



**CANTON ADMINISTRATION BUILDING  
1150 S. CANTON CENTER ROAD  
CANTON, MI 48188  
REGULAR BOARD MEETING  
SEPTEMBER 27, 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/82555347528>

Or One tap mobile:  
1-312-626-6799 (82555347528#) or 1-646-558-8656 (82555347528#)

Or Telephone:  
1-312-626-6799 or 1-646-558-8656

Webinar ID: 825 5534 7528

International numbers available: <https://us02web.zoom.us/u/kp1yiLcZD>

**6:00 P.M.:**

CALL TO ORDER

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

**CLOSED SESSION: UPDATE ON UNION NEGOTIATIONS**

ADOPTION OF AGENDA

APPROVAL OF MINUTES: NONE

PUBLIC COMMENT ON AGENDA ITEMS ONLY

PAYMENT OF BILLS

**CONSENT CALENDAR:**

- 1) CONSIDER AWARDING THE CONTRACT FOR BUILDING AUTOMATION CONTROLS THROUGHOUT TOWNSHIP FACILITIES (MSD)
- 2) CONSIDER AWARDING A CONTRACT FOR INTERIOR RENOVATIONS AT THE SUMMIT ON THE PARK PURSUANT TO THE 2019 CAPITAL IMPROVEMENT PLAN (MSD)
- 3) CONSIDER A REQUEST TO INCREASE A BLANKET PURCHASE ORDER FOR FIRE UNIFORMS (FIRE)

- 4) CONSIDER AUTHORIZATION OF A PERMIT FOR FIREWORKS DISPLAY (FIRE)
- 5) CONSIDER APPROVING A ONE-YEAR SOFTWARE SUBSCRIPTION RENEWAL FOR LEFTA (POLICE)
- 6) CONSIDER APPROVING A THREE-YEAR SOFTWARE SUBSCRIPTION RENEWAL FOR CLEAR PROFLEX (POLICE)
- 7) CONSIDER APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CHARTER TOWNSHIP OF CANTON AND THE PLYMOUTH-CANTON COMMUNITY SCHOOL DISTRICT FOR SCHOOL RESOURCE OFFICERS (POLICE)
- 8) CONSIDER APPROVING THE PURCHASE OF MOTOROLA DISPATCH RADIO CONSOLE EQUIPMENT (POLICE)
- 9) REQUEST APPROVAL TO EXTEND INCENTIVE FOR VACCINATION AGAINST COVID-19 FOR FULL AND PART-TIME EMPLOYEES (SUPERVISOR)

**GENERAL CALENDAR:**

- 1) CONSIDER AMENDMENT TO APPENDIX A – ZONING OF THE CODE OF ORDINANCES REGARDING BLESSING REZONING (MSD)
- 2) CONSIDER APPROVAL OF A BUDGET AMENDMENT AND PURCHASE ORDER INCREASE FOR PARKS FUEL COSTS (CLS)
- 3) CONSIDER APPROVAL OF A BUDGET AMENDMENT AND PURCHASE ORDER FOR A LASER PROJECTOR (CLS)
- 4) CONSIDER FIRST READING OF AN AMENDMENT TO CHAPTER 46 IN THE CANTON TOWNSHIP CODE OF ORDINANCES REGARDING THE YOUTH TOBACCO ACT 167 OF 2022 (POLICE)
- 5) CONSIDER CONCEPT DEVELOPMENT, ASSESSMENT AND DESIGN FOR CANTON TOWN SQUARE AT CHERRY HILL VILLAGE (SUPERVISOR)
- 6) CONSIDER FOIA APPEAL (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).

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** September 27, 2022

**AGENDA ITEM #C-1**

**ITEM: Consider Awarding the Contract for Building Automation Controls Throughout Township Facilities**

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

**INDIVIDUALS IN ATTENDANCE:** None anticipated.

**EXECUTIVE SUMMARY:** In March of 2022 Public Safety's Construction Management firm advertised for bids to contract with a Building Automation Controls provider in conjunction with the Public Safety renovation project. Knight Watch was selected as the control's provider for Public Safety building, in efforts to secure best pricing and achieve consistency throughout Township Facilities Knight Watch submitted a proposal to provide services on all Township Building Automation Controls.

**BACKGROUND:** August of 2021 our contract for Building Automation Controls expired with BASS Controls, knowing that Public Safety would be bidding for a control's provider Facilities waited until a selection was made for Public Safety. Knight Watch bid against two other controls providers during this process, KW being the most qualified bidder they were selected for the Public Safety contract and will expand their services to cover all Township Facilities. Knight Watch provided a proposal for temperature controls maintenance which covers all front ends as well as cost for hours of service.

**STRATEGIC PLAN/GOALS:** Improve Infrastructure

**ACTION REQUESTED:** Award the contract for Building Automation Controls for Township Facilities in the amount of \$422.88 for 36 months totaling \$15,223.68 over a three-year period. Additionally, the purchase of 100 hours of service to be used at the Townships discretion, total cost of 100 hours \$13,500. For 2022 the 100 hours purchase will be prorated to 24 hours of service, total of \$3,240. Account #101.265.801\_0050 Professional and Contractual Services Professional to Knight Watch, 3005 Business One Dr. Kalamazoo, MI 49048.

**BUDGET IMPLICATION & ACCOUNT NUMBER:** Funds are available in the Professional and Contractual Services account, #101.265.801\_0050

<b><u>YEAR</u></b>	<b><u>Description</u></b>	<b><u>Account #</u></b>	<b><u>Budgeted</u></b>
2022	24-Hours of Service	101-265.801_0050	\$ 3,240
2022	Maintenance Agreement	101-265.801_0050	\$ 1,238.64
2023	100-Hours of Service	101-265.801_0050	\$13,500
2023	Maintenance Agreement	101-265.801_0050	\$ 5,074.56
2024	100-Hours of Service	101-265.801_0050	\$13,500
2024	Maintenance Agreement	101-265.801_0050	\$ 5,074.56
2025	100-Hours of Service	101-265.801_0050	\$13,500
2025	Maintenance Agreement	101-265.801_0050	\$ 5,074.56

Award Amount \$60,232.32 (Over three years)

**IMPLEMENTATION PLAN:** Upon Board approval, a purchase order will be generated and contract will be issued.

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

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

**SUPERVISOR'S RECOMMEDATION:** Approval

**MODEL RESOLUTION:** I move to award the BAS Controls Contract for Township buildings to Knight Watch, 3005 Business One Dr. Kalamazoo, MI 49048 to be paid from Account #101-265.801\_0050, Professional and Contractual Services.

**ATTACHMENTS:**

**Attachment A** – Knight Watch Maintenance Agreement

**Attachment B-** Knight Watch 100 Hour Agreement

**Attachment C-** Three Bids for Public Safety Controls

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** September 27, 2022

**AGENDA ITEM #C-2**

**ITEM: Consider Awarding a Contract for Interior Renovations at the Summit on the Park Pursuant to the 2019 Capital Improvement Plan**

**PRESENTER:** Jade Smith, Municipal Services Director; Wendy Trumbull, Finance and Budget Director; Greg Hohenberger, Leisure Services Director

**INDIVIDUALS IN ATTENDANCE:** AM HIGLEY

**EXECUTIVE SUMMARY:** In 2019 the Board of Trustees adopted a Capital Improvement Plan (CIP) and subsequently the Township issued capital improvement bonds to fund the CIP. The CIP includes Interior Renovations at the Summit on the Park. Specifically, the project scope includes the banquet rooms, lobbies, parkview restrooms, fitness locker rooms, and painting.

Staff is recommending award of contract to Township contracted Construction Management team AM Higley for Interiors Renovations at the Summit on the Park for \$814,874.50, which includes a 10% contingency.

**BACKGROUND:**

In 2019 the Board of Trustees adopted a Capital Improvement Plan (CIP) and subsequently the Township issued capital improvement bonds to fund the CIP. Several projects are moving through the implementation, procurement, bidding, and design phases. The first project is the Interior Renovations at the Summit on the Park. Specifically, the project scope includes the banquet rooms, lobbies, parkview restrooms, fitness locker rooms, and painting.

Municipal Services Division is working closely with the Leisure Services Division to minimize impacts to patrons at the Summit on the Park during the project and ensure the necessary renovations to the interiors of the facility are completed to maintain an exemplary experience for the Summit patrons.

**STRATEGIC PLAN/GOALS:** Quality Infrastructure- renovating interiors will extend the life of the facility, and ensure the patrons have a great experience.

**ACTION REQUESTED:** Award a contract to AM Higley in the amount of \$814,874.50, which includes a 10% contingency for the Summit Interior Renovation project.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** The following CIP projects are all located at the Summit. Funding as follows:

<b><u>Project#</u></b>	<b><u>Description</u></b>	<b><u>Budgeted</u></b>
220013	Fabric Wall Covering	53,735.00
220018	Ceilings – Lay In	34,287.00
220020	Walls- Exposed	33,000.00
230005	Ceilings – Lay In	115,104.00
230028	Walls- Painted Gyp Bd	12,474.00
230038	Walls- Gyp. Bd	7,348.00
230048	Ceilings- Synthetic Plastic Veneer	3,432.00
210018	Women’s Restroom R104	40,160.00
210020	Men’s Shower Room 107	40,160.00
210029	Men’s restroom 141	30,122.00
200055	Resilient Sheet-Fitness Room	28,604.00
210030	Women’s Restroom 140	<u>30,122.00</u>
	Total Budgeted	428,548.00
	Total Award	814,874.50

There are CIP funds available from previously completed projects that were under budget.

The Following Budget adjustment will be needed for the additional funding:

**Increase Expenditure:**

401-757.970\_0020 Capital Outlay Buildings \$386,327

**Decrease Expenditure:**

401-261.959 Contingency \$386,327

**IMPLEMENTATION PLAN:** Upon approval:

1. The contract will be awarded, a P.O. entered, and a notice of award will be provided to AM Higley.

**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 Expenditure:**

401-757.970\_0020 Capital Outlay Buildings \$386,327

**Decrease Expenditure:**

401-261.959 Contingency \$386,327

2. I move to approve the contract and approve a purchase order for AM Higley in the amount totaling \$814,874.50 for the following project as identified in the Capital Improvement Plan:

<b><u>Project#</u></b>	<b><u>Description</u></b>
220013	Fabric Wall Covering
220018	Ceilings – Lay In
220020	Walls- Exposed
230005	Ceilings – Lay In
230028	Walls- Painted Gyp Bd
230038	Walls- Gyp. Bd
230048	Ceilings- Synthetic Plastic Veneer
210018	Women’s Restroom R104
210020	Men’s Shower Room 107
210029	Men’s restroom 141
200055	Resilient Sheet-Fitness Room
210030	Women’s Restroom 140

3. I further move to authorize the Township Supervisor or Clerk to sign the contracts on behalf of the Charter Township of Canton.

**ATTACHMENTS:**

- A. CRESA & Higley recommendation

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** September 27, 2022

**AGENDA ITEM #C-3**

**ITEM: Consider a Request to Increase a Blanket Purchase Order for Fire Uniforms**

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

**INDIVIDUALS IN ATTENDANCE:** None anticipated

**EXECUTIVE SUMMARY:** The Fire Department is requesting to increase blanket purchase order #2022-00000495 issued to Phoenix Safety Outfitters, LLC, by \$35,000. The department budgeted for the additional purchase of \$35,000 of turnout gear in 2022, but inadvertently left it off of the blanket purchase order list submitted in January.

**BACKGROUND INFORMATION:** This request is for an increase to the blanket purchase order only; no budget adjustment needed.

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

**ACTION REQUESTED:** Increase blanket purchase order #2022-00000495 issued to Phoenix Safety Outfitters, LLC, by #35,000, utilizing funds budgeted in the 2022 Fire Capital Uniforms account #206-336-50.767\_0006.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Funds from the 2022 Fire Capital Uniforms Account #203-336-50.767\_0006 will be utilized for this increase.

**IMPLEMENTATION PLAN:** n/a

**DIRECTOR'S RECOMMENDATION:** Approve

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

**SUPERVISOR'S RECOMMENDATION:** Approve

**MODEL RESOLUTION:** I move to approve increasing blanket purchase order #2022-00000495 issued to Phoenix Safety Outfitters, LLC, by #35,000, utilizing funds budgeted in the 2022 Fire Capital Uniforms Account.

**ATTACHMENTS:** None



**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** September 27, 2022

**AGENDA ITEM #C-4**

**ITEM: Consider Authorization of a Permit for Fireworks Display**

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

**INDIVIDUALS IN ATTENDANCE:** n/a

**EXECUTIVE SUMMARY:** On behalf of Canton's Leisure Services, Ace Pyro, LLC, is requesting approval for a fireworks display to take place in Heritage Park on October 14 (rain date October 15), 2022. The application has been reviewed by the Fire Marshal who confirms compliance with all state and local requirements for the approval of this permit request.

**BACKGROUND:** Charter Township of Canton Code of Ordinances, Section 46-265, provides for the Township Board to approve the issuance of a permit for the use of fireworks otherwise prohibited by 46-263, (paraphrased) within the township for...public display by municipalities...or other organizations or groups of individuals approved by the township board if the applicable provision of this division and the Act are complied with. The Fire Marshal has reviewed the application and confirms compliance with all requirements.

The applicant has been notified of the requirements for a pre-launch inspection of the site to be conducted by the Fire Marshal, and for a fire engine to be on stand-by during the launch, with the costs of both being billed to the event holder, not to exceed \$800.

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

**ACTION REQUESTED:** Approve the permit request from Ace Pyro, LLC, for a fireworks display to be conducted at 8 p.m., on October 14 (rain date October 15), 2022, at Heritage Park.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** n/a

**IMPLEMENTATION PLAN:** Upon board approval and Township Clerk's signature, the Fire Marshal or his designee will transfer the signed permit to a representative from ACE Pyro, LLC.

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approve

**MODEL RESOLUTION:** I move to authorize the Canton Township Clerk to sign the permit for ACE Pyro, LLC, authorizing their permission to possess, transport and display fireworks in Heritage Park on October 14, 2022 (rain date of October 15, 2022).

**ATTACHMENTS:** Attachment A – Fireworks permit application  
Attachment B – Contract Service Agreement

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** September 27, 2022

**AGENDA ITEM #C-5**

**ITEM: Consider Approving a One-Year Software Subscription Renewal for LEFTA**

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

**INDIVIDUALS IN ATTENDANCE:** n/a

**EXECUTIVE SUMMARY:** The Police Department is requesting to renew a one-year subscription for LEFTA Systems SHIELD Suite software. LEFTA software is utilized by command officers to track police training records, field training records, use-of-force incidents, internal affair investigations, vehicle pursuits and vehicle damage. The cost for this one-year renewal is \$11,227.

**BACKGROUND INFORMATION:** n/a

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

**ACTION REQUESTED:** Approve the one-year renewal of LEFTA Systems SHIELD Suite in the amount of \$11,227, utilizing funds budgeted in the 2022 Police Maintenance Software Support.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Funds are budgeted in the 2022 Police Maintenance Software Support Account #207-301-50.930\_0015 for this expense.

**IMPLEMENTATION PLAN:** n/a

**DIRECTOR'S RECOMMENDATION:** Approve

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

**SUPERVISOR'S RECOMMENDATION:** Approve

**MODEL RESOLUTION:** I move to approve the one-year renewal of LEFTA Systems SHIELD Suite in the amount of \$11,227, utilizing funds budgeted in the 2022 Police Maintenance Software Support.

**ATTACHMENTS:** Attachment A – LEFTA Systems Invoice

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** September 27, 2022

**AGENDA ITEM #C-6**

**ITEM: Consider Approving a Three-Year Software Subscription Renewal for CLEAR Proflex**

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

**INDIVIDUALS IN ATTENDANCE:** n/a

**EXECUTIVE SUMMARY:** The Police Department is requesting to renew a three-year subscription with Thomson Reuters for CLEAR Proflex software. This software is utilized as an investigative dashboard that allows investigators search multiple data sets in expedited time frames. This three-year agreement is invoiced in monthly installments of \$979.76.

**BACKGROUND INFORMATION:** Police detectives and officers regularly use CLEAR as an important investigative tool as related to the development and identification of suspects.

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

**ACTION REQUESTED:** Approve the three-year renewal of Thomson Reuters CLEAR Proflex in the amount of \$979.76 monthly.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** A purchase order will be generated for the remainder of 2022, and a new blanket purchase order will be requested for the 2023 monthly fees, with subsequent renewal years following. All will utilize funds budgeted in the 2022 Police Maintenance Software Support Account #207-301-50.930\_0015.

**IMPLEMENTATION PLAN:** n/a

**DIRECTOR'S RECOMMENDATION:** Approve

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

**SUPERVISOR'S RECOMMENDATION:** Approve

**MODEL RESOLUTION:** I move to approve the three-year renewal of Thomson Reuters CLEAR Proflex in the amount of \$979.76 monthly.

**ATTACHMENTS:** Attachment A – Thomson Reuters CLEAR Proflex Order Form

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** September 27, 2022

**AGENDA ITEM #C-7**

**ITEM: Consider Approving a Memorandum of Understanding Between the Charter Township of Canton and the Plymouth-Canton Community School District for School Resource Officers**

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

**INDIVIDUALS IN ATTENDANCE:** n/a

**EXECUTIVE SUMMARY:** The Police Department is proposing a Memorandum of Understanding between the Charter Township of Canton and the Plymouth-Canton Community School District for the placement of three School Resource Officers (SRO) at the district's three high schools.

**BACKGROUND INFORMATION:** The continued placement of SRO's at the Plymouth-Canton high school campus fosters a positive relationship between law enforcement and the youth of the community, while lessening the impact of the criminal justice system on students.

The partnership also promotes school safety, and helps maintain a positive school climate for students, families, and staff.

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

**ACTION REQUESTED:** Approve the proposed Memorandum of Understanding with the Plymouth-Canton Community School District for the placement of three School Resource Officers at the district's main high school campus.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Revenue from the reimbursement of 1.5 officers is budgeted in the 2022 Police Budget.

**IMPLEMENTATION PLAN:** n/a

**DIRECTOR'S RECOMMENDATION:** Approve

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

**SUPERVISOR'S RECOMMENDATION:** Approve

**MODEL RESOLUTION:** I move to approve the proposed Memorandum of Understanding

between the Charter Township of Canton and the Plymouth-Canton Community School District for the placement of three School Resource Officers at the district's main high school campus.

**ATTACHMENTS:** Attachment A – Memorandum of Understanding

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** September 27, 2022

**AGENDA ITEM #C-8**

**ITEM: Consider Approving the Purchase of Motorola Dispatch Radio Console Equipment**

**PRESENTER:** Chad Baugh, Director of Police Services  
Chris Stoecklein, Director of Fire Services

**INDIVIDUALS IN ATTENDANCE:** n/a

**EXECUTIVE SUMMARY:** Public Safety is requesting to purchase dispatch radio console equipment needed to outfit the new dispatch center. This equipment includes two new dispatch radio consoles, upgrades to the current four consoles, and relocation of the center from its temporary location on the second floor, back into the newly remodeled dispatch center.

Motorola Solutions, the sole-source provider, has quoted the project at \$279,754 which includes a state contract discount. Funds for this expense are budgeted in the 2022 E/911 Budget.

**BACKGROUND INFORMATION:** In May 2022, the board approved RBA #G-10 for the dispatch expansion project, which included a placeholder amount of \$500,000 for auxiliary expenses. This was an estimated amount for the Motorola radio console equipment currently being requested. RBA #G-10 also included a resolution to amend the 2022 E/911 Budget for this expense, therefore, this current request is for the purchase of the equipment only, and contains no new budget implications.

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

**ACTION REQUESTED:** Approve the purchase of Motorola Dispatch Radio Console Equipment from Motorola Solutions, in the amount of \$279,754, utilizing funds budgeted in the 2022 E/911 Capital Outlay Computers & Equipment Account.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Funds for this expense are budgeted in the 2022 E/911 Capital Outlay Computers & Equipment Account #261-346-50.970\_0010.

**IMPLEMENTATION PLAN:** n/a

**DIRECTOR'S RECOMMENDATION:** Approve

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

**SUPERVISOR'S RECOMMENDATION:** Approve

**MODEL RESOLUTION:** I move to approve the purchase of Motorola Dispatch Radio Console Equipment from Motorola Solutions, in the amount of \$279,754, utilizing funds budgeted in the 2022 E/911 Capital Outlay Computers & Equipment Account.

**ATTACHMENTS:** Attachment A – Quote from Motorola Solutions



**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** September 27, 2022

**AGENDA ITEM # C-9**

**ITEM: Request Approval to Extend Incentive for Vaccination against COVID-19 for Full and Part-Time Employees**

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

**INDIVIDUALS IN ATTENDANCE:** None anticipated.

**BACKGROUND:** Last year, the Township provided full-time employees with the equivalent of one PTO day to offset the accrued time that the employee may have been required to use while recovering from side effects of receiving the COVID-19 vaccination. This PTO day was placed into the employee's bank after proof of the second dose of the vaccine was provided to our Human Resources Department.

In an effort to continue to help mitigate the spread of COVID-19, we are requesting the Board extend the additional PTO day granted to full-time employees and the incentive for our part-time employees implemented in September 2021. The Township is updating the guidance to be in alignment with the CDC. Therefore, upon proof to the Human Resources Department that the employee has received their second dose of the vaccine and a booster within the last 6 months, the Township would pay 4 hours to the part-time employee at their current primary job rate, since our part-time employees do not have leave banks. Part-time employees would receive incentive pay after 30 days of employment. We are requesting to extend this benefit to all part-time employees who have not already received the benefit through March 31, 2023. This is a qualified use of ARPA Grant funds, of which the Board previously authorized \$20,000 of funds be utilized for this endeavor. There are approximately \$15,000 of funds remaining for this purpose.

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

**ACTION REQUESTED:** Approve an extension of an incentive to pay part-time employees 4 hours at their current hourly rate upon proof to the HR Department of the employee's second COVID-19 vaccination and booster within the last 6 months.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** The Board previously authorized use of the ARPA grant dollars to fund this endeavor in the amount of \$20,000, of which more than \$15,000 remains. The extension of this benefit is anticipated to be 100% covered with the previous Board approved use of AROA funds.

**IMPLEMENTATION PLAN:** If approved, the budget will be posted to the accounts, and part-time employees will receive payment on a future payroll. Part-time employees would receive the incentive payment after 30 days of employment.

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

1. I move to approve the extension of the incentive for vaccination against COVID-19 for full time employees by providing them with 8 hours of PTO time and for part-time employees to receive a bonus equivalent to 4 hours at their primary job rate upon proof of the second dose of the COVID-19 vaccination and a booster within the last 6 months to the Human Resources Department to continue through March 31, 2023.

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** September 27, 2022

**AGENDA ITEM #G-1**

**ITEM:** Consider Amendment to Appendix A – Zoning of the Code of Ordinances Regarding Blessing Rezoning

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

**INDIVIDUALS IN ATTENDANCE:** None anticipated.

**EXECUTIVE SUMMARY:** The applicant proposes to rezone parcel 71-026-99-0003-000, located on the south side of Warren Rd and east side of Napier Rd, from RR, Rural Residential to R-1, Single Family Residential. The subject parcel is 31.5 acres and shaped like a backwards “L.” Although the parcel is connected to both Warren Rd. and Napier Rd., it is not a corner parcel. If the rezoning is approved, the owner’s representative intends to submit a plan for a detached single-family residential development on the site.

At its meeting on March 7, 2022, the Planning Commission held a public hearing and voted 6-0 to recommend denial of the application. However, the Planning Commission’s motion did not include any findings of fact including, but not limited to, the required review considerations of Section 27.06(D)(4) of the Zoning Ordinance. Therefore, at its April 12, 2022, the Township Board of Trustees remanded the application back to the Planning Commission for further findings. At its meeting on July 25, 2022, the Planning Commission received public comment and voted 7-0 to recommend denial of the application. The Planning Commission’s motion to recommend denial findings of fact in accordance with Section 27.06(D)(4) of the Zoning Ordinance.

**BACKGROUND AND ANALYSIS:**

**Location:** South side of Warren Rd., east side of Napier Rd.

**Net Acres:** 31.5 acres

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

**Existing Zoning:** RR, Rural Residential (minimum lot area of 5 acres)

**Surrounding Zoning and Land Uses:**

**North** – R-1, Single Family Residential; Pilgrim Hills Estates (single-family detached residences)

**South** – RR, Rural Residential and RE, Rural Estate; Single-family detached residences

**East** – RR, Rural Residential and RE, Rural Estate; Single-family detached residences

**West** – RR, Rural Residential (single-family detached residences; Superior Township (A1, Agricultural District; Single-family detached residences)

**Existing Comprehensive Plan Future Land Use Map Classification:** Very Low Density Residential (1 dwelling unit per acre)

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

**North** – Very Low Density Residential (1 dwelling unit per acre)

**South** – Very Low Density Residential (1 dwelling unit per acre)

**East** – Very Low Density Residential (1 dwelling unit per acre)

**West** – Very Low Density Residential (1 dwelling unit per acre); Superior Township (Agricultural Lands, Conservation, and Rural Residential)

**Review Considerations.** Enclosed are the following Planning Division staff reviews, which include review considerations:

1. Staff Review to Planning Commission for March 7, 2022 meeting
2. Staff Review to Township Board for April 12, 2022 meeting
3. Staff Review to Planning Commission for July 25, 2022 meeting

- **Community Planner's Recommendation:** Approval.

- **Planning Commission Recommendation:** At its meeting on July 25, 2022, the Planning Commission voted 7-0 to recommend denial of the request to rezone parcel nos. 71-026-99-0003-000 from RR, Rural Residential to R-1, Single Family Residential. The Planning Commission's motion included findings of fact in accordance with Section 27.06(D)(4) of the Zoning Ordinance.

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

**ACTION REQUESTED:**

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

**IMPLEMENTATION PLAN:** N/A

**MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION:**

**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 MOTION:**

**The Board has the following options for a model motion-**

***If the Board of Trustees wishes to APPROVE the Planning Commission's recommendation:***

I move to approve the recommendation of the Planning Commission to deny the rezoning of parcel number 71-026-99-0003-000 from RR, Rural Residential to R-1, Single Family Residential based upon the record and findings of the Planning Commission from their deliberations at the March 7, 2022 and July 25, 2022 Planning Commission meetings on this request and facts, findings, and record of the September 23, 2022 Board of Trustees meeting.

***If the Board of Trustees wishes to DISAPPROVE the Planning Commission's recommendation:***

I move to disapprove the Planning Commission's recommendation to deny the rezoning and approve the rezoning of parcel number 71-026-99-0003-000 from RR, Rural Residential to R-1, Single Family Residential based upon the following standards as found in section 27.06(D)(4) of Canton Township's zoning ordinance:

1. Will the proposed amendment be in accordance with the basic intent and purpose of the zoning ordinance?
2. Is the proposed amendment consistent with the comprehensive plan of the township?
3. Have conditions changed since the zoning ordinance was adopted, or was there a mistake in the zoning ordinance, that justify the amendment?
4. Will the amendment correct an inequitable situation created by the zoning ordinance, rather than merely grant special privileges?
5. Will the amendment result in unlawful exclusionary zoning?
6. Will the amendment set an inappropriate precedent, resulting in the need to correct future planning mistakes?
7. If a rezoning is requested, is the proposed zoning consistent with the existing land uses of surrounding property?
8. If a rezoning is requested, could all requirements in the proposed zoning classification be complied with on the subject parcel?
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?
10. If a rezoning is requested, what is the impact on the township infrastructure? The planning commission and the township board shall make a determination of whether public facilities are readily available and whether the potential impact of the rezoning would adversely impact the level of service standards of any public facility.

**ATTACHMENTS:**

1. March 7, 2022 Planning Commission Minutes
2. July 25, 2022 Planning Commission Minutes
3. Rezoning Criteria
4. Zoning Map, Location Map, and Future Land Use Map
5. Zoning Amendment Application Materials
6. Staff Review to Planning Commission for March 7, 2022 meeting
7. Staff Review to Township Board for April 12, 2022 meeting
8. Staff Review to Planning Commission for July 25, 2022 meeting

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** September 27, 2022

**AGENDA ITEM #G-2**

<b>ITEM:</b> <b>Consider Approval of a Budget Amendment and Purchase Order Increase for Parks Fuel Costs</b>
--

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

**INDIVIDUALS IN ATTENDANCE:**     None anticipated.

**EXECUTIVE SUMMARY:**    The Leisure Services Parks division operates many vehicles to provide services for their daily work. Every year a purchase order is submitted for gasoline to fuel these vehicles. With the continuous rising costs of fuel, the Leisure Services Department is recommending a budget amendment in the amount of \$15,000 to increase purchase order #22-546 for the Parks fuel expenses.

**BACKGROUND:**        The Parks division uses various vehicles to perform their daily tasks to provide services to the community while keeping the grounds looking well-kept. With the rising cost of fuel, the 2022 amount budgeted for gasoline is quickly dwindling and is close to running out. With a quarter of the year left to go, it is necessary to increase the purchase order for Parks vehicles and equipment.

**STRATEGIC PLAN/GOALS:**     Welcoming Community

**ACTION REQUESTED:**    Authorize a budget amendment and Purchase Order increase for PO#22-546 for Parks fuel expenses.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** The following budget amendment is necessary to increase purchase order #22-546 for the Parks fuel expense:

Increase Revenue:		
101-000.695	Fund Balance Appropriation	\$15,000
Increase Expenses:		
101-752-50.860	Parks Transportation	\$15,000

**IMPLEMENTATION PLAN:** Once approved, a budget amendment will be made, and the purchase order will be increased.

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

I move approve the following budget amendment and increase purchase order #22-546 for the Parks fuel expense:

Increase Revenue:		
101-000.695	Fund Balance Appropriation	\$15,000
Increase Expenses:		
101-752-50.860	Parks Transportation	\$15,000

**ATTACHMENTS:** N/A



**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** September 27, 2022

**AGENDA ITEM#G-3**

<b>ITEM:</b> Consider Approval of a Budget Amendment and Purchase Order for a Laser Projector
---

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

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:**

On August 18, 2022 an Invitation to Bid (ITB) was advertised for a Laser Projector to be used for outdoor movies and will be split among 5 municipalities including Canton, South Lyon, Milford, Northville, and Novi. As a result of the ITB, four company's submitted bids with California Media Solutions, Inc. providing the lowest bid in an amount of \$13,495. Canton Leisure Services is recommending to purchase a laser projector from California Media Solutions, Inc. in the total amount of \$13,495 with Canton's portion totaling \$2,699.

**BACKGROUND INFORMATION:**

Canton Leisure Services in partnership with surrounding communities (South Lyon, Milford, Northville, and Novi) provide outdoor movies for the community in the summer months. The equipment is shared throughout the season with costs split between the 5 municipalities. Canton will pay the total invoice of \$13,495 upfront and will be reimbursed by the other 4 communities via invoicing through Canton's Treasurer's Department. Canton's total cost for the projector is \$2,699.

The committee agreed that the current equipment is aging and no longer provides the quality that is necessary. The screen was replaced earlier this season; however, the projector cost was going to be over \$10,000 which made it necessary to go out for bid.

Once the bids were received, California Media Solutions, Inc. informed staff that the original proposed camera, with a total cost of \$11,755, is being discontinued and recommended a better camera similar to the one that was bid. Since the price of the better camera was still lower than the other 3 bidders, we maintain our recommendation of California Media Solutions, Inc.

**STRATEGIC PLAN/GOALS:** Quality Infrastructure and Welcoming Community

**ACTION REQUESTED:** If approved, a budget amendment will be made and a purchase order in the amount of \$13,495 will be submitted to California Media Solutions, Inc. 4728 E. 2<sup>nd</sup> Street, Suite #16, Benicia, CA 94510.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Canton Leisure Services has \$7,197 available to cover Canton's portion of \$2,699 for the projector. Expected revenue from the other 4 municipalities totals \$10,796. Since Canton is fronting the cost, the following budget amendment is necessary:

**Increase Revenue:**

101-756-50.676_0004	Reimbursement Miscellaneous	\$10,796
---------------------	-----------------------------	----------

**Decrease Revenue**

101-000.695	Fund Balance Appropriation	\$4,498
-------------	----------------------------	---------

**Increase Expenses:**

101-756-50.970_0030	Capital Outlay Machinery & Equipment	\$6,298
---------------------	--------------------------------------	---------

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

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

I move to approve a Budget amendment and purchase order for California Media Solutions, Inc. 4728 E. 2<sup>nd</sup> Street, Suite 16, Benecia, CA 94510 for the purchase of a Laser Projector in the amount of \$13,495 to be paid from Account #101-756-50.970\_0030 – Capital Outlay Machinery & Equipment.

**Increase Revenue:**

101-756-50.676_0004	Reimbursement Miscellaneous	\$10,796
---------------------	-----------------------------	----------

**Decrease Revenue**

101-000.695	Fund Balance Appropriation	\$4,498
-------------	----------------------------	---------

**Increase Expenses:**

101-756-50.970_0030	Capital Outlay Machinery & Equipment	\$6,298
---------------------	--------------------------------------	---------

**ATTACHMENTS:**

Attachment A: Invitation to Bid

Attachment B: California Media Solutions, Inc. Proposal

Attachment C: Bids Results

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** September 27, 2022

**AGENDA ITEM #G-4**

**ITEM: Consider First Reading of an Amendment to Chapter 46 in the Canton Township Code of Ordinances Regarding the Youth Tobacco Act 167 of 2022**

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

**INDIVIDUALS IN ATTENDANCE:** n/a

**EXECUTIVE SUMMARY:** An amendment is being requested in the Canton Township Code of Ordinances, pertaining to Chapter 46, Article IV, Division 1, Section 46-505, to change the legal age of purchasing or possessing tobacco, vapor or alternate nicotine products from 18 to 21.

**BACKGROUND INFORMATION:** This change is being requested to align with federal and the new state law which recently raised the minimum age of tobacco sales in the state of Michigan from 18 to 21.

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

**ACTION REQUESTED:** Introduce and table the proposed amendment to Chapter 46 of the Canton Township Code of Ordinances regarding the Youth Tobacco Act 167 of 2022.

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

**IMPLEMENTATION PLAN:** A second reading will be scheduled for October 11, 2022.

**DIRECTOR'S RECOMMENDATION:** Approve

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

**SUPERVISOR'S RECOMMENDATION:** Approve

**MODEL RESOLUTION:** I move to introduce the first reading of an amendment to Chapter 46 of the Canton Township Code of Ordinances; I further move to table for consideration a proposed text amendment to the Township Code of Ordinances and schedule a second reading for October 11, 2022.

**ATTACHMENTS:** Attachment A – Draft of proposed changes to Chapter 46 (redline)

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** September 27, 2022

**AGENDA ITEM # G-5**

**ITEM: Consider Concept Development, Assessment and Design for Canton Town Square at Cherry Hill Village**

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

**INDIVIDUALS IN ATTENDANCE:** None anticipated

**EXECUTIVE SUMMARY:** Canton Township and Wayne County are working together to revitalize the Cherry Hill Village neighborhood in Canton Township, utilizing ARPA funding. These investments into the community will improve the quality of life for residents, increase property values, grow the tax base and spur small and medium-sized business development in Canton.

Fundamental to this revitalization is the creation of the Canton Town Square at Cherry Hill Village. The Canton Town Square will feature the Village Square Park, Village Arts Factory Campus (including the creation of Factory Park on the undeveloped 14 acres behind the factory), Preservation Park improvements, Leisure Services programming, Partnership for the Arts & Humanities events, open air dining, restaurants, breweries, a better connected sidewalk and trail system, wayfinding, parking improvements and investments in Canton's historical assets. The funding requested for this part of the process in creating the Canton Town Square is \$110,000.

**BACKGROUND INFORMATION:**

Tony Slanec of OHM will be the principal on the project and brings with him over 20 years of professional urban design experience for public and private entities.

OHM will work with the Township to provide a proposal for urban planning services to create a town square development/redevelopment strategy. This analysis will reveal some of the opportunities and constraints focusing on primary issues and challenges within the study area. From this analysis the project team will prepare a series of analysis diagrams and explanations to outline a framework for potential solutions. This will be an interactive process with Township staff and leadership where a general understanding of the issues related to underutilized property, connectivity, multimodal transportation, land use, site design, amenities, and the regulatory framework will be outlined.

OHM will work with the Township (Patrick Sloan, Township Planner) to assemble all existing plans and documents that will guide and inform the development of the Plan. OHM in partnership with the Township will gather all current condition information, via Township GIS data, site reconnaissance/field survey, drone aerial photography, etc. to develop base maps to

prepare the master plan. A technical analysis of the existing conditions may include but is not limited to the following.

- Parcel data (ownership, size, land-use,
- Roadway network
- Parking (public and private)
- Existing infrastructure
- Traffic counts
- Environmental conditions (e.g. wetlands)
- Vacant/underutilized property
- Development character

The study tasks and deliverables are detailed as attached and will start immediately and completion time for board presentation is estimated at 12-14 weeks.

**STRATEGIC PLAN/GOALS:** Quality Infrastructure, Financial Stability

**ACTION REQUESTED:** Request that the Board approve the concept development, assessment and design for the Canton Town Square at Cherry Hill Village.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:**

Increase Expense:	246-261.801_0050	Professional Services	\$110,000
Decrease Expense:	246-261.999	Transfer to Fund Balance	\$110,000

**IMPLEMENTATION PLAN:** Work will commence immediately after board approval.

**DIRECTOR'S RECOMMENDATION:** NA

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

1. I move to approve the following budget amendment:

Increase Expense:	246-261.801_0050	Professional Services	\$110,000
Decrease Expense:	246-261.999	Transfer to Fund Balance	\$110,000
  
2. I move to approve the contract and award a purchase order to OHM in an amount not to exceed \$110,000 for the Concept Development, Assessment and Design for the Canton Town Square at Cherry Hill Village.

**ATTACHMENTS:** Cherry Hill Village (Reimagined) from OHM

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** September 27, 2022

**AGENDA ITEM # G-6**

<b>ITEM:</b> <b>Consider FOIA Appeal</b>
--

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

**INDIVIDUALS IN ATTENDANCE:**   None

**EXECUTIVE SUMMARY:**           On September 8, 2022, the Township received a FOIA appeal from Prime-Site Media, LLC regarding the status of a FOIA and the request for deposit. The attached appeal was received by the FOIA Coordinator. We are asking the Board to consider denying this appeal in two parts. First, the Township is permitted to charge a fee for the public records search and for making copies if documents require redaction before inspection based on the current FOIA. Secondly, the Township did not deny your request as you allege and correctly informed you that the Township would need a deposit because a fee can be charged for the search, location, examination, and redaction/copying of documents for inspection.

**BACKGROUND INFORMATION:**       FOIA 2022- 864 was submitted by Jay C. Carll on August 9, 2022. The FOIA was deemed to take approximately 22 hours to search, locate and examine the public records. It was also estimated to take an additional 5 hours of separating Exempt Information, including Redaction of Documents. This would total an estimate of \$825. The township requires a 50% deposit be paid prior to moving forward. The FOIA was paused and the invoice for deposit was sent on August 15, 2022. On August 22, 2022 another request (FOIA 22-910) was made by Mr. Jay C. Carll asking for the identical information, only wanting to have “personnel inspect” the documents. After discussion with Legal, the second request (FOIA 22-910) was closed as a duplicate request stating that the deposit was still required for the documentation.

**STRATEGIC PLAN/GOALS:**       Welcoming Community

**ACTION REQUESTED:**   Consider FOIA appeal and respond per discussion

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

**IMPLEMENTATION PLAN:** Notify appellant of Board Action and proceed in accordance with established policy.

**DIRECTOR'S RECOMMENDATION:**

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

**SUPERVISOR'S RECOMMENDATION:**

**MODEL RESOLUTION:** Move to deny the appeal in full.

**ATTACHMENTS:**

FOIA Appeal

Copy of FOIA 22-864

Copy of FOIA 22-910

Deposit Request

Denial Letter