



**CANTON ADMINISTRATION BUILDING
1150 S. CANTON CENTER ROAD
CANTON, MI 48188
REGULAR BOARD MEETING
APRIL 12, 2022**

To mitigate the spread of the COVID-19 pandemic, protect the public health, and provide essential protections to Canton Township residents; the Canton Township Board of Trustees will also offer this meeting by video teleconference.

Individuals may attend the meeting in person or join the video teleconference by going to:
<https://us02web.zoom.us/j/84298885405>

Or One tap mobile:
1-646-558-8656 (84298885405#) or 1-301-715-8592 (84298885405#)

Or Telephone:
1-646-558-8656 or 1-301-715-8592

Webinar ID: 842 9888 5405

International numbers available: <https://us02web.zoom.us/j/84298885405>

7:00 P.M.:

CALL TO ORDER

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

ADOPTION OF AGENDA

APPROVAL OF MINUTES: MARCH 8, 22 & 29, 2022; APRIL 5, 2022

PUBLIC COMMENT ON AGENDA ITEMS ONLY

PAYMENT OF BILLS

PRESENTATION: YOUTH ADVISORY COUNCIL

RESOLUTION:

- 1) RESOLUTION IN RECOGNITION OF THE 70TH ANNIVERSARY OF THE PLYMOUTH-CANTON BRANCH OF THE AMERICAN ASSOCIATION OF UNIVERSITY WOMEN (AAUW)

CONSENT CALENDAR:

- 1) CONSIDER REMAND OF AMENDMENT TO APPENDIX A – ZONING OF THE CODE OF ORDINANCES REGARDING BLESSING REZONING TO THE PLANNING COMMISSION (MSD)

- 2) CONSIDER CONTRACT AMENDMENT WITH GREAT LAKES CONTRACTING SOLUTIONS, LLC FOR THE 2022 RESIDENTIAL ROADS PROJECT (MSD)
- 3) REQUEST APPROVAL FOR A ONE-YEAR ANNUAL MAINTENANCE AGREEMENT FOR TYLER TECHNOLOGIES NEW WORLD SYSTEMS ERP (FBD)
- 4) REQUEST APPROVAL TO AMEND THE MERS 457 EMPLOYER PARTICIPATION CONTRIBUTIONS (FBD)
- 5) REQUEST APPROVAL TO EXTEND INCENTIVE FOR VACCINATION AGAINST COVID-19 FOR PART-TIME EMPLOYEES (FBD)

GENERAL CALENDAR:

- 1) CONSIDER WAIVING BANNER SIGN PERMIT FEES FOR BUSINESSES ADJACENT TO THE CANTON CENTER ROAD RECONSTRUCTION PROJECT (MSD)
- 2) CONSIDER SITE PLAN APPROVAL FOR PRIVATE ROAD (DESAI COURT) (MSD)
- 3) CONSIDER SITE PLAN FOR FAST FOOD DRIVE-THRU RESTAURANT (DUNKIN' DONUTS) (MSD)
- 4) CONSIDER RESOLUTION TO APPROVE WATER AND SEWER RATES FOR THE 2022 FISCAL YEAR PURSUANT TO PART I, CHAPTER 74 ENTITLED "UTILITIES", ARTICLE II, DIVISION 2, SUBDIVISION II ENTITLED "SCHEDULE OF RATES AND CHARGES", SECTION 74-83 (MSD)
- 5) REQUEST BUDGET AMENDMENTS TO THE 2022 CAPITAL IMPROVEMENT PLAN (FBD)
- 6) REQUEST APPROVAL TO MIGRATE TO THE MICROSOFT GOVERNMENT CLOUD AND OFFICE 365 (ITI)
- 7) CONSIDER RENEWING THE LICENSE PLATE READER ANNUAL SUBSCRIPTION (POLICE)
- 8) CONSIDER APPROVING PURCHASE OF HIGH-SPEED ADDRESS PRINTER (CLERK)
- 9) CONSIDER APPOINTMENTS TO HISTORIC DISTRICT COMMISSION (HDC) (SUPERVISOR)

PUBLIC COMMENT
BOARD COMMENT
ADJOURN

ACCESS TO PUBLIC MEETINGS

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

**Charter Township of Canton
Board Proceedings – March 8, 2022**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, March 8th, 2022, in-person. Supervisor Graham-Hudak called the meeting to order at 6:00 p.m.

Motion by Borninski, supported by Foster to appoint Treasurer Slavens as temporary secretary for this meeting only. Motion carried by all members present.

Members Present: Borninski, Foster, Graham-Hudak, Slavens

Members Absent: Ganguly, Siegrist, Sneideman

Adoption of Agenda:

Motion by Slavens, supported by Foster to adopt the agenda as amended with moving recognitions before closed session. Motion carried unanimously.

Retirement Recognitions

Closed Session:

**Discuss Pending Litigation (Hunter vs Canton)
Strategy Session Related to Collective Bargaining**

Motion by Slavens, supported by Borninski to go into closed session under Sections 8(c) and 8(e) of the Open Meeting Act, for the purposes of strategy connected with the negotiation of a collective bargaining agreement and legal consultation regarding trial or settlement strategy in connection with pending litigation (Hunter vs. Canton). Motion carried unanimously by roll call vote.

Motion by Slavens, supported by Borninski to open session. Motion carried unanimously by roll call vote.

Approval of Minutes:

Motion by Slavens, supported by Borninski to approve the February 22, 2022 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 March 8, 2022		
101	GENERAL FUND	408,086.08
204	ROADS FUND	3,123.25
206	FIRE FUND	430,667.52
207	POLICE FUND	1,137,900.50
208	SUMMIT OPERATING (General)	51,740.15
219	STREET LIGHTING	22,105.00
230	CABLE TV FUND	13,105.73
246	TWP (COMMUNITY) IMPROVEMENT	0.00
248	DDA - CANTON	10,639.29
261	E-911 UTILITY	0.00
265	ORGANIZED CRIME - DRUG ENFORCEMENT	0.00
274	CDBG	0.00
276	NSP GRANTS FUND	0.00
285	AMERICAN RESCUE PLAN ACT	181.16
301	ENERGY PROJECT DEBT SVCE FUND	0.00
302	CAPITAL PROJECT DEBT SERVICE	0.00
401	CAP PROJ - ENERGY PROJECT	0.00
402	CAP PROJ - SUMMIT CONSTR	0.00
403	CAP PROJ - ROAD PAVING	0.00
584	GOLF FUND	12,640.70
592	WATER & SEWER FUND	742,829.59
596	SOLID WASTE	2,168.01
661	FLEET	34,881.14
701	TRUST & AGENCY FUND	0.00
702	CUSTODIAL FUND	5,555.70
736	POST EMPLOYMENT BENEFITS	20,913.90
852	SPECIAL ASSESSMENT DEBT	0.00
TOTAL - ALL FUNDS		2,896,537.72

Public Comment: Public comment was held, no comments

Public Hearing:

Item PH-1. Consider Holding the Public Hearing for the 2022 Sidewalk Repair Program

Motion by Slavens, supported by Borninski to open the Public Hearing to hear comments relating to the sidewalk repairs pursuant to the Township Sidewalk Ordinance, Sidewalk Repair Program Policy and as provided in Public Act 80 of the Public Acts of 1989. Motion carried unanimously by roll call vote.

Motion by Slavens, supported by Borninski to close the Public Hearing after hearing the comments relating to the sidewalk repairs to the Township Sidewalk Ordinance, Sidewalk Repair Program Policy and as provided in Public Act 80 of the Public Acts of 1989. Motion carried unanimously by roll call vote.

Motion by Slavens supported by Borninski to adopt the attached resolution requiring replacement of sidewalks in Cherry Knoll Estates #1, Cherry Knoll Estates #2, Cobblestone Ridge #1, Cobblestone Ridge #2, Cobblestone Ridge #3, Cobblestone Ridge #4, Embassy Square, Fellows Creek, Grand Oaks, Meadowbrook #1, Meadowbrook #2, Savannah Pointe, and miscellaneous locations as indicated on the attached list and published in the Canton Eagle on February 17, 2022 & March 3, 2022. Motion carried unanimously by roll call vote.

Consent Calendar:

Item C-1. Consider Second Reading of an Amendment to Appendix A – Zoning of the Code of Ordinances Regarding MCPT Michigan Avenue, LLC Rezoning

Motion by Slavens, supported by Borninski to remove from the table and hold the second reading of the proposed amendment to Appendix A – Zoning of the Code of Ordinances of the Charter Township of Canton as provided in the attached ordinance, which rezones tax parcel nos. 71-128-99-0005-702 and 71-128-99-0006-703 from GI, General Industrial to C-3, Regional Commercial.

Further, move to adopt and publish the second reading of the ordinance amending Appendix A – Zoning of the Code of Ordinances of the Charter Township of Canton which rezones tax parcel nos. 71-128-99-0005-702 and 71-128-99-0006-703 from GI, General Industrial to C-3, Regional Commercial.

Motion carried unanimously.

Item C-2. Consider Approval of the Resolutions for Three Annual Permits and Authorizing the Township Clerk's Signature for Work Within the Wayne County Right-of-Way During 2022

Motion by Slavens, supported by Borninski to approve the following resolutions as presented.

Resolution 1: Permit A-22038 allowing for routine maintenance of sanitary sewers and water mains including inspection and repair, along with dust palliative applications, sidewalk repair and replacement, to authorize the Township Clerk as the designated officer to sign the 2022 Annual Permit for Wayne County Department of Public Services.

Resolution 2: Permit A -22093 allowing the Township to occupy the right-of-way for pavement repair and restoration in 2022, and authorize the Township Clerk as the designated officer to sign the 2022 Annual Permit for Wayne County Department of Public Services.

Resolution 3: Permit A-22081 allowing the Township to perform Special Events which temporarily occupy the Wayne County Road right-of-way in 2022, and authorize the Township Clerk as the designated officer to sign the 2022 Annual Permit for Wayne County Department of Public Services.

Resolutions passed pnamimously.

Item C-3. Consider Approval of the Purchase of Two Dump Trucks for the Water and Sewer Department and an Associated Budget Amendment to the 2022 Water and Sewer Budget

Motion by Slavens, supported by Borninski to approve the to approve the following budget amendment to the 2022 Water and Sewer Budget:

Increase Expenditures:

Water – Capital Outlay Vehicles	Account # 592-536-970_0040	\$4,062
---------------------------------	----------------------------	---------

Decrease Expenditures:

W&S – Maintenance and Repair Vehicle	Account # 592-536-930_0040	\$4,062
--------------------------------------	----------------------------	---------

Further, move to approve issuing purchase orders for the purchase of two (2) Dump Trucks in the amount of \$206,197.00 for the Cab and Chassis to Wolverine Freightliner-Eastside Inc located at 107 S, Groesbeck Mt.Clemens Mi 48043 and to Truck &Trailer Specialties Inc in the amount of \$102,865 located at 900 Grand Oak Drive Howell MI 48843.

Motion carried unanimously.

Item C-4. Consider Approving a Merit Commission Recommendation for Position Reclassifications in Leisure Services

Motion by Slavens, supported by Borninski to approve the Merit Commission recommendation to reclassify the current Grade 3 position of Facilities Specialist, to a Grade 4 position of Recreation Specialist – Community Center and the current Grade 4 position of Communication Specialist, to a Grade 6 position of Senior Marketing and Communication Administrator. Motion carried unanimously.

Item C-5. Request for Resolution of Local Body of Government to Recognize “Canton Command Officers Association” as a Nonprofit in the Community for Purposes of Making an Application for a “Charitable Gaming License” to the Bureau of State Lottery.

Motion by Slavens, supported by Borninski to approve the resolution for the “Canton Command Officers Association” 1150 S. Canton Center Road, Canton, Michigan 48188 to be recognized as a non-profit organization for the purpose of obtaining a charitable gaming license. Resolution passed unanimously.

General Calendar:

Item G-1. Consider Approval of Greenland & Saj Planned Development District

Motion by Slavens, supported by Borninski to approve resolution as presented.

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

Approval of Minor Planned Development District for Greenland & Saj

WHEREAS, the Project Sponsor has requested approval of a Planned Development District for Greenland & Saj on property located at the southwest corner of Cherry Hill Rd. and Denton Rd.; and,

WHEREAS, the Planning Commission reviewed the Planned Development Plan and Planned Development Agreement, and voted 8-0 to recommend approval of the request, with conditions, as it meets the criteria for a planned development, results in definite benefits to the community, and complies with the applicable site design 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 Greenland & Saj Planned Development District on tax parcel no. 073-99-0001-706 at 49491 Cherry Hill Road, as proposed in the Planned Development Agreement and plan documents, subject to the following conditions: (1) revising the plans to address the Zoning Ordinance compliance items noted by staff, including lighting fixtures, compactor gate height, and directional arrows; (2) prohibiting the left turn onto Denton from the site and directing this market traffic to exit via Market Square Dr.; and (3) acceptance of the Traffic Impact Study findings, conclusions, and proposed improvements by Wayne County.

Resolution passed unanimously.

Item G-2. Consider Award of a Contract to Al's Asphalt Paving Company for Paving of Three Parking Lots in Heritage Park and an Award to Wade/Trim Associates for Construction Engineering and Testing Services

Motion by Slavens, supported by Borninski to approve the following Budget Adjustment:

Increase Revenue:

401-000.695 Fund Balance Appropriation	\$1,245,849.93
--	----------------

Increase Expenditures:

401-441.970_0050 Capital Outlay Infrastructure	\$1,245,849.93
--	----------------

Further, move to award a construction contract to Al's Asphalt Paving Co. for the Heritage Park paving projects in the amount of \$1,070,808.50 with a 5% contingency of \$53,540.43 for a total contract of \$1,124,348.93 from the Fund 401-441.970_0050.

Further, move to award a contract extension to Wade Trim Associates for engineering services on the Heritage Park paving projects in the amount of \$121,500 (Attachment 3 – WTA Proposal) from 401-441.970_0050.

Motion carried unanimously.

Item G-3. Consider Approval of an Inter-Governmental Agreement between Wayne County and Canton Township for Barn Replacement at Preservation Park

Motion by Slavens, supported by Borninski to authorize the Supervisor to sign the Intergovernmental Agreement between Wayne County and Canton Township for the Replacement of the historic barn located in Preservation Park and to authorize the Finance Department to make necessary budget adjustments to the 2022 Budget to record the Wayne County contribution and the related expenditures. Motion carried unanimously.

Additional Public comment was held.

Additional Board comment was held.

Adjourn: Motion by Slavens, supported by Foster to adjourn the meeting at 7:00 p.m. Motion carried unanimously.

Dian Slavens, Treasurer

Anne Marie Graham-Hudak, Supervisor

**Charter Township of Canton
Board Proceedings – March 22nd, 2022**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, March 22nd, 2022, in-person. Supervisor Graham-Hudak called the meeting to order at 6:05 p.m.

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

Closed Session:

Motion by Siegrist, supported by Slavens to go into closed session to consider material exempt from discussion or disclosure by state or federal statute, and particularly the discussion of attorney's written legal memorandum. mcl 15.268(h). Motion carried unanimously.

Motion by Siegrist, supported by Sneideman to open from closed session. Motion carried unanimously.

Adoption of Agenda:

Motion by Siegrist, supported by Slavens to adopt the agenda as amended with the addition of G-0. Motion carried unanimously.

Approval of Minutes:

Motion by Siegrist, supported by Foster to approve the March 1, 2022 Board minutes as presented. Motion carried unanimously.

Recognition:

Motion by Graham-Hudak, supported by Siegrist to recognize Canton Leisure Services for winning the 2021-2022 MParks Innovative Recreation Programming Award.

Public Comment: Public comment was held.

Payment of Bills:

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

CHARTER TOWNSHIP OF CANTON EXPENDITURE RECAP FOR THE TOWNSHIP BOARD MEETING OF March 22, 2022		
101	GENERAL FUND	1,485,509.08
204	ROADS FUND	68,905.92
206	FIRE FUND	1,419,021.36
207	POLICE FUND	1,579,602.63
208	SUMMIT OPERATING (General)	142,714.65
219	STREET LIGHTING	0.00
230	CABLE TV FUND	12,571.47
246	TWP (COMMUNITY) IMPROVEMENT	15,520.00
248	DDA - CANTON	20,103.58
261	E-911 UTILITY	6,585.08
265	ORGANIZED CRIME - DRUG ENFORCEMENT	47,722.16
274	CDBG	442.32
276	NSP GRANTS FUND	0.00
285	AMERICAN RESCUE PLAN ACT	0.00
301	ENERGY PROJECT DEBT SVCE FUND	0.00
302	CAPITAL PROJECT DEBT SERVICE	0.00
401	CAP PROJ - ENERGY PROJECT	55,916.53
402	CAP PROJ - SUMMIT CONSTR	0.00
403	CAP PROJ - ROAD PAVING	0.00
584	GOLF FUND	130,132.49
592	WATER & SEWER FUND	1,480,923.94
596	SOLID WASTE	315,468.86
661	FLEET	78,506.73
701	TRUST & AGENCY FUND	60.00
702	CUSTODIAL FUND	0.00
736	POST EMPLOYMENT BENEFITS	52,040.75
852	SPECIAL ASSESSMENT DEBT	0.00
TOTAL - ALL FUNDS		6,911,747.55

Study Session: Water And Sewer Rates

Public comment was held.

Consent Calendar:

Item C-1. Consider Approval of Annual Maintenance & Technical Support Agreement for Cityworks Asset Management Software

Motion by Siegrist, supported by Borninski to approve payment of the Annual Software Maintenance and Technical Support Agreement for Cityworks from Azteca Systems, Inc., 11075 South State St., Suite 24, and Sandy, UT 84070 and approve a purchase order for a not-to-exceed amount of \$46,200. Motion carried unanimously.

Item C-2. Consider Award of a Purchase Order Contract to Bell Equipment Company for an Envirosight Rovver X HD Camera as Bid Through the State of Michigan MI-DEAL Purchasing Program

Motion by Siegrist, supported by Borninski to award a purchase order contract to Bell Equipment Company located at 78 Northpointe Drive Lake Orion Mi 48359 for an amount of \$100,333.40 for a Envirosight Rovver X HD Sewer Camera system as bid through the State of Michigan MI-DEAL Purchasing Program. Motion carried unanimously.

Item C-3. Resolution Declaring the Month of April as “Fair Housing Month” in Canton Township

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

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

Resolution Declaring the Month of April as “Fair Housing Month” in Canton Township

WHEREAS, the year 2022 marks the 54th anniversary of the passage of the Federal Fair Housing Act: Title VIII of the Civil Rights Act of 1968, as amended; and

WHEREAS, this law guarantees that housing throughout the United States should be made available to all citizens without regard to race, color, religion, sex, family status, disability or national origin; and

WHEREAS, equality of opportunity for all is a fundamental policy of this nation, state and township; and

WHEREAS, barriers which diminish the rights and limit the options of any citizen will ultimately diminish the rights of all citizens.

NOW THEREFORE BE IT RESOLVED, that the Charter Township of Canton Board of Trustees designates the month of April 2022 as “Fair Housing Month” in Canton Township. We encourage the residents of our community to join in this observance.

Resolution passed unanimously.

General Calendar:

Item G-0. Consider Approving a One-Year Contract for Grant Writing Services with Davis Kirksey Associates, Inc., and Associated 2022 Budget Amendments

Motion by Siegrist, supported by Slavens to approve a one-year contract for grant writing services with David Kirksey Associates, Inc., in the amount of \$36,000. And to approve the amendments to the 2022 General Fund, Fire and Police Budgets as presented.

Increase 2022 Revenues:

General Fund – Fund Balance Appropriations	#101-000-695	\$12,000
Fire Fund – Fund Balance Appropriations	#206-000-695	\$12,000
Police Fund – Fund Balance Appropriations	#207-000-695	\$12,000

Increase 2022 Appropriations:

General Fund – Professional Contracted Services	#101-261-801_0050	\$12,000
Fire Fund - Professional Contracted Services	#206-336-50.801_0050	\$12,000
Police Fund – Professional Contracted Services	#207-301-50.801_0050	\$12,000

Motion carried unanimously.

Item G-1. Consider Contract Amendment with Great Lakes Contracting Solutions, LLC for the Canton Center, Ford to Warren Full Reconstruct Road Project & Approve a Contract Amendment with Fishbeck LLC for Construction Engineering and Testing

Motion by Siegrist, supported by Foster to approve the following budget amendment as presented and awarding a construction contract amendment and purchase order to Great Lakes Contracting Solutions, LLC. for the Canton Center Road (Ford to Warren) Project in the amount of \$4,498,037.92 with a 10% contingency of \$449,803.79 for a total contract amount of \$4,947,841.71 from the Fund #204-446-11.970_0050.

Increase Revenue:

204-000.695	Fund Balance Appropriation	\$ 2,189,754
-------------	----------------------------	--------------

Increase Expenditure:

204-446-11.970_0050	Major Roads Capital Outlay Infrastructure	\$2,189,754
---------------------	---	-------------

Motion carried unanimously.

Motion by Siegrist, supported by Borninski to award a contract amendment and purchase order to Fishbeck LLC under their existing master services agreement for CE Services on the Canton Center Road (Ford to Warren) Project for an amount not to exceed \$450,000 from the Fund #204-446-11.970_0050. Motion carried unanimously.

Item G-2. Consider Approval of a Purchase Order to Carey & Paul Group for Entertainment at the Thursday Night LIVE Concert Series

Motion by Siegrist, supported by Slavens to approve a purchase order to Carey & Paul Group, P.O. Box 187, Troy, MI 48099 in the amount of \$11,000 to be paid from account #101-756-59.801_0070– Professional and Contractual Services. Motion carried unanimously.

Item G-3. Consider Acceptance of Masco Corporation Lead #LikeAGirl Sponsorship of \$10,000 and Transpire Sponsorship of \$5,000 and Consider Approval of Related Budget Adjustments.

Motion by Siegrist, supported by Borninski to accept the sponsorship from the Masco Corporation for the B.L.O.C.K. Youth and Teen Center programs for the sum of \$15,000 and to approve the budget amendments as presented.

Increase Revenues:

101-756-62.675	Donations	\$2,000
----------------	-----------	---------

Increase Expenses:

101-756-62.801_0050	Contractual Services	\$2,000
---------------------	----------------------	---------

Motion carried unanimously.

Item G-4. Consider Approval for the Creation of Two Full Time Park Laborer Positions for the Leisure Service Department

Motion by Siegrist, supported by Slavens to approve the 2022 budget amendment as presented and to approve the creation of two (2) full time Park Laborer positions for the Parks Division in the Leisure Services Department.

Increase Expenses

101-752-50.703_0010	Salaries & Wages Full Time	\$66,716
101-752-50.724_XXXX	Various Fringe Benefits	\$46,350

Increase Revenue

101-000.695	Fund Balance Appropriation	\$113,066
-------------	----------------------------	-----------

Motion carried unanimously.

Item G-5. Consider Approval of Amended Agreement with Dancin' Feet at the Summit on the Park

Motion by Siegrist, supported by Slavens to approve the amendment of the Dancin' Feet Agreement to pay \$20,000 to Canton Township for the 2021-2022 dance season. Motion carried unanimously.

Item G-6. Consider Approving the Addition of One Deputy Chief Position and Three Police Officer Positions with an Associated Amendment to the 2022 Police Budget

Motion by Siegrist, supported by Slavens to approve the addition of one Deputy Chief position and three police officer positions, increasing the overall sworn officer count from 96 to 100 and to approve the amendment to the 2022 Police Budget for six months of salaries/fringes as presented.

Increase 2022 Police Revenues:

Police Fund Balance Appropriation:	#207-000-695	\$214,846
------------------------------------	--------------	-----------

Increase 2022 Police Appropriations:

Police Admin Salaries & Wages (various):	#207-301-50.703 _XXXX	\$65,112
Police Patrol Salaries & Wages (various):	#207-301-30.703 _XXXX	\$78,306
Police Admin Fringe Benefits (various):	#207-301-50.724 _XXXX	\$23,332
Police Patrol Fringe Benefits (various):	#207-301-30.724 _XXXX	\$48,096

Motion carried unanimously.

Item G-7. Redistricting Auditor Adjustment

Motion by Siegrist, supported by Sneiderman to authorize the Clerk to utilize the \$7,000 approved for the Redistricting Auditor position as a independent contractor payment in lieu of an hourly employee payment model. Motion carried unanimously.

Item G-8. Consider 4-Year Priority Based Budgeting Software Agreement with ResourceX

Motion by Siegrist, supported by Borninski to waive the bidding requirement of the purchasing policy and approve a four-year priority-based budgeting software agreement and related implementation assistance with ResourceX for a first-year cost of \$75,000 followed by \$35,000 per year for years 2-4 and to approve the budget amendment as presented.

Increase Expenditures:

101-210.930_0015	Maintenance and Repairs Software	\$75,000
------------------	----------------------------------	----------

Increase Revenue:

101-000.695	Fund Balance Appropriation	\$75,000
-------------	----------------------------	----------

Motion carried unanimously.

Item G-9. Request Approval of Meraki Cloud Service Renewal

Motion by Siegrist, supported by Sneideman to approve the renewal of Cisco Meraki Wireless Cloud Services for a period of 3 years in an amount not to exceed \$12,208. Motion carried unanimously.

Additional Public comment was held.

Additional Board comment was held.

Adjourn: Motion by Siegrist, supported by Foster to adjourn the meeting at 9:24pm. Motion carried unanimously.

Michael A. Siegrist, Clerk

Anne Marie Graham-Hudak, Supervisor

**Charter Township of Canton
Board Proceedings – March 29, 2022**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, March 29, 2022 in person. Supervisor Graham-Hudak called the meeting to order at 6:00 p.m.

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

Members Absent: None

Adoption of Agenda:

Motion by Siegrist, supported by Slavens to adopt the agenda with the addition of R-1. Motion carried unanimously.

Resolutions:

Item R-1. Consider Resolution to declare April as Sikh Awareness and Appreciation Month in Canton Township and recognizing the Sikh Community and Celebrating the Heritages and Cultures of Sikhs and the Contributions of the Sikh Community to Canton Township

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

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

Resolution to declare April as Sikh Awareness and Appreciation Month in Canton Township and recognizing the Sikh Community and Celebrating the Heritages and Cultures of Sikhs and the Contributions of the Sikh Community to Canton Township

WHEREAS, Sikhism is the fifth largest religion in the world today and is a monotheistic faith founded in the Punjab region of India approximately 500 years ago;

WHEREAS, the Sikh religion is based on a belief in one God, universal equality, and basic values of truth, nonviolence, tolerance, and peace;

WHEREAS, most of the world's 25 million Sikhs live in India, but more than 500,000 have made the United States their home;

WHEREAS, for over a century, thousands of Sikh Americans have been making valuable contributions to every aspect of American society; in agriculture, information technology, small businesses, the hotel industry, trucking, medicine, technology, public and military service;

WHEREAS, Sikh Americans endeavor to enhance understanding and respect among people of different religions and aspire to see a peaceful and diverse community where everyone is treated equally;

WHEREAS, the Sikh-American community continues to peacefully overcome attacks on its identity and practices, whether in the form of school harassment, employment discrimination, or fatal shootings;

WHEREAS, Canton Township stands with the Sikh community in denouncing hate crimes directed toward any individual based on their religious beliefs; and

WHEREAS, our nation, our state and our township are enriched by the unparalleled diversity of our residents.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of the Charter Township of Canton celebrates the contributions Sikh Americans have made to society, and does hereby declare April as Sikh Appreciation and Awareness Month in in Canton Township. We encourage our residents, employees, and the larger community, to join us in this special observance.

Resolution passed unanimously.

General Calendar:

Item G-1. Consider Approval of New Precinct Map & Polling Locations - Precinct Auditor Conclusion

Motion by Siegrist, supported by Borninski to approve the new precinct boundaries and polling locations as presented, and the associated costs related to mailing the legally required notices. Further, to authorize the Clerk to make minor changes as it relates to correcting errors in the precinct maps as needed. Motion carried unanimously.

Study Session:

- 1) Communications

Public Comment:

Public comment was held.

Adjourn: Motion by Siegrist, supported by Slavens to adjourn the meeting at 7:59pm. Motion carried unanimously.

Michael A. Siegrist, Clerk

Anne Marie Graham-Hudak, Supervisor

**Charter Township of Canton
Board Proceedings – April 5, 2022**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, April 5, 2022 in person. Clerk Siegrist called the meeting to order at 6:00 p.m.

Motion by Foster to appoint Treasurer Slavens as President Pro Tem for this meeting only.
Motion carried by all members present.

Members Present: Borninski, Foster, Siegrist, Slavens, Sneideman

Members Absent: Ganguly, Graham-Hudak

Adoption of Agenda:

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

Study Session:

- 1) Embedded Social Worker, Police Clinician Programming – Next Steps

Public Comment:

Public comment was held.

Adjourn: Motion by Siegrist, supported by Foster to adjourn the meeting at 7:36 p.m. Motion carried unanimously.

Michael A. Siegrist, Clerk

Dian Slavens, Treasurer

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

**Resolution in Recognition of the 70th Anniversary of the Plymouth-Canton
Branch of the American Association of University Women (AAUW)**

Whereas the American Association of University Women (AAUW), officially founded in 1881, is a non-profit organization that advances equity for women and girls through advocacy, education, and research, whose mission is to advance gender equity for women and girls through research, education, and advocacy;

Whereas the Michigan AAUW is celebrating its 100th anniversary in 2022;

Whereas this year marks the 70th anniversary of the Plymouth-Canton branch of the AAUW, and on April 21st they will be celebrating that milestone, as well as honoring one of their original members;

Whereas the Plymouth-Canton American Association of University Women are an active branch that is committed to achieving equity for women and girls; and

Whereas the Plymouth-Canton American Association of University Women yearly provide a live drama for children of all ages which raises the majority of scholarship monies for local women; now, therefore be it

Resolved, that the Canton Township Board of Trustees recognizes April 21st, 2022 as the 70th anniversary of the Plymouth-Canton branch of the American Association of University Women, and is grateful for their work on behalf of women and girls.

Ayes:

Nays:

Abstain:

Absent:

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: April 12, 2022

AGENDA ITEM #C-1

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

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: Joe Skore (Pulte Homes of Michigan), on behalf of Rebecca J. Blessing and Mike Noles (The Umlor Group)

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

At its meeting on March 7, 2022, the Planning Commission voted 6-0 to recommend denial of the application. However, the Planning Commission’s motion did not include any findings of fact including, but not limited to, the required review considerations of Section 27.06(D)(4) of the Zoning Ordinance. Therefore, a motion to remand the application back to the Planning Commission is proposed for consideration by the Township Board of Trustees. If the application is remanded to the Planning Commission, the Planning Commission must adopt findings of fact in its motion that include the required review considerations of Section 27.06(D)(4) of the Zoning Ordinance.

BACKGROUND AND ANALYSIS:

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

Net Acres: 31.5 acres

Existing Land Use(s): Vacant

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

Surrounding Zoning and Land Uses:

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

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

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

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

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

Surrounding Comprehensive Plan Future Land Use Map Classifications:

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

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

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

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

Review Considerations Presented to the Planning Commission on March 7, 2022: Section 27.06(D)(4) of the Zoning Ordinance consists of 10 standards of review to be considered prior to action. Based on our review of the application materials, the Comprehensive Plan, and the site area, the Planning Services Division's March 7, 2022 staff review to the Planning Commission stated that the application meets each of the 10 rezoning standards of review as follows:

- (1) The proposed amendment will be in accordance with the basic intent and purpose of the Zoning Ordinance, as the amendment is consistent with the Comprehensive Plan whose policies the Zoning Ordinance is intended to implement.
- (2) The proposed amendment is consistent with the Comprehensive Plan of the Township. The Future Land Use Map of the Comprehensive Plan designates the subject property as Very Low Density Residential, which recommends a density of 1 dwelling unit per acre. The proposed R-1 zoning district permits a density of 1 dwelling unit per acre.
- (3) Conditions have changed since the Zoning Ordinance was adopted, as the owners of the subject parcel desire to sell their property for the purposes of development in accordance with the Master Plan and Zoning Ordinance. The demand for single-family residential use continues in Canton Township and the availability of large, undeveloped parcels in the community is more scarce.
- (4) The amendment will correct an inequitable situation created by the Zoning Ordinance rather than grant special privileges because the Comprehensive Plan recommends a zoning of 1 unit per acre and the subject parcel is adjacent to the R-1 district. Other properties in the Very Low Density Residential Future Land Use classification have been rezoned to R-1 in recent years for similar purposes.
- (5) The amendment will not result in exclusionary zoning, as the amendment is a result of an application by the owner of the subject property, and the subject parcel is adjacent to R-1 zoned properties across Warren Rd. The density of the proposed R-1 zoning district is in accordance with the recommended density of 1 unit per acre by the underlying Future Land Use classification of Very Low Density Residential.
- (6) The amendment will not set an inappropriate precedent, as it is consistent with the Comprehensive Plan policies and Future Land Use Map, and the subject parcel is adjacent to R-1 zoned properties across Warren Rd. As noted above, other properties in the Very Low Density Residential Future Land Use classification have been rezoned to R-1 in recent years for similar purposes.

- (7) The proposed rezoning is consistent with the existing land uses of surrounding property. All existing surrounding land uses are detached single-family residential uses, which is a permitted use in the proposed R-1 zoning district.
- (8) If the proposed rezoning is approved, it appears that all of the requirements of the proposed zoning classification can be complied with R-1 development requirements. The proposed R-1 site will comply with the standards of the R-1 district for minimum lot area (1 acre), minimum lot width (150 ft.), and maximum lot depth-to-lot width ratio (3 times). However, specific development requirements will be addressed at the time of site plan review and, if applicable, Planned Development District review.
- (9) The proposed zoning, R-1, Single Family Residential, is consistent with the trends in land development in the general vicinity of the subject property, as the subject parcel is adjacent to R-1 zoned properties, which consist of single-family residential development.
- (10) The subject property is proposed to be serviced by water and sanitary sewer service, which is available in the area. Warren Rd and Napier Rd are unpaved in the area, and the road capacity and traffic impact will be addressed during subsequent site plan review and, if applicable, Planned Development District review. The Comprehensive Plan, which recommends a density of 1 unit per acre, recognizes a synchronous relationship between the Township's Sanitary Sewer Master Plan and the Comprehensive Plan. Therefore, there is expected capacity in the water and sewer systems to serve the subject property in accordance with the density recommended by the Master Plan Future Land Use Map.

Additional Review Considerations Recommended by Planning Division Staff: After reviewing the public comments and Planning Commission discussion at the March 7, 2022 meeting, Planning Division staff recommends that the following findings of fact be considered by the Planning Commission:

- The following properties within 1 mile of the subject site are classified as Very Low Density Residential on the Future Land Use Map of the Comprehensive Plan and have been rezoned to R-1 in recent years:
 - 024-RZ-6682, which was approved in 2021 to rezone 3.8 acres on the north side of Warren Rd., west of Ridge Rd., from RR to R-1.
 - 024-RZ-5187, which was approved in 2019 to rezone 14.75 acres on the west side of Ridge Rd., north of Warren Rd., from RR to R-1.
 - 025-RZ-3230, which was approved in 2016 to rezone 26.75 acres on the south side of Warren Rd., west of Ridge Rd., from RR and RE, Rural Estate to R-1.
- The following residential developments within 1 mile of the subject site are classified as Very Low Density Residential on the Future Land Use Map of the Comprehensive plan and are currently zoned R-1:
 - Pilgrim Hills Estates, which is a 91-unit residential subdivision located on the north side of Warren Rd. and east side of Napier Rd.
 - Hampton Ridge South, which is an 84-unit residential site condominium located on the north side of Warren Rd. between Napier Rd. and Ridge Rd.
 - Westchester, which is a 112-unit residential site condominium located on the south side of Warren Rd. and west side of Ridge Rd.
 - Ridge Creek, which is a 22-unit residential PDD that has not yet received site plan

approval, located on the south side of Warren Rd. between Napier Rd. and Ridge Rd.

- Arbor Glen, which is a 36-unit residential site condominium located on the west side of Ridge Rd., north of Warren Rd.
 - While the issue of flooding was discussed during the Planning Commission's public hearing on March 7, 2022, the FEMA floodplain map (map 26163C0185E) indicates that there are no floodplains on the subject site. The stormwater management of a proposed development is addressed later in the process at the time of site plan review and/or Planned Development review when the stormwater management plan is designed by an applicant's engineer and reviewed by County and Township engineers.
 - Although the issue of traffic impact was discussed during the Planning Commission's public hearing on March 7, 2022, a traffic impact study is not a requirement for a rezoning application and the traffic impact of a specific project is addressed later in the process at the time of site plan review and/or Planned Development review when a traffic study is submitted by an applicant's traffic engineer and reviewed by County and Township engineers or engineering consultants.
- **Community Planner's Recommendation:** Remand the proposed amendment to Appendix A – Zoning of the Code of Ordinances of the Charter Township of Canton on tax parcel no. 71-026-99-0003-000 to the Planning Commission for additional findings of fact including, but not limited to, the required review considerations of Section 27.06(D)(4) of the Zoning Ordinance in its motion.
- **Planning Commission Recommendation:** At its meeting on March 7, 2022, the Planning Commission voted 6-0 to recommend denial of the request to rezone parcel nos. 71-026-99-0003-000 from RR, Rural Residential to R-1, Single Family Residential. However, the Planning Commission's motion did not include any findings of fact including, but not limited to, the required review considerations of Section 27.06(D)(4) of the Zoning Ordinance.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Remand the proposed amendment to Appendix A – Zoning of the Code of Ordinances of the Charter Township of Canton on tax parcel no. 71-026-99-0003-000 to the Planning Commission for additional findings of fact including, but not limited to, the required review considerations of Section 27.06(D)(4) of the Zoning Ordinance in its motion.

BUDGET IMPLICATION & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: N/A

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: Approval

ENGINEERING SERVICES DIVISION'S RECOMMENDATION: N/A

FIRE MARSHAL'S RECOMMENDATION: N/A

BUILDING OFFICIAL’S RECOMMENDATION: N/A

FINANCE AND BUDGET DIRECTOR’S RECOMMENDATION: N/A

SUPERVISOR’S RECOMMENDATION: Approval

MODEL MOTION: I move to remand the proposed amendment to Appendix A – Zoning of the Code of Ordinances of the Charter Township of Canton on tax parcel no. 71-026-99-0003-000 to the Planning Commission for additional findings of fact including, but not limited to, the required review considerations of Section 27.06(D)(4) of the Zoning Ordinance in its motion.

ATTACHMENTS:

1. Planning Commission Minutes
2. Rezoning Criteria
3. Maps

NEXT STEPS: If the application is remanded to the Planning Commission, the Planning Commission must adopt findings of fact in its motion that include the required review considerations of Section 27.06(D)(4) of the Zoning Ordinance.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: April 12, 2022

AGENDA ITEM: #C-2

ITEM: Consider Contract Amendment with Great Lakes Contracting Solutions, LLC for the 2022 Residential Roads Project

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: In November 2021 the Township Board approved the extension of the contract with Great Lakes Contracting Solutions, LLC to perform the 2022 Residential Roads Project. Engineering Services (ES) recommends approval of the contract with Great Lakes Contracting Solutions, LLC (Great Lakes) for the Residential Roads Project in the amount of \$1,680,000.00 with a 10% contingency of \$168,000.00 for a total contract amount of \$1,848,000.00 (Attachment 1).

BACKGROUND: In November 2021 when the Township Board approved the extension of the contract with Great Lakes, the project construction cost was estimated at \$1,600,000 with the final contract amount to be determined in a future RBA.

STRATEGIC PLAN/GOALS: Board Goal: Quality Infrastructure

ACTION REQUESTED: Approve the contract with Great Lakes for the Residential Roads Project in the amount of \$1,680,000.00 with a 10% contingency of \$168,000.00 for a total contract amount of \$1,848,000.00.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The funds for the Residential Roads Project will come from the Road Construction Fund, 204-446-12.970_0050 Local Road Capital Outlay. The Following Budget Amendment is needed:

Increase Revenue:

204-000.695 Fund Balance Appropriation	\$ 518,134
--	------------

Increase Expenditure:

204-446-12.970_0050 Local Road Capital Outlay Infrastructure	\$518,134
--	-----------

IMPLEMENTATION PLAN: Upon Board approval, ES and Finance will complete the contract with Great Lakes Contracting Solutions, LLC. and establish the purchase orders.

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION(S):

1.I move to approve the following Budget Amendment:

Increase Revenue:

204-000.695 Fund Balance Appropriation	\$ 518,134
--	------------

Increase Expenditure:

204-446-12.970_0050 Local Road Capital Outlay Infrastructure	\$518,134
--	-----------

2. I move to award a construction contract amendment and purchase order for Great Lakes for the Residential Roads Project in the amount of \$1,680,000.00 with a 10% contingency of \$168,000.00 for a total contract amount of \$1,848,000.00 from the Fund 204-446-12.970_0050 Local Road Capital Outlay.

ATTACHMENTS

1 Project Construction Cost Estimate

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: April 12, 2022

AGENDA ITEM #C-3

ITEM: Request approval for a one-year annual maintenance agreement for Tyler Technologies New World Systems ERP
--

PRESENTER: Wendy Trumbull, Finance & Budget Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: The Township has been using the New World Systems (NWS) ERP as our integrated financial management system since 2008. This program is essential to the daily operation of payroll, utility billing, accounts payable, purchasing, budgeting, financial management, and community development, among other functions. The proposed agreement includes a 5% price increase from last year's contract and will expire on 4/30/2023, at which time we can choose to renew again for another year.

BACKGROUND INFORMATION: The New World ERP annual maintenance is allocated between the General and Water & Sewer Funds. It is integral to the daily functions of the Township.

STRATEGIC PLAN/GOALS: Financial stability - provide an accurate and high-quality financial ERP system to the Township.

ACTION REQUESTED: To approve a one-year maintenance agreement with Tyler Technologies for the New World Systems ERP.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Costs are split between the General and Water & Sewer Funds. The one-year costs are anticipated not to exceed \$134,355:

\$111,291 General 101-210.930_0015 Software Maintenance
\$23,064 Water & Sewer 592-560.930_0015 Software Maintenance

This expense is budgeted for in the funds.

IMPLEMENTATION PLAN: Finance will enter a PO and send the appropriate documentation and payment to Tyler Technologies.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve one-year of annual maintenance services from Tyler Technologies for the New World Systems ERP in the amount of \$134,355.

ATTACHMENTS: None

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: April 12, 2022

AGENDA ITEM #C-4

<u>ITEM:</u> Request Approval to Amend the MERS 457 Employer Participation Contributions

PRESENTER: Wendy Trumbull, Finance & Budget Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: The Finance and Budget Division is requesting approval to amend the MERS 457 Employer Participation agreement to allow one-time, lump-sum employer contributions to eligible Township employees' 457 accounts, when specifically approved by the Township Board.

BACKGROUND: Since January 2019, Canton Township has been contributing 2% of employees' base wages into their MERS 457 accounts as an added retirement benefit for those employees enrolled in MERS Hybrid Pension plan. Our agreement with MERS was initially set up in a way that only allowed the Township to contribute a fixed percentage into employee 457 accounts based on 2% of employees base wages. Thus, an addendum to our initial agreement is needed for instances where the Township would like to contribute lump-sum amounts into employee 457 accounts unaccompanied by an employee match.

STRATEGIC PLAN/GOALS: Organizational Climate & Culture/Financial Stability

ACTION REQUESTED: Approve the attached Addendum allowing one-time lump sum contributions into Employees' 457 accounts, when specifically approved by the Township Board

BUDGET IMPLICATIONS & ACCOUNT NUMBER: None – a separate RBA will be submitted before a lump sum is deposited.

IMPLEMENTATION PLAN: Once approved, Finance will fill out the attached agreements and submit them to MERS of Michigan.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to amend the MERS 457 Employer Participation Agreement by allowing one-time, lump sum employer contributions into an Employee's 457, when specifically approved by the Board of Trustees.

ATTACHMENTS: Attachment A – MERS 457 Participation Agreement
Attachment B – MERS 457 Employer Contribution Addendum

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: April 12, 2022

AGENDA ITEM #C-5

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

PRESENTER: Wendy N. Trumbull, Finance & Budget Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

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

In an effort to help mitigate the spread of COVID-19, we are requesting the Board extend the additional PTO day granted to full-time employees and the incentive for our part-time employees implemented in September 2021. Upon proof to the Human Resources Department that the employee has received their second dose of the vaccine, we paid 4 hours to the part-time employee at their current primary job rate, since our part-time employees do not have leave banks. We are requesting to extend this benefit to all part-time employees who have not already received the benefit through September 30, 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. We are requesting the Board allocate an additional \$20,000 from the Grant for this extended benefit.

STRATEGIC PLAN/GOALS: Organizational Climate & Culture

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

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 the extension of the incentive for vaccination against COVID-19 for full-time employees by providing them with 8 hours of PTO time and for part-time employees by providing them with 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 September 30, 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 \$20,000.
3. I further move to approve the following budget adjustment:

<i>Increase Revenues</i>	<i>285-000.528_0003 Other Grants Federal</i>	<i>\$20,000</i>
<i>Increase Expenditures</i>	<i>285-706.703_0100 Salaries & Wages Misc.</i>	<i>\$20,000</i>

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: April 12, 2022

AGENDA ITEM #G-1

ITEM: Consider Waiving Banner Sign Permit Fees for Businesses Adjacent to the Canton Center Road Reconstruction Project
--

PRESENTER: Anne Marie Graham-Hudak, Canton Township Supervisor; David Norwood, Deputy Director of MSD

INDIVIDUALS IN ATTENDANCE: None anticipated

EXECUTIVE SUMMARY: The Canton Center Road Reconstruction Project will commence on April 18, 2022 and is planned to be completed in the Fall of 2022. The project is a complete removal and replacement of Canton Center Road from Ford Road to Warren Road. Although northbound and southbound traffic will be maintained on Canton Center Road during the project, the Township acknowledges there will be impacts on businesses along the Canton Center Road corridor. To support the businesses during the construction, it is proposed that banner sign permit fees are waived for the duration of the Canton Center Road Reconstruction Project for businesses adjacent to the reconstruction project.

BACKGROUND INFORMATION: The Canton Center Road Reconstruction Project is the largest road reconstruction project implemented through the Road Millage. The project is a complete removal and replacement of the roadway from Ford Road to Warren Road. It is anticipated that the businesses in this roadway corridor will be impacted. The Township is taking significant steps to communicate, support, and assist the businesses throughout the project. One component of the Township's support are signs indicating that the businesses are open. To further support businesses, the Township proposes to waive banner sign permit fees if a business desires to install banner signs on their building during the construction project.

STRATEGIC PLAN/GOALS: Board Goal: Quality Infrastructure

ACTION REQUESTED: Consider the waiver of banner sign permit fees for businesses adjacent to the Canton Center Road Reconstruction Project beginning April 18, 2022 until the completion of the project.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Minimal revenue implications as any collections would have been as a result of our project, which impacted the need for signage.

IMPLEMENTATION PLAN: Upon Approval, the Building Official will assist and support businesses on the implementation of the fee waiver. The Board of Trustee's action will also be communicated through the various instruments implemented to share information with impacted businesses.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to waive the banner sign permit fees for businesses adjacent to the Canton Center Road Reconstruction Project beginning on April 18, 2022 until the completion of the project.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: April 12, 2022

AGENDA ITEM #G-2

ITEM: Consider Site Plan Approval for Private Road (Desai Court)

PRESENTER: Jade Smith, Municipal Services Director

OWNER/REPRESENTATIVE: Scott Skelton (Owner)/Evan Priest (MLP Civil Engineering & Surveying)

EXECUTIVE SUMMARY: The applicant proposes to create a private road, Desai Court, located on the west side of Denton Road, between Geddes Rd. and Mott Rd. The applicant proposes to split parcel no. 121-99-0005-000 (4286 Denton Road) into three (3) new parcels for the construction of single-family homes. The new private road, Desai Court, is proposed to serve as the access for all three (3) proposed parcels to Denton Road.

BACKGROUND:

Location: West side of Denton Road, between Geddes Rd. and Mott Rd. (121-99-0005-000; 4286 Denton Road)

Net Acres: Approximately 5.78 acres

Existing Land Use(s): Single-Family Residential

Existing Zoning: R-2, Single Family Residential

Surrounding Zoning and Land Uses:

North – RR, Rural Residential; single-family residential

South – R-3, Single Family Residential and PDD; Grandview Estates single-family residential

East – R-2, Single Family Residential and PDD; Crystal Village at Denton single-family residential

West – RR, Rural Residential; single-family residential

Comprehensive Plan Future Land Use Map Classification: Low Density Residential (2 dwelling units per acre)

Surrounding Comprehensive Plan Future Land Use Map Classifications:

North – Low Density Residential (2 dwelling units per acre)

South – Medium-Low Density Residential (3 dwelling units per acre)

East – Medium-Low Density Residential (3 dwelling units per acre)

West – Low Density Residential (2 dwelling units per acre)

ANALYSIS:

- 1. Private Road Site Plan.** The private road plan proposes an easement across the existing parcel that meets the 60-foot minimum easement and design requirements of Section 2.10 of the Zoning Ordinance. The private roadway is not required to be paved, as paving is not required for private roads that are to be accessible for less than three (3) or fewer parcels. Therefore, the surface will be gravel. Approval of the private road will allow for a legal land division of the subject parcel to be approved, and not more than 3 parcels can be created that access Desai Court while it remains gravel. If additional divisions are proposed in the future, Desai Court would be required to be paved in accordance with Section 2.10.
- 2. Single Family Residential Use.** Single-family residential use is a permitted use in the R-2 zoning district. The applicant has agreed that the proposed dwellings will comply with the zoning requirements of the R-2 district. The applicant is not requesting a Planned Development District or site condominium as part of this application.
- 3. Existing Non-Conforming Dwelling.** The existing home, located on the south portion of the parcel is proposed to continue in its current configuration. The non-conforming structure may continue, as it is a legal non-conforming structure; however, any changes or new structures are required to comply with current zoning regulations.
- 4. Private Road Maintenance Agreement.** A Private Road Maintenance Agreement has been provided pursuant to the requirements of Section 2.10 of the Zoning Ordinance, which has been reviewed by the Township Attorney and Engineering Services Division.
- 5. Engineering Services Division Review.** The Township Engineering Services Division has noted that Wayne County approval is required for storm water management and access to a public road.
- 6. Fire Department Review.** During the Planning Commission review of the site plan, the Township Fire Department noted that one (1) additional “No Parking Fire Lane” sign is required and that the proposed hydrant cannot be located more than 20 feet off the road. As a result, the Planning Commission required these items to be added to the satisfaction of the Fire Marshal prior to Township Board review of the private road application. After the Planning Commission meeting, the applicant submitted revised plans that addressed the Fire Department’s requirements.
- 7. Tree Removal.** The parcel is heavily wooded, and the private road is designed to be as short a distance as necessary for the three (3) proposed lots. Therefore, the applicants propose to minimize the tree clearing. The plans indicate removal of 12 regulated trees and 6 landmark trees. The impacts of tree removal and proposed mitigation will be addressed at the time of Tree Removal Permit review.

- **Community Planner's Recommendation:** Approval of the private road site plan on parcel no. 121-99-0005-000, subject to any remaining requirements of the Engineering Services Division, Fire Department, and Township Attorney.
- **Planning Commission's Recommendation:** At its meeting on March 7, 2022, the Planning Commission voted 6-0 to recommend site plan approval of the private road on parcel no. 121-99-0005-000, subject to final approval by the Fire Department prior to Township Board review of the private road application. After the Planning Commission meeting, the applicant submitted revised plans that addressed the Fire Department's requirements.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approval of the private road site plan on parcel no. 121-99-0005-000, subject to any remaining requirements of the Engineering Services Division, Fire Department, and Township Attorney.

BUDGET IMPLICATION & ACCOUNT NUMBER: N/A.

IMPLEMENTATION PLAN: N/A.

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: Approval

ENGINEERING SERVICES DIVISION'S RECOMMENDATION: Approval, subject to outside agency permits being submitted during Engineering review of the private road.

FIRE MARSHAL'S RECOMMENDATION: Approval.

BUILDING OFFICIAL'S RECOMMENDATION: N/A.

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

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

Approval of the Site Plan for Desai Court Private Road

WHEREAS, the Project Sponsor has requested site plan approval for a private road on parcel 121-99-0005-000 at 4286 Denton 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 private road approval in Section 2.10 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 a private road on 121-99-0005-000 at 4286 Denton Road, as the request meets the criteria of private road approval in Section 2.10 of the Zoning Ordinance pursuant to the information and plans provided, subject to any remaining requirements of the Engineering Services Division, Fire Department, and Township Attorney.

ATTACHMENTS:

1. Planning Commission Minutes
2. Zoning Map and Aerial Map
3. Private Road Plans
4. Private Road Maintenance Agreement

NEXT STEPS: If the Private Road is approved, there will be no further reviews by the Planning Commission or Township Board unless amendments are proposed to the site plan. The next step will be for the applicant to submit plans to Wayne County and the Engineering Services Division for review prior to construction.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: April 12, 2022

AGENDA ITEM #G-3

<u>ITEM:</u> Consider Site Plan for Fast Food Drive-Thru Restaurant (Dunkin' Donuts)

PRESENTER: Jade Smith, Municipal Services Director

OWNER/REPRESENTATIVE: Becky Klein (PEA Group)/Amit Patel (OM Canton Realty, LLC)

EXECUTIVE SUMMARY: The project sponsor proposes to construct a 1,836-sq. ft. Dunkin' Donuts fast food drive-thru restaurant on a parcel located on the east side of Haggerty Rd between Michigan Ave and Old Michigan Ave. The parcel is split into two (2) separate zoning districts. The western area is zoned C-3, Regional Commercial, and the east area is zoned C-4, Interchange Service. The fast food drive-thru restaurant is proposed to be located entirely on the area of the parcel that is zoned C-3. Fast food drive-thru restaurants are special land uses in the C-3 district. At its meeting on January 25, 2022, the Canton Township Board of Trustees approved the special land use for the fast food drive-thru restaurant.

At its meeting on March 7, 2022, the Planning Commission recommended approval of the site plan, subject to conditions. If the site plan is approved, the next step will be for the applicant to submit plans to the Engineering Services Division and Building & Inspections Services Division for review prior to construction

BACKGROUND AND ANALYSIS:

Location: East side of Haggerty Rd, between Michigan Ave. and Old Michigan Ave. (parcel no. 142-99-0020-000; no address)

Net Acres: Approximately 1.75 acres

Existing Land Use(s): Vacant

Existing Zoning: C-3, Regional Commercial, except that the eastern portion of parcel 142-99-0020-000 is zoned C-4 (see plans).

Surrounding Zoning and Land Uses:

North – WC, Wetlands Conservation, outdoor recreation, and Western Townships Utility Authority

South – RMH, Mobile Home Park, Sherwood Village

East – C-4, Downer Cemetery

West – C-3, Marathon Gas Station, Jimmy John's

Comprehensive Plan Future Land Use Map Classification: General Commercial

Surrounding Comprehensive Plan Future Land Use Map Classifications:

North – Community Facilities

South – General Commercial

East – General Commercial

West – General Commercial

Special Land Use: The proposed use of a fast food drive-thru restaurant is a special land use in the C-3 zoning district. The Planning Commission recommended approval of the Special Land Use on January 3, 2022, and the Township Board of Trustees approved the Special Land Use on January 25, 2022.

Schedule of Regulations: Based on the configuration of the lot, which has a building envelope of about 144 sq. ft., it is not possible for the development of the parcel in compliance with the dimensional requirements for a commercial structure in the Zoning Ordinance. Therefore, the applicant applied for and received variances by the Zoning Board of Appeals at its December 9, 2021 meeting for the following requests:

- Required 85 ft. Front Yard Setbacks (Michigan Ave and Old Michigan Ave)
 - Principal structure to encroach 8 ft. into the required 85-foot front yard setback along Michigan Ave.
 - Principal structure to encroach 32.32 ft. into the required 85-foot front yard setback along Old Michigan Ave.
- Trash Enclosure Location
 - Trash enclosure to be located in front yard along Michigan Ave.
- Loading Area
 - Loading area to be located in front yard along Michigan Ave.

The plans illustrate that the proposed development is designed to comply with the dimensional requirements for fast-food drive-thru restaurants in the C-3 zoning district for: minimum frontage (125 feet); maximum building height (3 stories); minimum front yard setback from Michigan Ave. (77 feet per ZBA); minimum front yard setback from Haggerty Rd. (85 feet); minimum front yard setback from Old Michigan Ave (52.68 feet per ZBA); minimum rear yard setback (30 feet).

Traffic Impact: There is one proposed means of ingress/egress: from Old Michigan Ave. The applicant has submitted a traffic impact study (TIS), dated October 19, 2021. The TIS included operational analysis for the six (6) intersections surrounding the subject site:

- US-12 (Michigan Avenue) and Haggerty Road (North Intersection)
- US-12 (Michigan Avenue) and Haggerty Road (South Intersection)
- Eastbound US-12 (Michigan Avenue) at crossover approximately 680 feet west of Haggerty Road
- Westbound US-12 (Michigan Avenue) at crossover approximately 520 feet east of Haggerty Road
- Haggerty Road and Old Michigan Avenue

- Old Michigan Avenue and Site Driveway
 - Proposed driveway approximately 310 feet east of Haggerty Road

The TIS stated that most approaches of the study intersections would operate at acceptable levels during both the AM and PM peak hours and that, overall, the proposed development does not have a significant impact on the surrounding public road network.

Canton Townships transportation engineering consultant (Wade Trim) reviewed the TIS and noted that the TIS was prepared according to standard procedures and guidelines required by Wayne County and Canton Township. However, Wade Trim recommends that consideration be given to using “Stop” bars on Haggerty Road at the intersection of Old Michigan Avenue and traffic signs “Do Not Block Intersection” to permit a gap in the queue on northbound Haggerty Road for traffic turning into and out of the Dunkin’ facility. As a result, the Special Land Use approval was subject to the installation of “Stop” bars and “Do Not Block Intersection” signs, if permitted by Wayne County. While Wayne County’s determination will not be known until after the application for County permits by the applicant, the site plan includes the required 12-inch wide stop bar and a sign that reads, “Do Not Block Intersection.”

Access Management and Drive-Thru Lanes: The plans include turning radii and travel path for a semi-trailer, garbage truck, and fire truck. The turn movements of large vehicles are very tight and will interfere with the drive-thru aisle if there are cars stacked. As a result, a note is included on Sheet C-2.1 that deliveries shall be scheduled during off-peak hours.

Parking: The parking requirement for drive-thru restaurants is: 1 parking space per 50 sq. ft. of eating area, 1 parking space per employee, and 10 stacking spaces. There are 12 stacking spaces proposed.

Sheet A1.1 indicates 482 sq. ft. of eating area, which requires 10 spaces. The plans indicate that there will be 7 employees during the peak shift, so a total of 17 spaces are required. There are 16 parking spaces proposed. Section 4.01(C)(6) of the Zoning Ordinance allows the Planning Commission to approve a modification to the minimum number of parking spaces. According to the Parking Generation Manual, 5th Edition, published by the Institute of Transportation Engineers, the average peak parking demand for a 1,836-sq. ft. Coffee/Donut Shop with Drive-Through Window is between 10 spaces (Weekday) and 16 spaces (Saturday). Additionally, our review of 22 aerial photographs taken at various times from 2014-2021 of the existing Dunkin’ Donuts on the south side of Ford Road between Haggerty Road and Lilley Road (which is a larger building than the proposed building) indicate that parking levels are far less than 16 spaces at that location. Therefore, we believe that the 16 proposed spaces are sufficient for the proposed use, and the Planning Commission approved the 16 proposed spaces at its meeting on March 7, 2022.

Loading: Section 4.02(B)(1) of the Zoning Ordinance requires loading areas to be located in the side or rear yards. As noted above, the Zoning Board of Appeals granted the requested variance to permit the loading area to be located in the front yard along Michigan Ave. The loading area, measured 10 ft. x 50 ft., is located outside of the drive-thru stacking area and is

proposed to be screened from Michigan Avenue by the wall and landscaping.

Architecture: The submitted plans include elevation pages with material and color specifications. The percentages of each material used are noted on Sheet A5.0, and the building has 66% brick which exceeds the minimum 50% brick required by Section 26.06 of the Zoning Ordinance. The height of the building is 19'-6" to the top of the parapet and 21'-10" to the top of the monolith. The parapet is 4 feet above the roofline, which should adequately screen the rooftop mechanical equipment pursuant to Section 2.26 of the Zoning Ordinance.

Landscaping, Screening, and Tree Preservation: The landscape plan is designed to comply with the requirements of Article 5 of the Zoning Ordinance for frontage landscaping and parking lot landscaping. There are two (2) landscape standards where the minimum dimensions are not met, and Section 5.07 of the Zoning Ordinance allows the Planning Commission to modify these requirements:

- Section 5.03(A)(4) of the Zoning Ordinance requires a 10-foot deep foundation landscaping area adjacent to any side of a building that faces a road or parking area. According to Sheet L-1.0, foundation landscaping is not proposed on the south side of the building due to the drive-through window and the foundation landscape area on the north side is 3.5 feet deep due to the depth restrictions of the site overall. However, required foundation trees and shrubs are proposed in other areas of the site. Therefore, we recommended approval of a modification to the foundation landscape requirements as proposed on Sheet L-1.0, and the Planning Commission approved this modification at its March 7, 2022 meeting.
- Section 5.03(A)(1) of the Zoning Ordinance requires a 20-foot wide landscape berm at least 3 feet in height along all front yards. While Sheet L-1.0 shows berms along the north (Michigan Ave.), west (Haggerty Rd.), and south (Old Michigan Ave.) sides of the site, the berms are less than 3 ft. high and narrower in some areas (9 ft. deep along Haggerty Rd. and 18 ft. deep along Michigan Ave.) due to the narrowness of the site. Because the required trees and shrubs are proposed in these areas, we recommended approval of a modification to the dimensional frontage berm requirements as proposed on Sheet L-1.0. The Planning Commission approved this modification at its March 7, 2022 meeting.

The landscape plans include a tree removal and preservation plan. Tree mitigation planting is proposed on the landscape plans in accordance with Article 5A of the Zoning Ordinance. A Tree Removal Permit will be required after site plan review, at which time we will coordinate with the Township's landscape architect consultant to conduct an individual evaluation of the tree removal and whether the proposed mitigation appropriately mitigates the trees removed. The proposed replacement/mitigation trees serve many purposes, including replacing the tree canopy removed and screening/buffering the retaining wall from the road.

Sidewalks: A 5-foot wide sidewalk is proposed along the site's frontage adjacent to Old Michigan Ave. Additionally, internal sidewalks and crosswalks are proposed from the south property line along the drive-thru lane to the principal structure.

Lighting: Section 2.13 of the Zoning Ordinance requires one (1) light structure to be installed on each side of each entrance/exit drive at the roads as well as lighting in many areas of the site. The required lighting is shown on the plan and complies with the illumination requirements of Section 2.13. The entrance/exit drive lights are 12 feet high and the remaining lights are 20 feet high.

Signage: One (1) ground sign is proposed at the corner of Michigan Ave. and Haggerty Rd. The ground sign is 6 feet high and 24 sq. ft. in area, which complies with Section 6A.25 of the Zoning Ordinance. The elevation pages include wall signs on the north, south, and west elevations. Signage is subject to Article 6A of the Zoning Ordinance and is reviewed by the Building & Inspection Services Division. The signage appears to comply with the requirements of Article 6A, but that determination will be made by the Building & Inspection Services Division when a sign application is made.

Dumpster Enclosure: One dumpster is proposed east of the building. At its December 9, 2021 meeting, the Zoning Board of Appeals granted the requested variance for the location of the dumpster enclosure in the front yard. The dumpster enclosure plans comply with Section 2.14 of the Zoning Ordinance. The masonry walls will match the masonry of the building. The Special Land Use approval was subject to the limiting dumpster pickup to the hours of 7 a.m. to 7 p.m., and a note has been added to Sheet C-2.1 of the site plan to this effect.

- **Community Planner's Recommendation:** Approval of the site plan for a fast food drive-thru restaurant use on parcel no. 142-99-0020-000, subject to the installation of "Stop" bars and "Do Not Block Intersection" signs if permitted by Wayne County and subject to all State, County, and Township requirements.
- **Planning Commission's Recommendation:** At its meeting on March 7, 2022, the Planning Commission voted 6-0 to recommend approval of the site plan for a fast food drive-thru restaurant on parcel no. 142-99-0020-000, subject to the following conditions: (1) removal of the three (3) G2 light fixtures along the sidewalk of Old Michigan Ave.; (2) approval of the landscape modifications proposed on Sheet L-1.0 for the foundation landscape depth and frontage berm dimensions pursuant to Section 5.07 of the Zoning Ordinance; and (3) installation of "Stop" bars and "Do Not Block Intersection" signs if permitted by Wayne County. After the March 7, 2022 Planning Commission meeting, the applicant submitted revised plans that removed the 3 G2 light fixtures along the sidewalk of Old Michigan Ave.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approval of the site plan for a Dunkin' Donuts fast food drive-through restaurant use on parcel 142-99-0020-000, located on the east side of Haggerty Rd between Michigan Ave and Old Michigan Avenue, subject to the installation of "Stop" bars and "Do Not Block Intersection" signs if permitted by Wayne County and subject to all State, County, and Township requirements.

BUDGET IMPLICATION & ACCOUNT NUMBER: N/A.

IMPLEMENTATION PLAN: N/A.

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: Approval

ENGINEERING SERVICES DIVISION'S RECOMMENDATION: Approval, subject to required outside agency permits.

FIRE MARSHAL'S RECOMMENDATION: Approval.

BUILDING OFFICIAL'S RECOMMENDATION: N/A.

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

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

Approval of the Site Plan for Dunkin' Donuts

WHEREAS, the Project Sponsor has requested site plan approval for a Dunkin' Donuts fast food drive-through restaurant use on parcel 142-99-0020-000, located on the east side of Haggerty Rd between Michigan Ave and Old Michigan Avenue; and

WHEREAS, the Planning Commission reviewed the site plan application and applicable criteria and voted 6-0 to recommend approval, with conditions, as the request meets the requirements of the Zoning Ordinance;

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the site plan for a Dunkin' Donuts fast food drive-through restaurant use on parcel on parcel 142-99-0020-000, located on the east side of Haggerty Rd between Michigan Ave and Old Michigan Avenue, subject to the installation of "Stop" bars and "Do Not Block Intersection" signs if permitted by Wayne County and subject to all State, County, and Township requirements.

ATTACHMENTS:

1. Planning Commission Minutes
2. Zoning Map and Aerial Map
3. Site Plan

NEXT STEPS: If the Site Plan is approved, there will be no further reviews by the Planning Commission or Township Board unless amendments are proposed to the site plan. The next step

will be for the applicant to submit plans to the Engineering Services Division and Building & Inspections Services Division for review prior to construction.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: April 12, 2022

AGENDA ITEM #G-4

ITEM: Consider Resolution to Approve Water and Sewer Rates for the 2022 Fiscal Year Pursuant to Part I, Chapter 74 Entitled “Utilities”, Article II, Division 2, Subdivision II Entitled “Schedule of Rates and Charges”, Section 74-83

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Each year staff prepares a comprehensive analysis of proposed rates and charges for water and sewer services based on the true cost-of-service. The Board has adopted those recommendations and it is now necessary to adopt a resolution to reflect the changes being proposed.

In order to satisfy the revenue requirements for the 2022 fiscal year, the attached rate changes are recommended for adoption by the Board of Trustees. It is important to note that the proposed increases represent approximately half the current inflation rate. Additionally, the current use of cash balance will smooth out future impacts on rates. The new rates would take effect on all customers’ bills starting May 1, 2022 and represents an average bi-monthly increase of 2% to-3% to the user.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Introduce and publish the ordinance, as amended, for first reading.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: Adoption of the resolution with an effective date of May 1, 2022.

DIRECTOR’S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR’S RECOMMENDATION: Approval

SUPERVISOR’S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve a resolution as follows:

WHEREAS, Chapter 74, Division 2, Subdivision II, §74-83. *Schedule of rates and charges* of the Code of Ordinances for the Canton Charter Township provides that the Township Board shall annually adopt the rates, fees or charges charged for services provided by resolution to ensure the sound financial operation of the water or sewer systems; and

WHEREAS, the Director of Finance and the Director of Municipal Services Division have reviewed the operational condition of the Township’s water and sewer system and have recommended adoption of the rates set forth in the attached document;

NOW THEREFORE BE IT RESOLVED, that all recommended rates, fees or charges for services provided shall be implemented as of May 1, 2022,

ATTACHMENTS:

1. 2022 Water/Sewer Rate Sheet – Redlined
2. 2022 Water/Sewer Rate Sheet - Clean

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: April 12, 2022

AGENDA ITEM #G-5

ITEM: Request Budget Amendments to the 2022 Capital Improvement Plan

PRESENTER: Wendy Trumbull, Finance & Budget Director

INDIVIDUALS IN ATTENDANCE: None anticipated

EXECUTIVE SUMMARY: In 2019, the Township Board approved a 5-year Capital Improvement Plan (CIP) for just under \$30 million in capital projects to be completed throughout 2019-2023. The Township originally planned to spend approximately \$14.9 million in 2020 and \$6.2 million in 2021; however, due to the COVID-19 pandemic, project construction and progress was delayed. After putting all CIP projects on hold for a large portion of 2020 and 2021, we are ready to proceed again. As a result, various budget amendments are needed to move project budgets originally planned for 2020 and 2021 into 2022.

STRATEGIC PLAN/GOALS: Quality Infrastructure/Financial Stability

ACTION REQUESTED: Approve the recommended budget amendments for the CIP fund.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: See attached listing

IMPLEMENTATION PLAN: Upon approval, the Finance Department will make necessary budget adjustments.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the attached budget amendments required for the 2020 & 2021 CIP bond projects.

ATTACHMENTS: 2022 CIP budgets

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: April 12, 2022

AGENDA ITEM #G-6

ITEM: Request Approval to Migrate to the Microsoft Government Cloud and Office 365

PRESENTER: Victor Ibegbu, Director of Information Technology and Innovation

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: The Township's email service is currently hosted in the Microsoft Office 365 retail cloud. ITI has been directed to migrate the Township's email systems to the CANTONMI.GOV domain and to further move operations of that domain to the Microsoft Government Cloud to gain access to numerous operational and security benefits. This requires the purchase of Microsoft Licensing and the contracting of professional services from a third party to assist the Township's ITI Department with the initial configuration of the new CANTONMI.GOV domain within the Microsoft Government cloud.

To meet the July 1, 2022 deadline and have this new solution fully operational by the August primary election, the ITI Department is requesting that the Township Board waive the purchasing policy requirement of publishing a Request for Proposal for this project. The ITI Department did solicit proposals and costs from Dell Computers, CDW Government, and Avalon Technologies and selected those which offer the best value.

BACKGROUND: In 2015, the IT Services Department migrated the Township's email services to the Microsoft Office 365 Retail cloud. At the time of adoption, the Government cloud was still in its infancy and unavailable to local governments. As the Microsoft Government Cloud (GCC) is now fully operational and available to local governments, it is possible for the Township to migrate into GCC.

The adoption of Microsoft's government cloud along with the domain name change will provide residents improved security when communicating with Township Board members and employees. This is especially imperative with increased election-related email traffic and associated risks. Additionally, the Canton Township Police Department needs to upgrade how it exchanges Criminal Justice Information (CJI) with County Prosecutors and local courts due to discontinued support for their current fax system within the next 60 days. Approval of this request for the adoption of the Microsoft Government Cloud and Office 365 licensing will lay the groundwork for a modern CJI communication solution. This request should be considered phase I of a multi-phase process, which will ultimately provide Canton PD the ability to adhere to FBI Criminal Justice Information Services (CJIS) policies.

During 2020-2021, pilot projects (including upgrading The Source, improving the Board Packet process, and allowing external file sharing) were developed utilizing services and applications

found only in a fully licensed Office 365 environment. The adoption of the full suite of Office 365 includes SharePoint, Teams, Office, Forms, and Power Automate licenses, which are all required to move the pilot projects forward into full production.

STRATEGIC PLAN/GOALS: Quality Infrastructure

ACTION REQUESTED: This Board Action is requesting approval for two parts, which must be completed together to meet the established deadline:

Part A – Approve the creation of a purchase order to Avalon Technologies in an amount not to exceed \$33,770 for technical assistance to the ITI department during the initial configuration of CANTONMI.GOV in the Microsoft Government Cloud. The requested amount includes a 10% contingency to address potential unforeseen needs. Avalon will also supply licensing to a software solution that will permit IT Staff to migrate mailboxes from the existing installation to the new domain and work with IT staff to establish and assist with a cutover plan.

Part B – Approve the creation of a purchase order to Dell Computers in an amount not to exceed \$153,313.80 for the purchase of Microsoft Office 365 licensing required to migrate into the Microsoft Government Cloud. To obtain best pricing, ITI is also requesting to sign a 3-year contract to fix the cost of new licenses purchased in the term of the contract. The total cost for the three-year agreement is \$459,941.40 or \$153,313.80 per year.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The following budget adjustment is necessary to complete this transaction:

Increase Revenues	Fund Balance Appropriation	101-000.695	\$164,792
	Fund Balance Appropriation	207-000.695	\$22,293
Increase Expenditures	Professional Services	101-228.801_0050	\$33,770
	Software maintenance	101-228.930_0015	\$131,022
	Software maintenance	207-301-50.930_0015	\$22,293

IMPLEMENTATION PLAN: Information Technology Services will handle all purchases. A communication plan will be developed and submitted to the Executive team for comment. Once approved, the plan will be disseminated to the organization. This process will be disruptive to the organization; however, prior to those times of disruption, the ITI department will communicate to the organization what the disruption will entail along with any alternative means of working when possible. ITI will further investigate the possibility of performing migration work in off hours to minimize impact on employees.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to waive the Township purchasing policy request for proposal to meet a project completion date of July 1, 2022.

I further move to create two purchase orders: one in the amount of \$33,770 to Avalon Technologies and another to Dell Computers in the amount of \$153,313.80 and approve the following budget amendment:

Increase Revenues	Fund Balance Appropriation	101-000.695	\$164,792
	Fund Balance Appropriation	207-000.695	\$22,293
Increase Expenditures	Professional Services	101-228.801_0050	\$33,770
	Software maintenance	101-228.930_0015	\$131,022
	Software maintenance	207-301-50.930_0015	\$22,293

I further move to enter into a three-year Enterprise Agreement with Microsoft facilitated by Dell Computers.

ATTACHMENTS:

Attachment A - AvalonTechnologies-JPG003273.v2.10.pdf

Attachment B - Canton Township EA quote 4-1-22.pdf

Attachment C – Dell EA Agreement

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: April 12, 2022

AGENDA ITEM #G-7

ITEM: Consider Renewing the License Plate Reader Annual Subscription

PRESENTER: Chad Baugh, Director of Police Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The Police Department is requesting to renew its annual subscription for its License Plate Reader System through Vigilant Solutions, LLC, in the amount of \$12,165.

BACKGROUND INFORMATION: In 2018, the Police Department approved the purchase of a License Plate Reader System from Vigilant Solutions (Agenda Item #G-13, February 13, 2019). The RBA included the purchase price as well as the annual subscription cost, quoted then at \$14,995. The subscription includes uploading of license plate information, access to the searchable database, software updates, system service and new hardware.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approve the renewal of Vigilant Solutions License Plate Reader annual subscription through Vigilant Solutions, LLC, in the amount of \$12,165.

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

IMPLEMENTATION PLAN: n/a

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION:

MODEL RESOLUTION: I move to approve the renewal of Vigilant Solutions License Plate Reader annual subscription through Vigilant Solutions, LLC., in the amount of \$12,165.

ATTACHMENTS: Attachment A: Vigilant Solutions Price Quote

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: April 12, 2022

AGENDA ITEM # G-8

ITEM: Consider Approving Purchase of High-Speed Address Printer

PRESENTER: Michael Siegrist

INDIVIDUALS IN ATTENDANCE: N/A

EXECUTIVE SUMMARY:

The Clerk's Department has seen a historic increase in demand for mail ballots. Due to this demand, the Clerk's Office must address tens of thousands of mail pieces in any given year. A high-speed address printer would allow the Clerk's Office to reduce paper waste and increase the accuracy and speed in which it addresses these items.

BACKGROUND INFORMATION:

Currently, addressing must be done utilizing paper labels, producing an enormous amount of waste. Peeling and sticking paper labels is also inaccurate and time consuming. Being able to print addresses directly onto envelopes in a high-speed fashion, would allow the Clerk's Office to direct its efforts and the efforts of its volunteers on more important tasks.

STRATEGIC PLAN/GOALS:

Healthy Ecosystem: Reduce paper waste and increase efficiency.

ACTION REQUESTED:

Approve the purchase of a high-speed address printer from current mail supply vendor Quadient.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

Decrease Expenditures:

101-000.695 - Fund Balance Appropriation: \$15,155

Increase Expenditures:

101-215.970_0060 Capital Outlay Office Equipment and Furniture: \$15,155

Ownership of FlexMail Inkjet Address Printer: \$13,123.00

Licensed Software: \$ 2,032.00

Total: \$15,155.00

IMPLEMENTATION PLAN: Receive Board approval and purchase/install the machine.

DIRECTOR'S RECOMMENDATION: Approved

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION:

SUPERVISOR'S RECOMMENDATION: Approved

MODEL RESOLUTIONS:

1. Motion to amend the budget as follows:

Decrease Expenditures:

101-000.695 - Fund Balance Appropriation: \$15,155

Increase Expenditures:

101-215.970_0060 Capital Outlay Office Equipment and Furniture: \$15,155

2. Motion to approve the purchase of the high-speed address printer (AS-650) from current vendor, Quadient.

ATTACHMENTS:

Business Case/Quote

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: April 12, 2022

AGENDA ITEM # G-9

ITEM: Consider Appointments to the Historic District Commission

PRESENTER: Anne Marie Graham-Hudak, Supervisor

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY:

Due to the resignation of Scott Beutner and Joan Lager, there are two openings on the Historic District Commission.

The vacancy was advertised in the Focus and other social media channels. Karen Krepps and Gregg King submitted applications. Karen has Historic District Commission experience from another community as well as a degree in Anthropology. She interviewed with the committee on 3/22/22, and the interview committee agreed she would be a good fit to fill one of the vacancies. Gregg King recently retired from Canton Township and was the employee liaison to the HDC during his employment. He has extensive knowledge of HDC policies and processes. Gregg also interviewed with the committee on 3/22, and the committee agreed he would be a tremendous asset to the HDC.

BACKGROUND:

Per MCL 399.204 Historic District Commission consists of not less than 7 or more than 9 members. Canton's Historic District Commission consists of 8 members, one of which is a representative of the Canton Historical Society.

Long term commitment to this commission and community is the foundation of the historical prospective that is requisite for the review and implementation of the U.S. Department of Interior - Secretary of the Interior's Standards for the Treatment of Historic Properties whose recommendations guide this commission. Without a solid historical perspective, the commission loses its ability to maintain and safeguard the heritage of the township.

STRATEGIC PLAN/GOALS:

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

ACTION REQUESTED:

Approve the appointments of Karen Krepps and Gregg King for a three-year term on the Historic District Commission.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

Historic District Commissioners are unpaid.

IMPLEMENTATION PLAN:

The Supervisor's office, with the aid of Facilities Services, will handle all communications regarding the reappointments.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve the appointments of Karen Krepps and Gregg King to the Canton Historic District Commission for a three-year term effective through April 30, 2025.