



**CANTON ADMINISTRATION BUILDING
1150 S. CANTON CENTER ROAD
CANTON, MI 48188
REGULAR BOARD MEETING
JULY 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.

Please click the link below to join the webinar:
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Webinar ID: 848 5205 6930

International numbers available: <https://us02web.zoom.us/u/kdXKtw7Rc6>

6:30 P.M.:

CALL TO ORDER

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

CLOSED SESSION TO DISCUSS PROPERTY ACQUISITION

ADOPTION OF AGENDA

APPROVAL OF MINUTES: JUNE 14, 2022

PUBLIC COMMENT ON AGENDA ITEMS ONLY

PAYMENT OF BILLS

RECOGNITION:

- 1) RETIREMENT – MAUREEN STOECKLEIN

CONSENT CALENDAR:

- 1) CONSIDER PROPOSAL AWARD FOR DESIGN OF ADMINISTRATION BUILDING OFFICES AND BULLETPROOF GLASS (MSD)
- 2) CONSIDER APPROVAL FOR THE EMERGENCY POWER REPAIRS ADMIN PARKING LOT (MSD)

- 3) CONSIDER APPROVAL FOR THE EMERGENCY REPLACEMENT OF THE TRANSFORMER AT HERITAGE PARK (MSD)
- 4) CONSIDER USING ADDITIONAL FUNDS FOR ROOF REPLACEMENT IN CONNECTION WITH THE CAPITAL IMPROVEMENT PROGRAM (MSD)
- 5) CONSIDER AWARDED A CONTRACT TO SPALDING DEDECKER ASSOCIATES FOR ENGINEERING SERVICES ON TWO SIDEWALK GAPS ALONG THE ITC CORRIDOR (MSD)
- 6) CONSIDER INCREASE OF \$185,403 TO PO #2022-00001698 FOR THE 2022 MAJOR ROADS - ASPHALT PROJECT FOR THE 2022 ROAD IMPROVEMENT PROGRAM
- 7) CONSIDER SECOND READING OF AN AMENDMENT TO CHAPTER 36 "EQUAL RIGHTS" IN THE CANTON TOWNSHIP CODE OF ORDINANCES (POLICE)
- 8) CONSIDER APPROVAL FOR A PURCHASE ORDER INCREASE FOR THE FUNGICIDE AT PHEASANT RUN GOLF CLUB (CLS)
- 9) CONSIDER APPROVAL OF APPLICATION FOR MLCC SPECIAL LIQUOR LICENSES (CLS)
- 10) REQUEST FOR RESOLUTION OF LOCAL BODY OF GOVERNMENT TO RECOGNIZE "SALEM ROCKETTES BOOSTER CLUB" AS A NONPROFIT IN THE COMMUNITY FOR PURPOSES OF MAKING AN APPLICATION FOR A "CHARITABLE GAMING LICENSE" TO THE MICHIGAN GAMING CONTROL BOARD (CLERK)

GENERAL CALENDAR:

- 1) CONSIDER APPROVAL TO FILL THE LEAD TECH POSITION FOR THE FACILITIES DEPARTMENT (MSD)
- 2) AUTHORIZE THE PURCHASE AND INSTALLATION OF THREE GENERAC COMMERCIAL GAS SERIES STANDBY GENERATOR FOR THE COMMERCE PARK, HAMPTON RIDGE SOUTH PILGRIM HILLS, AND WILDWOOD SPRING SANITARY SEWER PUMP STATIONS FROM WOLVERINE POWER SYSTEMS (MSD)
- 3) CONSIDER A REQUEST TO APPROVE LETTER OF AGREEMENT BETWEEN CANTON TOWNSHIP AND THE TPOAM (POLICE)
- 4) REAPPOINTMENT TO DOWNTOWN DEVELOPMENT AUTHORITY BOARD (SUPERVISOR)
- 5) CONSIDER CHANGING THAT AGENT OF RECORD TO KAPNICK INSURANCE GROUP AND STREAMLINE FLEXIBLE SPENDING AND COBRA ADMINISTRATION WITH KAPNICK INSURANCE GROUP (SUPERVISOR)
- 6) CONSIDER WAIVING THE BIDDING PROCESS AND APPROVE THE CONTRACT FROM RAFTELIS TO PERFORM A COMMUNICATIONS ASSESSMENT (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 – June 14, 2022**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, June 14, 2022, in-person. Supervisor Graham-Hudak called the meeting to order at 6:33 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 as presented. Motion carried unanimously.

Approval of Minutes:

Motion by Siegrist, supported by Borninski to approve the May 10, 2022, May 24, 2022, May 31, 2022 Board Minutes as presented. Motion carried unanimously.

Public Comment: Public comment was held.

Payment of Bills:

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

CHARTER TOWNSHIP OF CANTON EXPENDITURE RECAP FOR THE TOWNSHIP BOARD MEETING OF June 14, 2022		
101	GENERAL FUND	904,279.74
204	ROADS FUND	2,162,328.73
206	FIRE FUND	368,648.23
207	POLICE FUND	451,368.87
208	SUMMIT OPERATING (General)	92,776.82
219	STREET LIGHTING	0.00
230	CABLE TV FUND	14,083.16
246	TWP (COMMUNITY) IMPROVEMENT	50,526.86
248	DDA - CANTON	55,285.06
261	E-911 UTILITY	44,969.00
265	ORGANIZED CRIME - DRUG ENFORCEMENT	47,777.50
274	CDBG	10,981.70
276	NSP GRANTS FUND	0.00
285	AMERICAN RESCUE PLAN ACT	293.69
301	ENERGY PROJECT DEBT SVCE FUND	0.00
302	CAPITAL PROJECT DEBT SERVICE FUND	0.00
401	CAP PROJ - ENERGY PROJECT	500.00
402	CAP PROJ - SUMMIT CONSTR	0.00
403	CAP PROJ - ROAD PAVING	0.00
584	GOLF FUND	75,660.46

592	WATER & SEWER FUND	891,448.17
596	SOLID WASTE	384,619.06
661	FLEET	41,840.39
701	TRUST & AGENCY FUND	120.23
702	CONSTRUCTION ESCROW	8,674.55
736	POST EMPLOYMENT BENEFITS	124,091.21
852	SPECIAL ASSESSMENT DEBT	0.00
TOTAL - ALL FUNDS		5,730,273.43

Presentation:

- 1) Audit Presentation
- 2) Youth Advisory Council

Resolution:

Item R-1. Resolution Recognizing June 3, 2022 as Gun Violence Awareness Day and to Prevent Gun Violence

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

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

Resolution Recognizing June 3, 2022 as Gun Violence Awareness Day and to Prevent Gun Violence

Whereas the Board of Trustees for the Charter Township of Canton recognizes that June 3, 2022 as National Gun Violence Awareness Day;

Whereas every day, more than 100 Americans are killed by gun violence;

Whereas Americans are 25 times more likely to die by gun homicide than people in other high-income countries;

Whereas far more Americans have been killed with guns in the U.S. than have died in all our wars combined;

Whereas America has now suffered more than 246 mass shootings in 2022 and the recent tragedy at Robb Elementary School in Uvalde, TX in which 19 third and fourth graders and two educators were killed;

Whereas our children have been practicing active shooter drills for over 10 years in the Plymouth Canton Community Schools; and firearms have surpassed car accidents as the leading cause of death for children;

Whereas in Michigan, a person is killed with a gun every eight hours, nonfatally injured with a gun every two;

Whereas the suicide rate is 1.8 times higher for veterans in Michigan; and whereas veterans experience a 15% increase in firearm related suicides, due to high gun ownership and a lack of timely access to physical and mental health services;

Whereas women in abusive relationships are five times more likely to be killed if their male abuser has access to firearms; and

Whereas Canton Township lost officer Ed Jagst, a 21-year veteran of the Police Department, to gun violence in 2021, forever affecting the Canton Township community; now therefore be it,

Resolved the Board of Trustees of the Charter Township of Canton recognizes June 3, 2022 as Gun Violence Awareness Day;

Further Resolved public safety shall continue to distribute free trigger locks to residents for home gun safety;

Further Resolved shall continue to provide instruction led seminars on active shooter survival in businesses for local government and business entities, and workplace violence prevention;

Further Resolved shall continue to conduct yearly active shooter trainings in public schools;

Further Resolved shall join the Everytown movement against gun violence; and

Further Resolved implore the Michigan State Legislature and the United States Congress to move swiftly to enact common sense measures that will reduce the number of deaths in Michigan and the nation by firearms.

Resolution passed unanimously.

Public Hearing:

Item PH-1. Public Hearing for Approval of the 2022 CDBG Program Year and Annual Action Plan

Motion by Siegrist, supported by Slavens open the Public Hearing at 7:17 p.m. to hear comment on the Advisory Council recommendations for the PY 2022 Community Development Block Grant Program. Motion passed unanimously.

Motion by Siegrist, supported by Foster to close the Public Hearing at 7:21 p.m. Motion passed unanimously.

Motion by Siegrist, supported by Slavens to adopt the 2022 Annual Action Plan and authorize the submission of the 2022 Annual Action Plan to the Department of Housing and Urban

Development (HUD). Motion passed unanimously.

Consent Calendar:

Item C-1. Consider Approval of an Extension of the Contract with ARC Document Solutions Continuous Scanning of the Building & Inspection Services Division Documents

Motion by Siegrist, supported by Borninski to approve an extension of the professional services contract with ARC Document Solutions for continuing scanning services of the Building & Inspection Services Document Scanning Project in an amount not-to-exceed \$30,000. Motion carried unanimously.

Item C-2. Consider Bid Award for Removal and Replacement of Summit Roof Top Unit #3 Fan Motor

Motion by Siegrist, supported by Borninski to award the bid for the RTU #3 Fan Motor Replacement at The Summit on The Park to Mechanical Systems Services, 1731 E Eleven Mile Rd, Madison Heights, MI 48071, in an amount of \$17,263 to be paid from Account #246-265.970_0020 Capital Outlay Buildings and Improvements. Motion carried unanimously.

Item C-3. Consider Approving the Annual Payment of Western Wayne County Mutual Aid Association Dues

Motion by Siegrist, supported by Borninski to approve payment of the 2022 Western Wayne County Fire Department Mutual Aid Association dues in the amount of \$17,427.68. Motion carried unanimously.

Item C-4. Request Approval of the Township's 2021 Annual Comprehensive Financial Report

Motion by Siegrist, supported by Borninski to receive and place on file the 2021 Township's Annual Comprehensive Financial Report. Motion carried unanimously.

General Calendar:

Item G-1. Consider Approval to refund funds for the special assessment Lexington Square Subdivision and Wethersfield Condominium

Motion by Siegrist, supported by Sneiderman to waive the special assessment policy of issuing refunds to current parcel owners via their next property tax bill and approve check refunds to the current parcel owners for Lexington Square Subdivision and Wethersfield Condominiums by July 31, 2022 and to approve the following budget amendments:

Increase Revenue

403-000.695	Fund Balance Appropriation	237,055
852-000.699_4030	Transfers In	237,055

Decrease Revenue

852-000.695	Fund Balance Appropriation	99,565
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Increase Expense

403-446-02.995_8520	Transfers Out	237,055
852-905.964	Refunds	137,490

Motion carried unanimously.

Item G-2. Consider Approving a Police Policy and Training Advisor Program

Motion by Siegrist, supported by Slavens to approve the one-year purchase of a Police Policy and Training Advisor Program from Michigan Law Enforcement Training Associates, LLC, in the total amount of \$12,000, to be paid in \$1,000 monthly increments. Motion carried unanimously.

Item G-3. Consider First Reading of an Amendment to Chapter 36 “Equal Rights” in the Canton Township Code of Ordinances

Motion by Siegrist, supported by Foster to introduce the first reading of an amendment to the Chapter 36 “Equal Rights” Canton Township Code of Ordinances; I further move to table for consideration a proposed text amendment to the Township Code of Ordinances and schedule a second reading for June 28, 2022. Motion carried unanimously.

Item G-4. Consider Amendment of the 2022 Performing Arts Center Budget

Motion by Siegrist, supported by Foster to approve the following budget amendments:

Increase Revenue:

101-761-50.501_0009	Federal Grants COVID 19	\$93,757
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Increase Expenses:

101-761-50.801_0050	Professional and Contractual Services	\$28,000
101-761-50.924_0010	Utilities Electric	\$ 9,000
101-761-50.924_0020	Utilities Gas	\$10,000

Decrease Revenue:

101-000.695	Fund Balance Appropriation	\$46,757
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Motion carried unanimously.

Item G-5. Consider Approval of Consulting Services to Perform Five-Year Strategic Plan – Leisure Services

Motion by Siegrist, supported by Borninski to award the CLS strategic plan project to Berry Dunn, 2211 Congress Street, Portland, ME 04102 for Consulting Services to Perform a 5-Year Strategic

Plan – Leisure Services in an amount not to exceed \$39,825 to be taken from Budget Account # 101-750-801_0050. 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 8 pm. Motion carried unanimously.

Michael A. Siegrist, Clerk

Anne Marie Graham-Hudak, Supervisor

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

Resolution Recognizing Firefighter Maureen Stoecklein's Retirement

Whereas the Canton Fire Department recognizes the importance of its employees;

Whereas in 2000, Maureen Stoecklein was hired as a Public Safety Service Officer for the Canton Public Safety Department;

Whereas one year later she was sworn-in with the Fire Department as a Firefighter/Paramedic assigned to an ambulance, providing emergency medical treatment to thousands of patients with varying injuries and illnesses;

Whereas she later trained as an engine operator, running the various multi-faceted department apparatus on fire scenes;

Whereas Maureen was instrumental in bringing awareness to the benefits of firefighter's physical fitness, health and well-being;

Whereas she played a lead role in many new programs being offered within the department, including various opportunities of peer support, exercise and nutrition education;

Whereas after providing 22-years of hard work and dedication, Firefighter Stoecklein retired from her position in June of 2022;

Resolved, the Board of Trustees of the Charter Township of Canton is appreciative of the commitment to excellent service as demonstrated by Firefighter Maureen Stoecklein;

Further Resolved, the Board of Trustees of the Charter Township of Canton upon does hereby recognize Maureen Stoecklein for his commendable contribution to the Canton community and the Canton Fire Department.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: July 12, 2022

AGENDA ITEM #C-1

ITEM: Consider Proposal Award for Design of Administration Building Offices and Bulletproof Glass

PRESENTER: Jade Smith, Director Municipal Services

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: As a part of the board directive, Facilities is working to develop and design office renovations and safety measures at the Township Administration building. With the personnel additions to the ITI department renovations are needed in order to create functional office and storage space for all individuals. As far as safety measures, we will design installation of bulletproof glass for the first level customer facing windows.

BACKGROUND:

A3C Collaborative Architecture is a contracted firm with the Township and has submitted a proposal to design the Administration Building renovations and safety measures at the direction of the Township (See Attachment A). The office renovations will take place in office 3512 and office 3506. Office 3512 will be subdivided to create a separate office space as well as creating a storage room for our ITI department. Office 3506 will provide a personal restroom as well as adding exterior windows on the North wall.

A3C will also develop scope for Class 4 bullet-resistant glazing at all corridor windows of offices 1101, 1201, 1401, 1501, & 1601.

Total dollar amount proposed by A3C to design and for reimbursables allowance is not to exceed \$13,120.

STRATEGIC PLAN/GOALS: Improve Infrastructure

ACTION REQUESTED: Award the design for Administration Building Office Renovations and Class 4 bullet-resistant glazing and approve a purchase order in the amount of \$13,120 from Account #246-265.970_0020 Admin Renovations to A3C, 115 ½ E. Liberty St, Ann Arbor, MI 48104.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds have been committed for the Board Related Goals RBA 5-24-2022 G-4. The following Budget Adjustment is needed:

Increase Revenue:

246-000.695	Fund Balance Appropriation	\$250,000
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Increase Expenditures:

246-265.970_0020	Capital Outlay Buildings & Improvements	\$250,000
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IMPLEMENTATION PLAN: Upon Board approval, a purchase order will be generated and contract will be issued.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

1. I move to approve the following budget adjustment:

Increase Revenue:

246-000.695	Fund Balance Appropriation	\$250,000
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Increase Expenditures:

246-265.970_0020	Capital Outlay Buildings & Improvements	\$250,000
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2. I move to award the design for Administration Renovations and Bullet-resistant glazing at the Township Administration Building to A3C, 115 ½ E. Liberty St, Ann Arbor, MI 48104 in an amount of \$13,120 to be paid from Account #264-265.970_0020 Admin Renovations.

ATTACHMENT:

Attachment A – Design Proposal from A3C

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: July 12, 2022

AGENDA ITEM #C-2

ITEM: Consider Approval for the Emergency Power Repairs Admin Parking Lot

PRESENTER: Jade Smith, Director Municipal Services

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: On Thursday, January 27th 2022 Facilities was notified that the Parks Maintenance building experienced a power loss. Facilities discovered that the power failure was due to digging taking place in the Administration parking lot by a sub-contractor for Verizon Wireless, called ProSource Utility. The Facilities team immediately stopped ProSource Utility from conducting any further work and called Township preferred electrical contractors to assist with the repair and to mitigate further damages due to the power loss. Corby Energy and U.I.S arrived onsite within hours to dig up the damaged power line and make the necessary repairs.

BACKGROUND: Corby Energy and U.I.S were able to complete the repairs within two days, during the two days Corby Energy provided a generator for our Parks Maintenance building so we had a fully operational building. Canton Township is seeking full reimbursement from Verizon due to the damage they caused, total cost is \$20,134.18. Canton Township would like to pay Corby Energy and U.I.S for their work as both companies conducted the work back in January of 2022. On January 27th and 28th an email notification was sent out to all of the appropriate individuals within the Township to inform them of the emergency with a description of the issue and the resolution.

Utilities Instrumentation Services - \$10,734.18
Corby Energy Services, Inc - \$9,400

STRATEGIC PLAN/GOALS: Improve Infrastructure

ACTION REQUESTED: Approve a purchase order in the amount of \$9,400 to Corby Energy Services from Account 101-265.930_0030 to Corby Energy Services, 6001 Schooner Drive PO Box 970, Belleville, MI 48112. Approve a purchase order in the amount of \$10,734.18 to Utilities Instrumentation Service from Account 101-265.930_0030 to Utilities Instrumentation Services, 2290 Bishop Circle East, Dexter, MI 48130.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The following budget adjustment is needed to fund the project. If Canton Township is reimbursed this expenditure then the revenue will be recorded to offset the fund balance use.

Increase Revenue:

101-000.695 Fund Balance Appropriation	\$ 20,135
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Increase Expenditure:

101-265.930_0030 Maintenance and Repair Machinery and Equipment	\$20.135
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IMPLEMENTATION PLAN: Upon Board approval, a purchase order will be generated and contract will be issued.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

1. I move to approve the following budget adjustment:

Increase Revenue:

101-000.695 Fund Balance Appropriation	\$ 20,135
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Increase Expenditure:

101-265.930_0030 Maintenance and Repair Machinery and Equipment	\$20.135
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2. I move to award purchase order to Corby Energy Services, 6001 Schooner Drive PO Box 970, Belleville, MI 48112 in an amount of \$9,400 to be paid from Account #101-265.930_0030. Also, to U.I.S in the amount of \$10,734.18 to Utilities Instrumentation Service from Account 101-265.930_0030 to Utilities Instrumentation Services, 2290 Bishop Circle East, Dexter, MI 48130.

ATTACHMENT:

Attachment A – U.I.S Invoice

Attachment B – Corby Energy Services Invoice

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: July 12, 2022

AGENDA ITEM #C-3

ITEM: Consider Approval for the Emergency Replacement of the Transformer at Heritage Park

PRESENTER: Jade Smith, Director Municipal Services

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: On June 9th 2022 the Facilities team was notified that the Township owned transformer located in Heritage Park was leaking oil. Facilities immediately contacted our preferred electrical contractor Corby Energy Services to inspect for safety and a possible repair. Upon completion of their inspection, Corby noted that due to the age and condition of the transformer, repairs can not be made and a replacement is strongly recommended as soon as possible to avoid power failure. If the transformer were to fail, then it would pose a safety threat, equipment damage, and hazardous waste exposure.

BACKGROUND: At approximately 12:00pm on Thursday June 9th Facilities staff was notified that the transformer located in Heritage Park had been leaking oil. Once the Facilities team arrived to inspect the transformer, it was clear it needed to be inspected by a professional electrical contractor. Corby Energy Services was notified and arrived onsite the next day, at the conclusion of their inspection it was verified that the transformer was beyond repair due to the age and the severity of the oil leak. Facilities was also notified that DTE had been onsite to contain the oil leak and complete an inspection as well, DTE also confirmed that the transformer was not of repair in nature and recommended that it be replaced as soon as possible.

With this being high voltage, oil leaking where residents and employees are present, and the transformer running at increased temps due to lack of oil, this could cause a threat to the safety and welfare of the township employee's and our residents. Also, if the transformer fails we could experience hazardous wastes throughout the Heritage grounds as the transformer operates our grinder pumps for the North pavilion restrooms and center room restrooms.

The following areas and pieces of equipment are directly operated by this transformer;

- Parks maintenance building
 - AC unit
 - Gas pumps for township equipment, vehicles, Lawn equipment, etc
 - Hoists that lift vehicles in order to complete repairs
 - Compressors
- North Pavilion
 - Restrooms
 - Grinder pumps for hazardous waste
- Center room
 - Restrooms
 - Grinder pumps for hazardous waste
- Baseball field lights

Corby Energy Services is a preferred contractor with the Township and has submitted a proposal to remove and replace the transformer at Heritage Park (See Attachment A).

Total dollar amount proposed by Corby Energy Services to remove and replace the transformer is \$58,875.

STRATEGIC PLAN/GOALS: Improve Infrastructure

ACTION REQUESTED: Award the proposal for Corby Energy Services to remove and replace the transformer located in Heritage Park and approve a purchase order in the amount of \$58,875 from Account 101-265.970_0030 to Corby Energy Services, 6001 Schooner Drive PO Box 970, Belleville, MI 48112.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funding will come from dollars available in the MSD Facility contingency account. Funds will be moved to the Capital Outlay Machinery and Equipment account #101-265.970_0030.

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

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to award the removal and replacement of the transformer located in Heritage Park to Corby Energy Services, 6001 Schooner Drive PO Box 970, Belleville, MI 48112 in an amount of \$58,875 to be paid from Account #101-265.970_0030.

ATTACHMENT:

Attachment A – Proposal to remove and replace Transformer

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: July 12, 2022

AGENDA ITEM #C-4

ITEM: Consider Using Additional Funds for Roof Replacement in Connection with The Capital Improvement Program

PRESENTER: Jade Smith, Director Municipal Services

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: On July 27, 2021 the Board of Trustees awarded a contract and approved a purchase order to Schena Roofing & Sheet Metal Co. to replace the Summit flat roof, Fellows Creek Golf Club House roof, and Fellows Creek Golf Club Maintenance Building roof in the amount of \$907,270. The established budget for this project under the CIP was in the amount of \$1,119,450, leaving a remaining balance of \$212,180. On June 16th, 2022 Canton Township received written notification from Schena Roofing of a material increase in the amount of \$138,483 (see attachment A).

BACKGROUND:

Schena was awarded the roof replacement contact in July of 2021, material costs have increased drastically since Schena bid on the project. Roofing material manufacturers were unable to provide Schena or Canton Township with final cost increases until all the materials were shipped due to the unstable fluctuation in the material costs. Upon receiving materials almost one year later in May 2022, Schena was able to provide the Township with the total increase of \$138,483. Schena has agreed to only pass on the cost increase in materials, not including overhead or profit on the costs to the Township. The breakdown in costs include \$124,636 for the Summit, \$10,931 for Fellows Creek Maintenance building, and \$2,916 for Fellows Creek Clubhouse.

STRATEGIC PLAN/GOALS: Improve Infrastructure

ACTION REQUESTED: Award the additional funds to complete the full scope of work to replace the flat roof at the Summit, Fellows Creek Golf Club roof, and Fellows Creek Golf Club Maintenance Building roof and increase purchase order #2021-00002157 in the amount of \$138,483 to Schena Roofing & Sheet Metal Co., 28299 Kehrig Drive, Chesterfield, MI 48047.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds are available in CIP accounts: 401-757.970_0020 and 401-772.970_0020 Capital Outlay Buildings & Improvements

IMPLEMENTATION PLAN: Upon Board approval, the purchase order and contract will be issued by \$138,483.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to increase PO #2021-00002157 for Summit, Fellows Creek Golf Club Roof Replacement, and Fellows Creek Golf Club Maintenance Building Roof Replacement to Schena Roofing & Sheet Metal Co., 28299 Kehrig Drive, Chesterfield, MI 48047 in the amount of \$138,483 to be paid from accounts 401-757.970_0020 for \$124,636 (Summit Roof), 401-772.970_0020 for \$13,847 (Fellows Creek roofs)

ATTACHMENT:

Attachment A – Schena Letter of Increase

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: July 12, 2022

AGENDA ITEM: #C-5

ITEM: Consider Awarding a Contract to Spalding DeDecker Associates for Engineering Services on Two Sidewalk Gaps Along the ITC Corridor

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: In the summer of 2021, Canton Township Engineering Services (ES) retained Spalding DeDecker Associates, Inc. (SDA) as designer/engineer for a key, multi-property gap on Cherry Hill Road that connects the ITC power corridor trail from the Cherry Hill HAWK signal east towards the Cherry Hill and Lilley commercial area. There are additional requirements for easements on this project, and it has expanded to include two other properties, along with approval of the project through ITC and DTE. ES solicited a proposal for additional services from SDA to continue work at the Cherry Hill location. In addition, costs for engineering for another key ITC corridor crossing of Denton Road, north of Cherry Hill Road have been included. This location has been identified as a key gap in the pending expanded sidewalk gap program.

On June 21, 2022 SDA provided two proposals for the services needed on each of these projects. ES recommends approval for design services only with SDA excluding the construction services for a cost of \$50,000 plus a 5% contingency of \$2,500 for a total amount of \$52,500 to obtain documents needed for easement acquisition, ITC approvals, permitting and construction of these two sidewalk gaps.

BACKGROUND: The Cherry Hill Sidewalk Gap which is under design includes four properties, and enclosure of the drain on the south side of Cherry Hill Road, between the ITC trail and Cherry Hill/Lilley. Since completing the initial design, additional survey and design, including easements exhibits, design coordination permitting with Wayne County for the work within the Cherry Hill Road right-of-way. In addition, ES has made initial contacts with ITC to apply for completion of the trail within their corridor.

A second key gap along the ITC corridor has been proposed in the draft “Sidewalk Gap Plan”, and is located north of Cherry Hill, along Denton Road, under the ITC and DTE power lines. Based on the proximity to the Workman Elementary School and in anticipation of starting work on the expanded gap program, for reasons of expediency ES solicited a proposal from SDA for this additional work in the ITC corridor. We plan to make the formal applications to ITC for both locations in the near future. Work in the Denton Road right-of-way in the ITC corridor requires both permitting and coordination with ITC and Wayne County for this project. The services needed to prepare these documents is required for the construction of this gap.

STRATEGIC PLAN/GOALS: Board Goal: Quality Infrastructure

ACTION REQUESTED: Consider approving a contract with Spalding DeDecker Associates, Inc. in the amount of \$50,000 with a 5% contingency of \$2,500 for a total contract of \$52,500.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The funds for the sidewalk gap program are budgeted in account # 101-447-03.930_0050 Maintenance and Repair Infrastructure.

IMPLEMENTATION PLAN: Upon Board approval, ES and Finance will complete the contract with Spalding DeDecker Associates, Inc. and establish the purchase orders for this work.

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTIONS:

1. I move to award a construction contract to Spalding DeDecker Associates for sidewalk gap work in the amount of \$50,000 with a 5% contingency of \$2,500 for a total contract of \$52,500 from the account # 101-447-03.930_0050.

ATTACHMENTS

- 1 Proposal for ITC Denton Sidewalk Gap
- 2 Proposal for Cherry Hill Sidewalk Gap
- 3 Map of Locations of Sidewalk Gaps

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: July 12, 2022

AGENDA ITEM #C-6

ITEM: Consider Increase of \$185,403 to PO #2022-00001698 for the 2022 Major Roads - Asphalt Project for the 2022 Road Improvement Program

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: On May 24, 2022 Cadillac Asphalt was awarded the contract for the 2022 Major Roads Asphalt Project on Warren Road (Lilley to Haggerty). Construction began in June of 2022 and is currently ongoing. Design and construction of Warren Road was based on the milling and resurfacing of 2 inches of asphalt after isolated base repairs to the remaining asphalt. After Cadillac began milling the top 2 inches, it became apparent that the base was in very poor condition. The base can not be repaired in isolated areas because the entire base was failing. Milling off 2 inches and paving over the existing base would result in a driving surface that would again fail within 2 to 3 years. Through investigation with Engineering Services and Fishbeck, it was determined that the entire base needed to be removed and replaced. Therefore, Engineering Services is requesting an increase of \$185,403 to PO #2022-00001698.

STRATEGIC PLAN/GOALS: Quality Infrastructure – Canton Roads Program

ACTION REQUESTED:

1. Consider signature by the Township Supervisor of the attached change order authorizing the increase of PO #2022-00001698 by \$185,403.
2. Consider increasing PO #2022-00001698 by \$185,403.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

The funds for the Major Road projects will come from the Road Construction Fund, #204-446-11.970_0050 (Roads Major – Capital Outlay). The Following Budget adjustment is needed:

Increase Revenue:

204-000.695 Fund Balance Appropriation	\$185,403
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Increase Expenditure:

204-446-11.970_0050 Major Roads Capital Outlay Infrastructure	\$185,403
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IMPLEMENTATION PLAN:

Upon Board approval, Engineering Services will instruct Cadillac Asphalt to continue with the revised construction plan.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

1. I move to approve the following Budget Amendment:
Increase Revenue:
204-000.695 Fund Balance Appropriation \$185,403

Increase Expenditure:
204-446-11.970_0050 Major Roads Capital Outlay Infrastructure \$185,403
2. I move to allow signature by the Township Supervisor of the attached change order authorizing the increase of PO #2022-00001698 by \$185,403.
3. I move to approve increasing PO #2022-00001698 by \$185,403.

ATTACHMENTS:

1. Recommendation Letter from Fishbeck
2. Signed Change Order

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: July 12, 2022

AGENDA ITEM #C-7

**ITEM: Consider Second Reading of an Amendment to Chapter 36 “Equal Rights” in the
Canton Township Code of Ordinances**

PRESENTER: Chad Baugh, Director of Police Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: An amendment is being requested to Chapter 36 “Equal Rights” in the Canton Township Code of Ordinances, pertaining to sections regarding protected status, practices, investigation, penalties, and annual reporting.

BACKGROUND INFORMATION: In 2014, the Township Board approved the addition of Chapter 36 “Equal Rights” to the Canton Township Code of Ordinances. Upon review of this ordinance, the attached summary of amendments are being proposed to include familial status and medical conditions to protected status; to add public service practices, to change the assigned investigative body from the Supervisor to the Police Department, to add violations and penalties, and to add an annual reporting requirement.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Remove from the table, hold second reading, and adopt an amendment to Chapter 36 “Equal Rights” Canton Township Code of Ordinances.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: n/a

IMPLEMENTATION PLAN: If approved, the ordinance will be published and become effective July 21, 2022.

DIRECTOR’S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR’S RECOMMENDATION:

SUPERVISOR’S RECOMMENDATION: Approve

MODEL RESOLUTION: I move to remove from the table, hold the Second Reading and adopt an amendment to Chapter 36 “Equal Rights” Canton Township Code of Ordinances; to be published and become effective on July 21, 2022.

ATTACHMENTS: Attachment A – Draft of proposed changes to Chapter 36 “Equal Rights” Ordinance (redlined)

Attachment B – Draft of proposed changed Chapter 36 “Equal Rights” Ordinance (clean)

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: July 12, 2022

AGENDA ITEM # C-8

ITEM: Consider Approval for a Purchase Order Increase for the Fungicide at Pheasant Run Golf Club
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PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: The Leisure Services Department is requesting a purchase order increase in the amount of \$6,300 to PO#2021-00002825 for the additional fungicide that was ordered due to supply chain issues at Pheasant Run Golf Club.

BACKGROUND:

On October 21, 2021, the Board approved RBA item #G-3 to purchase fungicide, fertilizer and plant protectant at Pheasant Run Golf Club. By the beginning of 2022, only half of the fungicide was supplied forcing staff to order an alternate product that was not as effective. Shortly after the alternate product was used, the original remaining fungicide was delivered with no notification from the company. Since the original product is preferred due to its effectiveness, Pheasant Run will keep the excess fungicide to use at a later time.

STRATEGIC PLAN/GOALS: Quality Infrastructure

ACTION REQUESTED: Authorize approval to increase PO#2021-00002825 by \$6,300.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds are budgeted in the Pheasant Run Golf Club Maintenance and Repair Grounds, Account #584-773-57.930_0070

IMPLEMENTATION PLAN: Upon Board approval, Purchase Order 2021-00002825 will be increased by \$6,300

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve an increase to PO#2021-00002825 in the amount of \$6,300 to be paid from Account #584-773-57.930_0070 Maintenance and Repair Grounds, for the additional fungicide purchase at Pheasant Run Golf Club.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: July 12, 2022

AGENDA ITEM #C-9

ITEM: Consider Approval of Application for MLCC Special Liquor Licenses

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY:

The Michigan Shakespeare Festival is planned in conjunction with the Cherry Hill Village Theater, with a special one-time event to be held July 22 at the Cherry Hill Schoolhouse lawn, which requires application to the Michigan Liquor Control Commission for a special liquor license, taking place on July 22, 2022.

Leisure Services is requesting Township Board approval for Michigan Shakespeare to submit an application to the Michigan Liquor Control Commission, and to authorize the sale and consumption of alcohol at this event. No penalty or additional expenses will be incurred should the event be canceled.

BACKGROUND:

The Michigan Shakespeare Festival will hold a reception to celebrate the opening night of the Michigan Shakespeare Festival 2022 season that will take place on July 22, 2022 on the Cherry Hill Schoolhouse Lawn. In partnership with Canton Leisure Services, Michigan Shakespeare will be making the application to the Michigan Liquor Control Commission for a special license and incurring all costs associated with the application. Michigan Shakespeare will secure the appropriate permits and will keep the proceeds from the actual alcohol sales for the July 22, 2022 event.

STRATEGIC PLAN/GOALS: Welcoming Community

ACTION REQUESTED: Authorize the sale and consumption of alcohol at the July 22, 2022 Michigan Shakespeare Festival.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: None

IMPLEMENTATION PLAN: The site will be set up according to the requirements of the Liquor Control Commission.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to authorize the sale and consumption of alcohol at the Michigan Shakespeare Festival taking place at the Cherry Hill Schoolhouse lawn on July 22, 2022, and furthermore; I move that the following resolution be adopted:

That the Michigan Shakespeare, through its duly elected officers, make application to the MLCC for a Special License for the sale of alcohol for consumption on the premises to be in effect on July 22, 2022 at the Cherry Hill Schoolhouse lawn located at 50440 Cherry Hill Rd, Canton, Michigan, County of Wayne.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: July 12, 2022

AGENDA ITEM # C-10

ITEM: Request for Resolution of Local Body of Government to Recognize “Salem Rockettes Booster Club” as a Nonprofit in the Community for Purposes of Making an Application for a “Charitable Gaming License” to the Michigan Gaming Control Board.

PRESENTER: Michael A. Siegrist, Clerk

INDIVIDUALS IN ATTENDANCE: None

BACKGROUND INFORMATION: The application to the Bureau of State Lottery requires the organization to get a resolution passed by the Canton Board of Trustees stating that the organization is recognized as a non-profit in the community “Salem Rockettes Booster Club” 811 Pinehurst Dr, Canton, MI 48188, is exempt from Federal income tax under section 501©(5) of the Internal Revenue Code.

This organization is in the process of making an application to the Michigan Charitable Gaming Division for a gaming license.

A resolution passed by the local body of government stating the organization is recognized as a non-profit organization in the community is required. A copy of the required resolution is attached.

STRATEGIC PLAN/GOALS: To meet the service needs of a changing community.

ACTION REQUESTED: To approved the attached resolution.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: None

IMPLEMENTATION PLAN: A certified resolution will be forwarded to the State of Michigan along with the application.

DIRECTOR'S RECOMMENDATION: Approved

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approved

SUPERVISOR'S RECOMMENDATION:

MODEL RESOLUTION: I move to approve the resolution for the “Salem Rockettes Booster Club” 811 Pinehurst Dr, Canton, MI 48188, to be recognized as a non-profit organization for the purpose of obtaining a charitable gaming license.

ATTACHMENTS:

Charitable Gaming Resolution

Signed and dated copy of the organization’s current bylaws or constitution, including membership criteria.

Complete copy of the organization’s Articles of Incorporation that have been filed with the Corporations and Securities Bureau, if the organization is incorporated.

Copy of the letter from the IRS stating the organization is exempt from federal tax under IRS code 501(c).

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: July 12, 2022

AGENDA ITEM #G-1

ITEM: Consider Approval to Fill the Lead Tech Position for the Facilities Department

PRESENTER: Jade Smith, Director Municipal Services

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY:

Facilities has recently experienced two promotions, one was the Tech I to Facilities Supervisor, a Merit position, and the second was a Tech II to the Tech I position, in the AFSCME Union. When the previous Tech I was promoted it left not only a physical vacancy but a license/certified skilled laborer vacancy. It is being requested to post for the Lead Tech position that already exists in the AFSCME job descriptions, which has gone unfilled for many years. This description requires a skilled trade individual which will reduce the need for some outside contractors as well as teach the rest of our team necessary skills, such as; brazing, mechanical diagnoses, refrigerant leaks, and water leaks and become a greater asset to the Township. Facilities Department is proposing to backfill the current budgeted Tech II position but will make that adjustment and fill the position in the 2023 budget.

BACKGROUND:

Facilities anticipates filling the Lead Tech role in 2022. Wages and fringes using the starting wage for a Lead Tech in the AFSCME wage scale totals approximately \$116,600. The Township will anticipate savings of approximately \$18,600 based on 2021 service calls and repairs in professional services expenses as we will not have to call contractors for all HVAC issues. This position will also be responsible for creating and maintaining a preventative maintenance program as it relates to mechanical equipment. Having an experienced and skilled trades individual overseeing the PM program will prolong equipment life expectancy as well as keeping our equipment operational to mitigate interruptions to the Township operations.

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

ACTION REQUESTED: Approve the posting of the Lead Tech full time position for the Facilities Services Department.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The Lead Tech position will be expensed in the Facilities Maintenance department, 101-265. There is no current year budget impact for this position and the Tech II will be budgeted in 2023.

Any increases to upcoming budgets resulting in the addition of this position will be properly budgeted for by the Finance Department through the position budgeting process.

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

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve the increase of headcount and the posting and filling of the Lead Tech position for the Facilities Services Department.

ATTACHMENTS:

None

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: July 12, 2022

AGENDA ITEM #G-2

ITEM: Authorize the Purchase and Installation of Three Generac Commercial Gas Series Standby Generator for the Commerce Park, Hampton Ridge South Pilgrim Hills, and Wildwood Spring Sanitary Sewer Pump Stations from Wolverine Power Systems

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: The Commerce Park Sanitary Sewer Pump Station has been in operation since 2001 and services seven large industrial businesses.

The Hampton Ridge South Pilgrim Hills Sanitary Sewer Pump Station has been in operation since 2001 and services 247 residential homes in the Hampton Ridge South and Pilgrim Hills Subdivisions.

The Wildwood Springs Sanitary Sewer Pump Station has been in operation since 1993 and services 27 residential homes in the Wildwood Springs Subdivision.

This Generac Standby power system will help prevent basement backups if there is a power failure. This standby generator system will be powered by natural gas and will eliminate the need for diesel generators.

Wolverine Power is the lowest bidder in the amount of \$74,500 for all three new 22KW engine-driven stand by generators powered by natural gas and installation.

STRATEGIC PLAN/GOALS: Quality Infrastructure- Provide reliable sanitary sewer service to our customers.

ACTION REQUESTED: Approve the purchase of three new Generac 22KW Standby Generator and installation at the Commerce Park, Hampton Ridge South Pilgrim Hills and Wildwood Springs Sanitary Sewer Pump Stations.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds will come from public works Capital Outlay Machinery and Equipment, account #592-537.970__0030 in the amount of \$74,500.

IMPLEMENTATION PLAN: Upon approval, the purchase order would be issued to Wolverine Power Systems and the order placed. Delivery and installation is anticipated within 90 days of the order.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the purchase and installation of three Generac

22KW Standby Generators from Wolverine Power Systems 46968 Liberty Drive Wixom MI 48393 Hudson MI and approve a purchase order for a not-to-exceed amount of \$74,500.

ATTACHMENTS:

1. Bid Tab Sheet
2. Wolverine Bid Sheet

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: July 12, 2022

AGENDA ITEM #G-3

**ITEM: CONSIDER A REQUEST TO APPROVE LETTER OF AGREEMENT
BETWEEN CANTON TOWNSHIP AND THE TPOAM**

PRESENTER: Anne Marie Graham-Hudak, Supervisor

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Canton Township is always striving for good rapport with its labor force. Toward this end, a Letter of Agreement (LOA) was reached between Canton Township and the TPOAM (Technical and Professional Office-workers Association of Michigan) to allow Public Safety Clerk III, Christine Skavery, to temporarily perform step-up tasks for the Crime Data Analyst, Grade 6 Merit position, retroactive to May 1, 2022.

BACKGROUND INFORMATION: Canton Township is always striving for good rapport with its labor force. Letters of Agreement (LOAs) are shared understandings between Canton and its collective bargaining units in areas of concern not covered by the current collective bargaining agreement. Sometimes called Letters of Understanding or “side letters,” these agreements allow each party to the collective bargaining agreement to effectively handle issues that warrant attention during the contract period, but were not contemplated by the parties at the time of the agreement.

LOAs are not contracts, as they are not “bargained for” exchanges (one promise exchanged for another) and do not have the essential elements of contract formation (the offer, acceptance and consideration). They are simply principled agreements to an area of concern for the parties. If an LOA differs from the collective bargaining agreement, the collective bargaining agreement controls.

STRATEGIC PLAN/GOALS: Organizational Climate and Culture

ACTION REQUESTED: Approve the request to allow Public Safety Clerk III, Christine Skavery, to temporarily perform step-up tasks for the Crime Data Analyst, Grade 6 Merit position, retroactive to May 1, 2022.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The temporary increase in salary will be absorbed by the Police Full-Time Salaries budgeted account; no amendment is necessary.

IMPLEMENTATION PLAN: Upon approval, the Township Supervisor will sign the Letters of Agreement that the bargaining team has already agreed upon.

FINANCE AND BUDGET DIRECTOR’S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve.

MODEL RESOLUTION: I move to approve the Letter of Agreement between Canton Township and the TPOAM, to allow Public Safety Clerk III, Christine Skavery, to temporarily perform step-up tasks for the Crime Data Analyst, Grade 6 Merit position, retroactive to May 1, 2022.

ATTACHMENTS: Attachment A - Letter of Agreement.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: July 12, 2022

AGENDA ITEM # G-4

ITEM: Consider Reappointment to Downtown Development Authority Board

PRESENTER: Anne Marie Graham-Hudak, Supervisor

INDIVIDUALS IN ATTENDANCE None anticipated

EXECUTIVE SUMMARY: The State of Michigan Public Act 197 of 1975, enabling legislation for the establishment of a Downtown Development Authority (DDA), provides for a Board of 8 to 12 members. A majority of the members must have an interest located in the Development area (owner of property, owner of a business, manager, employee, resident), while the remaining members may be citizens at large.

BACKGROUND: Steven Brock currently works as the General Manager for Szechuan Restaurant, a family owned and operated business since 1980 located within the DDA District on Ford Road. Steven just finished his first term on the DDA Board and has expressed his interest in serving the Community as a member of the Canton DDA Board for an additional four years.

Steven has both corporate and small business experience, he previously worked as a Program Manager for an organization building vehicle simulators for Military, Police, Fire and Public Transit. Prior to that, he owned and operated a Valet Parking business in downtown Detroit. Throughout his career he has maintained an entrepreneurial spirit, gaining knowledge and experience in a variety of fields.

Steven is an active member of the DDA board with an impeccable attendance record and volunteers for all events and activities. He has provided the DDA Board with valuable input both as a business owner and a resident.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Reappoint Steven Brock to the Board of Directors of the Downtown Development Authority for a four-year term.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: Upon approval, the Supervisor will direct the Downtown Development Coordinator to contact Steven Brock and notify him of his reappointment.

DIRECTOR'S RECOMMENDATION: N/A

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: N/A

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move that the Canton Township Board of Trustees reappoint Steven Brock to serve on the Board of Directors of the Downtown Development Authority of the Charter Township of Canton for a four-year term ending July 12, 2026.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: July 12th, 2022

AGENDA ITEM# G-5

ITEM: Consider Changing that Agent of Record to Kapnick Insurance Group and streamline Flexible Spending and Cobra Administration with Kapnick Insurance Group

PRESENTER: Ann Marie Graham-Hudak, Supervisor

INDIVIDUALS IN ATTENDANCE: None anticipated

EXECUTIVE SUMMARY: The Human Resources Division is endeavoring to enhance its capability and streamline benefit services to Township employees. In order to reach this goal, the Human Resource Division would make Kapnick Insurance Group the Agent of Record for the Township and streamline its Flexible Spending Account and COBRA Administration with Kapnick.

BACKGROUND: The Township has the opportunity to improve and expand its benefit services to Township employees. Kapnick Insurance Group uses professional value-added services that are based on strategic planning, five-star service and technology. In addition to the traditional brokerage services, the Township would gain the value-added resource of:

- Call Center Support to expand the level of service to Township employees with expanded hours during open enrollment and translation services that are available in 100 + languages
- Kapnick Lens, an advanced analytics platform to allow the Township to make strategic decisions affecting cost efficacy and quality of programs
- Employee Navigator, a technology platform to administer benefits during open enrollment and onboarding
- Kapnick Strive, a wellness program to help mitigate the problem of rising health care cost and help to build a healthier workforce.

Additionally, Kapnick would administer the Township's Flexible Spending Account to assist in improved customer service and Kapnick would also provide COBRA Administration to ensure compliance.

STRATEGIC PLAN/GOALS: Organizational Climate & Culture

ACTION REQUESTED: Approve Kapnick Insurance Group as Agent of Record and vendor for Flexible Spending Account and COBRA Administration.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The total budget impact will be approximately \$4,600 per year. However, for the remainder of 2022, the budget impact is approximately \$900, and can be absorbed within the current Human Resources budget.

IMPLEMENTATION PLAN: Kapnick Insurance Group would become the Agent of Record no later than 90 days from approval. Flexible Spending Account administration would begin January 1, 2023 and COBRA Administration would begin October 1, 2022.

DIRECTOR'S RECOMMENDATION:

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve Kapnick Insurance Group as the Agent of Record. In addition, I move to approve Kapnick insurance group as the vendor for the Township's Flexible Spending Account and COBRA Administration.

ATTACHMENTS:

- Employee Benefits Services Overview
- Canton Township Pricing and Services

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: July 12, 2022

AGENDA ITEM # G-6

**ITEM: Consider Waiving the Bidding Process and Approving the Contract from Raftelis
to Perform a Communications Assessment**

PRESENTER: Anne Marie Graham-Hudak, Supervisor

INDIVIDUALS IN ATTENDANCE: N/A

EXECUTIVE SUMMARY: As recommended in the organizational assessment completed by Raftelis in June of 2021, Canton Township is moving forward with a comprehensive communications assessment, which assesses communications goals and strategies in each department, and develops a Township-wide communications plan.

Raftelis will comprehensively evaluate Canton Township’s approach to communications to assure we are spending funds wisely and effectively. Raftelis will complete a 7-Point Checkup of our communications program. Step One examines the environment that surrounds us. Steps Two through Six examine our internal efforts – the “outputs” of our work. Step Seven examines the external results or “outcomes” of the efforts we make around Township communications. Together, all seven steps will yield a complete picture of the efficacy of our outreach program, providing a comprehensive and specific idea of what’s working and what could be improved. The Township will receive a final report that summarizes all findings and provides specific recommendations for enhancing our communications efforts.

The Supervisor’s Office is requesting to waive the bid process and contract with Raftelis to perform a Communications Assessment not to exceed \$30,000.

BACKGROUND INFORMATION: The Township Organizational Assessment conducted by Raftelis in 2021 recommended a Communications Assessment be performed. According to Raftelis, “timely, effective, and two-way communication with residents and stakeholders is critical for developing and maintaining trust with the community. Successfully collecting and analyzing community insights will aid Township leadership in making data-informed decisions. In addition, increasing opportunities to engage people with the Township government and community by actively and effectively communicating and eliminating barriers is an objective identified within the Board’s strategic framework.”

Raftelis will perform this assessment by engaging in a seven-step process:

Step One: Scan the Environment
Step Two: Examine the Plan
Step Three: Critique Your Messaging
Step Four: Review Materials
Step Five: Monitor the Media
Step Six: Assess Internal Capacity
Step Seven: External Research/Validate Your Efforts

Each step will come with a set of questions for Township officials to answer, as well as surveys and focus groups of internal and external Township customers.

STRATEGIC PLAN/GOALS:

ACTION REQUESTED: Waive the bidding process and approve the contract with Raftelis to perform a Communications Assessment.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: As discussed at the January 18, 2022 study session, a budget amendment of \$30,000 utilizing available fund balance is required to fund this project.

IMPLEMENTATION PLAN:

DIRECTOR'S RECOMMENDATION:

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the contract with Raftelis to perform an organization-wide communications assessment and communications plan for the Township, as well as the following budget amendment:

Increase Expenditures	101-271.801_0050	Professional Services	\$30,000
Increase Revenues	101-000.695	Fund Balance Appropriation	\$30,000

ATTACHMENTS: