



**CANTON ADMINISTRATION BUILDING  
1150 S. CANTON CENTER ROAD  
CANTON, MI 48188  
REGULAR BOARD MEETING  
NOVEMBER 22, 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/87167536609>

Or One tap mobile:  
1-646-931-3860 (87167536609#) or 1-301-715-8592 (87167536609#)

Or Telephone:  
1-646-931-3860 or 1-301-715-8592

Webinar ID: 871 6753 6609

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

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

CALL TO ORDER

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

ADOPTION OF AGENDA

APPROVAL OF MINUTES: OCTOBER 25, NOVEMBER 1, & NOVEMBER 15, 2022

PUBLIC COMMENT ON AGENDA ITEMS ONLY

PAYMENT OF BILLS

**RECOGNITION:**

- 1) PROMOTION RECOGNITION – POLICE SERGEANTS
- 2) PROMOTION RECOGNITION – POLICE LIEUTENANTS
- 3) PROMOTION RECOGNITION – POLICE CAPTAINS

**PUBLIC HEARING:**

- 1) PUBLIC HEARING AND ADOPTION OF FISCAL YEAR 2023 BUDGET

**CONSENT CALENDAR:**

- 1) CONSIDER ADOPTION OF A RESOLUTION FOR APPROVAL OF APPLICATION FOR ADDITIONAL MERS SERVICE CREDIT BY EMPLOYEE (JOHNSON) (FBD)
- 2) CONSIDER ADOPTION OF A RESOLUTION FOR APPROVAL OF APPLICATION FOR ADDITIONAL MERS SERVICE CREDIT BY EMPLOYEE (KENNEDY) (FBD)
- 3) ESTABLISH BOARD OF TRUSTEES MEETING DATES FOR 2023 (CLERK)
- 4) CONSIDER APPROVAL OF 2023 BUILDING BOARD OF APPEALS MEETING DATES (MSD)
- 5) CONSIDER 2023 PLANNING COMMISSION MEETING DATES (MSD)
- 6) CONSIDER 2023 ZONING BOARD OF APPEALS MEETING DATES (MSD)
- 7) CONSIDER INCREASING BLANKET PURCHASE ORDER FOR MUNICIPAL SERVICES (MSD)
- 8) AMEND PLANNING SERVICES FEE SCHEDULE FOR TEMPORARY OUTDOOR DINING PERMITS (MSD)
- 9) CONSIDER REQUEST TO DECREASE/INCREASE POLICE DEPARTMENT BLANKET PURCHASE ORDERS (POLICE)

**GENERAL CALENDAR:**

- 1) CONSIDER TWO NEW APPOINTMENTS AND ONE REAPPOINTMENT TO THE PLANNING COMMISSION (SUPERVISOR)
- 2) CONSIDER TWO NEW APPOINTMENTS TO THE ZONING BOARD OF APPEALS (SUPERVISOR)
- 3) CONSIDER APPROVAL OF AMENDMENT NO. 4 TO THE WATER SERVICE CONTRACT BETWEEN THE GREAT LAKES WATER AUTHORITY AND CANTON TOWNSHIP (MSD)
- 4) CONSIDER FIRST READING OF AN AMENDMENT TO APPENDIX A – ZONING OF THE CODE OF ORDINANCES REGARDING MARKHAM REZONING (MSD)
- 5) CONSIDER APPROVAL OF THE REMOVAL AND REPLACEMENT OF ROOF TOP UNITS AT THE SUMMIT (MSD)
- 6) CONSIDER APPROVAL OF THE PURCHASE AND INSTALL OF TWO (2) MINI SPLIT SYSTEMS AT THE PHEASANT RUN GOLF COURSE (MSD)
- 7) CONSIDER APPROVAL FOR THE ADDITION OF A FULL TIME TECH IV'S FOR THE FACILITIES DEPARTMENT (MSD)
- 8) CONSIDER INCREASING THE PURCHASE ORDER FOR BIDIGARE CONTRACTORS, INC. AND FISHBECK FOR THE 2022 WATER MAIN CAPITAL IMPROVEMENT PROJECT (MSD)

- 9) CONSIDER APPROVAL OF AN AGREEMENT WITH WAYNE COUNTY TO PROVIDE WINTER MAINTENANCE ON 9.28 MILES (18.21 LANE MILES) OF COUNTY ROADS (MSD)
- 10) CONSIDER AUTHORIZATION TO PURCHASE NEW CARDIO EQUIPMENT (CLS)
- 11) CONSIDER APPROVAL OF APPLICATION FOR MDNR SPARK GRANT (CLS)
- 12) CONSIDER APPROVAL TO DEVELOP THE TYLER ERP TO INVOICE CLOUD INTEGRATION (ITI)
- 13) CONSIDER APPROVAL TO PURCHASE REPLACEMENT NETWORK SWITCHES (ITI)
- 14) CONSIDER APPROVING ON-SITE MEDICAL SERVICES FOR FIREFIGHTER PHYSICAL EXAMS AND ASSOCIATED AMENDMENTS TO THE 2022 FIRE BUDGET (FIRE)
- 15) CONSIDER WAIVING THE BIDDING PROCESS AND APPROVE THE PURCHASE OF 35 IP SURVEILLANCE CAMERAS (POLICE)
- 16) CONSIDER A REQUEST TO APPROVE LETTER OF AGREEMENT BETWEEN CANTON TOWNSHIP AND THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME LOCAL 3860) (SUPERVISOR)

PUBLIC COMMENT  
BOARD COMMENT  
ADJOURN

#### ACCESS TO PUBLIC MEETINGS

In accordance with the Americans with Disabilities Act, individuals with disabilities who require special accommodations, auxiliary aids or services to attend or participate at the meeting/hearing should contact Rachelle Howell, Human Resources Manager, at 734-394-5260. Reasonable accommodations can be made with advance notice. A complete copy of the Access to Public Meetings Policy is available at [www.canton-mi.org](http://www.canton-mi.org).

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

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, October 25, 2022, in-person. Supervisor Graham-Hudak called the meeting to order at 6:00 p.m.

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

**Adoption of Agenda:**

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

**Approval of Minutes:**

Motion by Slavens, supported by Sneiderman to approve the October 11, 2022 board minutes as presented. Motion carried unanimously.

**Public Comment on Agenda Items Only:** Public comment was held.

**Payment of Bills:**

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

<b>CHARTER TOWNSHIP OF CANTON EXPENDITURE RECAP FOR THE TOWNSHIP BOARD MEETING OF October 25, 2022</b>		
101	GENERAL FUND	635,081.19
204	ROADS FUND	2,964.70
206	FIRE FUND	400,046.57
207	POLICE FUND	566,992.78
208	COMMUNITY CENTER FUND	47,356.82
219	STREET LIGHTING FUND	21,421.59
230	CABLE TV FUND	11,138.13
246	COMMUNITY IMPROVEMENT FUND	0.00
248	DDA - CANTON	30,351.10
260	INDIGENT DEFENSE FUND	14,075.50
261	E-911 UTILITY	18,851.50
265	ORGANIZED CRIME - DRUG ENFORCEMENT	0.00
274	CDBG FUND	0.00
276	NSP GRANTS FUND	0.00
285	AMERICAN RESCUE PLAN ACT	0.00
301	ENERGY PROJECT DEBT SVCE FUND	0.00
302	CAPITAL PROJECT DEBT SERVICE	0.00
401	CAPITAL PROJECTS FUND	281,587.25
402	CAP PROJ - WATER & SEWER	0.00
403	CAP PROJ - ROAD PAVING	0.00

584	GOLF FUND	49,124.64
592	WATER & SEWER FUND	1,853,499.04
596	GARBAGE & RUBBISH COLLECTIONS	3,009.21
661	FLEET MAINTENANCE FUND	34,323.20
701	TRUST & AGENCY FUND	0.00
702	CUSTODIAL FUND	1,503.30
736	POST EMPLOYMENT BENEFITS FUND	121,269.92
852	SPECIAL ASSESSMENT DEBT SERVICE	0.00
	<b>TOTAL - ALL FUNDS</b>	<b>4,092,596.44</b>

**Study Session:**

- 1) 2023 Budget Adjustments/Budget Final Review

**Recognition:**

**Item R-1. Resolution in Recognition of the Canton Chamber of Commerce 50<sup>th</sup> Anniversary**

Motion by Graham-Hudak, supported by Foster to approve the resolution as presented.

RESOLUTION OF  
BOARD OF TRUSTEES  
CHARTER TOWNSHIP OF CANTON, MICHIGAN

**Resolution in Recognition of the Canton Chamber of Commerce 50<sup>th</sup> Anniversary**

**WHEREAS**, the Mission of the Canton Chamber of Commerce is to provide enhanced business growth and professional development opportunities to its members by building a strong network of diverse, locally based businesses, offering quality networking and business education seminars to its members, and acting as a business resource for its members and the community;

**WHEREAS**, the Canton Chamber of Commerce was established in 1972 and is a non-profit corporation of voluntary membership that invests time and money to carry forward programs relevant to member's needs;

**WHEREAS**, for the last 50 years, the Canton Chamber has partnered with local professionals to cultivate a network designed to bolster our economy, provide businesses with a way to make vital connections, all while improving the overall community and quality of life for our citizens;

**WHEREAS**, the Canton Chamber of Commerce hosts a variety of events, programs, and educational seminars that cater to business owners, professionals seeking employment opportunities, and the entire Canton Township community;

**WHEREAS**, the Chamber recently celebrated their 50th anniversary at a black-tie gala at the Henry Ford Museum with 250 in attendance; now, therefore be it

**RESOLVED**, that the Canton Township Board of Trustees congratulates the Canton Chamber of Commerce on 50 years of helping our local business community thrive. We appreciate the Chamber's partnership and dedication to Canton.

Motion carried unanimously.

**Consent Calendar:**

**Item C-1. Consider Approval of Payment of the Annual Software License Fees to Kiriworks for the On-Base Document Management System**

Motion by Siegrist, supported Slavens to approve payment of \$12,326.01 for the annual software license fees to Kiriworks for the On-Base document management system. Motion carried unanimously.

**Item C-2. Consider Increasing a Blanket Purchase Order for Municipal Services**

Motion by Siegrist, supported by Slavens to approve amendment to the following purchase order: PO#2022-00000625 Spartan Distributors increase from \$25,000 to \$35,000. Motion carried unanimously.

**Item C-3. Consider Second Reading of an Amendment to Appendix A – Zoning of the Code of Ordinances Regarding Harvest Creek Rezoning**

Motion by Siegrist, supported by Slavens to remove from the table and hold the second reading of the proposed amendment to Appendix A – Zoning of the Code of Ordinances of the Charter Township of Canton as provided in the attached ordinance of Planning Application #075-RZ-7471, which rezones tax parcel nos. 075-99-0004-002 and 075-99-0005-000 from RR, Rural Residential to R-3, Single Family Residential. Further move to adopt and publish the second reading of the ordinance amending Appendix A – Zoning of the Code of Ordinances of the Charter Township of Canton which rezones tax parcel nos. 075-99-0004-002 and 075-99-0005-000 from RR, Rural Residential to R-3, Single Family Residential. Motion carried unanimously.

**Item C-4. Consider Request to Increase Blanket Purchase Order for RICOH USA, INC**

Motion by Siegrist, supported by Slavens to approve increasing blanket purchase order 2022-755 issued to RICOH USA, INC by \$7,000 to accommodate the remaining maintenance fees for 2022. Motion carried unanimously.

**Item C-5. Consider Second Reading of an Amendment to Chapter 46 in the Canton Township Code of Ordinances Regarding the Youth Tobacco Act 167 of 2022**

Motion by Siegrist, supported by Slavens to remove from the table, hold the Second Reading, and adopt an amendment to Chapter 46 of the Canton Township Code of Ordinances regarding the Youth Tobacco Act 167 of 2022, to be effective November 3, 2022. Motion carried unanimously.

**Item C-6. Request Budget Amendments to the 2022 Capital Improvement Plan**

Motion by Siegrist, supported by Slavens to approve the 2022 budget amendment required for the 2020 & 2021 CIP bond projects.

Increase Expense: 246-969.995_4010	Transfers Out	\$100,000
Decrease Expense: 246-261.999	Transfer to Fund Balance	\$100,000

Increase Revenue: 401-000.699_2460	Transfers In	\$100,000
Decrease Revenue: 401-000.695	Fund Balance Appropriation	\$100,000

Motion carried unanimously.

**General Calendar:**

**Item G-1. Consider Preliminary Planned Development District for Creekview Landings**

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

RESOLUTION OF  
BOARD OF TRUSTEES  
CHARTER TOWNSHIP OF CANTON, MICHIGAN

**Approval of the Preliminary Planned Development District for Creekview Landings**

**WHEREAS**, the Project Sponsor has requested preliminary approval of a Planned Development District for Creekview Landings, located north of Geddes Rd. and west of Denton Rd.; and,

**WHEREAS**, the Planning Commission reviewed the Preliminary Planned Development Plan and Planned Development Agreement, and voted 8-0 to recommend approval of the request, with conditions, as the request meets the criteria for a Planned Development and results in definite benefits to the community;

**NOW THEREFORE BE IT RESOLVED**, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the Creekview Landings Preliminary Planned Development District on the subject tax parcels (i.e., tax parcel nos. 118-99-0005-000, 119-99- 0001-702, 119-99-0002-001, 119-99-0003-001, 119-99-0007-000 (50400 Geddes Rd.), 120-99-0002-000; 120-99-0003-000 (50356 Geddes Rd.), 120-99-0004-701 (50300 Geddes Rd.), 120-99-0006-000 (50200 Geddes Rd.), 120-99-0009-001 (50760 Geddes Rd.), 120-99-0015-000 (49952 Geddes Rd.), 120-99-0016-000 (49940 Geddes Rd.), 120-99-0017-001 (49828 Geddes Rd.), 120-99-0017-002 (49828 Geddes Rd.), and 120-99-0018-702 (3506 Denton Rd.)) as provided in the Planned Development Agreement and plan documents, subject to the following conditions:

1. That the plans show the improvements noted in the TIS to the satisfaction of Canton Township’s Engineering Services Division and Wayne County.
2. That the minimum front yard setback/separation distance between the sidewalk and the front of the garage be at least 22 feet.
3. That units 172-229 be designed with at least 50% brick.
4. That the plans and PD Agreement must include a complete Schedule of Regulations and Modifications.
5. That the applicant starts the process of obtaining easements from owners on Geddes Rd. and Denton Rd. where sidewalk gaps will be created as a result of the project, and that the applicant provide information on whether sidewalk construction is feasible within the existing right-of-way on each parcel where there will be a sidewalk gap.
6. That the gravel trail be shown at least 10 feet wide.
7. A tree survey, landscape plan, and draft prairie restoration and management plan be provided prior to Final PDD review.
8. That minor changes and corrections be made to the PD plans and PD Agreement, as noted by staff.

9. In the event that the model of the development changes from a single-family rental development to an ownership model that any amendments to the PDD must come to the Planning Commission and Township Board for review.
10. Sidewalks are to be installed on both sides of all streets within the development.

Motion carried unanimously.

**Item G-2. Consider Special Land Use Amendment to Expand Religious Institution Land Use for St. Thomas a’Becket and Consider Site Plan Amendment to Construct Accessory Building**

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 and Site Plan Amendment for St. Thomas a’Becket Catholic Church**

**WHEREAS**, the Project Sponsor has requested special land use approval for expansion of the religious land use parcel no. 089-99-0013-702 and site plan approval for an accessory building, sculpture garden, worship garden with seating, and associated structures and landscaping on parcel nos. 089-99-0008-002 and 089-99-0013-702 at 555 S. Lilley Rd. and 713 S. Lilley Rd.; and

**WHEREAS**, the Planning Commission reviewed the requests and applicable criteria and voted 8-0 to recommend approval, with conditions, as the request meets the requirements of the Zoning Ordinance including 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 in Planning Application #089-SLU-7528 for the proposed expansion of the religious land use parcel no. 089-99-0013-702 and approval of the site plan amendment in Planning Application #089-DIR-7501 on parcel nos. 089-99-0008-002 and 089-99-0013-702 for the accessory building, sculpture garden, worship garden with seating, and associated structures and landscaping, subject to all State, County, and Township requirements.

Motion carried unanimously.

**Item G-3. Consider Approving the Purchase of Fleet Vehicles and an Associated 2022 Budget Amendment**

Motion by Siegrist, supported by Slavens to waive the bidding process and approve the purchase of three vehicles from the identified dealerships off the lot with the approval of the Township Supervisor, MSD Director and Finance Director when a vehicle is available for an amount not to exceed \$100,000 for two Fire vehicles and \$50,000 for one DPW vehicle. Also, to approve the purchase of one (1) 2022 Ford Explorer from Signature Ford, utilizing state bid pricing of \$34,652; further, to approve the following amendment to the 2022 Budget as listed below:



**INCREASE 2022 REVENUE**

207-000.695	Fund Balance Appropriations	\$34,652
206-000.695	Fund Balance Appropriation	\$100,000
592-000.695	Fund Balance Appropriation	\$18,021

**INCREASE 2022 EXPENDITURES**

207-301-50.970.0040	Capital Outlay Vehicles	\$34,652
206-336-50.970.0040	Capital Outlay Vehicles	\$100,000
592-536.970.0040	Capital Outlay Vehicles	\$9,011

Motion carried unanimously.

**Item G-4 Consider Site Plan for Haggerty III Light Industrial Buildings**

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 Site Plan for Haggerty III Warehousing and Materials Distribution Center Uses**

**WHEREAS**, the Project Sponsor has requested site plan approval for warehousing and materials distribution center uses on parcel 104-99-0013-702 on the south side of Haggerty Circle; 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 in Planning Application #104-SPI-7323 for warehousing and materials distribution center uses on parcel 104-99-0013-702, subject to compliance with all State, County, and Township requirements.

Motion carried unanimously.

**Item G-5 Consider a Request to Approve Letter of Agreement Between Canton Township and the Canton Command Officers Association/POLC Union**

Motion by Siegrist, supported by Sneiderman to approve the LOA between Canton Township and the CCOA/POLC union to allow for the promotion of two bargaining unit members to the rank of Captain in the calendar year 2022. Motion carried unanimously.

**Item G-6 Consider Approving Payment to Schoolcraft College for 3 Police Academy Sponsorships in 2021 and an Associated Amendment to the 2022 Police Budget**

Motion by Siegrist, supported by Slavens to approve payment to Schoolcraft College for three police academy sponsorships in 2021, in the amount of \$20,846.94; also, to approve the below listed amendment to the 2022 Police Budget:

**Increase 2022 Police Revenues:**

Police Fund Balance Appropriation: #207-000.695 \$20,847

**Increase 2022 Police Appropriations:**

Training & Education: #207-301-50.810\_0001 \$20,847

Motion carried unanimously.

**Item G-7. Request Approval to Purchase DocuSign Services**

Motion by Siegrist, supported by Slavens approve the creation of a purchase order to CDW Government for the purchase of solutions and services for the DocuSign electronic signature and contract lifecycle management solution in an amount not to exceed \$15,709.00. Further, to approve a budget adjustment as follows:

**Increase Revenue:**

Account # 101-000.695 Fund Balance Appropriation \$161,480

**Increase Expenditures:**

Account # 101-228.930\_0015 Maintenance and Repair Software Support \$15,709  
Account # 101-228.960 Contingency \$145,771

Motion carried unanimously.

**Item G-8. Consider Approval to Purchase 2023 Season’s Fertilizer, Fungicide, Plant Protectant and Nutrients for Pheasant Run Golf Club and Parks in 2022**

Motion by Siegrist, supported by Slavens to waive the bidding process and approve the purchase of 2023’s seasons fertilizers, fungicides, plant protectants and nutrients for the Pheasant Run Golf Club and Parks divisions in 2022 for a total amount of \$131,000 to be paid from 2023’s budget:

Vendor	Site	Account #	Amount
Advanced Turf Solutions 3751 Blair Townhall Rd Traverse City, MI 49685	Pheasant Run Golf Club	584-773- 57.930_0070	\$49,000
Harrell’s LLC P.O. Box 935358 Atlanta, GA 31193	Pheasant Run Golf Club	584-773- 57.930_0070	\$25,000
Siteone Landscape 241100 Network Place Chicago, IL 60673	Pheasant Run Golf Club	584-773- 57.930_0070	\$40,000
Siteone Landscape 241100 Network Place Chicago, IL 60673	Parks	101-752- 50.930_0070	\$10,000
Nutrien AG Solutions Inc Sunfield Hub Sales 9845 West Grand Ledge Hwy Sunfield, MI 48890	Pheasant Run Golf Club	584-773- 57.930_0070	\$7,000
		<b>TOTAL</b>	<b>\$131,000</b>

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 7:40 pm. Motion carried unanimously.

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Michael A. Siegrist, Clerk

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Anne Marie Graham-Hudak, Supervisor

**Charter Township of Canton  
Board Proceedings – November 1, 2022**

A regular study session meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, November 1, 2022 in person. Supervisor Graham-Hudak called the meeting to order at 6:05 p.m.

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

**Adoption of Agenda:**

Motion by Foster, supported by Slavens to adopt the agenda. Motion carried unanimously.

**Study Session:**

- 1) Fire Department Staffing

**Public Comment:**

Public comment was held.

**Adjourn:** Motion by Slavens, supported by Foster to adjourn the meeting at 6:58 p.m. Motion carried unanimously.

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Michael A. Siegrist, Clerk

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Anne Marie Graham-Hudak, Supervisor

**Charter Township of Canton  
Board Proceedings – November 15, 2022**

A regular study session meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, November 15, 2022 in person. Supervisor Graham-Hudak called the meeting to order at 6:00 p.m.

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

**Adoption of Agenda:**

Motion by Slavens, supported by Ganguly to approve the agenda. Motion carried unanimously.

**Study Session:**

- 1) Overview of License Plate Reader System

**Public Comment:**

Public comment was held.

**Adjourn:** Motion by Siegrist, supported by Slavens to adjourn the meeting at 7:31 p.m.  
Motion carried unanimously.

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Michael A. Siegrist, Clerk

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Anne Marie Graham-Hudak, Supervisor

INTEROFFICE CORRESPONDENCE  
*CANTON PUBLIC SAFETY DEPARTMENT*  
ADMINISTRATION

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*TO:* Anne Marie Graham-Hudak, Supervisor  
*FROM:* Chad Baugh, Director of Police Services  
*DATE:* November 22, 2022  
*SUBJECT:* Public Safety Promotion Recognition – Police Sergeants

**Call up:** **Daniel Bergsma** (*pronounced: bergs-ma*)  
**Peter Posont** (*pronounced: po-sont*)

**Recognition:**

Daniel Bergsma and Peter Posont are being recognized tonight for their promotion to the rank of Sergeant with the Canton Police Department.

Peter was hired as a Police Officer with the department in 2014.

Daniel's started with the department in 2008 as a Public Safety Service Officer. He was promoted to police officer in 2014.

In their new positions as Sergeant, they will serve as platoon supervisors providing leadership, training and mentoring to the road patrol officers assigned to their respective shifts. They will also be responsible for administrative assignments and special projects under the leadership of their designated shift commander.

Daniel is joined here tonight by friends and family, including his wife Angela and their daughter Finley.

Peter is joined here tonight by friends and family, including his wife Kristen, daughter Kendall, and son Colton.

Congratulations, Sergeant Bergsma.  
Congratulations, Sergeant Posont.

INTEROFFICE CORRESPONDENCE  
*CANTON PUBLIC SAFETY DEPARTMENT*  
ADMINISTRATION

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*TO:* Ann Marie Graham-Hudak, Supervisor  
*FROM:* Chad Baugh, Director of Police Services  
*DATE:* November 22, 2022  
*SUBJECT:* Public Safety Promotion Recognition – Police Lieutenants

**Oath of Office - Call up:** **Adam Shulman** (*pronounced schull-man*)  
**Joe Mullally** (*pronounced mull-lallie*)

**Recognition:**

Adam Shulman and Joe Mullally are being recognized tonight for their promotion to the rank of Lieutenant with the Canton Police Department:

Adam was hired by the department as a Police Officer in 2007. He was promoted to the rank of Sergeant in 2018.

Joe was hired by the department as a Police Officer in 2006. He was promoted to the rank of Sergeant in 2017.

In their new position as Lieutenant, these men will serve as a Platoon Shift Commanders in the Patrol Division, overseeing the daily operations of their respective assigned shifts consisting of Sergeants, Patrol Officers and PSSO's. In addition, they will be responsible for providing direction, motivation and training of subordinate personnel working toward the accomplishment of the department's established goals and objectives.

Adam is joined tonight by friends and family including his wife Allie, and their sons Cameron & Connor.

Joe is joined tonight by friends and family, including his mother Joanne, his niece Delaney, nephew Mason and cousin Gary.

Congratulations Lieutenant Shulman.  
Congratulations Lieutenant Mullally.

INTEROFFICE CORRESPONDENCE  
**CANTON PUBLIC SAFETY DEPARTMENT**  
ADMINISTRATION

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**TO:** Anne Marie Graham-Hudak, Supervisor  
**FROM:** Chad Baugh, Director of Police Services  
**DATE:** November 22, 2022  
**SUBJECT:** Public Safety Promotion Recognition – Police Captains

**Oath of Office - Call up: Michael Kennedy**  
**Joseph Bialy** (*pronounced bi-a-lee*)

**Recognition:**

Michael Kennedy and Joseph Bialy are being recognized tonight for their promotion to the rank of Captain with the Canton Police Department.

Joseph was hired by the department as a Police Officer in 2004. He was promoted to the rank of Sergeant in 2014, and to Lieutenant in 2019.

Michael was hired by the department as a Police Officer in 2001. He was promoted to the rank of Sergeant in 2013, and to Lieutenant in 2016.

In their new administrative command positions, they will assist the Police Chief with the overall operations of the Department's patrol division, investigative services, dispatch, ordinance enforcement and a variety of other special units. They will participate in planning, directing and reviewing the activities and operations of the department to ensure that police services are being provided in an effective and timely manner. The Captains will also work with the Chief on the application and development of progressive policing policies and procedures in accordance with the established mission, vision and values of the organization.

Michel is joined tonight by his wife Amanda, their daughters Anabella & Madeline, son Daxton, his parents Bill and Sandy Kennedy, in-laws Dave and Lisa Curry, his brother Paul and friend Amy.

Joseph is joined tonight by friends and family including his wife Cary, daughters Kaitlyn, Sydney and Madysen, and his mother Della Bialy.

Congratulations Captain Kennedy.  
Congratulations Captain Bialy.



**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: November 22, 2022**

**AGENDA ITEM #PH-1**

**ITEM: Public Hearing and Adoption of Fiscal Year 2023 Budget**

**PRESENTER:** Wendy N. Trumbull, Finance and Budget Director  
Carolyn Cox, Budget, Benefits, and Internal Audit Manager

**INDIVIDUALS IN ATTENDANCE:** None anticipated.

**EXECUTIVE SUMMARY:** The purpose of the Public Hearing is to allow for public comments regarding the proposed 2023 budget. The initial proposed 2023 budget was presented to the Township Board during a Study Session held on November 2, 2021, and changes were discussed at the Study Session on October 25, 2022. Tonight, the Finance Department is requesting that the Township Board of Trustees adopt the proposed 2023 budget.

**BACKGROUND:** State law requires a Township operating on a calendar year budget cycle to hold a Public Hearing on the proposed budget no later than December 15<sup>th</sup> and that the Township adopts the proposed budget no later than December 31<sup>st</sup> of a given year.

Copies of the proposed 2023 budget are available at the Township Clerk's Office and the Finance Department.

**STRATEGIC PLAN/GOALS:** Financial Stability - provides operating budget for 2023 fiscal year

**ACTION REQUESTED:** Approve resolutions adopting 2023 budget

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Establishes FY 2023 budget

**IMPLEMENTATION PLAN:** The adopted budget will be available for review at the Clerk's office, the Library, and on the Township's website.

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

I move to open the Public Hearing on the Adoption of the Fiscal Year 2023 Budget.  
I move to close the Public Hearing.

RESOLUTION OF  
BOARD OF TRUSTEES  
CHARTER TOWNSHIP OF  
CANTON, MICHIGAN

Public Hearing and adoption of Fiscal Year 2023 Budget

Whereas Act 359 of 1947, The Charter Township Act, requires that the annual budget be adopted by resolution;

Whereas pursuant to MCLA 141.412 and .413, notice of a Public Hearing on the proposed 2023 budget was published in a newspaper of general circulation on November 10, 2022 and a Public Hearing on the proposed budget was held on November 22, 2022, now, therefore, be it;

*Resolved*, that estimated total revenues and expenditures for the 2023 fiscal year are hereby appropriated on a fund level basis. Totals by fund are as follows:

<b>Fund #</b>	<b>Fund Description</b>	<b>2023 Proposed Budget</b>
101	General Fund	\$ 37,544,993
204	Roads Fund	\$ 6,575,000
206	Fire Fund	\$ 18,719,500
207	Police Fund	\$ 27,592,697
208	Community Center Fund	\$ 4,670,416
219	Street Lighting Fund	\$ 291,650
230	Cable TV Fund	\$ 1,761,408
246	Community Improvement Fund	\$ 3,445,242
248	Downtown Development Authority	\$ 1,692,658
260	Indigent Defense Fund	\$ 400,000
261	911 Service Fund	\$ 499,328
265	Organized Crime-Drug Enforcement	\$ 631,000
274	CDBG Fund	\$ 395,000
301	Energy Project Debt Service	\$ 425,322
302	Capital Projects Debt Service	\$ 1,369,874
401	Capital Projects Fund	\$ 1,817,822
584	Golf Course Fund	\$ 5,398,495
592	Water & Sewer Fund	\$ 40,716,829
596	Garbage & Rubbish Collection	\$ 4,953,836
661	Fleet Maintenance Fund	\$ 2,152,109
736	Post Employment Benefits Fund	\$ 5,234,250
852	Special Assessment Debt Service Fund	\$ 152,208

*Further Resolved*, that the Township Supervisor has the authority to approve budget adjustments between departments based upon recommendation by the appropriate Department Director and the Finance and Budget Director in accordance with adopted policies;

*Further Resolved*, that the Charter Township of Canton Board adopts the 2023 budget for the various funds on a fund level. Township officials responsible for the expenditures authorized in the budget may expend Township funds up to, but not to exceed, the total appropriation authorized for each fund;

*Further Resolved*, that the millage levy previously approved by the Board on September 13, 2022 will be utilized to support the 2023 budget

*Further Resolved*, that there shall not be any new positions created that shall result in an increase in employee headcount within a department or division without prior Township Board approval;

*Further Resolved*, that the Township Supervisor has the authority to fill existing vacant and budgeted positions and reclassified positions based upon the recommendation by the appropriate Department Director and the Finance and Budget Director; and

*Further Resolved*, that claims against the Township shall be approved by the Charter Township of Canton Board prior to being paid. The Township Clerk and the Township Treasurer may authorize payment of certain claims prior to approval by the Township Board to avoid late penalties, service charges and interest, for example utilities and payroll, in accordance with approved salaries and hourly rates adopted by the Township Board. The Township Board shall receive a list of those claims paid prior to approval, for approval at the next Board meeting.

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** November 22, 2022

**AGENDA ITEM # C-1**

**ITEM: Consider Adoption of a Resolution for Approval of Application for Additional  
MERS Service Credit by Employee (Johnson)**

**PRESENTER:** Wendy Trumbull, Finance & Budget Director

**INDIVIDUALS IN ATTENDANCE:** None anticipated

**EXECUTIVE SUMMARY:** Edward Johnson has applied to purchase additional service credit with MERS. Although the Board eliminated this practice during May 2016, the employee is in a Union that contractually allows this purchase. Therefore, the Township does not have the option to deny this request. MERS calculates the cost of the purchase with the intent that there be no cost to the Township. However, as certain assumptions are used in calculating that cost, such as interest rate of return, mortality, and final average compensation the actual cost may fluctuate. These fluctuations are intended to balance themselves out over time.

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

**ACTION REQUESTED:** Adopt the attached Resolutions.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** No budget implications.

**IMPLEMENTATION PLAN:** Upon approval, the Township will send approved resolutions to MERS.

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

I move to adopt the Resolution allowing the purchase of additional service credit by Edward Johnson.

**ATTACHMENTS:** Application for Additional Credited Service – Member Certification and Governing Body Resolution

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** November 22, 2022

**AGENDA ITEM # C-2**

**ITEM: Consider Adoption of a Resolution for Approval of Application for Additional  
MERS Service Credit by Employee (Kennedy)**

**PRESENTER:** Wendy Trumbull, Finance & Budget Director

**INDIVIDUALS IN ATTENDANCE:** None anticipated

**EXECUTIVE SUMMARY:** Michael Kennedy has applied to purchase additional service credit with MERS. Although the Board eliminated this practice during May 2016, the employee is in a Union that contractually allows this purchase. Therefore, the Township does not have the option to deny this request. MERS calculates the cost of the purchase with the intent that there be no cost to the Township. However, as certain assumptions are used in calculating that cost, such as interest rate of return, mortality, and final average compensation the actual cost may fluctuate. These fluctuations are intended to balance themselves out over time.

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

**ACTION REQUESTED:** Adopt the attached Resolutions.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** No budget implications.

**IMPLEMENTATION PLAN:** Upon approval, the Township will send approved resolutions to MERS.

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:** I move to adopt the Resolution allowing the purchase of additional service credit by Michael Kennedy.

**ATTACHMENTS:** Application for Additional Credited Service – Member Certification and Governing Body Resolution

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** November 22<sup>nd</sup>, 2022

**AGENDA ITEM #C-3**

<b>ITEM:</b> <b>Establish Board of Trustees Meeting Dates for 2023</b>
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**PRESENTER:** Michael A. Siegrist, Clerk

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:** In accordance with the Open Meetings Act and the Charter Township Act, the Township Board of Trustees is required to establish and post a schedule of board meetings for the calendar year.

**STRATEGIC PLAN/GOALS:** Meet the requirements of the Open Meetings Act.

**ACTION REQUESTED:** Establish the dates for the regular meetings of Canton Township Board of Trustees for the year 2023.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** None

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

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:**

**MODEL RESOLUTION:**

I move to establish the Canton Township Board of Trustees meeting schedule for the year 2023 as follows: The Township Board shall meet on the first, second, third, fourth, and fifth Tuesdays of each month in regular session, excluding April 18<sup>th</sup>, July 4<sup>th</sup>, August 8<sup>th</sup>, October 31<sup>st</sup>, November 7<sup>th</sup>, and December 26<sup>th</sup>. The first, third and fifth Tuesdays, the Township Board shall meet in a work or study session at 6:00 p.m. and all other meetings shall be at 7:00 p.m.

Meetings are normally held in the Board of Trustees meeting room on the First Floor of the Charter Township of Canton Administration Building, 1150 Canton Center South, Canton, Michigan. Meetings may be canceled based on the needs of the Township. All adjustments to

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** November 22, 2022

**AGENDA ITEM #C-4**

**ITEM: Consider Approval of 2023 Building Board of Appeals Meeting Dates**

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

**INDIVIDUALS IN ATTENDANCE:** None anticipated.

**EXECUTIVE SUMMARY:** In accordance with the Open Meetings Act, the Building Board of Appeals is required to establish and post a schedule of board meetings at the beginning of each year. The Building Board of Appeals does not meet on a regular basis. Meetings are scheduled as needed.

**STRATEGIC PLAN/GOALS:** Michigan Law requires local approval.

**ACTION REQUESTED:** Establish meeting dates for Canton Township's Building Board of Appeals for 2023. Meetings will be scheduled as applications are received.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** N/A

**IMPLEMENTATION PLAN:** When an appeal is received, a meeting date will be set. The Building Board of Appeals is required by State law to hear the appeal and file a decision within 30 days of the request.

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:** I move to establish the Canton Township's Building Board of Appeals meeting schedule for the year 2023. Meetings will be scheduled as needed and will be held at the Charter Township of Canton Administration Building, 1150 S. Canton Center Road.

**ATTACHMENTS:**  
None

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** November 22, 2022

**AGENDA ITEM #C-5**

**ITEM: Consider 2023 Planning Commission Meeting Dates**

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

**ACTION REQUESTED:** Set Planning Commission Meeting Schedule for 2023.

**EXECUTIVE SUMMARY:** Each year the Planning Commission sets the schedule of meetings for the following year. The following meeting schedule proposed for 2023 includes a Planning Commission meeting on the first Monday of each month at 7:00 p.m. except as otherwise noted:

**January 9<sup>th</sup>\*, February 6<sup>th</sup>, March 6<sup>th</sup>, April 3<sup>rd</sup>, May 1<sup>st</sup>, June 5<sup>th</sup>, July 10<sup>th</sup>\*, August 7<sup>th</sup>, September 11<sup>th</sup>\*, October 2<sup>nd</sup>, November 6<sup>th</sup>, and December 4<sup>th</sup>. \***

\*The proposed schedule has the following deviations from the 1<sup>st</sup> Monday meeting schedule due to holidays: 01/09/23 (Monday, January 2<sup>nd</sup> will be the observed day of New Year's Day); 07/10/23 (Monday, July 3<sup>rd</sup> will be the day before Independence Day and many Planning Commissioners and staff will likely be unavailable); and 09/04/23 (Monday, September 4<sup>th</sup> will be Labor Day).

**COMMUNITY PLANNER'S RECOMMENDATION:** Approval

**PLANNING COMMISSION RECOMMENDATION:** Approval at its meeting on November 14, 2022.

**DIRECTOR'S RECOMMENDATION:** Approval

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:** I move to set the 2023 Planning Commission Meeting schedule at 7:00 p.m. on the following dates: January 9<sup>th</sup>, February 6<sup>th</sup>, March 6<sup>th</sup>, April 3<sup>rd</sup>, May 1<sup>st</sup>, June 5<sup>th</sup>, July 10<sup>th</sup>, August 7<sup>th</sup>, September 11<sup>th</sup>, October 2<sup>nd</sup>, November 6<sup>th</sup>, and December 4<sup>th</sup>.

**ATTACHMENTS:**

None



**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** November 22, 2022

**AGENDA ITEM #C-6**

**ITEM: Consider 2023 Zoning Board of Appeals Meeting Dates**

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

**EXECUTIVE SUMMARY:** Each year, the following year's Zoning Board of Appeals meeting schedule is set by the Township Board. The following 2023 meeting schedule proposed for the Zoning Board of Appeals includes a meeting on the second Thursday of each month at 7:00 p.m.:

**January 12<sup>th</sup>, February 9<sup>th</sup>, March 9<sup>th</sup>, April 13<sup>th</sup>, May 11<sup>th</sup>, June 8<sup>th</sup>, July 13<sup>th</sup>, August 10<sup>th</sup>, September 14<sup>th</sup>, October 12<sup>th</sup>, November 9<sup>th</sup>, and December 14<sup>th</sup>.**

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

**ACTION REQUESTED:** Set Zoning Board of Appeals Meeting Schedule for 2023.

**BUDGET IMPLICATION & ACCOUNT NUMBER:** N/A.

**IMPLEMENTATION PLAN:** N/A.

**MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:** I move to set the 2023 Zoning Board of Appeals meeting schedule for 7:00 p.m. on the following dates: January 12<sup>th</sup>, February 9<sup>th</sup>, March 9<sup>th</sup>, April 13<sup>th</sup>, May 11<sup>th</sup>, June 8<sup>th</sup>, July 13<sup>th</sup>, August 10<sup>th</sup>, September 14<sup>th</sup>, October 12<sup>th</sup>, November 9<sup>th</sup>, and December 14<sup>th</sup>.

**ATTACHMENTS:**

None

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** November 22, 2022

**AGENDA ITEM #C-7**

**ITEM: Consider Increasing Blanket Purchase Order for Municipal Services**

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

**INDIVIDUALS IN ATTENDANCE:** None Anticipated.

**EXECUTIVE SUMMARY:** Public Works Division staff extensively use blanket purchase orders for acquisition of goods and services that vary in quantity throughout the year. Blanket purchase order limits are generally set once at the beginning of the fiscal year based on historical average costs. Due the increase in concrete repairs and increasing concrete cost warrants increases in the current blanket purchase order amount.

The the existing blanket purchase order requires an amendment at this time as follows:

- PO#2022-00000071 Dominic's Cement Works Inc. from \$60,000 to \$71,000.

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

**ACTION REQUESTED:** Approve the blanket purchase order increase.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** The following account will be increased by \$11,0000 using account number 592-536.930\_0050 Maintenance and Repair Infrastructure.

**IMPLEMENTATION PLAN:** Upon approval by the Township Board, the staff will enter the increases in TYLER.

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:** I move to approve amendment to the following purchase order: PO#2022-00000071 Dominic's Cement Works Inc. increase from \$60,000 to \$71,000 using account # 592-536.930\_0050 Maintenance and Repair Infrastructure.

**ATTACHMENTS:** N/A

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** November 22, 2022

**AGENDA ITEM #C-8**

**ITEM: Amend Planning Services Fee Schedule for Temporary Outdoor Dining Permits**

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

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:** In 2021, the Township Board of Trustees approved an amendment to the Canton Township Zoning Ordinance to establish standards for outdoor dining accessory to a restaurant for both seasonal outdoor dining and longer-term outdoor dining. At that time, the application fee for a Temporary Outdoor Dining Permit was established at \$350. Since then, many restaurants have received Temporary Outdoor Dining Permits and plan to continue outdoor dining in future years. If there are no changes to a Temporary Outdoor Dining Permit application from the previous year, staff review time will be significantly shortened. For that reason, the Township Board of Trustees proposes to amend the Planning Services Fee Schedule to lower the Temporary Outdoor Dining Permit application fee to \$100 for restaurants that were approved for a Temporary Outdoor Dining Permit in the prior year and have made no plan changes in the following year.

**BACKGROUND:** Since the Temporary Outdoor Dining Permit standards were adopted into the Zoning Ordinance in 2021, Canton Township has had many successful applicants and the Planning Division has gained insights into the objectives of many restaurant owners, both during COVID and post-COVID. Some of these objectives may lead to future Zoning Ordinance amendment proposals by staff in 2023. Another insight is that although most applicants have been amenable to the Temporary Outdoor Dining Permit fee of \$350, many are concerned with paying the same fee on an annual basis if their plans haven't changed. From a staff perspective, the Township's staff review time will be reduced significantly if a Temporary Outdoor Dining Permit approved in the prior year has not changed the following year. However, a staff review will still be required to determine if any applicable ordinances have changed that affect compliance and whether there have been any enforcement-related issues in the prior year to address. Therefore, a Temporary Outdoor Dining Permit application fee of \$100 is recommended for restaurants that were approved for a Temporary Outdoor Dining Permit in the prior year and have made no plan changes in the following year. If the fee amendment is approved, applications for temporary outdoor dining will still be reviewed by the Township's Development Review Committee (DRC) which consists of representatives from the Planning Services Division, Engineering Services Division, Building & Inspection Services Division, and Fire Department.

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

**ACTION REQUESTED:** Approve revisions to the Planning Services Fee Schedule, to take effect on November 23, 2022.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** A minor decrease in revenue for zoning fees is anticipated in account #101-000.607\_0008 (Fees\_Zoning, Charges for Services), though we expect a long-term neutral impact as fewer offsetting expenses are incurred for staff time and office expenses. Additionally, lower application fees in subsequent years will encourage more restaurants to re-apply for temporary outdoor dining permits each year.

**IMPLEMENTATION PLAN:** N/A.

**MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL MOTION:** I move to approve revisions to the Planning Services Fee Schedule associated with a Certificate of Compliance for Temporary Outdoor Dining, effective November 23, 2022, to add a fee of \$100 for re-reviews of applications from the prior year that have made no plan changes in the following year, which lowers the current \$350 fee for these applications.

**ATTACHMENTS:**

None

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** November 22, 2022

**AGENDA ITEM #C-9**

**ITEM: Consider Request to Decrease/Increase Police Blanket Purchase Orders**

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

**INDIVIDUALS IN ATTENDANCE:** n/a

**EXECUTIVE SUMMARY:** At the beginning of 2022, the board approved blanket purchase orders to Allie Brothers and Priority One, for the purchase of police uniforms. After analyzing the department’s purchasing needs for the remainder of the year, we are requesting to release the unused funds from the Allie Brothers purchase order, and increase the funds on the Priority One purchase order.

This is a request for blanket purchase order changes only; no changes are being requested to the 2022 Fire budget.

**BACKGROUND INFORMATION:**

<b>Vendor</b>	<b>Blanket PO Number</b>	<b>Request PO Increase Amount</b>	<b>Request PO Decrease Amount</b>
Allie Brothers	#22-350		\$2,500
Priority One	#22-428	\$2,500	

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

**ACTION REQUESTED:** Increase / decrease the blanket purchase orders issued to Allie Brothers and Priority One as specified above to accommodate the Police Department’s uniform purchases through 2022.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** No budget implications.

**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 decreasing the blanket purchase order issued to Allie Brothers by \$2,500, and increasing the blanket purchase order issued to Priority One by \$2,500 to accommodate the Police Department's uniform purchases for 2022.

**ATTACHMENTS:** None

**CANTON COMMUNITY  
REQUEST FOR PLANNING BOARD ACTION**

**MEETING DATE: November 22, 2022**

**AGENDA ITEM # G-1**

**ITEM: Consider Two New Appointments and One Reappointment to the Planning Commission**

**PRESENTER:** Anne Marie Graham-Hudak, Supervisor

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:** Three vacancies have been created on the Planning Commission: Chandru Acharya has indicated he is ready to step down after his term expires on December 31, 2022. Greg Greene's and Nancy Eggenberger's terms expire on December 31, 2022.

The interview committee has chosen Alan Cruz and Gordon Janowski to replace Mr. Acharya and Mr. Greene. In addition, they have chosen to reappoint Nancy Eggenberger.

**BACKGROUND INFORMATION:** Information was put in the September Focus newsletter asking for individuals interested in serving on the Planning Commission to submit an application and résumé. Canton Township's Planners review all résumés submitted and helped identify 7 qualified candidates to interview. Interviews took place in October of 2022.

Greg Greene has been on the Planning Commission since 2004, and served as the Chair since 2012. Greg's long-time service has been a true asset to Canton Township. His knowledge and proficiency brought a high degree of professionalism to the Planning Commission. The Board is truly thankful to Greg for giving his time over 18 years.

Chandru Acharya has served on the Planning Commission since 2016. His participation on the Planning Commission has been valuable and the Board thanks Mr. Acharya for his time and dedication.

Alan Cruz is a licensed Professional Engineer (PE) with 30 years of experience. He has successfully designed and managed numerous projects including schools, residential, commercial and roadway infrastructure. He is currently a Project Manager as well as being the City Engineer for multiple communities. He holds a Bachelor of Science degree in Civil Engineering from Michigan State University and is a LEED Accredited Professional.

Gordon Janowski has a Residential Builder's License and is currently a Project Manager who leads multi-disciplinary teams of professional designers, architects, landscape architects, engineers, and consultants. He has a Bachelor of Science degree from the School of Engineering Technology at EMU with a Major in Construction Management, and prior to that attended the

University of Detroit School of Architecture.

Nancy Eggenberger is faculty member of Washtenaw Community College, teaching classes in reading, advance vocabulary, and academic skills. Nancy is also a current member of the Canton Public Library Board of Trustees and previously served on the Plymouth Canton Community Schools Board of Education. Nancy has a Master's degree in Guidance and Counseling from Eastern Michigan University, and a Bachelor's degree in History and Humanities from Alma College. Nancy was appointed to the Planning Commission in 2017 and recently completed the MSU Extension Citizen Planner program.

**ACTION REQUESTED:** Approve the appointments of Alan Cruz and Gordon Janowski to the Planning Commission, and approve the reappointment of Nancy Eggenberger to the Planning Commission.

**STRATEGIC PLAN/GOALS:** Welcoming Community: A township in which all residents can fully and effectively access services, influence policy and direction, and feel a sense of belonging and safety.

**BUDGET IMPLICATIONS & ACCOUNT #:** NA

**IMPLEMENTATION PLAN:** The Planning Services Division will inform Mr. Cruz and Mr. Janowski of their appointments and begin orientation. Ms. Eggenberger will be notified of her reappointment.

**DIRECTOR'S RECOMMENDATION:** Approval

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTIONS:**

1. I move that the Canton Board of Trustees appoint Alan Cruz and Gordon Janowski to the Planning Commission for a term to expire on 12/31/25.
2. I move that the Canton Board of Trustees reappoint Nancy Eggenberger to the Planning Commission for a term to expire on 12/31/25.

**ATTACHMENTS:** None



**CANTON COMMUNITY  
REQUEST FOR PLANNING BOARD ACTION**

**MEETING DATE:** November 22, 2022

**AGENDA ITEM # G-2**

**ITEM: Consider Two New Appointments to the Zoning Board of Appeals**

**PRESENTER:** Anne Marie Graham-Hudak, Supervisor

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:**

A vacancy was created on the Zoning Board of Appeals due to John Badeen's term coming to an end. Mr. Badeen chose not to seek reappointment. The interview committee has chosen Greg Greene to fill this vacancy as a regular member. Greg has served on the Planning Commission for the past 18 years and the Board is pleased he can transfer his many years of Planning Commission experience to the ZBA.

In addition, the Michigan Zoning Enabling Act allows for up to two alternate members to be appointed to serve in the absence of regular members. The ZBA currently has one alternate appointed, and our Community Planner has recommended appointing a second alternate to the ZBA to attend meetings when needed. The Zoning Board of Appeals has 5 regular members appointed and having two alternates will allow for additional coverage when members are absent or required to recuse themselves. The interview committee has selected Tareq Rahman for the second alternate.

**BACKGROUND INFORMATION:** The Zoning Board of Appeals shall consist of at least five members who shall be appointed in accordance with Michigan Public Act No. 110 of 2006 (MCL 125.3601).

John Badeen has served on the ZBA since 2019. The Board is grateful for his excellent service over the last 3 years.

Greg Greene served on the Planning Commission from 2004-2022. In addition, he served on the Downtown Development Authority Board for 24 years. He has intricate knowledge of the Canton Community and has proved to be a reliable and dedicated member of any board or committee on which he has served.

Tareq Rahman has 25 years of technology leadership experience in healthcare and telecommunication companies. His education background includes a Master's degree in Computer Information Systems, a Master's degree in Administration, and a Bachelor's degree in Business Administration. He also was a member of the Facility Master Plan Committee for North Andover, MA.

**ACTION REQUESTED:** Approve the appointment of Greg Greene to the Zoning Board of Appeals, and appoint Tareq Rahman as an alternate to the Zoning Board of Appeals.

**STRATEGIC PLAN/GOALS:** Welcoming Community: A township in which all residents can fully and effectively access services, influence policy and direction, and feel a sense of belonging and safety.

**BUDGET IMPLICATIONS & ACCOUNT #:** NA

**IMPLEMENTATION PLAN:** The Planning Services Division will inform Mr. Greene and Mr. Rahman of their appointments and begin orientation.

**DIRECTOR'S RECOMMENDATION:** Approval

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTIONS:**

1. I move that the Canton Board of Trustees appoint Greg Greene to the Zoning Board of Appeals with a term to begin on 1/1/23 and expire on 12/31/25.
2. I move that the Canton Board of Trustees appoint Tareq Rahman as an alternate to the Zoning Board of Appeals, with a term to begin on 1/1/23 and expire on 12/31/25.

**ATTACHMENTS:** None

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** November 22,2022

**AGENDA ITEM #G-3**

**ITEM: Consider Approval of Amendment No. 4 to the Water Service Contract Between the Great Lakes Water Authority and Canton Township**

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

**INDIVIDUALS IN ATTENDANCE:** None anticipated.

**EXECUTIVE SUMMARY:** In April 2008, the Township Board approved a thirty (30) year water service contract with the City of Detroit Water and Sewerage Department (DWSD). The suburban contracts require amendments once every four (4) years.

As discussed at the Board of Trustees October 18, 2022 study session the attached GLWA Amendment #4 amends the drawings and the projected annual volumes, maximum daily and peak flow rates contained in Exhibit B of the contract. This Amendment to the Contract shall be effective and binding upon the Parties when it is signed and acknowledged by the duly authorized representatives of both parties and is approved by Member Partner's governing body and the GLWA Board of Directors.

This information has been reviewed and approved by Township legal counsel and also Municipal Services Department staff.

**BACKGROUND:**

Amendment #1 (2010) cleaned up some language to the model contract that other customers proposed to DWSD after our agreement had been approved in 2008 and was previously approved by the Board.

Amendment #2 contains some new terms and re-formatting to the original contract. It also amends the projected annual volumes, maximum daily and peak flow rates and flow split assumptions contained in Exhibit B for the contract term commencing July 1, 2013 and ending on June 30, 2018. This information has been reviewed and approved by township legal counsel and also Municipal Services Department staff.

Amendment #3 amends the drawings and the projected annual volumes, maximum daily and peak flow rates contained in Exhibit B for the contract term commencing July 1, 2018 and ending on June 30, 2023. This information has been reviewed and approved by Township legal counsel and also Municipal Services Department staff.

**STRATEGIC PLAN/GOALS:** Provide a safe, reliable, and efficient public water system to our customers.

**ACTION REQUESTED:** To approve Amendment #4 to the 2008 Water Service Contract between the City of Detroit and Canton Township.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Using the data included in Exhibit B, DWSD will compute new rates each year for Canton Township.

**IMPLEMENTATION PLAN:** Upon approval, the two (2) original contract documents will be executed by the Township Supervisor and Clerk. A copy of the Board's certified resolution approving the Amendment will be forwarded, together with the two (2) original contracts to the GLWA.

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:** I move to approve Amendment #4 to the Water Service Contract between the Great Lakes Water Authority and the Charter Township of Canton as presented; and further authorize the Township Supervisor and Clerk to sign the amendment on behalf of Canton.

**Attachments:**

1. Amendment #4 to Water Service Contract
2. Certified Resolution

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** November 22, 2022

**AGENDA ITEM #G-4**

**ITEM:** Consider First Reading of an Amendment to Appendix A – Zoning of the Code of Ordinances Regarding Markham Rezoning

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

**INDIVIDUALS IN ATTENDANCE:** Laura Markham (owner)/Dominic Hamden (owner's agent)

**EXECUTIVE SUMMARY:** The applicant proposes to rezone parcel 052-99-0033-000 (39609 Lotzford Rd.) from R-2, Single Family Residential and Corporate Park Overlay District to R-2, Single Family Residential without the Corporate Park Overlay District. The parcel is located on the south side of Lotzford Rd., east of Lotz Rd. The subject parcel is 2.52 acres. The applicant proposes to construct a detached single-family home on the parcel if the rezoning is approved. Detached single family residential structures are permitted in the R-2 District but are not permitted in the Corporate Park Overlay District.

**BACKGROUND AND ANALYSIS:**

**Location:** South side of Lotzford Rd., east of Lotz Rd.

**Net Acres:** 2.52 acres

**Existing Land Use(s):** Vacant

**Existing Zoning:** R-2, Single-Family Residential and Corporate Park Overlay District (CPOD)

**Surrounding Zoning and Land Uses:**

**North** – R-2, Single-Family Residential and Corporate Park Overlay District (CPOD); single-family residential

**South** – R-2, Single-Family Residential and Corporate Park Overlay District (CPOD); ITC transmission lines

**East** – R-2, Single-Family Residential and Corporate Park Overlay District (CPOD) ; single-family residential

**West** – R-2, Single-Family Residential and Corporate Park Overlay District (CPOD); single-family residential

**Existing Comprehensive Plan Future Land Use Map Classification:** Mixed Use

**Surrounding Comprehensive Plan Future Land Use Map Classifications:**

**North** – Mixed Use

**South** – Mixed Use and Medium-High Density Residential (8 dwelling units per acre)

**East** – Mixed Use

**West** – Mixed Use

**Review Considerations:** Section 27.06(D)(4) of the Zoning Ordinance consists of 10 standards of review to be considered prior to action. Based on our review of the application materials, the Comprehensive Plan, and the site area, we find that the application meets each of the 10 rezoning standards of review as follows:

***(1) Will the proposed amendment be in accordance with the basic intent and purpose of the zoning ordinance?***

The basic intent of the Zoning Ordinance is to carry out the policies, goals, and objectives of the Township Master Plan. This is primarily done by the establishment of use districts and overlays that regulate land in order to accomplish the preferred development and utilization of land in the Township. The proposed amendment would remove the Corporate Park Overlay district (CPOD) from the subject property. The CPOD was created to promote development in accordance with the Lotz Road Corridor Development Plan adopted in the late 1990s. Since that time, a new Master Plan has been adopted. The current Master Plan proposes the elimination of the CPOD and proposes utilizing different zoning designations and tools to support the development pattern in the area. Since the adoption of the current Master Plan in 2018, the Township has adopted amendments that have reduced the area covered by the CPOD. The proposed amendment would be in accordance with the basic intent of the Zoning Ordinance by carrying out the Master Plan policy by reducing and eliminating the CPOD. While there may be areas in the CPOD that are not yet ripe for removal of the CPOD, this parcel on Lotzford Road is because Lotzford Road has remained a predominantly single-family residential street for many years even after the paving and widening of Lotz Rd.

***(2) Is the proposed amendment consistent with the comprehensive plan of the Township?***

As discussed above, the current Master Plan's policies include the elimination of the CPOD. The CPOD was an attempt in the 1990s to enact the Lotz Road Corridor Development Plan. That plan envisioned a campus-style development of either a corporate headquarters or comprehensive mixed-use development with a heavily stylized theme or design for each 'campus.' The focal point of the largest campus would have been at Ford and Lotz Roads. However, the area was never developed in this manner, despite the paving and widening of Lotz Rd. Instead, non-residential development continued along the Ford Road corridor. The Master Plan now envisions using other tools, such as Planned Development Districts in concert with either the Central Business District overlay or the underlying zoning districts, to foster development in the CPOD area. This method has created very attractive uses and has successfully implemented the land use goals throughout the Township. The proposed amendment in the subject application would eliminate the CPOD for only one single-

family parcel along a predominantly single-family residential street.

We note that while this amendment would be consistent with the Township's Master Plan, it could be the first of many rezoning requests along and near Lotzford Road from property owners who wish to construct single-family residential homes. It is also important to note that there is a demand for single-family residential development in this area rather than expanding the commercial uses further south of the Ford Road corridor. A future comprehensive rezoning of similar parcels in the area may be more consistent with the goals of the Township's Master Plan to reduce and eliminate the CPOD. This would require further study by the Planning Commission.

The Future Land Use Map of the Master Plan classifies the site as Mixed Use, and Policy 1.5.3 of the Master Plan states, "The Lotz Road Corridor (south of the Willow Creek Drain) shall allow for the consideration of Single-Family Attached (R-6), Office (O-1), and/or Mid-Rise (MRD) zoning." However, Lotzford Rd. does not have the appearance of being part of the main corridor. Lotzford Rd. has historically been low density single-family residential, and has remained as such even after the paving and widening of Lotz Rd. There is no indication for demand for any other land uses along Lotzford Rd. other than low density, detached single-family residential.

**(3) *Have conditions changed since the zoning ordinance was adopted, or was there a mistake in the zoning ordinance, that justify the amendment?***

While the CPOD was not a mistake, it has been identified in the Master Plan as no longer being necessary. This change in the Master Plan was after the Zoning Ordinance's CPOD was adopted, and this justifies amendments that shift towards the new Master Plan policies. The elimination of the CPOD is one such amendment, though an incremental approach is best due to the large area covered by the CPOD that includes many types of land uses. In the case of Lotzford Rd., it has historically been predominantly a single-family residential road that has remained a single-family residential road despite the paving and widening of Lotz Rd.

**(4) *Will the amendment correct an inequitable situation created by the zoning ordinance rather than merely grant special privileges?***

Other non-platted parcels on private roads, such as Maben Rd. or Herby Rd., have been approved for single-family residential uses. The CPOD has prevented further single-family development by assuming such parcels will be needed to be a part of a larger development. Such development requires more steps and intensive negotiations between developers and property owners, and as a result, development has not concentrated in the non-Ford Rd. areas of the CPOD, but rather has occurred elsewhere. The proposed amendment would allow this site, and others in the area if eventually included, to be developed as others in the Township have been allowed to do since the 1990s, creating an equitable situation.

**(5) *Will the amendment result in unlawful exclusionary zoning?***

No, the amendment will not result in exclusionary zoning. The amendment is not proposing a zoning district that would prohibit certain types of development. The

amendment would allow for development of the site to occur with the same type of use as seen on the adjacent properties.

**(6) *Will the amendment set an inappropriate precedent, resulting in the need to correct future planning mistakes?***

The site is a non-platted parcel on a private road. Similar parcels exist on Lotzford Road on both sides of Lotz Rd. The proposed amendment would allow for single-family development to occur. The proposed amendment will set a precedent; however, the precedent is not contrary to the Township's Master Plan and overall vision for development in the area.

**(7) *If a rezoning is requested, is the proposed zoning consistent with the existing land uses of surrounding property?***

The proposed amendment would result in the subject site being developed under the R-2 district standards which allow for development that is consistent with the existing single-family uses of all other adjacent properties along Lotzford Rd.

**(8) *If a rezoning is requested, could all requirements in the proposed zoning classification be complied with on the subject parcel?***

If the proposed rezoning is approved, the subject site will comply with the standards of the R-2 district for minimum lot area (20,000 sq. ft.) and minimum lot width (100 ft.). While the lot depth-to-width ratio is greater than the maximum of 3-to-1 required by the Zoning Ordinance, this is an existing condition that will continue. No divisions or lot line amendments are proposed at this time.

**(9) *If a rezoning is requested, is the proposed zoning consistent with the trends in land development in the general vicinity of the property in question?***

Due to the size of the parcels and their location on a private road, adjacent properties have only been developed as single-family residences. The establishment of the CPOD stalled that development trend. However, the previous paving and widening of Lotz Rd. did not increase demand for non-residential use along Lotzford Rd. Therefore, the proposed amendment would allow for the previous residential trend to be re-established on this residential street.

**(10) *If a rezoning is requested, what is the impact on the township infrastructure?***

The parcels along Lotzford Road are on well and septic systems. There is a water main along Lotz Road; however, no sewer is available. The parcels are of a sufficient area to allow for a septic field and reserve field to be established, subject to Wayne County approval. However, the Township Engineering Division will make a determination if a well would be permitted or if the property owner would need to connect to the water main.

Lotzford Road is a gravel road which connects to Lotz Rd., a paved road. A traffic increase on the private road would be extremely limited due to the addition of one single-family home.



- **Community Planner's Recommendation:** Approval.
- **Planning Commission Recommendation:** At its meeting on November 14, 2022, the Planning Commission voted 8-0 to recommend approval of the request to rezone parcel 052-99-0033-000 (39609 Lotzford Rd.) from R-2, Single Family Residential and Corporate Park Overlay District to R-2, Single Family Residential without the Corporate Park Overlay District, as the proposal meets the standards of Section 27.06(D)(4) of the Zoning Ordinance as stated in the staff report. Prior to recommending approval of the rezoning, the Planning Commission held a duly noticed public hearing and there were no public comments received. The Planning Commission had questions about the Corporate Park Overlay District, in general, but had no concerns or objections to the subject rezoning application.

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

**ACTION REQUESTED:** Introduce, hold the first reading, and table the proposed rezoning amendment to Appendix A – Zoning of the Code of Ordinances, which proposes to rezone parcel nos. 052-99-0033-000 (39609 Lotzford Rd.) from R-2, Single Family Residential and Corporate Park Overlay District to R-2, Single Family Residential without the Corporate Park Overlay District.

**BUDGET IMPLICATION & ACCOUNT NUMBER:** N/A

**IMPLEMENTATION PLAN:** N/A

**MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION:** Approval

**ENGINEERING SERVICES DIVISION'S RECOMMENDATION:** N/A

**FIRE MARSHAL'S RECOMMENDATION:** N/A

**BUILDING OFFICIAL'S RECOMMENDATION:** N/A

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL MOTIONS:**

1. I move to introduce and hold the first reading of the proposed amendment to Appendix A – Zoning of the Code of Ordinances of the Charter Township of Canton as provided in the attached ordinance of Planning Application #052-RZ-7552, which rezones tax parcel no. 052-99-0033-000 (39609 Lotzford Rd.) from R-2, Single Family Residential and Corporate Park Overlay District to R-2, Single Family Residential without the Corporate Park Overlay District.
2. Further, I move to table consideration of the amendment for a second reading on December 13, 2022.

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: November 22, 2022**

**AGENDA ITEM #G-5**

**ITEM: Consider Approval of the Removal and Replacement of Roof Top Units at the Summit**

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

**INDIVIDUALS IN ATTENDANCE:** None anticipated.

**EXECUTIVE SUMMARY:** Facilities department sent out a request for proposal to replace roof top units #6 Summit admin office, #7 Senior Center, and #11 Chestnut room. Each of these roof top units were commissioned and installed in 2004 with an expected lifespan of 15 years. Due to the age of the equipment, time and money spent on repairs, equipment failures, and new EPA standards and efficiencies replacements are necessary.

The project above has gone through the Request for Proposal process, with the most qualified proposal being recommended for award, and fall within the budget amount in the Program.

**BACKGROUND:** Roof top units #6, #7, and #11 over the last two years required significant number of repairs with some repairs would be near half the cost to have the unit replaced. A Contingency of 10% has been added to. With the RTU's being 18 years of age, we have experienced numerous failures resulting in costly repairs that will only temporarily correct the issues. The current RTU's require R-22 refrigerants which is very costly (cost has increased 130% since 2021) and EPA has implemented a ban on production of R-22. With the proposed new Trane units our KW demand reduction between the three (3) units equates to a savings of roughly \$1,110 per year per unit. Another factor is the amount of Greenhouse gases (CO<sub>2</sub>), Nitrogen Oxides (NO<sub>x</sub>), Sulfur Dioxides (SO<sub>2</sub>), and Mercury (Hg) we will reduce going into the ozone by replacing the current units with the recommended Trane units.

**STRATEGIC PLAN/GOALS:** Improve the infrastructure as identified in the Capital Improvement Plan. Furthermore, we will be improving the efficiencies of our equipment, with energy-efficient compressors and a high-efficiency condenser coil made of corrugated aluminum fins and rifled refrigeration-grade copper tubing. Finally, we will be removing the old units which currently operate under R-22 refrigerants, as of January 1<sup>st</sup> 2020 the EPA has implemented a ban on the production and import of R-22, except for continuing servicing needs of existing equipment. R410A is the replacement which is a Chlorine-free refrigerant making it much better for our environment.

**ACTION REQUESTED:** Award the contract and purchase order for the above-mentioned project to Quality Aire Systems, 328 W 6 Mile Road, Whitmore Lake, MI 48189 in the amount of \$189,980 plus a 10% contingency amount of \$18,998 making the total \$208,978.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Funding as follows: 246-265.970\_0020

Capital Outlay Buildings and Improvements, funds we budgeted for 2022 in the following account.

<b>Description</b>	<b>Account#</b>	<b>Amount</b>
<b>Summit RTU Replacement</b>	<b>246-265.970_0020</b>	<b>\$208,978</b>

**IMPLEMENTATION PLAN:** Upon Board Approval, a purchase order will be generated and vendor contacted to begin project. A project schedule will be established Quality Aire Systems will order all of the equipment and parts in order to complete the project.

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

I move to approve the contract and approve a purchase order for Quality Aire Systems, 328 W 6 Mile Road, Whitmore Lake, MI 48189 in the amount of 189,980 plus a 10% contingency amount of \$18,998 making the total \$208,978 to replace the three (3) RTU's at the Summit.

<b>Description</b>	<b>Account#</b>	<b>Amount</b>
<b>Summit RTU Replacement</b>	<b>246-265.970_0020</b>	<b>\$208,978</b>

**ATTACHMENTS:**

Attachment A: Bid Summary Tab

Attachment B: RFP

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** November 22, 2022

**AGENDA ITEM #G-6**

**ITEM: Consider Approval of the Purchase and Install of Two (2) Mini Split Systems at the Pheasant Run Golf Course**

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

**INDIVIDUALS IN ATTENDANCE:** None anticipated.

**EXECUTIVE SUMMARY:** Pheasant Run Golf Course has been operating with an undersized HVAC system for the past ten years creating continuous issues with operating and mechanical equipment. Additionally, the kitchen experiences temperatures that surpass 100 degrees which creates an uncomfortable work environment as well as food quality issues.

**BACKGROUND:** With the addition of two 3-ton mini splits this will supplement both the kitchen and mechanical rooms that constantly have issues with overheating. Due to space limitations the mechanical room houses ice makers, beverage storage, coolers, etc. having this area exceed 100 degrees at times during the summer creates issues with equipment and product.

**STRATEGIC PLAN/GOALS:** Improve the infrastructure as identified in the Capital Improvement Plan. Furthermore, we will be improving the efficiencies of our equipment and reduce the waste on products and reduce the service calls on equipment.

**ACTION REQUESTED:** Award the contract and purchase order for the above-mentioned project to Quality Aire Systems, 328 W 6 Mile Road, Whitmore Lake, MI 48189 in the amount of \$18,800 plus a 10% contingency of \$1,880 making the total \$20,680.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Funds are available in the 246 fund that will be moved to the Golf Course fund. The following budget adjustment is needed: .

**Increase Revenue:**

584-774-50.699_1010	Transfers In	\$20,680
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**Decrease Revenue:**

246-000.699_1010	Transfers In	\$20,680
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**Increase Expenditure:**

101-969.995_5840	Transfers Out	\$20,680
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584-773-50.970_0020	Capital Outlay Buildings	\$20,680
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**Decrease Expenditure:**

101-969.995_2460	Transfers Out	\$20,680
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246-265.970\_0020

Capital Outlay Buildings

\$20,680

**IMPLEMENTATION PLAN:** Upon Board Approval, a purchase order will be generated and vendor contacted to begin project. A project schedule will be established Quality Aire Systems will order all of the equipment and parts in order to complete the project.

**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:**

584-774-50.699_1010	Transfers In	\$20,680
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**Decrease Revenue:**

246-000.699_1010	Transfers In	\$20,680
------------------	--------------	----------

**Increase Expenditure:**

101-969.995_5840	Transfers Out	\$20,680
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584-773-50.970_0020	Capital Outlay Buildings	\$20,680
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**Decrease Expenditure:**

101-969.995_2460	Transfers Out	\$20,680
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246-265.970_0020	Capital Outlay Buildings	\$20,680
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2. I move to approve the contract and approve a purchase order for Quality Aire Systems, 328 W 6 Mile Road, Whitmore Lake, MI 48189 in the total amount of \$18,800 plus a 10% contingency of \$1,880 making the total \$20,680 to install two (2) Mini Split units at Pheasant Run Golf Course.

**ATTACHMENTS:**

Attachment A: Bid Summary Tab

Attachment B: RFP

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** November 22, 2022

**AGENDA ITEM #G-7**

**ITEM: Consider Approval for the Addition of a Full Time Tech IV's for the Facilities Department**

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

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:**

MSD Facilities Department is looking to add one full time Tech IV position that will work out of the Summit on The Park. Currently, the Summit staff is operating Tech IV short since March, 30<sup>th</sup> of 2022 due to short term disability that has now turned into long term disability. With the potential of an additional twelve months or indefinitely on long term disability facilities is requesting to add one Tech IV to staff in order to be staffed appropriately and reduce weekly overtime.

If the individual that is currently on LTD is able to return to work we will not displace the newly added Tech IV, we will retain the Tech IV and use that position to fill the next Tech IV vacancy.

**BACKGROUND:**

On March, 30<sup>th</sup> 2022 one of our Tech IV's went out on STD leaving a void on a full-time position at the Summit on The Park. Recently, this individual began long term disability with no set timetable for a return to work. Potentially, the individual could be out for twelve additional months and/or never to return to work. Adding a full-time Tech IV to assume the individual's role while on LTD will assist completing daily job duties and reducing weekly overtime. Furthermore, if the individual returns to work off of LTD we will not displace any Tech IV's but use the additional staff member to fill the next Tech IV vacancy.

Historically, the Facilities Tech IV position has consistent turnover due to being the lowest entry-level full-time position in the union. Currently, a full time Tech IV starts at \$15.98 per hour in other departments entry level begins at either \$20.69 per hour up to \$31.43 per hour. With this big of a disparity it typically puts the Facilities department short handed with all the turnover to other departments.

In the past year we have had a vacant Tech IV position for eight months and counting. Additionally, one of our Tech IV's was recently promoted creating a second Tech IV vacancy. The purpose of this addition is to narrow the gap created by consistent turnover, cover vacation/sick days, as well as reduce overtime.

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

**ACTION REQUESTED:** Approve the addition of one (1) full time Tech IV's for the Facilities Services Department.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** The following 2023 Budget Adjustments are needed:

**Increase Revenues:**

Fund Balance Appropriation: #208-000-695 \$69,234

**Increase Expenditures:**

Salaries & Wages	#208-757-56.703_0010	\$36,875
Fringe Benefits (various):	#208-757-56.724XXXX	\$32,359

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

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

1) I move to approve the addition of one (1) full time Tech IV's for the Facilities Services Department; and

2) Additionally, I move to approve the below amendment to the 2023 Community Center Fund Budget:

**Increase Revenues:**

Fund Balance Appropriation: #208-000-695 \$69,234

**Increase Expenditures:**

Salaries & Wages	#208-757-56.703_0010	\$36,875
Fringe Benefits (various):	#208-757-56.724XXXX	\$32,359

ATTACHMENTS: None

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** November 22, 2022

**AGENDA ITEM #G-8**

**ITEM: Consider Increasing Existing Purchase Orders for Bidigare Contractors, Inc. and Fishbeck for the 2022 Water Main Capital Improvement Project**

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

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:** On April 26, 2022, the Township Board awarded construction of the 2022 Water Main CIP to Bidigare Contractors, Inc.

At that time, staff recommended award of contract to Bidigare Contractors, Inc. for the 2022 Water Main Capital Improvement Project (CIP) with the following breakdown: Contract amount; \$2,284,332, contingency amount (15%); \$342,600, total amount; \$2,626,932.

Staff also recommended continuation of contract for construction management and inspection services to Fishbeck with the following breakdown: Contract amount; \$72,392, contingency amount (15%); \$10,858, total amount; \$83,250.

The project is currently under construction. Recently, Engineering Services and Public Works determined that a 320-foot section within the project area also needs to be replaced.

Staff is requesting a to increase PO 2022-00001468 by \$113,678 (Increase amount; \$98,850, contingency amount (15%); \$14,828, total increase; \$113,678). This additional construction work also requires more survey, design, permitting, and inspection from Fishbeck. Therefore, staff is also requesting an increase to PO 2021-00001132 by \$12,668.

**BACKGROUND:**

The water main replacement of existing water main is on a portion of Beck Road South, and a portion of Canton Country Acres Subdivision. This location was chosen based on multiple factors:

1. Multiple main breaks have occurred, exceeding five breaks within two years of the one-mile-of-pipe subject area.
2. Water main redundancy helps increase levels of service and maintain water quality. Currently, there are multiple sections within Canton County Acres that are served by 'dead-end' water mains, which are also under sized (only 6-inch diameter). This project will eliminate those dead-ends and bring the water main size up to our current 8-inch diameter minimum.
3. There is a 320-foot gap on Round Table West between Applewood and Londonderry Courts that needs to be replaced.

**STRATEGIC PLAN/GOALS:** Quality Infrastructure-Provide adequate water pressures in our



system for both public use and firefighting demands. Provide a water distribution system that meets consumer needs and provides reliable service to our customers.

**ACTION REQUESTED:** Increase of PO 2022-00001468 by \$113,678 for Bidigare Contractors, Inc. for the 2022 Water Main Capital Improvement Project utilizing funds budgeted in account # 592-536.970\_0050 Capital Outlay Infrastructure.

Increase of PO 2021-00001132 by \$12,668, for Fishbeck. for the 2022 Water Main Capital Improvement Project utilizing funds budgeted in account #592-536.970\_0050 Capital Outlay Infrastructure.

**IMPLEMENTATION PLAN:**

Upon approval:

1. PO 2022-00001468 will be increased by \$113,678
2. PO 2021-00001132 will be increased by \$12,668

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

Increase of PO 2022-00001468 by \$113,678 for Bidigare Contractors, Inc. for the 2022 Water Main Capital Improvement Project utilizing funds budgeted in account #592-536.970\_0050 Capital Outlay Infrastructure.

Increase of PO 2021-00001132 by \$12,668, for Fishbeck. for the 2022 Water Main Capital Improvement Project utilizing funds budgeted in account #592-536.970\_0050 Capital Outlay Infrastructure.

**ATTACHMENTS:**

1. Engineers Estimate (water main replacement)
2. Fishbeck Fee Letter

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** November 22, 2022

**AGENDA ITEM #G-9**

**ITEM: Consider Approval of an Agreement with Wayne County to Provide Winter Maintenance on 9.28 Miles (18.21 Lane Miles) of County Roads**

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

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:** Under this agreement, County crews will provide the same level of winter service on an additional 9.28 miles (18.21 lane miles) of **local paved roads** as it presently provides on the primary paved roads, if the Township will partially reimburse the County for this added service. The Township's share of this cost for the 2022/2023 winter season is \$16,983.74 or \$932.66 per lane mile. This cost is based on last year's cost and is how the county and the township have historically agreed to determine the pricing for these services. It represents 50% of the cost for County staff to perform the service.

**BACKGROUND:** Wayne County's policy in regard to winter maintenance on County roads has been to maintain bare pavements on all County primary paved roads during winter storms. This means that during the storm crews would continue to salt and plow until the snow stopped falling and bare pavement was achieved. Although the County level is service is still bare pavement, it is now done with less salt and more plowing. Further, they may not achieve bare pavement until sometime after the storm diminishes. Roads will be safe, but for periods may have slight snow cover until crews can complete the removal (bare pavement process) during normal work hours.

The following local roads would be added to Wayne County's priority maintenance list and given the same service as the Primary roads.

Cherry Hill (West County Line to Ridge)	0.39 miles
Joy Road (West of Beck)	0.50 miles
Lotz Road (Michigan to Palmer)	1.25 miles
Lotz Road (Cherry Hill to Ford)	1.10 miles
Lotz Road (Palmer to Cherry Hill)	1.00 miles
Saltz Road (Canton Center to Ridge)	2.26 miles
Ridge Road (Ford to Warren)	1.28 miles
Warren Road (Ridge to 1/2 mile west of Ridge)	0.50 miles
Hanford Road (Canton Center to Sheldon)	0.50 miles
Saltz Road (Canton Center to Sheldon)	<u>0.50 miles</u>
<b>TOTAL</b>	<b>9.28 miles (18.21 lane miles)</b>

**STRATEGIC PLAN/GOALS:** To provide high quality services – Quality Infrastructure

**ACTION REQUESTED:** Approve an agreement with Wayne County to provide winter maintenance on an additional 18.21 lane miles of roads at a cost to the Township of \$16,983.74

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** A total of \$25,000 in funds are available in the ROW Maintenance - Professional & Contractual Services Account #101-447-03.801\_0050.

**IMPLEMENTATION PLAN:** If approved, a purchase order will be created and Engineering Services will transmit payments to Wayne County.

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:**

**MODEL RESOLUTION:**

I move to approve the agreement with Wayne County to provide additional winter maintenance for 9.28 miles (18.21 lane miles) of County local roads and authorize the payment of \$16,983.74 from Account #101-447-03.801\_0050 (ROW Maintenance - Professional & Contractual Services) and authorize the Township Clerk to sign the agreement resolution on behalf of Canton.

**ATTACHMENTS:**

1. Letter from Wayne County
2. Winter Road Maintenance Agreement Resolution
3. Winter Maintenance Costs Summary

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: November 22, 2022**

**AGENDA ITEM#G-10**

<b>ITEM: Consider Authorization to Purchase New Cardio Equipment</b>
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**PRESENTER:** Greg Hohenberger, Leisure Services Director

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:**

Requests for Proposals were solicited in September 2022 for new cardio equipment for the Summit on the Park Fitness Center. From this solicitation, three fitness equipment providers submitted bids: Direct Fitness Solutions, All Pro/Fitness Things, and Fitness Superstore. Canton Leisure Services is recommending the purchase of three pieces of fitness equipment from Direct Fitness Solutions in the amount of \$18,495 and five pieces of fitness equipment from All Pro Fitness Things in the amount of \$30,195 for a total amount of \$48,690.

**BACKGROUND INFORMATION:**

To achieve the goals of providing a premier facility and excellent customer service, Summit on the Park strives to replace cardiovascular fitness equipment on a regular basis. Providing state of the art equipment helps with member retention and satisfaction, and proves fiscally responsible by avoiding costly repairs after parts and labor warranties expire.

The Summit has 38 pieces of cardiovascular fitness equipment, of which four treadmills, two ellipticals, one AMT and one squat rack need to be replaced due to expired warranties and outdated/worn parts.

We are recommending replacement of a total of eight pieces of equipment: three Precor commercial grade treadmills for three True Fitness commercial grade treadmills, one FreeMotion Incline Treadmill for one True Fitness Incline Treadmill, one Precor elliptical for one Precor elliptical, one Octane Fitness lateral elliptical for one Octane Fitness lateral elliptical, one Precor Adaptive Motion Trainer (AMT) for one Precor AMT, and one Hammer Strength squat rack for one Precor half rack. The transition from Precor treadmills to True treadmills is the result of a 2-week demo and greater member satisfaction with the True Fitness treadmill's comfort and features. The True Fitness treadmills also offer a lower price than the Precor treadmills.

Direct Fitness Solutions and All Pro Fitness Things have been cardio providers for the Summit for over 7 years. To maintain member satisfaction with the equipment housed at the Summit, it is requested to continue the relationship with these two businesses as equipment providers.

As part of the bid specifications, Direct Fitness Solutions and All Pro Fitness Things are providing Canton Township with a combined trade-in value of \$6,140 for the older equipment.

A breakdown of the equipment purchases, and equipment trade-in are as follows:

<b>Equipment</b>	<b>Provider</b>	<b>Item Cost</b>	<b>Total Cost</b>
3 True Fitness T650 Treadmill	All Pro Fitness Things	\$7,095	\$21,285
1 True Fitness Alpine Incline Treadmill	All Pro Fitness Things	\$7,670	\$7,670
1 Octane Lateral Trainer	All Pro Fitness Things	\$6,080	\$6,080
1 Precor EFX 885	DFS	\$8,385	\$8,385
1 Precor AMT 885	DFS	\$9,250	\$9,250
1 Precor Half Rack w/ landmine & band peg attachments	DFS	\$2,160	\$2,160
<b>New Equipment Purchase Total</b>			<b>\$54,830</b>
Trade-in Value of old Equipment			<b>-\$6,140</b>
<b>Total Amount Due</b>			<b>\$48,690</b>

**STRATEGIC PLAN/GOALS:** Quality Infrastructure

**ACTION REQUESTED:** Authorize the purchase of three pieces of fitness equipment from Direct Fitness Solutions, 600 Tower Road, Mundelein, IL 60060 in the amount of \$18,495

Authorize the purchase of five pieces of fitness equipment from All Pro Fitness Things, 35539 Schoolcraft Road, Livonia, MI 48150 in the amount of \$30,195

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** \$48,000 is allocated in the Capital Outlay Machinery and Equipment Account #208-757-50.970\_0030.

Transfer \$690 from Account #208-757-60.762, Program Activities Supplies to Account #208-757-50.970\_0030, Capital Outlay Machinery and Equipment

**IMPLEMENTATION PLAN:** Upon Board approval, the budget transfer will be made, a purchase order will be generated, and Direct Fitness Solutions and All Pro Fitness Things will be notified. The Summit Health and Wellness Specialist will coordinate the delivery of equipment.

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

- 1) I move to approve a budget transfer of \$690 from Account #208-757-60.762, Program Activities Supplies to Account #208-757-50.970\_0030, Capital Outlay Machinery and Equipment
- 2) I further move to approve the purchase for three pieces of fitness equipment from Direct Fitness Solutions, 600 Tower Road, Mundelein, IL 60060 in the amount of \$18,495 as

well as the purchase of five pieces of fitness equipment from All Pro Fitness Things, 35539 Schoolcraft Road, Livonia, MI 48150 in the amount of \$30,195.

**ATTACHMENTS:**

Attachment A – Request for Bid

Attachment B - Proposals

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** November 22, 2022

**AGENDA ITEM #G-11**

**ITEM: Consider Approval of Application for MDNR Spark Grant**

**PRESENTER:** Greg Hohenberger, Leisure Services Director

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:** Canton Leisure Services is seeking approval to apply for a Michigan Department of Natural Resources (MDNR) administered Spark Grant to be implemented in 2023. The application for the park development of 6125 N. Ridge Road, also known as Ridge Road Park, fulfills numerous Board goals while providing the community with a natural and passive park in the northwest quadrant of Canton. This park will be developed as a barrier-free, accessible park to include engineering for environmental sustainability. Project components include incorporating an accessible play structure, bioswale for storm water runoff, sledding hills, accessible parking, sidewalk and trail connectivity, and a community educational center. The Canton Township Board has committed to allocating \$1,000,000 to use as a match towards the park development at 6125 N. Ridge Road.

Leisure Services is recommending approving the application for the Michigan Spark Grant to assist with the park development at 6125 N. Ridge Road, Canton MI 48187.

**BACKGROUND INFORMATION**

Canton's Park use has vastly increased over the last few years. As indicated from the community input portion of the 2022 Leisure Services Master Plan, residents are seeking more passive parks that include accessibility, connectivity, and environmental sustainability. The Michigan Spark Grant will support projects that provide safe, accessible, public recreation facilities and spaces to improve people's health, introduce new recreation experiences, build on existing park infrastructure, and make it easier for people to enjoy both indoor and outdoor recreation.

At the May 24, 2022 Board Meeting, the Board agreed to allocate funds by utilizing the Community Improvement Fund for the park development at 6125 N. Ridge Road, Canton MI 48187.

The Spark Grant is made possible through Public Act 53 of 2022 which made available \$65 million of coronavirus state and local fiscal recovery funds. Funding awards will be conducted in three phases, with the first application period due December 19, 2022. Application for the park development of 6125 N. Ridge Road will provide the community with a 134-acre natural park located in the northwest quadrant of the Township featuring an accessible playground,

trails and sidewalk connectivity, bioswale for storm water runoff, a sledding hill, and an educational center.

**STRATEGIC PLAN/GOALS:** Quality Infrastructure, Healthy Ecosystem, Fiscal Stability and Welcoming Community

**ACTION REQUESTED:** Approve to accept the grant if awarded.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** N/A

**IMPLEMENTATION PLAN:** Canton Townships Grant Writer will administer the grant. Once Canton is notified of the award amount, implementation will begin. Policies will be adhered to and proper bidding procedure will be conducted.

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

1. I move to authorize the submission of the application to the Michigan Department of Natural Resources for a SPARK Grant towards the Revitalization of Township owned property at 6125 N. Ridge Road, and to accept the funds if approved.
2. Further, I move to approve the following resolution in support of the Michigan Natural Resources Spark Grant:

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

**MICHIGAN NATURAL RESOURCES  
SPARK GRANT**

**RESOLUTION OF AUTHORIZATION**

WHEREAS, Charter Township of Canton supports the application submission of the Michigan Spark Grant for the park development at 6125 N. Ridge Road to include an accessible playground and parking, bioswales, trail and sidewalk connectivity, sledding hill, and an educational community center located on the North West Corner of Ford and Ridge Roads; and,

WHEREAS, the proposed application is supported by the Community's approved Five-Year Parks and Recreation Master Plan; and,



WHEREAS, Charter Township of Canton is hereby making a financial commitment to the project in the amount of \$1,000,000 matching funds; and,

NOW THEREFORE, BE IT RESOLVED that Charter Township of Canton hereby authorizes submission of a Michigan Spark Grant Application, and further resolves to make available its financial obligation amount of \$1,000,000 during the 2022-2023 fiscal year.

AYES:

NAYES:

ABSENT:

MOTION APPROVED.

I hereby certify that the forgoing is a true and correct copy of a resolution duly made and passed by the Board of Trustees of the Charter Township of Canton, County of Wayne, Michigan, at their regular meeting held on Tuesday, November 22, 2022, at 7:00 p.m. in Canton Township, Michigan with a quorum present.

\_\_\_\_\_  
Michael Siegrist, Clerk

\_\_\_\_\_  
Date

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: November 22, 2022**

**AGENDA ITEM #G-12**

**ITEM: Consider Approval to Develop the Tyler ERP to Invoice Cloud Integration**

**PRESENTER:** Victor Ibegbu, ITI Director

**INDIVIDUALS IN ATTENDANCE:** None anticipated

**EXECUTIVE SUMMARY:** The current method for residents to pay water bills online is being forced into end-of-life by the current solution provider. The Treasurer's department along with key ITI staff reviewed the current provider's proposed replacement and identified inefficiencies in the replacement solution, which would require residents to take more steps while performing online water bill payments. To continue offering online utility bill payments to residents requires integration between the Township's financial application and the new online payment processor (Invoice Cloud™). The Treasurer's Office is requesting permission to purchase licensing and implementation services from Tyler Technologies at a cost not-to-exceed \$30,215 for implementation services and software licensing costs.

**BACKGROUND INFORMATION:** The current solution that provides Township residents the capability to pay for water bills online is being phased out in Q1 of 2023. After review of the replacement solution offered by the current provider, it was determined that the replacement did not offer a simple experience for Township residents. The proposed replacement increased the number of steps required to make a payment.

The Treasurer's department along with the ITI Director have identified an online payment processor (Invoice Cloud™), which can integrate with the Township's financial application (Tyler ERP). Invoice Cloud™ is currently utilized by the Township's CityView application and integrating another application into Invoice Cloud™ will improve workflow for Treasurer staff.

The requested software licensing from Tyler will provide for a two-way, real-time communication between Tyler ERP and Invoice Cloud™. This integration will continue offering the residents the means to pay for water bills online while removing some of the manual processes for staff with the current solution, which will improve staff efficiencies.

**STRATEGIC PLAN/GOALS:** Quality Infrastructure

**ACTION REQUESTED:** Authorize a purchase order for implementation services and software licensing for the Tyler ERP – Invoice Cloud™ Integration Project in the amount of \$30,215.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** A budget amendment of \$30,125 in the Water & Sewer Fund is required to complete this purchase.

**IMPLEMENTATION PLAN:** Upon approval, a purchase order will be created in the amount of \$30,215 to Tyler Technologies to purchase needed API Software Licensing and implementation services. The ITI Department will coordinate the scheduling and software installation necessary and will further provide overall project management ensuring all involved departments are aware of timelines, department requirements, testing, acceptance, and final rollout of the new solution.

Communication of the changes to Township residents will be facilitated by Treasurer staff via the multiple communication mechanisms available at the time of go live.

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:** I move to approve a Purchase Order and Award professional services to Tyler Technologies in the amount of \$30,215 for integration between Tyler ERP and Invoice Cloud™.

I further move to approve the following budget adjustment:

Increase Expenditures: 592-560.930_0015 Maintenance & Repair Software	\$30,215
Increase Revenues: 592-000.695 Fund Balance Appropriation	\$30,215

**ATTACHMENTS:** Quote from Tyler Technologies

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: November 22, 2022**

**AGENDA ITEM #G-13**

**ITEM: Consider Approval to Purchase Replacement Network Switches**

**PRESENTER:** Victor Ibegbu, Director of Information Technology & Innovation

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:** The Township’s current network equipment was installed in 2017 and is now designated “end-of-life” by the manufacturer, with support ending in 2023. The ITI Department has initiated a multi-year project to replace the network equipment in stages to minimize overall financial impact. The new equipment ITI is seeking to purchase will provide numerous benefits, such as longer expected equipment life span, ongoing support and updates, and warranty switch replacement in the event of failure.

**BACKGROUND:** In 2017, the Township deployed new network switching equipment in preparation for the 2018 phone system upgrade. Since that time, there have been only minimal updates applied to the network equipment, as provided by the vendor. The vendor has designated the switches as “end-of-life,” with full support of both software and hardware to cease in 2023. While the ongoing development of switch operating systems does not pose a huge operational support issue, the lack of hardware availability presents significant implications for the Township. Should an out-of-warranty network switch in a highly critical location fail, the potential for extended and significant business impact to the Township is very high during the time it takes ITI to research and purchase compatible replacement equipment. The new equipment that ITI is seeking to purchase greatly reduces risk to the organization through the annual support and maintenance agreement, which is mandatory to purchase the equipment. A portion of that annual support provides for replacement of any failed switch.

Long-term, the new equipment is administered and managed from the cloud, which inherently provides a simpler means to manage and administer the Township’s networking infrastructure. Currently, administration of all networking equipment is command-line-based and requires highly trained personnel to make even the simplest of configuration changes. The ability to attract and retain staff with such abilities is more challenging in current employment environments. Current ITI staff charged with network administration of current network equipment have been successful in training junior staff to administer this new equipment, as some switches have already been deployed in limited situations within the Township.

The Township’s purchase of this equipment is provided by CDW Government and is derived from State of Michigan pricing schedules agreement between the State and CDW Government. For this reason, we are requesting of the Board to waive the request for proposal which would normally be required for a purchase of this level.

**STRATEGIC PLAN/GOALS:** Quality Infrastructure

**ACTION REQUESTED:** To permit ITI Services to create a purchase order to CDW Government for the purchase of networking equipment. This equipment will replace existing network switching equipment that services all Municipal Services departments on the 2<sup>nd</sup> floor of the Administration Building.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Funding for this purchase currently exists and was budgeted for in the ITI Department's 101-228.970\_0010 capital account. No other budget adjustments will be necessary to provide for this purchase.

**IMPLEMENTATION PLAN:** Information Technology and Innovation department will handle all purchases. For those services where deployment may interrupt operations, detailed plans will be communicated to the affected departments ahead of time.

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:** I move to approve the creation of a purchase order to CDW Government for the purchase of replacement of network switches in an amount not to exceed \$21,895.00.

**ATTACHMENTS:** CDW Quote

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** November 22, 2022

**AGENDA ITEM #G-14**

**ITEM: Consider Approving On-Site Medical Services for Firefighter Physical Exams and an Associated Amendment to the 2022 Fire Budget**

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

**INDIVIDUALS IN ATTENDANCE:** n/a

**EXECUTIVE SUMMARY:** The Fire Department is requesting to purchase on-site medical services for firefighter physicals from Bio-Care, Inc., in the amount of \$85,232. The department will be reimbursed for all but a 10% match from the FEMA Assistance to Firefighters Grant that was awarded in 2021. In addition, an associated budget amendment is included with this request.

**BACKGROUND INFORMATION:** On August 24, 2021 (#G-6), the Township Board approved accepting a two-year FEMA AFG grant for the purchase of firefighter physicals and cancer screenings.

Following this grant award, the Township solicited for RFP's of Physical Examinations for the fire department. On November 23, 2021 (#G-5) the Board awarded Bio-Care, Inc., the service contract which would run from date of award through August 30, 2024, pending annual approval by the Township Board.

Partial funds were budgeted in both the 2022 Fire revenue and expense accounts; but an amendment is being requested to finalize the actual amount.

**STRATEGIC PLAN/GOALS:** Board Goal: Organizational Climate & Culture

**ACTION REQUESTED:** Approve the purchase of on-site medical services for firefighter medical exams from Bio-Care, Inc., in the amount of \$85,232, of which 90% of the expense will be reimbursed through a FEMA Assistance to Firefighter Grant.

Additionally, approve the associated amendment to the 2022 Fire Budget.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Funds in the amount of \$59,000 are currently budgeted in Employee Medical Exams Account #206-336-50.805; an amendment to increase expenses in the amount of \$26,232 is being requested to total \$85,232.

Funds in the amount of \$54,000 are currently budgeted in Federal Grants Account #206-000-501; an amendment to increase revenue in the amount of \$22,709 is being requested to total \$76,709 (grant, less 10% match).

Fund Balance Appropriation is being requested in the amount of \$3,523 to complete the purchase.

**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 on-site medical services for firefighter medical exams from Bio-Care, Inc., in the amount of \$85,232, of which 90% of the expense will be reimbursed through a FEMA Assistance to Firefighter Grant.
- 2) Additionally, I move to approve the below listed amendment to the 2022 Fire Budget:

<b><i>Increase Fire Revenues:</i></b>		
Federal Grants	#206-000.501	\$22,709
Fund Balance Appropriation	#206-000-695	\$ 3,523

<b><i>Increase Fire Appropriations:</i></b>		
Employee Medical Exams	#206-336-50.805	\$26,232

**ATTACHMENTS:** Attachment A – Quote from Bio-Care, Inc.

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** November 22, 2022

**AGENDA ITEM #G-15**

**ITEM: Consider Waiving the Bidding Process and Approve the Purchase of 35 IP  
Surveillance Cameras**

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

**INDIVIDUALS IN ATTENDANCE:** n/a

**EXECUTIVE SUMMARY:** The ITI Department is recommending the Police Department waive the bidding process and purchase 35 IP surveillance cameras from GSI in the amount of \$69,201. These cameras will replace 35 analog cameras currently located on the first floor of the Public Safety Headquarters.

**BACKGROUND INFORMATION:** These camera replacements are not part of the department's construction renovation project, but were budgeted separately and planned to run concurrent with the project.

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

**ACTION REQUESTED:** Approve waiving the bidding process for the purchase of 35 IP surveillance cameras from GSI, Troy, Michigan, in the amount of \$69,201.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Funds in the amount of \$70,000 are budgeted in the 2022 Police Capital Outlay Machinery & Equipment Account #207-301-50.970\_0030 for this purchase.

**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 waiving the bidding process for the purchase of 35 IP surveillance cameras from GSI, Troy, Michigan, in the amount of \$69,201.

**ATTACHMENTS:** Attachment A – Price Quote from GSI



**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** November 22, 2022

**AGENDA ITEM # G-16**

**ITEM:** Consider a Request to Approve Letter 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 has a temporary vacancy within the position of Leisure Services – Park Supervisor. The Township has made the decision to temporarily promote two employees to the position.

**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 temporary promotion of Chris Andrulis and Aaron Ruppel to Park Supervisor.

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

**IMPLEMENTATION PLAN:** Upon approval, the Township Supervisor and bargaining team will sign the Letter of Agreement.

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

**SUPERVISOR’S RECOMMENDATION:** Approved.

**MODEL RESOLUTION:**

1. I move that we approve the Letter of Agreement between Canton Township and the American Federation State, County and Municipal Employees (AFSCME Local 3860).

**ATTACHMENTS:**

1. Letter of Agreement between AFSCME Local 3860 and the Charter Township of Canton