reclassify the position of Financial Analyst Grade 7 to the position of Grants, CDBG and Procurement Supervisor, Grade 8 retroactive to July 13, 2022. Approve the Merit Commission recommendation to reclassify the position of DDA Coordinator/Communications Specialist,

Grade 5 to the position of Downtown and Community Development Coordinator/Communications Specialist, Grade 6. Approve the Merit Commission recommendation to reclassify the Technical Support Specialist I position from Grade 4 to Grade 5. All changes would be retroactive to July 13, 2022.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The budget impact for 2022 for the Grants, CDBG and Procurement Supervisor is approximately \$850; the Downtown and Community Development Coordinator/Communications Specialist is approximately \$500; and the Technical Support Specialist I is approximately \$1,150. All cost will be absorbed into the budgets of the respective departments for 2022. Budget impact for 2023 for the Grants, CDBG and Procurement Supervisor will be approximately \$4900; Downtown and Community Development Coordinator/Communications Specialist will be approximately \$3800; and Technical Support Specialist is approximately \$2,900.

IMPLEMENTATION PLAN: If approved, changes would be retroactive to July 13, 2022.

DIRECTOR'S RECOMMENDATION:

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION:

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve the Merit Commission recommendation to reclassify the position of Financial Analyst Grade 7 to the position of Grants, CDBG and Procurement Supervisor, Grade 8 retroactive to July 13, 2022

I move to approve the Merit Commission recommendation to reclassify the position of DDA Coordinator/Communications Specialist, Grade 5 to the position of Downtown and Community Development Coordinator/Communications Specialist, Grade 6 retroactive to July 13, 2022.

Furthermore, I move to approve the Merit Commission recommendation to reclassify the Technical Support Specialist I position from Grade 4 to Grade 5 retroactive to July 13, 2022.

ATTACHMENTS: Attachment A – Merit 2022 Salary Grade System

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: July 26, 2022

AGENDA ITEM#G-6

ITEM: Consider Authorization of a Two-Year Lease Agreement with Dancin' Feet at the Summit on the Park

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Canton Leisure Services and Dancin' Feet have had a mutually beneficial partnership over the years. Therefore, we are recommending a 2-year lease agreement with Dancin' Feet with three automatic 1-year contract extensions provided the tenant is not in breach of the contract.

BACKGROUND INFORMATION: The dance studios on the 2nd floor of Summit on the Park have been used primarily for dance classes provided by Dancin' Feet since the Summit's opening in 1996. The Dance Studios A, B and C provide ample space for education and training in all types of dance forms for all ages and experience levels.

STRATEGIC PLAN/GOALS: Financial Stability

ACTION REQUESTED: Authorize a 2-year lease agreement with three automatic 1-year contract extensions with Dancin' Feet Inc. at Summit on the Park.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: None

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

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION:

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to authorize the Township Supervisor to sign the 2-year lease agreement with Dancin' Feet at Summit on the Park.

ATTACHMENTS:

Attachment A: Dancin' Feet Lease Agreement

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: July 26, 2022

AGENDA ITEM #G-7

**ITEM: Consider Approval to Increase Current and Future Payments to the Program
Registration Software Provider, CivicPlus, LLC.**

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Leisure Services currently holds a contract with CivicRec, a software component of CivicPlus, LLC., for the Program Registration Software. Per the contract, Leisure Services would like to continue with the auto renewal of the software (Attachment A.) When originally approved by the Township Board on December 12, 2017, the fee was \$30,000. However, based on rising costs related to volume and software, the current invoice (Attachment B) is for \$34,000. The current contract states that CivicRec can increase the fees based on the previous year's activity. During the past year, the Summit on the Park and Recreation Divisions have both seen an increase in participation and usage. No budget adjustment is necessary for the current year.

Leisure Services is recommending to accept the current invoice of \$34,000 as well as any future invoices through the remaining contract period of December 31, 2024.

BACKGROUND: Canton Leisure Services has been working with CivicRec Registration Software for the Recreation and Summit on the Park registration since 2018. The program provides software support for program registration, membership management and point of sale. In addition, the ITI Director has reviewed the contract and approved Leisure Services to proceed with the request.

STRATEGIC PLAN/GOALS: Financial Stability

ACTION REQUESTED: None

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

The following 2022 funds are available:

#101-756-50.930_0015	Maintenance and Repair Software Support	\$14,000
#208-757-50.930_0015	Maintenance and Repair Software Support	\$20,000

IMPLEMENTATION PLAN: Upon Board approval, the current invoice in the amount of \$34,000 will be paid to CivicPlus, LLC. PO Box 1572, Manhattan KS 66505, as well as any future invoices through December 31, 2024

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION:

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to authorize payment of the current invoice to CivicPlus, LLC. PO Box 1572, Manhattan KS 66505 in the amount of \$34,000 as well as future CivicRec annual service invoices through December 31, 2024.

ATTACHMENTS:

Attachment A: CivicRec Contract

Attachment B: Current invoice