



**CANTON ADMINISTRATION BUILDING
1150 S. CANTON CENTER ROAD
CANTON, MI 48188
REGULAR BOARD MEETING
DECEMBER 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/84849939121>

Or One tap mobile:

1-646-558-8656 (84849939121#) or 1-301-715-8592 (84849939121#)

Or Telephone:

1-646-558-8656 or 1-301-715-8592

Webinar ID: 848 4993 9121

International numbers available: <https://us02web.zoom.us/j/84849939121>

7:00 P.M.:

CALL TO ORDER

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

ADOPTION OF AGENDA

APPROVAL OF MINUTES: NOVEMBER 23 & 30, 2021

PUBLIC COMMENT ON AGENDA ITEMS ONLY

PAYMENT OF BILLS

PRESENTATION:

- 1) STEPHANIE JOHNSON – LEGISLATIVE UPDATE
- 2) INTERN PROJECT VIDEO

RESOLUTION:

- 1) ENCOURAGING RESIDENTS TO DECLINE TO SIGN THE SECURE MI VOTE PETITION

CONSENT CALENDAR:

- 1) ESTABLISH BOARD OF TRUSTEES MEETING DATES FOR 2022 (CLERK)

- 2) CONSIDER APPROVAL OF 2022 BUILDING BOARD OF APPEALS MEETING DATES (MSD)
- 3) CONSIDER 2022 PLANNING COMMISSION MEETING DATES (MSD)
- 4) AMEND PLANNING SERVICES AND BUILDING & INSPECTION SERVICES FEE SCHEDULES FOR ZONING BOARD OF APPEALS FEES (MSD)
- 5) CONSIDER APPROVAL OF AN AGREEMENT WITH WAYNE COUNTY TO PROVIDE WINTER MAINTENANCE ON 9.28 MILES (18.21 LANE MILES) OF COUNTY ROADS (MSD)
- 6) AUTHORIZATION TO PAY BILLS IN 2022 WHEN NO REGULAR BOARD MEETING IS SCHEDULED (FBD)
- 7) CONSIDER RENEWAL OF CIVICPLUS WEBSITE HOSTING SERVICES & RENEWAL OF AUDIOEYE WEBSITE ADA SERVICES (FBD)
- 8) CONSIDER THREE-YEAR AGREEMENT AND PAYMENT OF ANNUAL GIS SOFTWARE MAINTENANCE FEES TO ESRI (ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE, INC.) (FBD)
- 9) CONSIDER PAYMENT OF CITYVIEW ANNUAL SOFTWARE MAINTENANCE FEES (FBD)

GENERAL CALENDAR:

- 1) CONSIDER APPROVAL OF 2021 BUDGET ADJUSTMENTS (FBD)
- 2) CONSIDER AUTHORIZATION OF A PURCHASE ORDER TO OHM ADVISORS FOR PROFESSIONAL ENGINEERING SERVICES FOR THE 2022 WATER SYSTEM IMPROVEMENTS (MSD)
- 3) CONSIDER APPROVAL TO PURCHASE A TORO AERATOR FOR PHEASANT RUN GOLF CLUB (CLS)
- 4) CONSIDER APPROVAL OF CONTRACT WITH ACE PYRO, LLC (CLS)
- 5) CONSIDER EXTENDING THE TEMPORARY WAGE INCREASE FOR PART-TIME, SEASONAL AND VARIABLE EMPLOYEES (CLS)
- 6) CONSIDER APPROVING THE PURCHASE OF A ONE-YEAR SERVICE AGREEMENT FOR THE MOTOROLA RADIO AND DISPATCH CONSOLE EQUIPMENT (POLICE)
- 7) CONSIDER APPROVAL OF SECURITY ITEMS & INSTALLATION FOR CLERKS OFFICE (CLERK)
- 8) CONSIDER APPROVAL FOR THE CREATION OF A TEMPORARY REDISTRICTING AUDITOR POSITION AND PERMANENT CLERK III POSITION IN THE CLERK'S OFFICE (CLERK)
- 9) CONSIDER APPROVAL OF TWO RESOLUTIONS APPROVING SETTLEMENT AGREEMENTS IN THE NATIONAL OPIOID LITIGATION (LEGAL)

- 10) CONSIDER APPROVAL OF 2.00% ACROSS THE BOARD WAGE INCREASE FOR MERIT (FULL-TIME, NON-UNION) EMPLOYEES AND ELECTED OFFICIALS FOR THE 2022 FISCAL YEAR (SUPERVISOR)
- 11) CONSIDER A REQUEST TO WAIVE THE BIDDING PROCESS AND APPROVE AN AGREEMENT FOR CONSULTING SERVICES BETWEEN CANTON TOWNSHIP AND CAPITOL RELATIONS, LLC WITH AN ASSOCIATED BUDGET ADJUSTMENT (SUPERVISOR)
- 12) CONSIDER APPROVAL OF PREMIUM BONUS TO ESSENTIAL EMPLOYEES OTHER THAN ELECTED OFFICIALS AND THE DEPUTY SUPERVISOR WORKING DURING PANDEMIC (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 the 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 – November 23, 2021**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, November 23, 2021, in-person and virtually. Supervisor Graham-Hudak called the meeting to order at 7:05 p.m.

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

Adoption of Agenda:

Motion by Siegrist, supported by Slavens to adopt the agenda as amended removing G-6.
Motion carried unanimously.

Approval of Minutes:

Motion by Siegrist supported by Borninski to approve the November 9, 2021 Board minutes as presented. Motion carried unanimously.

Public Comment: Public comment was held.

Payment of Bills:

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

CHARTER TOWNSHIP OF CANTON EXPENDITURE RECAP FOR THE TOWNSHIP BOARD MEETING OF November 23, 2021		
101	GENERAL FUND	669,603.67
204	ROADS FUND	63,453.52
206	FIRE FUND	626,183.30
207	POLICE FUND	660,217.00
208	SUMMIT OPERATING (General)	41,274.05
219	STREET LIGHTING	0.00
230	CABLE TV FUND	10,446.47
246	TWP (COMMUNITY) IMPROVEMENT	0.00
248	DDA - CANTON	21,994.26
261	E-911 UTILITY	721.86
265	ORGANIZED CRIME - DRUG ENFORCEMENT	0.00
274	CDBG	84.26
276	NSP GRANTS FUND	0.00
285	AMERICAN RESCUE PLAN ACT	0.00
401	CAP PROJ - ENERGY PROJECT	96,114.00
402	CAP PROJ - SUMMIT CONSTR	0.00
403	CAP PROJ - ROAD PAVING	0.00
584	GOLF FUND	29,787.25

592	WATER & SEWER FUND	2,028,657.52
596	SOLID WASTE	390,320.50
661	FLEET	27,134.97
701	TRUST & AGENCY FUND	314.05
702	CUSTODIAL FUND	15,196.95
736	POST EMPLOYMENT BENEFITS	53,938.46
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		4,735,442.09

Public Hearing:

Item PH-1. Host Public Hearing and Consider Fiscal Year 2022 Budget

Motion by Siegrist, supported by Sneiderman to open Public Hearing at 7:10 p.m. to hear comments on the Fiscal Year 2022 Budget. Motion carried unanimously.

Motion by Siegrist, supported by Foster to close the Public Hearing at 7:11 p.m. after hearing no comments on the Fiscal Year 2022 Budget. Motion carried unanimously.

Motion by Siegrist, supported by Slavens to adopt the Fiscal Year 2022 Budget resolution as presented.

Motion by Siegrist, supported by Foster to amend the Fiscal Year 2022 Budget resolution with a reduced budget of \$400,000 to reflect the elimination of the transfer to the DDA. Motion to amend carried unanimously.

Motion carried unanimously.

Consent Calendar:

Item C-1. Consider 2022 Zoning Board of Appeals Meeting Dates

Motion by Siegrist, supported by Borninski to move to set the 2022 Zoning Board of Appeals meeting schedule for 7:00 p.m. on the following dates: January 13th, February 10th, March 10th, April 14th, May 12th, June 9th, July 14th, August 11th, September 8th, October 13th, November 10th, and December 8th. Motion carried unanimously.

Item C-2. Consider Continuation of Two Contracts with Great Lakes Contracting Solutions, LLC for the Millage Road Improvement Program

Motion by Siegrist, supported by Borninski to move to award a construction contract extension to Great Lakes Contracting Services, LLC for the 2022 Canton Center, Ford to Warren Major road project and authorize MSD to complete the contract extension for future approval and determine

contract amounts with funding from the Road Construction Fund, #204-446-11.970_0050 (Roads Major – Capital Outlay) once the design is completed. Motion carried unanimously.

And to move to award a construction contract extension to Great Lakes Contracting Services, LLC for the 2022 residential road projects and authorize MSD to complete the contract extension for future approval and determine contract amounts with funding from the Road Construction Fund, #204-446-12.970_0050 (Roads Local – Capital Outlay) once designs are completed. Motion carried unanimously.

General Calendar:

Item G-1. Consider Special Land Use Amendment to Expand Indoor Pet Boarding and Training Facility for Dogology University

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

RESOLUTION OF BOARD OF TRUSTEES CHARTER TOWNSHIP OF CANTON, MICHIGAN

Approval of the Special Land Use Expansion for Dogology University Indoor Pet Boarding and Training Facility

WHEREAS, the Project Sponsor has requested special land use approval to expand the indoor pet boarding and training facility on parcel no. 71-057-01-0013-301 at 44125 Ford Road; and

WHEREAS, the Planning Commission reviewed the request and applicable criteria and voted 6-0 to recommend approval, with conditions, as the request meets the criteria of special land use approval in Section 27.03(C) of the Zoning Ordinance;

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the expansion of the special land use for an indoor pet boarding and training facility on parcel no. 71-057-01-0013-301 at 44125 Ford Road, as the request meets the Special Land Use criteria of the Canton Township Zoning Ordinance pursuant to the information and plans provided, subject to the site maintaining the standards of the previously approved site plans with the exception of the approved exterior changes and meeting the noise standards of Section 7.02(A) of the Zoning Ordinance. Motion carried unanimously.

Item G-2. Consider Approval of the Monark Grove Site Plan

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

RESOLUTION OF BOARD OF TRUSTEES CHARTER TOWNSHIP OF CANTON, MICHIGAN

Approval of the Site Plan for Monark Grove

WHEREAS, the Project Sponsor has requested approval of the site plan 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 site plan and Planned Development Agreement, and voted 7-0 to recommend approval of the request, as it meets the requirements of the Zoning Ordinance and is consistent with the Planned Development Agreement for Monark Grove;

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the Monark Grove site plan 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, subject to the requirements of the Final Planned Development District approval and all state, county, and municipal requirements, including the necessary revisions noted in this report for landscaping, and that the permitting and construction of the off-site sidewalk along Ford Road be done to the satisfaction of MDOT and the Canton Township Engineering Services Division. Motion carried 5 to 1 by roll call vote with Borninski voting against.

Item G-3. Consider Final Approval of the Redwood Marketplace Canton Planned Development District

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

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

Approval of the Final Planned Development District for Redwood Marketplace Canton

WHEREAS, the Project Sponsor has requested final approval of a Planned Development District for Redwood Marketplace Canton, located on the east and west sides of Morton Taylor Road, north of Michigan Ave.; and,

WHEREAS, the Planning Commission reviewed the Final Planned Development Plan and Planned Development Agreement, and voted 6-1 to recommend approval of the request, with conditions, as the request meets the criteria for a Planned Development and results in definite benefits to the community;

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the Redwood Marketplace Canton Planned Development District on tax parcel nos. : 103-99-0001-003, 133-99-0001-001, 133-99-0001-002, 133-99-0001-003, 133-99-0002-000 (3700 Morton Taylor), 133-99-0004-000 (43600 Michigan Ave.), 133-99-0006-000, 133-99-0007-000, 133-99-0008-000 (43780 Michigan Ave.), 133-99-0009-000 (43800 Michigan Ave.), and 138-99-0004-000, as provided in the Planned Development Agreement and plan documents, including a modification to the 4-foot rear elevation offset requirement for the Meadowood-Forestwood models, subject to applicant satisfying the requirements of Wayne County, MDOT, and EGLE, removing the commercial parking row on the east side of the easternmost drive

in the commercial area, and adding outdoor seating around the pond near the commercial areas. Motion carried unanimously.

Item G-4. Consider Increase of Award of C.D.B.G. Housing Rehabilitation Contract

Motion by Siegrist, supported by Slavens to move to approve the increase of \$4,200 for the Forrest housing rehabilitation contract to Stratton Home Improvement and to refund \$525 of permit fees once the work has been completed using CDBG dollars. Motion carried unanimously.

Item G-5. Consider Approving On-Site Medical Services for Firefighter Physical Exams

Motion by Siegrist, supported by Slavens to move to approve the purchase of on-site medical services for firefighter medical exams from Bio-Care, Inc., in the amount of \$63,920, of which 90% of the expense will be reimbursed through a FEMA Assistance to Firefighter Grant. Motion carried unanimously.

Additional Public comment was held.

Additional Board comment was held.

Adjourn: Motion by Siegrist, supported by Slavens to adjourn the meeting at 8:03 p.m. Motion carried unanimously.

Michael A. Siegrist, Clerk

Anne Marie Graham-Hudak, Supervisor

**Charter Township of Canton
Board Proceedings – November 30, 2021**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, November 30, 2021 in person and virtually. Supervisor Graham-Hudak called the meeting to order at 6:03 p.m.

Members Present: Borninski, Foster, Ganguly, Graham-Hudak, Siegrist, Slaven, Sneideman
Siegrist's location was Mt. Pleasant, all other members stated their location is Canton Township

Members Absent: None

Adoption of Agenda:

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

Study Session:

- 1) Update on Board Goals

Public Comment:

Public comment was held.

Adjourn: Motion by Siegrist, supported by Slaven to adjourn the meeting at 7:58 p.m.
Motion carried unanimously.

Michael A. Siegrist, Clerk

Anne Marie Graham-Hudak, Supervisor

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

Encouraging Residents to Decline to Sign the Secure MI Vote Petition

Whereas constitutional amendments to strengthen voting rights and ballot access were submitted to, and overwhelmingly approved by, Michigan voters as Proposal 18-3 at the November 6, 2018 general election;

Whereas current state legislative efforts in Michigan put ballot access at risk for vulnerable populations and walk back many of the popular reforms that have resulted in historic turnout in Michigan elections;

Whereas the Secure MI Vote ballot initiative seeks to use a portion of the Michigan Constitution to enact proposed legislation without a vote of the electorate. Many Michigan voters may not realize the impact of signing the petition could potentially allow a small minority of voters to help the Legislature pass “veto-proof” legislation, restricting voter rights;

Whereas the Secure MI Vote initiative includes some of the most restrictive portions of a 39-bill election reform package introduced earlier this year in the Michigan Legislature, including restrictions on absentee voting, stricter ID laws and limits on volunteer support of elections; and

Whereas Canton Township supports equitable and easier access to the ballot box through federal and state standards around early voting, absentee voting, and voter registration; now, therefore be it,

Resolved, that the Board of Trustees of the Charter Township of Canton encourages residents to decline to sign the Secure MI Vote petition, understand that a constitutional loophole in our referendum process could result in legislative enactment, rather than a ballot proposal that goes to the voters.

Ayes:

Nays:

Abstain:

Absent:

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: December 14th, 2021

AGENDA ITEM # C-1

ITEM: Establish Board of Trustees Meeting Dates for 2022

PRESENTER: Michael A. Siegrist, Clerk

INDIVIDUALS IN ATTENDANCE: None Anticipated

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

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

ACTION REQUESTED: Establish the dates for the regular meetings of Canton Township Board of Trustees for the year 2022.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: None

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

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approved

SUPERVISOR'S RECOMMENDATION: Approved

MODEL RESOLUTION:

I move to establish the Canton Township Board of Trustees meeting schedule for the year 2022 as follows: The Township Board shall meet on the first, second, third, fourth, and fifth Tuesdays of each month in regular session, excluding May 17th, July 21st, August 2nd and November 8th. The first, third and fifth Tuesdays, the Township Board shall meet in a work or study session at 6:00 p.m. and all other meetings shall be at 7:00 p.m.

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

this schedule to be posted individually on the Canton Website as well as posted on the Announcement Boards at the Township Administration Building.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: December 14, 2021

AGENDA ITEM #C-2

ITEM: Consider Approval of 2022 Building Board of Appeals Meeting Dates

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

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

STRATEGIC PLAN/GOALS: Michigan Law requires local approval.

ACTION REQUESTED: Establish meeting dates for Canton Township's Building Board of Appeals for 2022. Meetings will be scheduled as applications are received.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: N/A

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

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to establish the Canton Township's Building Board of Appeals meeting schedule for the year 2022. Meetings will be scheduled as needed and will be held at the Charter Township of Canton Administration Building, 1150 S. Canton Center Road.

ATTACHMENTS:

None

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: December 14, 2021

AGENDA ITEM #C-3

ITEM: Consider 2022 Planning Commission Meeting Dates

PRESENTER: Jade Smith, Municipal Services Director

ACTION REQUESTED: Set Planning Commission Meeting Schedule for 2022.

EXECUTIVE SUMMARY: Each year the Planning Commission sets the schedule of meetings for the following year. The following meeting schedule proposed for 2022 includes a Planning Commission meeting on the first Monday of each month at 7:00 p.m. except as otherwise noted. The location of the meetings will be determined on a month-to-month basis. The location of the meetings will be at the Canton Administration Building, as the provision of the Michigan Open Meetings Act that allows for teleconference meetings will expire on December 31, 2021. However, we plan to offer a Zoom attendance option for applicants and the public for those who choose to participate electronically. All other application deadlines and protocols will remain the same.

01/03/22, 02/07/22, 03/07/22, 04/04/22, 05/02/22, 06/06/22, *07/11/22, 08/01/22, *09/12/22, 10/03/22, 11/07/22, and 12/05/22.

*The proposed schedule has the following deviations from the 1st Monday meeting schedule due to holidays: 07/11/22 (Monday, July 4th will be Independence Day); and 09/12/22 (Monday, September 5th will be Labor Day).

COMMUNITY PLANNER'S RECOMMENDATION: Approval

PLANNING COMMISSION RECOMMENDATION: Approval at its meeting on November 29, 2021.

DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to set the 2022 Planning Commission Meeting schedule at 7:00 p.m. on the following dates: January 3rd, February 7th, March 7th, April 4th, May 2nd, June 6th, July 11th, August 1st, September 12th, October 3rd, November 7th, and December 5th.

ATTACHMENTS:

None

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: December 14, 2021

AGENDA ITEM #C-4

**ITEM: Amend Planning Services and Building & Inspection Services Fee Schedules for
Zoning Board of Appeals Fees**

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: The Planning Services Division and Building & Inspection Services Division have started using Canton Township's planning consultant, McKenna, to review many of its applications to the Zoning Board of Appeals. McKenna's contract cost to review a variance application is \$300 per variance, which will increase after December 31, 2021 by the increase in the Consumer Price Index for the prior 12 months per the U.S. Department of Labor. The proposed fee for a Zoning Board of Appeals application is recommended to increase by \$315 as a result.

BACKGROUND: Currently, the ZBA fees are \$200 for single-family residential, \$350 for commercial, and \$500 for a special meeting, which have not changed since at least 2006. These fees only cover the cost of preparing public notices, mailing, printing, postage, clerical time to process applications, and the per-meeting compensation for ZBA members. Therefore, the staff time for the Community Planner or the Building Official to write the ZBA review letters is not currently covered by the fee. The staff time to write a ZBA review letter can be time-intensive because the plans must be thoroughly reviewed and the letter must include detailed findings based on the Michigan Zoning Enabling Act and the Zoning Ordinance. In reviewing the fee schedules of other municipalities, many communities in southeast Michigan charge at least \$450 for a variance application and some communities also charge an additional fee per variance requested to cover the additional costs.

Enclosed are the proposed amendments to the Planning Services and Building & Inspection Services Fee Schedules, with the proposed fee changes highlighted. The fees to be deleted are shown in strikethrough and the proposed fees are underlined.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approve revisions to the Planning Services and Building & Inspection Services Fee Schedules, to take effect on December 15, 2021.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The overall budget impact will be relatively neutral, as the fee increase will correspond Township's consultant's fee to review the application and most ZBA applications request one variance. As a result, there will be an

increase in revenue for ZBA applications in account #101-000.607_0007 (Board of Appeals) and an increase in expenditure from account #101-000.801_0050 (Professional and Contractual Svc Professional).

IMPLEMENTATION PLAN: N/A.

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL MOTIONS: I move to approve revisions to the Planning Services and Building & Inspection Services Fee Schedules for fees associated with Zoning Board Appeals applications, effective December 15, 2021.

ATTACHMENTS:

1. Proposed Planning Services and Building & Inspection Services Fee Schedules
2. Comparison of Municipal Fees for ZBA Applications

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: December 14, 2021

AGENDA ITEM #C-5

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

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Under this agreement, the County crews will provide the same level of winter service on this additional 9.28 miles (18.21 lane miles) of **local paved roads** as it presently provides on the primary paved roads, if the Township will partially reimburse the County for this added service. The Township's share of this cost for the 2021/2022 winter season is \$27,038.94 or \$1,484.84 per lane mile. This cost is based on last year's cost and is how we have historically agreed to determine the pricing for these services. It represents 50% of the cost for County forces to perform the service.

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

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

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

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

ACTION REQUESTED: Approve an agreement with Wayne County to provide winter maintenance on an additional 18.21 lane miles of roads at a cost to the Township of \$27,038.94

BUDGET IMPLICATIONS & ACCOUNT NUMBER: A total of \$30,000 in funds are available in the ROW Maintenance - Professional & Contractual Services Account #101-447-03.801_0050.

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

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve the agreement with Wayne County to provide additional winter maintenance for 9.28 miles (18.21 lane miles) of County local roads and authorize the payment of \$27,038.94 from Account #101-447-03.801_0050 (ROW Maintenance - Professional & Contractual Services) and authorize the Township Clerk to sign the agreement resolution on behalf of Canton.

ATTACHMENTS:

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

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: December 14, 2021

AGENDA ITEM #C-6

ITEM: Authorization to Pay Bills in 2022 when no regular Board Meeting is scheduled

PRESENTER: Wendy N. Trumbull, Finance & Budget Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: From time to time, Board Meetings are cancelled or aren't held due to lack of an agenda, holidays, or other various reasons. Therefore, we are requesting that the Board authorize payment of Township bills as normally scheduled upon review by the Clerk and Treasurer in the event any Board Meeting is cancelled.

The Expenditure Recap will be submitted to the Board at the next meeting for confirmation of payment.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: To authorize payment of Township bills as normally scheduled when no regular Board Meeting is scheduled.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: None.

IMPLEMENTATION PLAN: Finance will process bill payment as normally scheduled.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I hereby move to authorize the payment of the Township's bills as normally scheduled in 2022, subject to prior review by the Clerk and Treasurer, when no regular Board Meeting is scheduled.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: December 14, 2021

AGENDA ITEM #C-7

<u>ITEM:</u>	Consider Renewal of CivicPlus Website Hosting Services & Renewal of AudioEye Website ADA Services
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PRESENTER: Wendy Trumbull, Finance & Budget Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: IT Services is requesting permission to renew our hosting services and support agreement with CivicPlus, Inc, which expire on January 21, 2022. IT Services is recommending extending the current contract for a period of 1 year with CivicPlus to continue the hosting services, support, and access to CivicPlus' custom designed web content management system. The cost for 2022 increased by \$8,851.76. This is a result of adding a new feature for \$7,350.00 that uses website content to answer citizen questions and a 4% increase of \$1,501.76. Additionally, a budget adjustment is being requested to fund the new AI technology.

BACKGROUND: The Township's websites are hosted and supported by CivicPlus. The service not only provides for the actual website operation, but it also includes access to their Content Management System (CMS), which allows for ease of website content update and maintenance by all Township departments. CivicPlus continually updates their CMS with new features, updated features, and enhancement requests voted on by their user population. They also assume responsibility for securing of the Township's website content and the data center hosting the websites. In addition to the above, the Township has subscribed to Civic Plus ADA Compliance Service & Certification solution called AudioEye. This ensures that our website is ADA compliant.

IT Services is recommending that the Township continue contracting with CivicPlus to host the Township's website on an annual basis. By continuing on a year-by-year basis, the Township will maintain the flexibility to change direction of the Township's web presence by not being tied into a multi-year contract.

IT Services requests approval to create a 2022 purchase order in the amount of \$38,886.69 payable to Civic Plus, Inc. Manhattan, KS for a one-year extension to the existing contract currently in effect between Canton Township and CivicPlus.

The Services provided by this amount are as follows:

Qty	Description	Rate	Amount	Start Date	End Date
1	SSL Certificate Annual Fee: www.canton-mi.org	\$182.33	\$182.33	1/22/2022	1/21/2023
1	Annual Fee Renewal (Hosting & Support)	\$14,147.28	\$14,147.28	1/22/2022	1/21/2023
1	Additional Users for SMS Annual Fee	\$1,093.96	\$1,093.96	1/22/2022	1/21/2023
1	CivicSend Communication Platform Annual Fee Renewal	\$2,418.86	\$2,418.86	1/22/2022	1/21/2023
1	Canton Public Safety Department Header Package Annual Fee for Hosting and Support	\$914.63	\$914.63	1/22/2022	1/21/2023
1	Pheasant Run Golf Course Website Annual Fee Renewal for Hosting and Support	\$914.63	\$914.63	1/22/2022	1/21/2023
1	Powered by AI technology, the Frase Answer Engine for Local Government (uses website content to answer citizen questions)	\$7,350.00	\$7,350.00	1/22/2022	1/21/2023
1	AudioEye ALLY	\$11,865.00	\$11,865.00	1/22/2022	1/21/2023

STRATEGIC PLAN/GOALS: Efficiently utilize resources and maintain fiscal responsibility while still providing high levels of uptime to all Township Divisions.

ACTION REQUESTED: Approve the request to renew the Township's website hosting, subscription to AudioEye, and other services with CivicPlus for a period of one year in an amount not to exceed \$38,886.69.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The renewal of this agreement was budgeted for in 2022 with the exception of the expansion of the new technology to help answer citizens' questions. A budget adjustment of \$7,350 is necessary to account for that increase.

IMPLEMENTATION PLAN: This is a service & support renewal agreement only; there is no interruption of services to Township Departments.

FINANCE AND BUDGET DIRECTOR’S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve a purchase order in the amount not to exceed \$38,886.69 payable to CivicPlus, Inc. for a renewal of hosting services, website ADA services, software support, and maintenance services provided by CivicPlus covering a period of one (1) year and authorize the budget adjustment as noted below:

Increase Expenditures: 101-228.801_0050	Professional and Contractual Services	\$7,350
Increase Revenues: 101-000.695	Fund Balance Appropriation	\$7,350

ATTACHMENTS: 1) Canton Twp 21-22 Website Hosting.pdf 2) Canton AudioEye Invoice 2022.pdf

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: December 14, 2021

AGENDA ITEM #C-8

ITEM: Consider Three-Year Agreement and Payment of Annual GIS Software Maintenance Fees to ESRI (Environmental Systems Research Institute, Inc.)

PRESENTER: Wendy Trumbull, Finance and Budget Director

INDIVIDUALS IN ATTENDANCE: None anticipated

EXECUTIVE SUMMARY: Township staff have been utilizing Geographic Information System (GIS) software for over twenty (20) years. This software houses the property and land record information plus the public-owned utilities on over 31,000 parcels and is used by Municipal Services, Public Safety, Leisure Services, and the DDA. Over 60 employees rely on this software to provide ongoing service to the public.

We are requesting that the Board approve a three-year agreement with the developer (ESRI) in order to keep the software operating properly with numerous other applications township-wide and to help lock the Township into a set fee. The annual support fee for each year is \$55,000, which is a 10% increase over the previous three-year term and has been budgeted by the IT department for 2022. The annual fee is a standard fee provided to government agencies and is non-negotiable.

BACKGROUND: In 2019, the IT department recognized that a change in the software package for ESRI was needed to allow for growth and to become compliant with IT standards. We enhanced and grew our supported areas such as Leisure Services, Public Safety, DPW, Planning and IT. At that time, a three-year contract was negotiated for 3/22/2019 - 3/21/2022 from the current terms of the software. The fee has been \$50,000 for the past three years, and the new three-year contract includes a 10% increase, which equates to a \$5,000 annual increase for the next three years.

The annual fee of \$55,000 is a standard fee provided to government agencies and is non-negotiable. The fee is set at this price for three years.

STRATEGIC PLAN/GOALS: Provide high quality services.

ACTION REQUESTED: Approval of payment of the annual software maintenance fees and upgrade of software.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Cost of the ESRI annual maintenance fee for 2022-2023 is \$55,000 (see quote #Q-456253 attached). Funding is available in the IT 2022 budget.

IMPLEMENTATION PLAN: IT will provide ESRI with the approved Purchase Order.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the 3-year agreement with ESRI for maintenance and support services of the Geographic Information System (GIS) and authorize the payment to ESRI for Maintenance and Support from March 2022 to March 2023 for a total cost not-to-exceed \$55,000.

ATTACHMENTS:

1. Renewal quotation from ESRI

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: December 14, 2021

AGENDA ITEM #C-9

ITEM: Consider Payment of CityView Annual Software Maintenance Fees

PRESENTER: Wendy Trumbull, Director of Finance & Budget

OWNER/REPRESENTATIVE: None anticipated

EXECUTIVE SUMMARY: Harris Computer Systems charges annual software maintenance (ASM) fees to support the continuing development and operation of CityView. The \$65,479.26 ASM fee covers technical support, application development, maintenance, and upgrades, and the cost is shared amongst the different MSD Divisions. Each year, new license files are issued after payment of the ASM fee, which allows the application to function until the specified expiration date. The ASM cost for 2021 increased by \$2,517.93, which represents a 4% increase.

BACKGROUND: CityView is a major computer application that manages and tracks land records, building permits, inspections, bonds & deposit tracking, code enforcement, and planning project activity. CityView was originally implemented in February of 2006, replacing a variety of outdated applications. In 2020, MSD enhanced their services by utilizing the online portal for building processes. In 2021, MSD eliminated using Selectron's Integrated Voice Response system with CityView to electronically manage inspections over the phone. Customers are now able to perform these tasks by using the upgraded features of the online portal. Overall gain for township was the ability to work remotely and sustain income.

STRATEGIC PLAN/GOALS: Provide High Quality Services

ACTION REQUESTED: Consideration of payment of the annual software maintenance fees.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The cost of the CityView annual software maintenance fee for 2022 is \$65,479.26 (see invoice #MUNMN0000555). Funds are available in the 2022 budgets for Planning, Engineering, Public Works, Building and Inspection Services as follows:

- Planning Services	Account #101-701.930_0010	\$ 4,334.54
- Public Works - Water	Account #592-536.930_0010	\$24,050.82
- Public Works – Sewer	Account #592-537.930_0010	\$15,191.12
- Building and Inspection Services	Account #101-371.930_0010	\$18,106.05
- Engineering Services	Account #101-447-50.930_0010	\$ 3,796.73
		TOTAL = \$65,479.26

IMPLEMENTATION PLAN: ITS will provide Harris Computer Systems with the approved Purchase Order.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to authorize the payment to Harris Computer Systems for the CityView annual software maintenance fees for a total cost not-to-exceed of \$65,479.26.

ATTACHMENTS:

1. Invoice from Harris Computer Systems

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: December 14, 2021

AGENDA ITEM #G-1

ITEM: Consider Approval of 2021 Budget Adjustments

PRESENTER: Wendy N. Trumbull, Finance and Budget Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: The Township adopted the 2021 budget at the November 10, 2020 Board Meeting and since then has made various amendments to it.

At this time, I am asking the Board of Trustees to approve the attached budget adjustments to the 2021 budget year. A description of the budget adjustments is explained on the attachments.

BACKGROUND: State law mandates that Municipalities adopt an annual budget and that the fiscal year-end expenses do not exceed that budget as amended. The adopted budget is a working document and as unexpected events occur during the year, adjustments are required to meet the State's mandate at year-end.

STRATEGIC PLAN/GOALS: Demonstrate fiscal responsibility.

ACTION REQUESTED: To approve the recommended budget adjustments.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: See attached listing.

IMPLEMENTATION PLAN: If approved, the budget adjustments will be posted to the appropriate accounts.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the attached listing of budget adjustments to the 2021 budget.

ATTACHMENTS: 2021 Budget Adjustments

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: December 14, 2021

AGENDA ITEM: #G-2

ITEM: Consider Authorization of a Purchase Order to OHM Advisors for Professional Engineering Services for the 2022 Water System Improvements

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: As part of the ongoing effort to improve the public water system, and provide better pressure and service, OHM Advisors (OHM) and Canton Township have developed two water main projects: the addition of a new water main along Joy Road (west of Ridge to just east of Napier) and removal of six pressure reducing valves in the system. OHM handles our water model and our water master plan and was retained in 2013 as the engineer for our new water storage facility and recent meter pit upgrades that were completed in 2018. In addition, as our water modeler OHM will be needed for the background modelling analysis for this design. For these reasons Engineering Services recommend retaining OHM as the design engineer for the 2022 water system improvements for the base bid amount \$102,050.

BACKGROUND: This work is a follow-on to the most recent upgrades to the water system, including the construction of the water storage facility at Morton-Taylor, and two meter pit upgrades. These recent construction projects were successfully designed and managed by OHM. The current proposed enhancements to the system also will require the involvement of OHM for modeling during the design phase and their current knowledge of our system is vital for these enhancements. Given their performance on the recent water system upgrades, Engineering Services recommends to award of this project to OHM as a sole-source. This award is only for design engineering and bidding assistance of the project. Construction engineering, survey and testing will be awarded with the future construction contract.

STRATEGIC PLAN/GOALS: Board Goal #2: Quality Infrastructure

ACTION REQUESTED: Consider approving a purchase order for OHM Advisors, in the amount of \$102,050 along with a contingency of \$5,000 for a total of \$107,050 for the design and consultant services for the 2022 water main improvements.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funding for this project will come from the Water Fund 592-536.970_0050.

IMPLEMENTATION PLAN: Upon Board approval, Finance will issue a purchase order to OHM under their Professional Master Services Agreement.

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

1. I move to approve a purchase order contract for the 2022 water main improvements to OHM Advisors in the amount of \$102,050.

ATTACHMENTS:

1. OHM Proposal

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: December 14, 2021

AGENDA ITEM #G-3

<u>ITEM:</u> Consider Approval to Purchase a Toro Aerator for Pheasant Run Golf Club.
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PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: While performing fall aeration at the Pheasant Run Golf Club, staff became aware that the current aerator stopped working and is in need of replacement. For parts consistency with current equipment and based on the recommendation from fleet maintenance, we are recommending the purchase of a Toro aerator. Due to Spartan Distributors being the sole authorized provider of Toro equipment within this designated area, Canton Leisure Services is recommending to waive the purchase policy and award the purchase of a Toro Aerator to Spartan Distributors at a cost of \$27,755.83 to be paid from account #584-773-50.970_0030 Capital Outlay Machinery and Equipment. Based on our relationship with Indigo Golf, Canton is able to purchase the aerator at the national pricing plan which is a better price than the state bid price.

BACKGROUND INFORMATION:

As part of the seasonal ground maintenance, Pheasant Run Golf Club aerates the greens every fall. During the aeration process, the 20-year-old Ryan GA 30 had a drive hub/differential go out making the machine inoperable. It was taken to maintenance where we learned this machine is no longer made and parts to fix it are no longer available.

Leisure Services staff is recommending to forego the bidding process and purchase a Toro Aerator from the sole provider Spartan Distributors. Toro is the industry leader in golf course machinery, and presently 90% of Canton's existing fleet is Toro. This particular aerator has the widest swath to help expedite the aerification process as well as an adjustment feature to lower the coring heads when the tines begin to wear out thus saving time and money replacing shortened tines and keeping a consistent depth. It also allows us to aerate up to 6½ inches deep versus the standard depth of 3½ inches from other vendors. The Fleet Supervisor and maintenance staff recommends Toro due to the availability of parts, sales and service.

While the purchase of a new aerator is not urgent, the Leisure Services department prefers to not only take advantage of the lower 2021 pricing before the increases in 2022 but would also like to avoid any supply chain issues that may occur in the delivery of the equipment.

STRATEGIC PLAN/GOALS: Quality infrastructure.

ACTION REQUESTED: Waive the purchasing policy and award the purchase of a Toro Aerator from Spartan Distributors, 487 West Davidson Street, PO Box 246, Sparta, MI 49345 in the

amount of \$27,755.83 to be paid from account #584-773-50.970_0030 Capital Outlay Machinery and Equipment.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The following budget amendment is necessary:

Increase Revenue

Green Fees	#584-773-75.607_0001	\$27,755.83
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Increase Expense

Capital Outlay Machinery & Equipment	#584-773-50.970_0030	\$27,755.83
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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:

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

Increase Revenue

Green Fees	#584-773-75.607_0001	\$27,755.83
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Increase Expense

Capital Outlay Machinery & Equipment	#584-773-50.970_0030	\$27,755.83
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- 2) I further move to waive the purchasing policy for the purchase of a Toro Aerator for Pheasant Run Golf Club
- 3) I further move to award the purchase of a Toro Aerator from Spartan Distributor, 487 West Davidson Street, PO Box 246, Sparta, MI 49345 in the amount of \$27,755.83 to be paid from account #584-773-50.970_0030 Capital Outlay Machinery and Equipment.

ATTACHMENT:

Attachment A: Quote

Attachment B: Toro Aerator Specifications

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: December 14, 2021

AGENDA ITEM #G-4

ITEM: Consider Approval of Contract with ACE Pyro, LLC

PRESENTER: Greg Hohenberger, Director of Leisure Services

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY:

In September of 2021, the fireworks display held in Heritage Park was a carryover from 2020 and 2021, when Liberty Fest was unable to be held. This also marked the final year of the existing, 5-year contract with Canton's fireworks provider, ACE Pyro, LLC. Ace was extremely flexible and worked with the Township during the Liberty Fest cancellations, and although contractually they had the option to charge a cancellation fee, they did not and went out of their way to accommodate our September show. Based on the recommendation from the Canon Fire Department staff regarding Ace Pyro's exemplary service, superior attention to detail and most importantly their safety record, Leisure Services is recommending waving the purchasing policy and approve a new contract with ACE Pyro, LLC.

Leisure Services is recommending approving a new, 5-year contract not to exceed \$30,000 in years one and two of the contract (2022-2023), \$32,000 in years three through five (2024-2026), and an auto-renewal option to extend the agreement for two additional years at \$34,000 (2027-2028). The contract will also have an annual opt out option for the Township should we no longer be satisfied with their service.

BACKGROUND:

Since the inception of Canton's fireworks display in 1991, the RFP (Request for Proposals) process was utilized in 2007 (when a one-year contract was awarded), 2008-2010, 2011-2015, and 2016-2020. Each process solicited proposals from five or more firework providers, with a review panel consisting of members from Leisure Services, Finance, and Public Safety. The committees were tasked with reviewing and scoring each proposal and interviewing the top selected companies. With each process, it was evident that due to the nature of the fireworks industry, and all things considered equal in terms of product offerings, that the leading factors were focused on safety practices, attention to detail, and overall working relationship with the personnel.

With each of these factors in mind, and upon the conclusion of the most recent contract there was significant momentum created towards renewing and extending the agreement with ACE Pyro, LLC by members of the Fire Department and Leisure Services. It was agreed that due to an extremely high confidence rating, paired with a significantly successful track record of previous displays in each year of the previous contracts, that a request for Board Action to extend the relationship between Canton and ACE Pyro, LLC be considered.

Further, in consideration of the current budget of \$25,000 that has existed since the first Liberty Festival in 1991, we are recommending increasing the not to exceed amount. This increase will help account for a significant rise in the cost of materials, supplies, and shipping which has occurred in the industry over the past 30 years, while keeping up with current inflation. Simultaneously, Canton's display will benefit and continue to be the reputable show that it has

been for the community through increased overall effects and shell counts. Additionally, these contract increases will be absorbed within the current budget that is annually established for the Liberty Festival and will not require any additional increase to the current allocation.

STRATEGIC PLAN/GOALS: Financial Stability

ACTION REQUESTED: Approve a 5-year contract with a 2-year auto renewal agreement with ACE Pyro, LLC.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: Upon Board approval, a contract will be signed and purchase orders will be generated each year. Leisure Services will work with ACE Pyro, LLC to begin preparing for the 2022 Liberty Fest fireworks display.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to waive the bidding policy and approve a 5-year contract with ACE Pyro, LLC, 13001 E. Austin Rd, Manchester, MI 48158, pending approval of the final contractual language by the Township Attorney.

ATTACHMENT:

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: December 14, 2021

AGENDA ITEM #G-5

ITEM: Consider Extending the Temporary Wage Increase for Part-Time, Seasonal and Variable Employees
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PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY:

Canton Township is heavily reliant on part-time employees. These individuals make up a dedicated workforce who contribute significantly to the overall operations and are essential for the facilitation of programs and services as well as the care and maintenance of Township facilities, parks, and spaces. Canton Leisure Services typically employs as many as 350 part-time and seasonal employees during the summer, making up 85% of the department staffing, as well as contributing an average of 200,000 hours of labor annually.

As has been well-documented, the region, state and nation continue to experience a significant shortage of workforce. Canton Township has not been immune to this shortage and continues to experience significant difficulties recruiting and hiring new employees, as well as retaining the current workforce, resulting in reduced service levels and modified offerings to residents.

To address this significant challenge, Leisure Services is proposing extending the wage incentive of \$2.50 per hour to support current part-time employees, as well as to recruit additional support to fill vacancies. The current wage incentive will expire December 31, 2021. We are proposing extending this incentive through March 31, 2022.

This timeframe will allow the Township to continue to evaluate the program and investigate all options for recruitment and retention. Prior to the conclusion of this incentive we will work towards new compensation package for part-time employees. This program will continue to be available for all Leisure Services and Facilities Maintenance positions in Levels A – 9 on the Part-Time/Seasonal/Variable Wage Scale (Attachment A), and will not include interns.

Additionally, we are recommending extending the referral incentive to any current Canton Township employee who recruits a Part-Time/Seasonal/Variable employee to receive \$100 per employee. To qualify for this incentive, the applicant must write the referring employee's name on their application when they apply and work 250 hours within the first 6 months.

BACKGROUND:

Leisure Services part-time employees provide approximately 85% of the workforce and contribute roughly 200,000 hours for the department, filling significant positions at our facilities such as:

- Summit on the Park - Front Desk and Building Attendants, Lifeguards, Fitness Instructors, Custodial, Child Care, Reservations, and Events
- Village Theater - House Managers, Technical Assistants, Building Attendants, and Custodial

- Canton Sports Center - Program Coordinators and Parks Laborers
- Pheasant Run – Clubhouse and Groundskeeping
- Recreation Division - Camp Counselors, Community Events, Therapeutic Recreation and Teen Services

With the current staffing shortages, the following service modifications were necessary:

1. Summit:
 - a. Pool closed on Sundays
 - b. Not accepting banquet or room rentals
 - c. Reduced hours M-F 6a-9p (Normal is 5:30a – 10p), Sa/Su 7a-5p (Normal Sa 6a-8p, Su 7a-8p)
 - d. Swim lessons reduced by more than 50%
 - e. Reduced open swim times
2. Not accepting pavilion and park rentals for 2022 until staff levels increase.
3. Decline or require modifications for Community Special Event Applications
4. BLOCK operating at 33% capacity with an extensive waitlist
5. Fewer league offerings at Canton Sports Center
6. Reduced service to parks and trails
7. Reduced custodial service for Township buildings
8. Senior Center is operating at 50% staffing
9. Unable to offer new cultural special events per Board goals and not offering or modifying traditional events.

As staff levels return to normal, services will be re-evaluated and reinstated if possible.

Many of the vacant positions Leisure Services has struggled to fill are those with the lowest starting wages, which pay between \$10-\$15 per hour. This wage scale was last updated in 2016 which is not only no longer competitive with the local market but has also had an adverse impact on a reduced number of applicants for job postings. Since the current incentive started, staff turnover has reduced, additionally although we have seen an increase in applications, these have not resulted in a significant increase in new-hires.

The estimated the total cost for this program was estimated not exceed \$270,000 for 2021. As of December 7th, actual expenses for the program are \$129,159. August had higher expenses as it included the conclusion of our summer seasonal employees, however September – November have been fairly consistent averaging \$25,865 per month. It is projected that this extension will not exceed a total cost of \$100,000, keeping the total cost of the 2021 and 2022 extension under the initial \$270,000 projection.

STRATEGIC PLAN/GOALS: Organizational Climate and Culture

ACTION REQUESTED: Extend the \$2.50 per hour worked wage incentive for all current and new hire Leisure Services and Facilities Maintenance positions in Levels A – 9 on the Part-Time/Seasonal/Variable Wage Scale through March 31, 2022. Additionally, extend the referral incentive to any current Canton Township employee who recruits a Part-Time/Seasonal/Variable employee to receive \$100 per employee.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds are available in the 2022 budget.

IMPLEMENTATION PLAN: Finance and HR will coordinate implementing the increases.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

- 1) I move to approve extending the \$2.50 per hour wage incentive for all current and new hire Leisure Services and Facilities Maintenance positions in Levels A – 9 on the Part-Time/Seasonal/Variable Wage Scale through March 31, 2022.
- 2) I further move to approve extending the referral incentive to any current Canton Township employee who recruits a Part-Time/Seasonal/Variable employee in position Levels A – 9 on the Part-Time Wage Scale through March 31, 2022, to receive \$100 per employee. To qualify for this incentive, the applicant must write the referring employee's name on their application when they apply and work 250 hours within the first 6 months.

ATTACHMENT:

Attachment A – PT Wage Scale

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: December 14, 2021

AGENDA ITEM #G-6

**ITEM: Consider Approving the Purchase of a One-Year Service Agreement for the
Motorola Radio and Dispatch Console Equipment**

PRESENTER: Chad Baugh, Director of Police Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The Public Safety Department is requesting to purchase a one-year service agreement with Motorola Solutions for coverage of the 800 MHz Motorola dispatch radio and E-911 console components for 2022, in the amount of \$33,568.

The new agreement needs to be in place prior to January 1, to maintain seamless coverage going into 2022.

BACKGROUND INFORMATION: In 2012, the Public Safety Department purchased its 800 MHz dispatch radio and E911 console, consisting of a multitude of components for a price of \$1.8 million. The functionality of this critical equipment deems it necessary to rely on 24/7 responsive coverage for service calls, repairs and replacement of hardware to keep the dispatch & call center operating at peak performance.

The proposed service contract includes on-site support, software protection and remote technical support for the Motorola-provided E911 systems, including the MCC7500 Consoles, NextGen 911, NICE Logging Recorder, and Intrado Viper 911. The contract includes 24/7 infrastructure repair and replacement of hardware components, allowing for seamless delivery of E911 and radio transmission service. Preventative maintenance is also included in this agreement.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approve the 2022 purchase of a Motorola Solutions one-year service agreement for the Motorola radio and dispatch console equipment in the amount of \$33,568.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds are budgeted in the 2022 E-911 Professional & Contracted Services Account #261-346-50.801_0050.

IMPLEMENTATION PLAN: Upon approval, a 2022 Purchase Order will be requested for the seamless transition from the 2021 to 2022 service agreements.

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION: I move to approve the 2022 purchase of a Motorola Solutions one-year service agreement for the Motorola radio and dispatch console equipment in the amount of \$33,568.

ATTACHMENTS: Attachment A – Motorola Service Agreement

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: 12/14/2021

AGENDA ITEM # G-7

ITEM: Consider Approval of Security Items & Installation for Clerks Office

PRESENTER: Michael Siegrist

INDIVIDUALS IN ATTENDANCE: N/A

EXECUTIVE SUMMARY:

The Clerk's Office engaged the Department of Homeland Security and the Cybersecurity & Infrastructure Security Agency in a site visit to determine the needs of the organization and to protect the critical infrastructure of elections. On August 11, 2021, the agency conducted a physical site review analysis and drafted confidential recommendations for upgrades to facilities and processes. This, coupled with a desire to meet the U.S. Election Assistance Commission Best Practice document "Chain of Custody" and the U.S. Department of Justice "Federal Constraints on Post-Election 'audits'" report (both issued this year) the Clerk's Office has determined that additional security measures are required to meet the minimum standards of federal law and state rules.

As a result, the proposed purchase of new keycard scans, cameras in ballot or sensitive areas, and wireless door open buttons are required.

STRATEGIC PLAN/GOALS: Increase security and election integrity.

ACTION REQUESTED:

Approve the purchase of new keycard scans, cameras in ballot or sensitive areas, and wireless door open buttons from Interstate Security as quoted.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

Decrease Expenditures:

Operating Supplies: 101-262.760: 101-262.760 **\$12,965.43**

Part Time Wages: 101-262.703_0015: **\$3,030**

Communications: 101-262.850: **\$2,000**

Fringe Benefits FICA: 101-262.724_0010: **\$2,005**

Increase Expenditures:

Professional Contractual Services: 101-262.801_0050: **\$20,000**

IMPLEMENTATION PLAN: Notify Facilities Maintenance and begin installation as soon as possible.

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approved

SUPERVISOR'S RECOMMENDATION: Approved

MODEL RESOLUTIONS:

1. Motion to approve the purchase of security-related items from Interstate Security, not to exceed \$20,000 and to amend the Election Budget as indicated:

Decrease Expenditures:

Operating Supplies: 101-262.760: 101-262.760 **\$12,965.43**

Part Time Wages: 101-262.703_0015: **\$3,030**

Communications: 101-262.850: **\$2,000**

Fringe Benefits FICA: 101-262.724_0010: **\$2,005**

Increase Expenditures:

Professional Contractual Services: 101-262.801_0050: **\$20,000**

ATTACHMENTS:

1. Interstate Quote

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: 12/14/2021

AGENDA ITEM # G-8

ITEM: Consider Approval for the creation of a Temporary Redistricting Auditor Position and Permanent Clerk III Position in the Clerk's Office.

PRESENTER: Michael Siegrist

INDIVIDUALS IN ATTENDANCE: N/A

EXECUTIVE SUMMARY:

Since 2001, local election officials have struggled across the nation to meet the ever-changing demands and increased scrutiny placed on the elections process. Smaller jurisdictions have often failed to implement efficient reforms or methods required to adapt to the changing environment. Given the increase in outside interference in the 2016 election, the subsequent determination by the Secretary of Homeland Security in 2017 that elections are critical infrastructure, the reforms to Michigan Election Law voted in at the ballot in 2018, and finally, the tumultuous pandemic election of 2020 with a post-election controversy that has extended into today, the role of the elections division in the Clerk's Office requires additional assistance.

In 2020, the Clerk's Office benefited from the loaning of employees from outside departments to help meet the increased demands. This included 5 FTE and 2 continuing part-time employees, along with 450 hours from a staffing company. In order to process ballots for distribution, the Clerk's Office relied on the assistance of over 40 volunteers for a week straight. These resources were temporary in nature, and not adequate for long-term, professional stability.

The Clerk's Office followed the recommendation of Rafetlis in benchmarking communities and quantifying the required staffing needs to meet the demand. After examining other communities, who themselves appear understaffed and ill-equipped to meet the long-term professional demands, it was determined that Canton required additional full-time assistance. The first step in the proposal is to upgrade an existing part-time position to full-time in order to prepare for the 2022 election season.

Additionally, a temporary intern position is requested to help perform the required maintenance to the voter precincts in Canton Township and align them to best suit voter preference and future housing development.

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

ACTION REQUESTED:

Approve the creation of a temporary redistricting auditor position and a permanent Clerk III position in the clerk's office.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

Based on the TPOAM Contract, the Clerk III position's salary and benefits are estimated based upon the entry-level position, including all applicable payroll taxes, and estimates for fringe benefits based upon family coverage. The Temporary Redistricting Auditor is estimated to cost \$7,000, while the base salary of the Clerk III position is \$44,414. Eliminating the Continuing Part-Time position will save the Township \$20,000 and the overtime cost of \$3,472.

IMPLEMENTATION PLAN: Human Resources will post the position, applications will be screened prior to the end of the year, and interviews will be scheduled for the second week of January.

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approved

SUPERVISOR'S RECOMMENDATION: Approved

MODEL RESOLUTIONS:

Motion to approve the creation of a Temporary Redistricting Auditor Position and Permanent Clerk III Position in the Clerk's Office and to amend the 2022 Clerk's Budget as indicated:

Increase Expenditure:

Salaries and Wages Full-time - Civilian: 101-215.703_0010: **\$44,414**

Fringe Benefits Various: 101-215.724_XXXX: **\$14,657**

Decrease Expenditure:

Salaries and Wages Part-time: 101-215.703_0015: **\$14,500**

Increase Revenue:

Fee Various: 101-000.607_XXXX: **\$20,000**

Fund Balance Appropriation: 101-000.695: **\$24,571**

ATTACHMENTS: Canton Redistricting Project and Redistricting Auditor

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: December 14, 2021

AGENDA ITEM # G-9

**ITEM: CONSIDER APPROVAL OF TWO RESOLUTIONS APPROVING
SETTLEMENT AGREEMENTS IN THE NATIONAL OPIOID
LITIGATION**

PRESENTER: Anne Marie Graham-Hudak, Supervisor

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: The Board has been asked to adopt two resolutions approving the proposed settlements with some of the defendants in the national opioid litigation. The settlements provide for payments to certain states, who will then be responsible for allocating each respective state's share among the participating local governments. In order to participate in the settlement, the Township must take action before January 2, 2022.

BACKGROUND: In December of 2017, the Board of Trustees authorized the filing of a lawsuit on Canton's behalf against various opioid manufacturers and distributors. Canton's suit was then merged with a number of lawsuits already pending as part of a nationwide class action. Since that time, a number of the defendants have gone out of business and/or filed bankruptcy.

Recently, distributors McKesson, Cardinal Health and AmerisourceBergen and manufacturer Janssen Pharmaceuticals and its parent company Johnson & Johnson have agreed to settlements of the claims against them. Specifically, distributors McKesson, Cardinal Health and Amerisource Bergen have agreed to pay \$21 billion over 18 years and manufacturer Janssen has agreed to pay \$5 billion over 9 years. Of the settlement, \$22.7 billion is earmarked for use by participating states (Michigan is one) and subdivisions (Canton is one) to remediate and abate the impacts of the opioid crises. However, Canton must take affirmative action to participate in the settlement on or before January 2, 2022.

Without taking into account the structured payout of the settlements, the state of Michigan is expected to receive 3.4020234989% of the \$22.7 billion dollar settlement, or a total of \$772,259,334.25. And while there is no guarantee under the proposed settlement that Canton would receive any direct payments, the amount of Michigan's share that is expected to be allocated to Canton is .2353019350% or \$1,814,958.87, likely paid out over between 9-18 years. If Canton is ultimately determined to be eligible to receive any funds from the settlement, such payments will be reduced by money owed to the Township's attorneys for "reasonable litigation expenses" attributable to Canton as well as a 30% legal fee. 85% of any funds received must be spent on opioid remediation. Settlement funds used for any other purpose are required to be reported to the

Settlement Fund Administrator and the above-named defendants, including if they are used for attorneys' fees, investigation costs, litigation expenses, or costs related to the enforcement and operation of the settlement agreement.

The attorneys representing Canton Township in the national litigation have recommended all their clients participate in this settlement.

STRATEGIC PLAN/GOALS: Resolve pending litigation; take advantage of available funds to help mitigate the on-going opioid epidemic.

ACTION REQUESTED: Approve the Resolution Approving Entry of State Local Government Intrastate Agreement Concerning Allocation of Settlement Proceeds in the National Opioids Litigation and approve the Resolution Authorizing Entry of Participation Agreements in Partial Settlement of the National Prescription Opiate Litigation and authorize the Township Supervisor to sign any necessary documents in order to effectuate the settlement.

IMPLEMENTATION PLAN: If approved, copies of the certified resolutions and the signed settlement agreement will be sent to national counsel for the opioid litigation. Once funds are received, they will need to be earmarked for use and accounted for in accordance with the settlement agreements.

DIRECTOR'S RECOMMENDATION:

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION:

SUPERVISOR'S RECOMMENDATION:

MODEL RESOLUTION:

1. I move to approve Resolution Approving Entry of State Local Government Intrastate Agreement Concerning Allocation of Settlement Proceeds in the National Opioids Litigation and authorize the Township Supervisor to sign any necessary documents in order to effectuate the settlement
2. I move to approve the Resolution Authorizing Entry of Participation Agreements in Partial Settlement of the National Prescription Opiate Litigation and authorize the Township Supervisor to sign any necessary documents in order to effectuate the settlement.

ATTACHMENTS:

1. Resolution Authorizing Entry of State Local Government Intrastate Agreement Concerning Allocation of Settlement Proceeds in the National Opioids Litigation, including relevant attachments
2. Resolution Authorizing Entry of Participation Agreements in Partial Settlement of the National Prescription Opiate Litigation, including relevant attachments

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: December 14, 2021

AGENDA ITEM # G-10

ITEM: CONSIDER APPROVAL OF 2.00% ACROSS THE BOARD WAGE INCREASE FOR MERIT (FULL-TIME, NON-UNION) EMPLOYEES AND ELECTED OFFICIALS FOR THE 2022 FISCAL YEAR

PRESENTER: Anne Marie Graham-Hudak, Supervisor

INDIVIDUALS IN ATTENDANCE:

EXECUTIVE SUMMARY: This RBA is intended to address the wage increases for full-time non-union employees for 2022 as well as elected officials.

Merit Employees:

At the Merit Commission meeting held on November 15, 2021 a proposed 2.00% wage increase, which is consistent with the 2022 annual increases for the other internal bargaining units, was recommended for approval by the Merit Commission. Under Ordinance 85, the wages and benefits of classified employees shall be recommended by the Merit Commission, but shall not take effect until approved by the Township Board.

BACKGROUND INFORMATION: In accordance with the Ordinance 85 (Merit Ordinance), and the Merit System Commission's Human Resources Policy Manual, the three-member Merit Commission is charged with recommending the wages and fringe benefits for Merit (Full-time, Non-union) employees. It is our intention to give all full-time employees a 2.00% raise. This RBA accomplishes that for non-union employees. Union employees are covered in their contracts.

STRATEGIC PLAN/GOALS: Keep Canton financially stable while prioritizing organizational climate and cultural development.

ACTION REQUESTED:

Approve the resolution below to accept the 2.00% wage scale increase for Merit Employees.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The funds have been budgeted.

IMPLEMENTATION PLAN: If approved, the wage scales for Merit Employee will be updated and the 2.00% increases will become effective on January 1, 2022.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTIONS:

I move to approve a 2.00% across the board wage scale increase for Merit Employees (full-time non-union employees) and elected officials for the 2022 fiscal year.

ATTACHMENTS: N/A

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: December 14, 2021

AGENDA ITEM # G-11

ITEM: CONSIDER A REQUEST TO WAIVE THE BIDDING PROCESS AND APPROVE AN AGREEMENT FOR CONSULTING SERVICES BETWEEN CANTON TOWNSHIP AND CAPITOL RELATIONS, LLC WITH AN ASSOCIATED BUDGET ADJUSTMENT

PRESENTER: Anne Marie Graham-Hudak, Supervisor

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Given the political climate in Wayne County and the number of issues that impact local government, the need to work with a consulting service to advocate for Canton Township with Wayne County has become a necessity. We are requesting that the Board waive the bidding process and enter into an agreement with Capital Relations, LLC. They are currently the only firm working directly with Wayne County and the timing required for the Township to apply for grants through the County will not allow adequate time to complete an official Request for Proposal process.

BACKGROUND INFORMATION: Canton Township has long been working to obtain grants and funding from Wayne County for various projects and programs. We have done some research with other communities who have had more success and discovered they use a consultant to help lobby for them with the Wayne County Commission. We have several projects lined up that would require funding from Wayne County, and we want to pursue them aggressively. Capitol Relations, LLC has a proven record of success based on research of other communities' successes.

STRATEGIC PLAN/GOALS: Provide Quality Infrastructure/Financial Stability

ACTION REQUESTED: Approve the request to waive the bidding process and approve the contract with Capitol Services, LLC; also approve a budget adjustment and authorize the Township Supervisor to sign on behalf of Canton Township.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: A budget adjustment of \$36,000 to the professional fees expense account (101-261.801_0050) for 2022.

IMPLEMENTATION PLAN: Upon approval, the Township Supervisor will sign the agreement and forward to Capitol Relations LLC.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

1. I move to waive the bidding process and approve a two-year agreement with Capitol Services, LLC for consulting services
2. I move to approve the budget adjustment as follows:

Increase Expenditures: Professional Services	101-261.801_0050	\$36,000
Increase Revenues: Fund Balance Appropriation	101-000.695	\$36,000
3. I move to authorize the Township Supervisor to sign on behalf of Canton Township

ATTACHMENTS:

1. Consulting Agreement

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: December 14, 2021

AGENDA ITEM #G-12

ITEM: Consider Approval of Premium Bonus to Essential Employees other than Elected Officials and the Deputy Supervisor Working During Pandemic

PRESENTER: Anne Marie Graham-Hudak, Supervisor

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Since March 2020, the Township Employees have been going above and beyond during these extraordinary times to provide excellent services and provide a safe environment for our residents. Our Employees have been providing essential services throughout the pandemic, including services from our Public Safety and Fire personnel keeping our community safe, our Public Works staff keeping our water and sewer services operational and safe, our Leisure Services ensuring safe and clean environment for our seniors and residents to enjoy our parks, and our Administrative staff collecting payments from residents, ensuring payroll and our vendors are paid timely. In an effort to recognize the hard-working employees, we are requesting the Board approve a \$1,000 bonus to all full-time employees of the Township and a \$500 bonus to all continuing part-time, part-time staff levels 10 and above who were not provided the \$2.50/hour incentive pay and the public safety aides. This bonus will be paid on January 27, 2022 to those employees who work during the pay period ending January 22, 2022. As this is an eligible use of ARPA funding, we are recommending the Board use this revenue source to pay for the bonuses and approval of the related budget adjustment. Based on the current employees, the total bonus plus FICA taxes is approximately \$430,000. We are asking the Board to amend the budget by \$450,000 to account for changes in personnel or potential accidental omissions of staff from the appropriate classification at the time of this RBA.

STRATEGIC PLAN/GOALS: Organizational Climate and Culture - Recognize Township Personnel for their personal sacrifices, hard work, and dedication while potentially exposing themselves to COVID-19 during the pandemic

ACTION REQUESTED: Consider approval of \$1,000 premium bonus to all full-time employees and \$500 for continuing part time, part time staff levels 10 and above, and the public safety aides who work during the pay period ending January 22, 2022.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: A budget adjustment of \$450,000 with in the ARPA Grant Fund is necessary.

IMPLEMENTATION PLAN: If Board Approval, payroll will issue the appropriate premium based on the levels on the January 27, 2022 pay date.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve a \$1,000 premium bonus to all full-time employees other than elected officials and the Deputy Supervisor and a \$500 premium bonus to all continuing part-time, part time staff levels 10 and above not part of the \$2.50/hour premium incentive, and all Public Safety Aides who work during the pay period ending January 22, 2022 and the related budget amendment as listed below:

Increase Revenues:	285-000.528_0003	Other Grants Federal	\$450,000
Increase Expenditures:	285-706.703_0010	Salaries & Wages Miscellaneous	\$450,000

ATTACHMENTS: None