CANTON ADMINISTRATION BUILDING
1150 S. CANTON CENTER ROAD
CANTON, MI 48188
REGULAR BOARD MEETING
SEPTEMBER 14, 2021
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/84617990693

Or One tap mobile:
1-312-626-6799 (84617990693#) or 1-646-558-8656 (84617990693#)

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

Webinar ID: 846 1799 0693

International numbers available: https://us02web.zoom.us/u/kbVICIqd82

7:00 P.M.:

CALL TO ORDER
ROLL CALL: BORNINSKI, FOSTER, GANGULY, GRAHAM-HUDAK, SIEGRIST, SLAVENS, SNEIDEMAN
ADOPTION OF AGENDA
APPROVAL OF MINUTES: AUGUST 17, 24 & 31, 2021
PUBLIC COMMENT
PAYMENT OF BILLS

PRESENTATION:

1) GROWTH WORKS AWARD PRESENTATION TO STUDENT RESOURCE OFFICERS

2) RANJEEV PURI, STATE REPRESENTATIVE

CLOSED SESSION TO DISCUSS CONFIDENTIAL LEGAL OPINION

RESOLUTION:

1) RESOLUTION PROCLAIMING SEPTEMBER 2021 HISPANIC HERITAGE MONTH IN CANTON TOWNSHIP

PUBLIC HEARING:

1) PUBLIC HEARING AND APPROVAL OF MILLAGE RATES FOR DECEMBER 1, 2021 TAX LEVY

CONSENT CALENDAR:

1) CONSIDER ADOPTION OF A RESOLUTION FOR APPROVAL OF APPLICATION FOR ADDITIONAL MERS SERVICE CREDIT BY EMPLOYEE (FBD)

2) CONSIDER APPROVAL FOR A PURCHASE ORDER INCREASE FOR FOOD & BEVERAGE, PRO SHOP AND GROUNDS MAINTENANCE AT PHEASANT RUN GOLF CLUB (CLS)

3) CONSIDER APPROVAL OF A BUDGET AMENDMENT TO REPLACE ITEMS LOST DUE TO THE CADY-BOYER BARN FIRE AND TO APPROVE A PURCHASE ORDER FOR THE TENT RENTAL EXTENSION AT PRESERVATION PARK (CLS)

4) CONSIDER REVISED LANGUAGE OF THE AWARD AND AUTHORIZATION OF A PURCHASE ORDER TO PURCHASE OF SOFTBALLS FOR CANTON SPORTS CENTER (CLS)

GENERAL CALENDAR:

1) CONSIDER AFFIRMING CREATION OF POSITION OF CORPORATION COUNSEL AS A MERIT SYSTEM POSITION, AND CONFIRM APPOINTMENT OF KRISTIN KOLB AS TOWNSHIP ATTORNEY FOR CANTON TOWNSHIP (SUPERVISOR)

2) REQUEST APPROVAL OF INFORMACAST PAGING LICENSING & SUPPORT RENEWAL (FBD)

3) REQUEST APPROVAL OF INCENTIVE FOR VACCINATION AGAINST COVID-19 FOR PART TIME EMPLOYEES (FBD)

4) CONSIDER BID AWARD FOR ADA IMPROVEMENTS AT THE DPW BUILDING (MSD)

5) CONSIDER APPROVAL OF THE REPLACEMENT OF 12 UNIT HEATERS, 5 A/C UNITS AND 3 FURNACES AT THE DPW BUILDING (MSD)

6) CONSIDER APPROVAL OF A BUDGET AMENDMENT, PURCHASE ORDER AND CONTRACT AWARD FOR AN ARCHITECT AND ENGINEER FIRM FOR THE CAPITAL IMPROVEMENT PLAN (MSD)

7) CONSIDER APPOINTMENT TO BOARD OF ETHICS (SUPERVISOR)

8) RECONSIDER SALE OF CANTON PROPERTY AND AUTHORIZE SUPERVISOR GRAHAM-HUDAK TO SIGN ALL DOCUMENTS NECESSARY TO CLOSE ON THE SALE (SUPERVISOR)

OTHER
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 Kerreen

Conley, Human Resources Manager, at 734-394-5260. Reasonable accommodations can be made with advance notice. A complete copy of the Access to Public Meetings Policy is available at www.canton-mi.org.

Charter Township of Canton
Board Proceedings – August 17, 2021

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, August 17, 2021 virtually. Supervisor Graham-Hudak called the meeting to order at 7:03 p.m.

Members Present:	Borninski, Foster, Ganguly, Graham-Hudak, Siegrist, Slavens, Sneideman Location Township Hall with exception of Sneideman (Gladwin, MI)
Members Absent:	None
Staff Present:	Director Hohenberger, Director Trumbull, Director Smith

Adoption of Agenda:

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

Study Session:

1) **Novak/Raftelis Organizational Assessment Results – Discussion of New Positions**

Presentation: Given by Supervisor Graham-Hudak

Public Comment:

Public comment was held.

Adjourn: Motion by Siegrist, supported by Slavens to adjourn the meeting at 7:59 p.m. Motion carried unanimously by roll call vote.

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Michael A. Siegrist, Clerk Anne Marie Graham-Hudak, Supervisor

Charter Township of Canton
Board Proceedings – August 24, 2021

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, August 24, 2021 virtually. Supervisor Graham-Hudak called the meeting to order at 7:02 p.m.

Members Present: Borninski, Foster, Ganguly, Graham-Hudak, Siegrist, Sneideman, (all stated their location as Canton Township)
Members Absent: Slavens
Staff Present: Director Baugh, Director Stoecklein, Director Hohenberger, Director Trumbull, Planner Sloan

Adoption of Agenda:

Motion by Siegrist, supported by Sneideman to adopt the agenda as amended adding item G-15. Motion carried unanimously by all members present.

Approval of Minutes:

Motion by Siegrist supported by Sneideman to approve the August 10, 2021 Board minutes as presented. Motion carried unanimously by all members present.

Public Comment: Public comment was held.

Payment of Bills:

Motion by Siegrist supported by Foster to approve the payment of bills as presented. Motion carried unanimously by all members present.

CHARTER TOWNSHIP OF CANTON EXPENDITURE RECAP FOR THE TOWNSHIP BOARD MEETING OF August 24, 2021		
101	GENERAL FUND	849,209.20
204	ROADS FUND	195,392.69
206	FIRE FUND	1,541,561.87
207	POLICE FUND	326,632.02
208	SUMMIT OPERATING (General)	39,864.35
219	STREET LIGHTING	20,970.02
230	CABLE TV FUND	10,672.46
246	TWP (COMMUNITY) IMPROVEMENT	15,856.00
248	DDA - CANTON	78,055.62
261	E-911 UTILITY	3,369.50
265	ORGANIZED CRIME - DRUG ENFORCEMENT	1,253.93
274	CDBG	0.00
276	NSP GRANTS FUND	0.00

401	CAP PROJ - ENERGY PROJECT	279,327.20
402	CAP PROJ - SUMMIT CONSTR	0.00
403	CAP PROJ - ROAD PAVING	0.00
584	GOLF FUND	40,865.89
592	WATER & SEWER FUND	1,208,559.59
596	SOLID WASTE	2,104.44
661	FLEET	38,405.98
701	TRUST & AGENCY FUND	4,636.50
702	CUSTODIAL FUND	5,952.00
736	POST EMPLOYMENT BENEFITS	221,686.69
852	SPECIAL ASSESSMENT DEBT	0.00
301	ENERGY PROJECT DEBT SVCE FUND	0.00
302	CAPITAL PROJECT DEBT SERVICE FUND	0.00
	TOTAL - ALL FUNDS	**4,884,375.95**

Presentation:

1) **Intern Presentations**

    a) Planning
    b) Supervisor
    c) Engineering

2) **American Rescue Plan Act**
    Presented by Director Trumbull

Item C-1. Consider Approval of Request for Resolution to Recognize "EDF Parent Booster" as a Nonprofit in the Community for Purpose of Making an Application for a "Charitable Gaming License" to the Bureau of State Lottery

Motion by Siegrist, supported by Borninski to approve the resolution for the "EDF Parent Booster", 9654 Shearson Ct, Plymouth, MI 48170 fundraising for the dancers or "Elite Dance Force", 8150 Rhonda Dr., Canton, MI 48187 to be recognized as a non-profit organization for the purpose of obtaining a charitable gaming license. Motion carried unanimously by all members present.

Item C-2. Consider Authorization of Permit for 2021 Township Fireworks Display

Motion by Siegrist, supported by Borninski to authorize the Canton Township Clerk to sign the permit for ACE Pyro, LLC, authorizing their permission to possess, transport and display fireworks at Canton's Heritage Park on September 24, 2021 (alternate rain date September 25, 2021). Motion carried unanimously.

Item C-3. Consider Approving Payment of the 2021-22 Licensing and Support Renewal for the Priority Dispatch Sy

Motion by Siegrist, supported by Borninski to approve the payment of the 2021-22 annual licensing and support renewal for the Priority Medical Dispatch System in the amount of $10,240, to Priority Dispatch Corporation. Motion carried unanimously by all members present.

Item C-4. **Consider Approving the Annual Licensing Renewal of Power DMS**

Motion by Siegrist, supported by Borninski to approve the annual licensing renewal of Power DMS for Police and Fire, in the amount of $11,785.72, utilizing funds in the Police and Fire Professional & Contracted Services Account. Motion carried unanimously by all members present.

Item C-5. **Consider the Purchase of a One-Year Extended Warranty for 800 MHz Radios**

Motion by Siegrist, supported by Borninski to approve the purchase of a one-year extended warranty for Motorola 800 MHz mobile and portable radios in the amount of $18,851.50, from ComSource Inc., 41271 Concept Drive, Plymouth, Michigan, the local authorized repair vendor of Motorola products. Motion carried unanimously by all members present.

Item G-1. **Consider Approval of Site Plan for Automobile Wash Establishment (Quick Pass Car Wash) for Canton Crossings**

Motion by Siegrist, supported by Sneideman to approve Canton Township to approve the resolution as presented.

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

Approval of the Site Plan for Canton Crossings Automobile Wash Establishment

WHEREAS, the Project Sponsor has requested site plan approval for an automobile wash establishment use on the north side of Michigan Ave., between Canton Center Rd. and Old Canton Center Rd.; and

WHEREAS, the Planning Commission reviewed the site plan for Canton Crossings Car Wash and voted 7-1 to recommend approval of the site plan, with conditions, as the site plan is consistent with the approved Special Land Use Plan and meets the requirements of the Zoning Ordinance;

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the site plan for an automobile wash establishment on parcel no. 71-129-99-0002-710 as proposed in the plan documents, subject to the conditions recommended by the Planning Commission and all applicable State, County, and Township requirements.

Motion carried unanimously by all members present.

Item G-2. **Consider Final Approval of the Monark Grove Planned Development District**

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

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

Approval of the Final Planned Development District for Monark Grove

WHEREAS, the Project Sponsor has requested final approval of a Planned Development District for Monark Grove, located at the southwest corner of Ford Rd. and Gorman Rd. which is located between Beck Rd. and Canton Center Rd.; and,

WHEREAS, the Planning Commission reviewed the Final Planned Development Plan and Planned Development Agreement, and voted 7-0 to recommend approval of the request, as it 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 Monark Grove Final Planned Development District on tax parcel nos. : 062-99-0004-000, 062-99-0005-000, 036-01-0003-003, 036-01-0003-005, 036-01-0003-006, 036-01-0004-001, 036-01-0004-002, and 036-01-0005-000, as proposed in the Planned Development Agreement and plan documents, subject to the requirements of Wayne County and MDOT being satisfied, that the PD Agreement address how the definite benefits will be completed to the satisfaction of the Township Attorney and Township Engineer, and that the building architecture meet the requirements of the Zoning Ordinance for 50% masonry.

Motion carried 5 to 1 with Borninski voting against.

Item G-3. Consider Approval for a Purchase Order for Additional Costs for the Emergency Underground Line Service Repair at Heritage Park in May

Motion by Siegrist, supported by Borninski approve a purchase order to Utilities Instrumentation Service 2290 Bishop Circle East, Dexter MI 48130 in the amount of $2,562.70 for the additional cost of repair of underground service lines in Heritage Park to be paid from the Community Improvement Fund 246-750-970.0020. Motion carried unanimously by all members present.

Item G-4. Consider Approval of 2021 Budget Adjustments

Motion by Siegrist, supported by Sneideman to approve the attached listing of budget adjustments to the 2021 budget. Motion carried unanimously by all members present.

Item G-5. Consider Approval for a Purchase Order Increase to Harrell's LLC for Grounds Treatment at Pheasant Run Golf Club

Motion by Siegrist, supported by Sneideman to increase to PO #2021-00000690 in the amount of $9,000 for the grounds treatments at Pheasant Run Golf Club to Harrell's LLC, P.O. Box 935358, Atlanta, GA 31193 to be paid from Account #584-773-57.930_0070 Maintenance and Repair Grounds. Motion carried unanimously by all members present.

Item G-6. Consider Accepting a FEMA Assistance to Firefighters Grant for the Purchase of Firefighter Physicals and Cancer Screenings and an Associated Amendment to the 2021 Fire Budget

Motion by Siegrist, supported by Borninski to approve accepting the FEMA Assistance to Firefighters Grant for Firefighter Physicals and Cancer Screenings, in the overall project amount of $142,080, and to approve the below 2021 Fire Budget Amendment associated with this grant award:

Increase 2021 Fire Revenues:		
206-000-501	Federal Grants	$76,500
206-000-695	Fund Balance Appropriation	$8,500
Increase 2021 Fire Appropriations:		
206-336-50.871	Employee Exams	$85,000

Motion carried unanimously by all members present.

Item G-7. Consider Approving the Purchase of Cabinets and Furniture for the Training Room at Fire Station #1

Motion by Siegrist, supported by Borninski to approve the purchase of cabinets and furniture from Kentwood Office Furniture, the Township's current contracted furniture vendor, in the amount of $12,144.06, utilizing funds budgeted in the 2021 Fire Capital Outlay Buildings & Improvements Motion carried unanimously by all members present.

Item G-8. Consider Approving the Purchase of Audio-Visual Training Equipment for Fire Station #1

Motion by Siegrist, supported by Sneideman to approve the purchase of audio-visual training equipment from Metro Detroit Integrated Systems, in the amount of $15,681.05, utilizing funds budgeted in the 2021 Fire Capital Outlay Computers & Equipment Account. Motion carried unanimously by all members present.

Item G-9. Consider Approving a Request for Participation in FARO Technologies Certified Training Course

Motion by Siegrist, supported by Borninski to approve the request for two officers to participate in the FARO Technologies Certified Training Course, in the amount of $17,336, (utilizing the by one, get one free offer) from the 2021 Police Training Account. Motion carried unanimously by all members present.

Item G-10. Consider sale of Canton property and authorize Supervisor Graham-Hudak to sign all documents necessary to close on the sale.

Motion by Siegrist, supported by Sneideman to move that Canton accept the Letter of Intent from Maria Harshe and authorize Supervisor Graham-Hudak to sign the formal Purchase Agreement and any other documents necessary to complete the sale of the parcel located on the southwest corner of

Michigan and Beck. Motion by Siegrist, supported by Borninski to table the motion. Motion carried unanimously by all members present.

Item G-11. Consider Approval for Deputy Supervisor employment contract

Motion by Siegrist, supported by Sneideman to approve the employment contract for the Deputy Supervisor. Motion carried unanimously by all members present.

Item G-12. Consider Approval for creation of IT Department and for IT Director position

Motion by Siegrist, supported by Sneideman to approve the creation of a standalone IT department upon the hiring of the IT Director. Motion carried unanimously by all members present.

Motion by Siegrist, supported by Sneideman to approve the position of IT Director, and authorize the starting salary within the estimated based upon the minimum and maximum of grade 13 of the 2021 non-union classified employee salary grade system in the Merit Policy, including all applicable payroll taxes, and estimates for fringe benefits based upon family coverage. The range approved is estimated between $120,000 and $224,000. Motion carried unanimously by all members present.

Motion by Siegrist, supported by Sneideman to approve the following budget amendment based on the estimation provided by Novak/Raftelis for the salary and fringe benefits for this position, prorated for the remainder of 2021:

Increase Expenditures:		
101-228.703_0010	Salaries and Wages Full-Time	$10,000
101-171.724_xxxx	Fringe Benefits – Various	$5,000
Increase Revenue:		
101-000.695	Fund Balance Appropriation	$15,000

Motion carried unanimously by all members present.

Item G-13. Consider Approval for the creation of a Municipal Services (MSD) Deputy Director

Motion by Siegrist, supported by Borninski to approve the position of Municipal Services Deputy Director, and authorize the starting salary and benefits to be estimated based upon the minimum and maximum of grade 11 of the 2021 non-union classified employee salary grade system in the Merit Policy, including all applicable payroll taxes, and estimates for fringe benefits based upon family coverage. The range approved is estimated between $107,000 and $196,000. Motion carried unanimously by all members present.

Motion by Siegrist, supported by Borninski to approve the following budget amendment based on the estimation provided by Novak/Raftelis for the salary and fringe benefits for this position, prorated for the remainder of 2021:

Increase Expenditures:		
101-440.703_0010	Salaries and Wages Full-Time	$30,000
101-171.724_xxxx	Fringe Benefits – Various	$10,000

Increase Revenue:		
101-000.695	Fund Balance Appropriation	$40,000

Motion carried unanimously by all members present.

Item G-14. Consider Approving Additional Services to the Phase II Contract for Architectural & Engineering Services for Renovations to the Public Safety Headquarters Building and Associated Amendments to the 2021 Police and Fire Budgets

Motion by Siegrist, supported by Sneideman to approve the proposal from Partners in Architecture for additional A/E Services for full replacement of the HVAC system in the Public Safety Headquarters Building in the amount of $58,500; Motion carried unanimously by all members present.

Motion by Siegrist, supported by Borninski to approve the below associated amendments to the 2021 Police and Fire Budgets.

Increase 2021 Revenues:		
207-000-695	Police Fund Balance Appropriation	$43,500
206-000.695	Fire Fund Balance Appropriation	$15,000
Increase Appropriations:		
207-301-50.801_0500	Police Professional & Contractual Services	$43,500
206-336-50.801_0050	Fire Professional & Contractual Services	$15,000

Motion carried unanimously by all members present.

Item G-15. Consider Waiving the Formal Bidding Process and Approve the Installation of Temporary Fencing Around the Public Safety Generator and Cell Tower

Motion by Siegrist, supported by Borninski to approve waiving the formal bidding process and approve the installation of temporary fencing around the Public Safety generator and cell tower by AM Higley, in the amount of $18,329.83. Motion carried unanimously by all members present.

Additional Public comment was held.

Adjourn: Motion by Siegrist, supported by Foster to adjourn the meeting at 9:39 p.m. Motion carried unanimously by all members present.

Michael A. Siegrist, Clerk

Anne Marie Graham-Hudak, Supervisor

Charter Township of Canton
Board Proceedings – August 31, 2021

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, August 31, 2021 virtually. Supervisor Graham-Hudak called the meeting to order at 6:04 p.m.

Members Present:	Borninski, Foster, Ganguly, Graham-Hudak, Siegrist, Slavens, Sneideman Location Canton Township
Members Absent:	None
Planning Members:	Acharya, Eddenberger (Northbrook, IL), Foster, Webber, Zuber Location Canton Township
Staff Present:	Director Smith, Planner Sloan

Adoption of Agenda:

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

Study Session:

1) Joint Meeting with Planning Commission to Discuss Township Master Plan

Presentation: Given by Director Smith and Planner Sloan

Public Comment:

Public comment was held.

Adjourn: Motion by Siegrist, supported by Slavens to adjourn the meeting at 7:30 p.m. Motion carried unanimously by roll call vote.

Michael A. Siegrist, Clerk

Anne Marie Graham-Hudak, Supervisor

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF
CANTON, MICHIGAN

Proclaiming September 2021 Hispanic Heritage Month in Canton Township.

Whereas Canton Townships Hispanic and Latinx population has grown over the last decade, according to the Census Bureau and is currently 3% of the population, up from 2% in 2010;

Whereas with over 60 million Hispanic Americans residing in the United States, Hispanic Americans make up the largest minority group in the nation and have significantly contributed to our government, culture, and economy over generations;

Whereas the Hispanic community in America has made many important advances in areas of law, religion, agriculture, art, music, education, technology, architecture, cuisine, theatre, and exploration;

Whereas Hispanic Americans have provided Canton Township, the State of Michigan and the United States with unique social and cultural influences, fundamentally enriching the extraordinary character of our state and nation;

Whereas Canton Township is fortunate to count among its population of residents of Spanish and Latin American descent, who grow businesses, offer innovative ideas, strengthen our economy, create jobs, and contribute to our daily lives;

Whereas during this month, Canton Township as well as the State of Michigan's Hispanic American community will celebrate Hispanic Heritage Month through a series of special events featuring Hispanic history, food, dance, and art, celebrating the rich tradition and many contributions this community has made; and

Whereas we appreciate and honor the countless achievements of Hispanic Americans and continue our efforts to ensure Canton Township is a welcoming community that provides just and equal opportunities for all; Now, therefore be it,

Resolved that the Board of Trustees of the Charter Township of Canton does hereby proclaim September 2021 Hispanic Heritage Month in Canton Township.

Ayes:
Nays:
Abstain:
Absent:

CANTON COMMUNITY
REQUEST FOR BOARD ACTION

MEETING DATE: September 14, 2021 **AGENDA ITEM: PH-1**

ITEM: Public Hearing and approval of Millage Rates for December 1, 2021 Tax Levy

PRESENTER: Wendy Trumbull, Finance & Budget Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: The Township Board is required to hold a Public Hearing on the proposed December 1, 2021 millage rates. The 2021 millage rates must be certified to Wayne County by September 30, 2021.

The millage rates requested are required to balance the FY 2022 budget. The combined millage rates of 12.3097 mills for the December 1, 2021 levy is 0.0123 mills less than the 2021 millage rate due to the required Headlee rollback of the Roads Millage.

BACKGROUND: As a Charter Township, Canton is authorized to levy 5.00 mills for general operations. Due to the taxing limitations of the 1978 "Headlee Amendment" to the Michigan Constitution and the effect of Proposal A legislation in 1994, the Charter millage limit was reduced to 4.0985 mills. Since 1994, the authorized millage rate has been further reduced to 3.6483 for the general operations of the Township, excluding Fire and Police. The proposed millage of 1.4760 is 2.1723 mills below the maximum the Township could levy without a vote of the citizens.

The Fire and Police Funds are supported almost entirely by the special assessment millages that were approved by the voters in 1975 and 1977. The Charter Township's special assessment millage for Police and Fire are not restricted by the "Headlee Amendment" and Proposition A. The voters authorized the Township to levy the necessary funds to provide for the operation of the Public Safety Departments in addition to the general operating millage.

On August 7, 2018, the voters approved ballot language authorizing the Township to levy 1.45 mills for the purpose of paying the costs of maintaining, improving, rehabilitating, and reconstructing State & County roads within the Township. Due to the Headlee Amendment, this millage has been reduced from 1.4220 to 1.4097 for the 2021 tax levy.

STRATEGIC PLAN/GOALS: Provide for annual revenue requirements for General, Fire and Police Funds.

ACTION REQUESTED: To approve resolution setting the millage rates for the

December 1, 2021 tax levy. These millage rates are the subject of this Public Hearing.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Establish tax millage rates for FY 2021 General, Fire, Police, and Road Fund budgets.

IMPLEMENTATION PLAN: A notice of the Public Hearing on the tax rates was published as required on the Canton website on August 26, 2021 and in the Associated Newspaper of Michigan on September 2, 2021.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:
I move to open the Public Hearing on the millage rates for the December 1, 2021 tax levy.

I move to close the Public Hearing.

I move that the millage rates to be levied by Canton Township on December 1, 2021 be set as follows:

Charter Mills (General Fund)	1.4760
Fire Protection Special Assessment	3.7480
Police Protection Special Assessment	5.6760
Roads Assessment	1.4097
Total	12.3097

ATTACHMENTS:
2021 Tax Rate Request Form

CANTON COMMUNITY
REQUEST FOR BOARD ACTION

MEETING DATE: September 14, 2021 **AGENDA ITEM #C-1**

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

PRESENTER: Wendy Trumbull, Finance & Budget Director

INDIVIDUALS IN ATTENDANCE: None anticipated

EXECUTIVE SUMMARY: Jeremy Quinn 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: N/A

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 Jeremy Quinn.

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

CANTON COMMUNITY
REQUEST FOR BOARD ACTION

MEETING DATE: September 14, 2021 **AGENDA ITEM #C-2**

ITEM: Consider Approval for a Purchase Order Increase for Food & Beverage, Pro Shop and Grounds Maintenance at Pheasant Run Golf Club

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Due to increased business, Pheasant Run Golf Club is recommending to increase the following Purchase Orders:

• Gordon Food Service	PO#2021-00000697	$1,000
• Pepsi Beverage Company	PO#2021-00000696	$3,000
• Sysco Detroit, LLC	PO#2021-00001554	$9,000
• Acushnet Company	PO#2021-00000699	$5,500
• Siteone Landscape Supply, LLC	PO#2021-00000691	$1,000

BACKGROUND:
At the January 26, 2021 Board Meeting, the Board of Trustees approved RBA item #G-7 for the following blanket purchase orders:

• Gordon Food Service	Food Service Items for Resale	$13,000
• Pepsi Beverage Company	Non-Alcoholic Beverage & Snacks	$18,000
• Sysco Detroit, LLC	Food Service Items for Resale	$47,000
• Acushnet	Golf balls/Apparel/Golf Clubs	$67,750
• Siteone Landscape Supply	Irrigation & Chemicals, Fertilizers	$40,000

Due to the unanticipated increase in golf play this year, Pheasant Run Golf Club is running low on supplies. To ensure our members receive a quality experience, it is necessary to make sure the Club is stocked and well maintained.

STRATEGIC PLAN/GOALS: Quality Infrastructure and Welcoming Community

ACTION REQUESTED: Authorize a purchase order increase to the following:

Company	Address	PO#	Increase Amount
Gordon Food Service	P.O. Box 88029 Chicago, IL 60680-1029	2021-00000696	$1,000
Pepsi Beverage Company	P.O. Box 75948 Chicago, IL 60675-5948	2021-00000696	$3,000
Sysco Detroit, LLC	41600 Van Born Rd Canton, MI 48188	2021-00001554	$9,000
Acushnet Company	P.O. Box 844324 Boston, MA 02284-4324	2021-00000699	$5,500
Siteone Landscape Supply, LLC	24110 Network Place Chicago, IL 60673	2021-00000691	$1,000

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

Company	Increase Amount	Account #
Gordon Food Service, Pepsi Beverage Company & Sysco Detroit, LLC	$13,000	584-773-74.761
Acushnet Company	$5,500	584-773-75.751
Siteone Landscape Supply, LLC	$1,000	584-773-57.930_0070

IMPLEMENTATION PLAN: Upon Board approval, the Purchase Order increases will be implemented.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:
I move to approve an increase the following Purchase Orders:

Company	Address	PO#	Increase Amount	Total PO Amount	Account #
Gordon Food Service	P.O. Box 88029 Chicago, IL 60680	2021-00000696	$1,000	$14,000	584-773-74.761
Pepsi Beverage Company	P.O. Box 75948 Chicago, IL 60675	2021-00000696	$3,000	$21,000	584-773-74.761
Sysco Detroit, LLC	41600 Van Born Rd Canton, MI 48188	2021-00001554	$9,000	$56,000	584-773-74.761
Acushnet Company	P.O. Box 844324 Boston, MA 02284	2021-00000699	$5,500	$73,250	584-773-75.751
Siteone Landscape Supply, LLC	24110 Network Place Chicago, IL 60673	2021-00000691	$1,000	$41,000	584-773-57.930_0070

CANTON COMMUNITY
<u>REQUEST FOR BOARD ACTION</u>

MEETING DATE: September 14, 2021 **AGENDA ITEM #C-3**

ITEM: Consider Approval of a Budget Amendment to Replace Items Lost Due to the Cady-Boyer Barn Fire and to Approve a Purchase Order for the Tent Rental Extension at Preservation Park

<u>PRESENTER</u>: Greg Hohenberger, Director of Leisure Services

<u>INDIVIDUALS IN ATTENDANCE</u>: None Anticipated

<u>EXECUTIVE SUMMARY</u>: Since the May 30, 2021 Fire of the Cady-Boyer Barn, CLS and MSD staff have been working together to replace the items lost while continuing to provide a safe place for the remaining 2021 scheduled events.

Working with the Insurance provider, a claim has been approved for additional tent rental as well as an itemized list of contents with their estimated replacement values (Attachment A.) The total cost of items to be replaced amounts to $40,520.17 which includes a $5,000 contingency. A budget amendment is necessary for expenses and offsetting revenue.

Additionally, the Canton Canopy PO#2021-00001867 needs to be increased by $5,475 for expenses included above.

<u>BACKGROUND:</u> On May 30, 2021, Canton Township suffered the total loss of the Cady-Boyer Barn, Silo and all of the contents within. Since then, several items from the list of contents have been purchased and are waiting for reimbursement. A paid receipt and/or check copy is needed to be provided to the Insurance provider in order to obtain reimbursement. Due to the purchases already made, with some being approved at the 6/22/21 Board Meeting, the account is now depleted and is deficient in allowing for the purchase of the remaining items.

In addition, at the July 13, 2021 Board Meeting, the Board of Trustees approved RBA #G-4 for an Emergency Purchase Order to obtain a tent rental at Preservation Park for a 10-week period in order to continue providing services to the community. This original contract is reaching expiration and needs to be extended through October 17, 2021.

<u>STRATEGIC PLAN/GOALS</u>: Provide High Quality Services and Welcoming Community

<u>ACTION REQUESTED</u>: Amend the budget and authorizing a purchase order to cover the cost of purchasing replacement items that were lost in the fire as well as the extension of tent rental at Preservation Park.

<u>BUDGET IMPLICATIONS & ACCOUNT NUMBER</u>: The following budget amendment is necessary.

<u>Increase Revenue</u>

Acct #101-000.698	Insurance Settlements	$40,520

Increase Expense

Acct# 101-803.930_0020	Maintenance & Repair Building and Additions	$40,520

IMPLEMENTATION PLAN: Upon Board approval, a budget amendment will be made and the purchase order will be implemented for the purchase of replacement items from the Cady-Boyer Barn fire.

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 for the Replacement items from the Cady-Boyer Barn:

Increase Revenue

Acct #101-000.698	Insurance Settlements	$40,520

Increase Expense

Acct# 101-803.930_0020	Maintenance & Repair Building and Additions	$40,520

2) I further move to increase PO#2021-00001867 with Canton Canopies, 8471 Ronda Drive Canton, MI 48187 in the amount of $5,475 for a total amount of $16,445

ATTACHMENTS:
Attachment A – Itemized cost of Items to be Replaced and Tent Rental Quote

CANTON COMMUNITY
REQUEST FOR BOARD ACTION

MEETING DATE: September 14, 2021 **AGENDA ITEM #C-4**

ITEM: Consider Revised Language of the Award and Authorization of a Purchase Order to Purchase Softballs for Canton Sports Center

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: In order to clarify the model resolution language of the March 17, 2020 RBA Item#G-2, we are recommending a revised model resolution for the three-year contract (March 17, 2020-March 17, 2023) to reflect the amount not to exceed $15,000 each year.

BACKGROUND:

The RBA as part of the budgeted operating supplies, the Canton Sports Center provides league softballs each night for the umpire to administer each game. In February 2020, an Invitation to Bid (ITB) was advertised for the Purchase of Softballs for the Canton Sports Center (Attachment A.) As a result, we are requesting to award a 3-year contract with Rawlings Sporting Goods to purchase softballs for an amount not to exceed $15,000 per year.

The Board of Trustees approved RBA Item#G-2 on March 17, 2020 as follows:
I move to award a contract and authorize the purchase of no more than 400 dozen 12" league softballs from Rawlings Sporting Goods, in an amount not to exceed $15,000 from Account #101-755-50.760 Canton Sports Center– Operating Supplies
The model resolution from the March 17, 2020 meeting did not specify that the amount was not to exceed $15,000 ***Per Year*** (2020, 2021 & 2022.)

STRATEGIC PLAN/GOALS: Financial Stability

ACTION REQUESTED: Authorize a purchase order to purchase softballs for Canton Sports Center from Rawlings Sporting Goods in the amount not to exceed $15,000 per year.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds are budgeted in account #101-755-50.760 – Operating Supplies.

IMPLEMENTATION PLAN: Upon Board approval, 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 clarify the three-year contract, expiring March 17, 2023 that will authorize the purchase of no more than 400 dozen 12” league softballs from Rawlings Sporting Goods, in an amount not to exceed $15,000 from Account #101-755-50.760 Canton Sports Center– Operating Supplies each year.

ATTACHMENT:

Attachment A – March 17, 2020 RBA and Back-up

CANTON COMMUNITY
REQUEST FOR BOARD ACTION

MEETING DATE: September 14, 2021. **AGENDA ITEM #G-1**

ITEM:	**CONSIDER AFFIRMING CREATION OF POSITION OF CORPORATION COUNSEL AS A MERIT SYSTEM POSITION, AND CONFIRM APPOINTMENT OF KRISTIN KOLB AS TOWNSHIP ATTORNEY FOR CANTON TOWNSHIP**

PRESENTER: Anne Marie Graham-Hudak, Supervisor

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: The appointment of a township attorney is a power granted to the board of trustees by state law. Although the office of corporation counsel was created in 2015, the Board did not confirm the creation of this position nor take action to officially appoint an individual to be the township attorney. This RBA requests the Board to take formal action to approve the creation of the position and affirm the appointment of Kristin Kolb as the township attorney.

BACKGROUND: The position of Manager of Legal Services and Contract Administration was created by the Township Board on October 20, 2009. In 2015, a Job Analysis Questionnaire ("JAQ") was completed and reviewed by the then HR Manager, and a recommendation was made to upgrade the position and change the title to "Corporation Counsel." The Merit Commission approved both the change in the title of the position and a reclassification of the position on the Merit wage scale. However, the changes were never presented to the Township Board for consideration.

MCL 41.187 provides that the township board of a township "may employ an attorney to represent the township in civil matters and in the prosecution of violations of township ordinances. The attorney shall receive the compensation determined by the township board." Because the Township Board has the authority to employ a township attorney, Board action is necessary to affirm both the creation of the position and the appointment of the individual holding the position.

STRATEGIC PLAN/GOALS:

ACTION REQUESTED: Affirm the creation of the office of corporation counsel as a Merit System position, and confirm appointment of Kristin Kolb as the township attorney for Canton Township.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: None.

IMPLEMENTATION PLAN: If approved, the action will become part of the permanent record of Canton Township.

DIRECTOR'S RECOMMENDATION:

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION:

SUPERVISOR'S RECOMMENDATION:

MODEL RESOLUTION:

1. I move to affirm the creation of the office of Corporation Counsel, which shall be a position subject to the Merit System and placed at Grade 12.
2. I further move to confirm the appointment of Kristin Kolb as the township attorney for Canton Township.

ATTACHMENTS:

1. Request for Board Action and support materials for the creation of the position of Manager of Legal Services and Contract Administration.
2. Merit Commission memo dated December 3, 2015 and support materials regarding the reclassification and renaming of the Manager of Legal Services and Contract Administration position to Corporation Counsel.

CANTON COMMUNITY
REQUEST FOR BOARD ACTION

MEETING DATE: September 14, 2021 **AGENDA ITEM #G-2**

ITEM: Request approval of InformaCast Paging Licensing & Support Renewal

PRESENTER: Wendy Trumbull, Director of Finance and Budget

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: The Township's phone system was upgraded in 2018. The built-in paging component of the phone system was deemed inadequate for paging requirements around Township facilities. The Township must renew its licensing with the solutions provider, InformaCast, to maintain technical support and access to software upgrades. The Township's current support expires in October 2021. Renewal of this service is critical to provide uninterrupted access to InformaCast technical support and ongoing service for the upcoming three (3) years.

BACKGROUND: In 2018 the Township upgraded its phone system. Paging across the phone system was found to not meet the needs of the organization and it was decided to deploy a 3rd party paging solution alongside the new phone system. InformaCast was selected as their solution integrates fully into the phone system and provide the departments with the flexibility needed for paging.

The Township purchase of this InformaCast licensing through CDW Government is derived from State of Michigan pricing schedules agreement between the State and CDW Government. Being permitted to continue purchasing from CDW Government which provided, installed and currently supports the Township's phone & paging system will streamline the purchase and re-licensing efforts with InformaCast, the three (3) year cost to renew is $18,864.

STRATEGIC PLAN/GOALS: To provide cost effective, high quality telephony services/infrastructure & support to all Township Divisions as well as Township residents.

ACTION REQUESTED: To permit IT Services to renew the existing InformaCast paging system licensing and support services with CDW Government. A purchase order in the amount of $18,864 will be created to CDWg to facilitate the purchase.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: An adequate level of funding exists and was budgeted for in the 2021 Maintenance and Repair Software Support of the IT Services 101-228.930_0015 account.

IMPLEMENTATION PLAN: Information Technology Services will handle all purchases. For those services where deployment may interrupt operations, detailed plans will be communicated to the organization ahead of time.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the renewal of InformaCast phone system paging system licensing which provides advanced paging across the Township's telephone system in an amount not to exceed $18,864.

ATTACHMENTS: InformaCast 3 Year Renewal.pdf

CANTON COMMUNITY
REQUEST FOR BOARD ACTION

MEETING DATE: September 14, 2021 **AGENDA ITEM #G-3**

ITEM: Request Approval of Incentive for Vaccination against COVID-19 for Part Time Employees

PRESENTER: Wendy N. Trumbull, Finance & Budget Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

BACKGROUND: Currently, the Township is providing 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 the vaccine. This PTO day is placed into the employee's bank after proof of the second dose of the vaccine is provided to our Human Resources Department.

In an effort to help mitigate the spread of COVID-19, we are requesting the Board approve an incentive for our part-time employees. As our part-time employees do not have leave banks, upon proof to the Human Resources Department that the employee has received their second dose of the vaccine, we are proposing that we pay 4 hours to the part time employee at their current primary job rate. This will apply to current and future part-time employees through March 31, 2022. This is a qualified use of ARPA Grant funds, and we are asking that a portion of those funds be utilized for this endeavor. While we anticipate the total costs not-to-exceed $30,000, we are requesting the Board allocate $100,000 from the Grant for potential future COVID Mitigation, which is approximately 1% of the overall grant.

STRATEGIC PLAN/GOALS: Organizational Climate & Culture

ACTION REQUESTED: Approve of an incentive to pay part-time employees 4 hours at their current hourly rate upon proof to the HR Department of the employees second COVID-19 vaccination.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The current ARPA Grant dollars can cover this endeavor. A budget amendment to recognize the grant revenue and the expenses has been requested in the model resolution.

IMPLEMENTATION PLAN: If approved, the budget will be posted to the accounts, and part-time employees will receive payment on a future payroll.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

1. I move to approve that part-time employees receive a bonus equivalent to 4 hours at their primary job rate upon proof of the second dose of the COVID-19 vaccination to the Human Resources Department to continue through March 31, 2022.
2. I move to authorize use of the ARPA Grant dollars for this and other COVID-19 mitigation efforts as outlined in the grant guidance in an amount not-to-exceed $100,000.
3. I further move to approve the following budget adjustment:

Increase Revenues	*285-000.528_0003 Other Grants Federal*	*$100,000*
Increase Expenditures	*285-706.703_0100 Salaries & Wages Misc.*	*$100,000*

CANTON COMMUNITY
REQUEST FOR BOARD ACTION

MEETING DATE: September 14, 2021 **AGENDA ITEM #G-4**

ITEM: Consider Bid Award for ADA Improvements at the DPW Building

PRESENTER: Jade Smith, Director Municipal Services

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: On August 10, 2021 an Invitation to Bid was issued for the ADA Improvements to the Canton Township DPW Building. (Attachment A) Urbans Partition & Remodeling Co. and Allied Building Services were the two bids that were received on August 26, 2021. While Allied Buildings' bid of $48,500 was the low bid, it was not bid to include the consideration of applying the Davis Bacon Act to their pricing, therefore their bid was disqualified. Urbans bid was then the only qualified bid for this project at $80,200. (Attachment B.) The Community Development Block Grant (CDBG) has $62,783 budgeted for this project.

BACKGROUND:
Urbans Partition & Remodeling Co. is the sole qualified bidder for the project and has negotiated with the Township a reduction in the scope of work to bring an adjusted bid of $60,000 for this project (Attachment C.) A contingency amount of $2,500 is also being recommended so to bring the total of the project to $62,500. Multiple improvements will be made at the facility such as reconfiguring two restrooms, and adjusting restroom clearances and porcelain heights. This negotiated project amount cost falls under the Township's CDBG budget of $62,783.

STRATEGIC PLAN/GOALS: Improve Infrastructure

ACTION REQUESTED: Award the bid for ADA Improvements at the DPW Building and approve a purchase order and contract in the amount of $62,500.00 from Account #274-694.878 ADA Improvements to Urbans Partition & Remodeling Co., 19430 Gerald, Northville, MI 48167.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds are available in the Community Development Block Grant Fund Account #274-694.878 ADA Improvements.

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

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to award the bid for the ADA Improvements at the Township Department of Public Works Building (DPW) to Urbans Partition & Remodeling Co., 19430 Gerald, Northville, MI 48167 in an amount of $62,500 to be paid from Account #274-694.878 ADA Improvements

<u>ATTACHMENT</u>:

1. **Attachment A –** Invitation to Bid
2. **Attachment B** - Bid Form
3. **Attachment C** – Revised Scope of Work
4. **Attachment D** – Final Contract

CANTON COMMUNITY
REQUEST FOR BOARD ACTION

MEETING DATE: September 14, 2021 **AGENDA ITEM #G-5**

ITEM: Consider Approval of the Replacement of 12 Unit Heaters, 5 A/C Units and 3 Furnaces at the DPW Building

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated.

EXECUTIVE SUMMARY: Our Public Works building houses 30 employees, the entire DPW Fleet and countless parts and tools used in the day to day operations. Ensuring a safe climate-controlled environment for our Personal and the storage of vehicles, equipment, parts and tools is a necessity, additionally we have received Four (4) bids for this project.

BACKGROUND: The proposed equipment was budgeted for replacement in 2020 as part of the Canton Township CIP program, with only a portion of the work being bid and completed. The project involves removal and replacement of 12-unit heaters and 1 roof top AC unit Additionally an Addendum was added to the project due to recent mechanical and part sourcing issues have caused the necessity for 4 AC units and 3 Furnaces to be included in the scope of work to be complete.

STRATEGIC PLAN/GOALS: Quality Infrastructure - Our ongoing proactive maintenance approach for the Department of Public Works Building and Grounds operation includes improving the Quality of our Building Infrastructure and maintaining our current assets and to replace aging equipment when needed.

ACTION REQUESTED: Award the HVAC contract to Allied Building Services,1801Howard St. Detroit Mi.48216 as they are the lowest qualified bidder in the not to exceed amount of $68,885 for the original bid request and the Addendum request.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funding as follows:
For Capital Improvements funds were budgeted for 2021 in the following accounts:

Capital Outlay Buildings and Improvement (592-536.970_0020) $34,443

Capital Outlay Buildings and Improvement (592-537.970_0020) $34,442

IMPLEMENTATION PLAN: Upon approval by the Township Board of Trustees, a pre-construction meeting will be scheduled with Allied Building Service. A project schedule will be established and Allied Building Service will order all of the equipment and necessary parts and a Purchase Order will be entered.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

1) I move to award a purchase order contract to Allied Building Service,1801 Howard St. Detroit Mi 48216 in the not to exceed amount of $68,885 for the replacement of DPW Unit Heaters, Furnaces and A/C units.

ATTACHMENTS:

1. RFP & Addendum
2. Bid Tabulation
3. Allied Building Service quote
4. Allied Building Service scope of work

CANTON COMMUNITY
REQUEST FOR BOARD ACTION

MEETING DATE: September 14, 2021 **AGENDA ITEM #G-6**

ITEM: Consider Approval of a Budget Amendment, Purchase Order and Contract Award for an Architect and Engineer Firm for the Capital Improvement Plan

PRESENTER: Jade Smith, Municipal Services Director
Wendy Trumbull, Finance Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: The Capital Improvement Plan (CIP) is dedicated to repairing and replacing Capital throughout the Township. The Township has been fulfilling the needs of the architectural services in connection with the CIP from the firms that the Township currently has service agreements with. However, in order to achieve better pricing, our owner's representative, Plante Moran Cresa, recommended that we request proposals from both of the two current providers, locking in pricing for the balance of the current projects. A representative from Finance, Municipal Services and Plante Moran Cresa reviewed the proposals and heard presentations from each firm and are recommending to award a contract to A3C – Collaborative Architecture for a multi-year contract for a percentage fee of approximately 6.2% based on capital improvements of $9,000,000. Capital Improvement Plan (CIP) Projects and Services are to be paid from 401-261.801_0050 – Capital Projects Fund - Professional Services in the total project amount not exceed $600,000 based on capital of $9,000,000. If the amount of capital is more or less, the price will be based on a fixed fee percentage of 5.61%.

While some portion of architectural services has been included in the CIP, based on pricing increases since the CIP was developed, we are recommending a 2021 budget amendment of $600,000 to transfer funds into the CIP fund to cover this costs to ensure adequate budget for current projects and architectural services. This will only be utilized once the current bond money has been fully spent.

An agreement between Canton Township and A3C – Collaborative Architecture will be reviewed and approved by Canton's Legal staff prior to being signed by the Township Supervisor.

STRATEGIC PLAN/GOALS: Quality Infrastructure

ACTION REQUESTED: Approve a budget amendment and purchase order, and award a contract for the Architectural Services for Multi-Year Capital Improvement Plan Management to A3C – Collaborative Architecture in the amount of $ 600,000 to be paid from account #401-261.801_0050 – Community Improvement Professional Services.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The following 2021 Budget Amendment is necessary:

Increase Revenue:

Account# 246-000.695	Fund Balance Appropriation	$600,000
Account # 401-000.699_2460	Transfers In Community Improvement Fund	$600,000

Increase Expenditures:

Account# 246-969.995_4010	Transfers Out – Capital Projects	$600,000
Account#401-261.801_0050	Professional Services	$600,000

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

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

1) I move to approve the following 2021 budget amendment:

Increase Revenue:

Account# 246-000.695	Fund Balance Appropriation	$600,000
Account # 401-000.699_2460	Transfers In Community Improvement Fund	$600,000

Increase Expenditures:

Account# 246-969.995_4010	Transfers Out – Capital Projects	$600,000
Account#401-261.801_0050	Professional Services	$600,000

2) I move to award a contract and approve a purchase order for architectural services to A3C – Collaborative Architecture in connection with the Capital Improvement Plan for an amount not to exceed $600,000 based on $9,000,000 of capital projects.

ATTACHMENT:
1. Attachment A – Memo from Owner's Rep
2. Attachment B – A3C – Collaborative Architecture Proposal

CANTON COMMUNITY
REQUEST FOR BOARD ACTION

MEETING DATE: September 14, 2021 **AGENDA ITEM #G-7**

ITEM: Consider Appointment to Board of Ethics

PRESENTER: Anne Marie Graham-Hudak, Supervisor

EXECUTIVE SUMMARY: Charise Anderson was originally appointed to the Board of Ethics in 2019 with a term expiration of 8/14/21. Board of Ethics members serve three-year terms, but the three initial appointees were staggered so that term expirations would not all occur at the same time.

After serving for the last two years, Charise Anderson is interested in reappointment. The Boards and Commissions Interview Committee met with Charise on September 3rd, and based on that meeting are recommending Charise be reappointed for a full three-year term.

BACKGROUND INFORMATION: Charise Anderson, Esq. is a graduate of Thomas M. Cooley Law School who works for the Attorney Grievance Commission investigating and prosecuting misconduct in the State of Michigan. She is the Chairperson of the District H Character & Fitness Committee of the State Bar of Michigan. Her prior work experience includes the Wayne County Prosecutor's Office and with the Michigan Housing Development Authority.

ACTION REQUESTED: Approve the appointment of Charise Anderson to the Board of Ethics.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: There are no budget implications for this appointment.

IMPLEMENTATION PLAN: The Supervisor's office will notify Charise of her approval and the Township Clerk will reach out to schedule a meeting.

DIRECTOR'S RECOMMENDATION: NA

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: N/A

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:
I move that the Canton Board of Trustees approve the appointment of Charise Anderson to the Board of Ethics with a term expiring on 8/14/24.

ATTACHMENTS: None

CANTON COMMUNITY
REQUEST FOR BOARD ACTION

MEETING DATE: September 14, 2021 **AGENDA ITEM # G-8**

ITEM: Reconsider sale of Canton property and authorize Supervisor Graham-Hudak to sign all documents necessary to close on the sale.

PRESENTER: Anne Marie Graham-Hudak, Canton Supervisor

INDIVIDUALS IN ATTENDANCE: None

BACKGROUND: On September 9, 2021, Canton's Economic Development Manager received a revised Letter of Intent from Maria Harshe, attorney for Corey and Michelle Weaver, offering $6,689.77 for approximately 4.21 acres on the southwest corner of Michigan and Beck Roads (71-128-99-0006-703)

The property was purchased by Canton Township from Wayne County in 2008 to obtain right-of-way should Beck Road be paved. The Letter of Intent acknowledges that approximately 30 feet of property along the eastern edge of the parcel will be subject to a future right-of-way easement. The purchase price was $6,689.77. By law, Canton Township is not allowed to profit from sale of land purchased from tax foreclosure.

Corey and Michelle Weaver are the owners of Zippy Auto Wash, which has three other locations in Pittsfield Township, Scio Township and the City of Saline. The Weavers are currently under contract to purchase the adjacent property at 47725 Michigan Avenue. It is their desire to acquire both properties simultaneously for the construction and operation of a Zippy Auto Wash on the northern portion of the parcels.

The Letter of Intent has been reviewed by Kristin Kolb, and should the Board approve the Letter of Intent, a formal Purchase Agreement will be drafted then signed by Supervisor Graham-Hudak.

ACTION REQUESTED: Accept the Letter of Intent to purchase above property.

BUDGET IMPLICATIONS: The proceeds from the sale would be placed in the Community Improvement Fund (246-000.671).

IMPLEMENTATION PLAN: With Board approval, Supervisor Graham-Hudak will complete the sale of property located on the southwest corner of Michigan Avenue and Beck Road.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move that Canton accept the Letter of Intent from Maria Harshe and authorize Supervisor Graham-Hudak to sign the formal Purchase Agreement and any other documents necessary to complete the sale of the parcel located on the southwest corner of Michigan and Beck.