



**CANTON ADMINISTRATION BUILDING
1150 S. CANTON CENTER ROAD
CANTON, MI 48188
REGULAR BOARD MEETING
AUGUST 9, 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/85839836775>

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Webinar ID: 858 3983 6775

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7:00 P.M.:

CALL TO ORDER
ROLL CALL: BORNINSKI, FOSTER, GANGULY, GRAHAM-HUDAK, SIEGRIST, SLAVENS,
SNEIDEMAN
ADOPTION OF AGENDA
APPROVAL OF MINUTES: NONE
PUBLIC COMMENT ON AGENDA ITEMS ONLY
PAYMENT OF BILLS

PRESENTATION:

- 1) YOUTH ADVISORY COUNCIL

CONSENT CALENDAR:

- 1) CONSIDER AWARD OF A CONTRACT TO AL'S ASPHALT PAVING COMPANY FOR ASPHALT PATH REHABILITATION AT PHEASANT RUN GOLF COURSE (PRGC) AND HERITAGE PARK (MSD)
- 2) CONSIDER AWARDING CONTRACT AND APPROVE PURCHASE ORDER PHEASANT RUN CART CORRAL FENCE REPLACEMENT IN CONNECTION WITH THE CAPITAL IMPROVEMENT PROGRAM (MSD)

- 3) CONSIDER AWARDING A CONTRACT AND PURCHASE ORDER TO REPLACE TILE AT THE SUMMIT ON THE PARK PURSUANT TO THE 2019 CAPITAL IMPROVEMENT PLAN (MSD/CLS)
- 4) CONSIDER UPDATING THE LOCATION ON RECORD FOR PREVIOUSLY APPROVED OUTDOOR WARNING SIREN REPAIR (FIRE)
- 5) CONSIDER ACCEPTING A TRAFFIC SAFETY GRANT FROM AAA FOR THE PURCHASE OF AN INSTAALERT 24 MESSAGE DISPLAY BOARD AND ASSOCIATED AMENDMENT TO THE 2022 FIRE BUDGET (FIRE)
- 6) CONSIDER APPROVING THE ANNUAL LICENSING RENEWAL OF POWER DMS (POLICE)
- 7) CONSIDER SECOND READING OF AN ORDINANCE TO AMEND CHAPTER 74, ARTICLE II, DIVISION 3, SUBDIVISION III SECTION 74-133. BUILDING SEWERS AND CONNECTIONS (MSD)

GENERAL CALENDAR:

- 1) CONSIDER SITE PLAN FOR MINI STORAGE DEPOT (MINI-WAREHOUSE) (MSD)
- 2) CONSIDER SITE PLAN FOR AUTOMOBILE WASH ESTABLISHMENT (ZIPPY AUTO WASH) (MSD)
- 3) CONSIDER APPROVAL OF A BUDGET INCREASE AND ACCEPTANCE OF SPARK GRANT PROPOSAL FROM MCKENNA ASSOCIATES (CLS)
- 4) CONSIDER APPROVAL FOR SUPPLEMENTAL INTERNET SERVICE (ITI)
- 5) CONSIDER APPROVAL OF PHONE SYSTEM UPGRADE (ITI)
- 6) CONSIDER APPROVAL OF SQL SERVER UPGRADE (ITI)
- 7) CONSIDER NEW APPOINTMENT AND REAPPOINTMENT TO THE ZONING BOARD OF APPEALS (SUPERVISOR)
- 8) CONSIDER APPROVING AN AGREEMENT FOR CONSULTING SERVICES BETWEEN CANTON TOWNSHIP AND TREATMENT INTERVENTION SERVICES, LLC, WITH AN ASSOCIATED AMENDMENT TO THE 2022 POLICE BUDGET (POLICE)
- 9) CONSIDER WTUA ANNUAL BUDGET APPROVAL (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.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: August 9, 2022

AGENDA ITEM: #C-1

ITEM: Consider Award of a Contract to Al's Asphalt Paving Company for Asphalt Path Rehabilitation at Pheasant Run Golf Course (PRGC) and Heritage Park

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

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: June 30, 2022 Canton Township Engineering Services (ES) solicited public bids for path rehabilitation at Pheasant Run Golf Course (PRGC) and Heritage Park. On July 21, 2022 two pavers submitted bids and Al's Asphalt Paving Co. (Al's Asphalt) was determined the low bidder. Based on existing budgets and the bid prices from Al's Asphalt, ES recommends two projects for award, \$420,310 for the PRGC North nine paths, and \$109,725 for Heritage Park paths, as detailed in the attached Bid Analysis Memorandum (Attachment 1). This results in a total contract award of \$530,035 which includes a ten percent contingency.

BACKGROUND: The bond issuance of 2020 by the Township included funding for rehabilitation and reconstruction of trails at PRGC, Heritage Park and other park locations. The intention of this bid is to retain a contractor for a multi-year contract for path rehabilitation work at other locations including Victory Park and Fellows Creek Golf Course (FCGC), along with construction of new paths in Heritage Park as a three-year program through 2024.

Al's Asphalt has successfully completed several recent projects for the Township (DDA Road Paving, 2021 and Independence Park Paving, 2015). They are currently under contract to commence with work along Heritage Drive for parking lots at the softball area and north pavilion.

STRATEGIC PLAN/GOALS: Board Goal: Quality Infrastructure

ACTION REQUESTED: Approve a contract with Al's Asphalt Paving Co. for the asphalt path rehabilitation and reconstruction for golf courses and parks in the amount of \$481,850 with a 10% contingency of \$48,185 for a total contract of \$530,035.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The following project(s) that are identified in the Capital Improvement Plan are to be paid as follows:

<u>Project#</u>	<u>Description</u>	<u>Account#</u>	<u>Amount Budgeted</u>	<u>Amount Awarded</u>
#200010	Pheasant Run Cart Paths	401-773.970_0080	\$446,152	\$420,310
#220007	Heritage Park Walking Path	401-441.970_0080	\$110,000	\$109,725

IMPLEMENTATION PLAN: Upon Board approval, ES and Finance will complete the contract with Al's Asphalt Paving Co. and establish the purchase orders and will issue a contract approval and purchase order for this work to Wade/Trim Associates.

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTIONS:

I move to approve the contract and approve a purchase order to Al's Asphalt co with the approval to extend this contract an additional three years, at the discretion of the Township for the following project(s) as identified in the Capital Improvement Plan:

<u>Project#</u>	<u>Description</u>	<u>Account#</u>	<u>Amount</u>
#200010	Pheasant Run Cart Paths	401-773.970_0080	\$420,310
#220007	Heritage Park Walking Path	401-441.970_0080	\$109,725

ATTACHMENTS

- 1 Bid Analysis Memorandum
- 2 Al's Asphalt Bid

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: August 9, 2022

AGENDA ITEM #C-2

ITEM: Consider Awarding Contract and Approve Purchase Order Pheasant Run Cart Corral Fence Replacement in Connection with the Capital Improvement Program

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: In connection with the Capital Improvement Plan, we are recommending the following project be awarded to RMD Holdings, LRT.

<u>Project#</u>	<u>Description</u>	<u>Account#</u>	<u>Amount Budgeted</u>	<u>Amount Awarded</u>
#200063	Remove & Replace Cart Corral Fence	401-773.970_0080	\$22,000	\$63,223

The project above has gone through the Invitation to Bid process, with the lowest qualified bid being recommended for award, the following projects exceed the cost of the budgeted amount in the program but can be supplemented by other accounts assigned designated by Leisure Services Division. This CIP includes the removal and replacement of the golf cart fence corral that was set to be replaced in 2023, due to ongoing fence failures Facilities and Leisure Services agreed to expedite the replacement process in order to protect Pheasant Run assets.

RMD Holdings, LRT was the only company to place a bid for this project, Facilities and Golf Course leadership held a pre-con walk through with RMD to ensure materials, schedules, and design specs were approved by the Township.

Facilities and Leisure Services is recommending the award of the contract to RMD Holdings, LRT for cart fence corral replacement for Pheasant Run Golf Course for \$63,223 which includes a 10% contingency.

BACKGROUND: In 2019, the Township Board approved a 5-year Capital Improvement Plan, which identified a significant amount of needed improvements within the Township. The item being brought forth today was identified as a priority within that Plan. The fence corral at PR secures all the golf courses carts and other equipment, over the last couple years PR has experienced fence failures resulting in potential for theft or damage of the Township assets. Many times, PR staff had to rush into work on the weekends and overnights due to the fence becoming unsecure to the ground. In replacing the fence PR will also gain some square footage in order to safely store all necessary equipment in the fence enclosure.

STRATEGIC PLAN/GOALS: Improve the infrastructure as identified in the Capital Improvement

Plan

ACTION REQUESTED: Award the contract and purchase order to RMD Holdings, LRT in the amount of \$63,223, which includes a 10% contingency, RMD Holdings, LRT, 69951 Lowe Plank RD, Richmond, MI 48062.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The following project is identified in the Capital Improvement Plan are to be paid as follows:

<u>Project#</u>	<u>Description</u>	<u>Account#</u>	<u>Amount Budgeted</u>	<u>Amount Awarded</u>
#200063	Remove & Replace Cart Corral Fence	401-773.970_0080	\$22,000	\$63,223.

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

Increase Revenue:

401-000.699_2460	Transfers In Community Improvement	\$41,223
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Increase Expenditure:

246-969.995_4010	Transfer out Capital Projects	\$41,223
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401-773.970_0080	Capital Outlay Land Improvements	\$41,223
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Decrease Expenditure:

246-750.970_0080	Capital Outlay Land Improvements	\$41,223
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IMPLEMENTATION PLAN: Upon Board Approval, a purchase order will be generated and vendor contacted to begin project.

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:

401-000.699_2460	Transfers In Community Improvement	\$41,223
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Increase Expenditure:

246-969.995_4010	Transfer out Capital Projects	\$41,223
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401-773.970_0080	Capital Outlay Land Improvements	\$41,223
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Decrease Expenditure:

246-750.970_0080	Capital Outlay Land Improvements	\$41,223
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2. I move to award purchase order to RMD Holdings, LRT, 69951 Lowe Plank RD, Richmond, MI 48062 in the amount of \$63,223.

ATTACHMENTS:

1. Attachment A: Bid Summary
2. Attachment B: Contract Draft

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: August 9, 2022

AGENDA ITEM #C-3

ITEM: Consider Awarding a Contract and Purchase Order to Replace Tile at the Summit on the Park Pursuant to the 2019 Capital Improvement Plan

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

INDIVIDUALS IN ATTENDANCE: AM HIGLEY

EXECUTIVE SUMMARY: In 2019 the Board of Trustees adopted a Capital Improvement Plan (CIP) and subsequently the Township issued capital improvement bonds to fund the CIP. The CIP includes renovating the tile at the Summit on the Park pool. Specifically, the project scope includes the lap pool, family pool, spa, sauna, pool deck, men's locker room, women's locker room, and family locker room.

Staff is recommending award of contract to Township contracted Construction Management team AM Higley for tile removal and replacement to the aquatic facilities at the Summit on the Park for \$1,768,943, which includes a 10% contingency.

It should be noted that the Municipal Services Division (MSD) will be updating the Board of Trustees on the status of the CIP and upcoming projects at Board of Trustees' Study Session in the near future. The update will include project priorities, budget impacts, and schedules.

BACKGROUND:

In 2019 the Board of Trustees adopted a Capital Improvement Plan (CIP) and subsequently the Township issued capital improvement bonds to fund the CIP. Several projects are moving through the implementation, procurement, bidding, and design phases. The first project is the renovation of the tile at the Summit on the Park pool. Specifically, the project scope includes the lap pool, family pool, spa, pool deck, men's locker room, women's locker room, and family locker room. The project also includes painting, plumbing work, carpentry, and demolition.

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

Additionally, the Municipal Services Division is scheduling a presentation to the Board of Trustees about the CIP. The goal of the update is to keep the Board of Trustees fully informed about the CIP and how the plan and projects are progressing. MSD will share details about upcoming projects and the challenges that MSD is addressing with budgeting, scheduling, and contractor/vendor management.

STRATEGIC PLAN/GOALS: Quality Infrastructure- renovating the aquatics area tile will

protect the pool patrons, extend the life of the facility, and ensure the patrons have a great experience with the pool.

ACTION REQUESTED: Award a contract to AM Higley in the amount of \$1,768,943, which includes a 10% contingency for the Summit Pool Tile Renovation project.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

Project#	Description	Account#	Amount Budgeted
210003	Ceramic Tile - Aquatics	401-757.970_0020	\$440,000
210031	Family Locker Room	401-757.970_0020	30,800
210049	Ceramic Tile – Walls	401-757.970_0020	10,560
2019 Estimated Budget			\$481,360
2022 Actual Bid and Awarded Amount (see attached documents for project details)			\$1,768,943

There is \$606,878 in the CIP fund from previously completed projects that were under budget. The remaining \$680,705 will come from the General Fund.

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

Increase Revenue:

401-000.699_1010	Transfer from General Fund	\$680,705
101-000.695	Fund Balance Appropriation	\$680,705

Increase Expenditure:

401-757.970_0020	Capital Outlay	\$1,287,583
101-969.995_4010	Transfer to CIP	\$680,705

Decrease Expenditure:

401-261.959	Contingency	\$606,878
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IMPLEMENTATION PLAN: Upon approval:

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

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

1. I move to approve the following budget amendment:

Increase Revenue:

401-000.699_1010	Transfer from General Fund	\$680,705
101-000.695	Fund Balance Appropriation	\$680,705

Increase Expenditure:

401-757.970_0020	Capital Outlay	\$1,287,583
101-969.995_4010	Transfer to CIP	\$680,705

Decrease Expenditure:

401-261.959	Contingency	\$606,878
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2. I move to award a contract to AM Higley in the amount totaling \$1,768,943 to renovate tile at the Summit on the Park pool facility. The project scope includes the lap pool, family pool, spa, sauna, pool deck, men's locker room, women's locker room, and family locker room; and further authorize the Township Supervisor or Clerk to sign the contracts on behalf of the Charter Township of Canton.

ATTACHMENTS:

- A. AM Higley recommendations
- B. CRESA recommendation

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: August 9, 2022

AGENDA ITEM #C- 4

**ITEM: Consider Updating the Location on Record for Previously Approved Outdoor
Warning Siren Repair**

PRESENTER: Christopher Stoecklein, Director of Fire Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: At the Board Meeting on May 10, 2022, item G-8 was approved for an outdoor warning siren repair on the speaker located at 1130 S. Sheldon Road. The contractor, West Shore, has since provided a corrected location for the siren requiring this extensive repair to be 2305 Oakview. This request is to officially update the address on record, with no other implication financial or otherwise.

BACKGROUND INFORMATION: West Shore was on site at the end of July to make the repair and notified the Emergency Management Planner that they inadvertently switched two address locations needing repairs. The siren located at 1130 S. Sheldon was also inoperable, but only needed a fuse replacement. The purchase order issued for this repair is #1524-2022.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approve changing the location on record for the outdoor warning siren repair approved on May 10, 2022, RBA #G-8, from 1130 S. Sheldon to 2305 Oakview.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: No financial implications.

IMPLEMENTATION PLAN: n/a

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION:

MODEL RESOLUTION: I move to approve changing the location of record for the outdoor warning siren repair approved on May 10, 2022, RBA #G-8, from 1130 S. Sheldon to 2305 Oakview.

ATTACHMENTS: Attachment A – None

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: August 9, 2022

AGENDA ITEM #C-5

ITEM: Consider Accepting a Traffic Safety Grant from AAA for the Purchase of an InstaALERT 24 Message Display Board and Associated Amendment to the 2022 Fire Budget

PRESENTER: Christopher Stoecklein, Director of Fire Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: Canton Township applied for and received a traffic safety grant from AAA for the purchase of one InstaALERT 24 Message Display sign from All Traffic Solutions, Inc., in the amount of \$9,953, with a 10% match requirement. An amendment to the 2022 Fire Budget is also included with this request.

BACKGROUND INFORMATION: n/a

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approve the acceptance of a Traffic Safety Grant from AAA for the Purchase of an InstaALERT 24 Message Display Board, from All Traffic Solutions, Inc., in the amount of \$9,953 with a 10% match requirement, and an associated amendment to the 2022 Fire Budget.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Increase the 2022 Fire Department State Grants Account #206-000-539 by \$8,958; increase the 2022 Fire Fund Balance Appropriation Account #206-000-695 by \$995; increase the 2022 Fire Capital Outlay Machinery & Equipment Account #206-336-50.970.0030 by \$9,953.

IMPLEMENTATION PLAN: n/a

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION:

MODEL RESOLUTION:

- 1) I move to approve the acceptance of a Traffic Safety Grant from AAA for the Purchase of

an InstALERT 24 Message Display Board from All Traffic Solutions, Inc., in the amount of \$9,953 with a 10% match requirement;

2) Additionally, to approve the below listed amendment to the 2022 Fire Budget:

<i>Increase 2022 Fire Revenues:</i>		
State Grants:	#206-000-539	\$8,958.00
Fund Balance Appropriation:	#206-000-695	\$995.00

<i>Increase 2022 Fire Appropriations:</i>		
Capital Outlay Machinery & Equipment:	#206-336-50.970_0030	\$9,953.00

ATTACHMENTS: Attachment A – Grant Award Letter from AAA
Attachment B – Price Quote from All Traffic Solutions, Inc.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: August 9, 2022

AGENDA ITEM #C-6

ITEM: Consider Approving the Annual Licensing Renewal of Power DMS

PRESENTER: Chad Baugh, Director of Police Services
Christopher Stoecklein, Director of Fire Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The Police and Fire Departments are requesting to renew their shared account of 224 licenses to the Power DMS policy management system, in the amount of \$12,492.87.

BACKGROUND INFORMATION: Power DMS is a policy and compliance management platform that lets users create, edit, organize and distribute content from a secure, cloud-based site. Included are key features such as automatic workflows, signature capture and tracking, side-by-side comparison and Public-Facing Documents.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approve the annual licensing renewal of Power DMS for Police and Fire, in the amount of \$12,492.87.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: \$7,992.87 will be expensed from the Police Professional & Contracted Services Account #207-301-50.801_0050; and \$4,500 will be expensed from the Fire Professional & Contracted Services Account #206-336-50.801_0050.

IMPLEMENTATION PLAN: The renewal period covers 09/11/2022 – 09/11/2023.

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION:

MODEL RESOLUTION: I move to Approve the annual licensing renewal of Power DMS for Police and Fire, in the amount of \$12,492.87, utilizing funds in the Police and Fire Professional & Contracted Services Account.

ATTACHMENTS: Attachment A – Power DMS Price Quote

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: August 8, 2022

AGENDA ITEM: C-7

ITEM: Consider Second Reading of an Ordinance to Amend Chapter 74, Article II, Division 3, Subdivision III Section 74-133. Building Sewers and Connections

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Canton Township Ordinance Section 74-133 titled “Building and Sewers Connections” currently outlines the process for repairs to water and sewer leads in public rights-of-way, easements, and private property. This ordinance also directs the Public Works Division to maintain a written policy on repairs to private sewer leads and cost sharing with the private building owner. To further describe ownership and maintenance of private sewer and water leads Canton Township Ordinance Section 74-38 titled “Water and Sewer Lead Ownership” specifically states that water and sewer leads shall be defined as the privately-owned service connection from the public water main, or sewer main, to the building. Additionally, Section 74-38 states that ownership and maintenance responsibility for the private water or sewer lead shall remain with the building owner from the point of connection at the public main to the building.

The proposed change to Section 74-133 removes the potential for inconsistency between Sections 74-133 and 74-38. Furthermore, the proposed changes to Section 74-133 promotes and codifies effective Public Works policy and practices by assigning responsibility for maintaining and operating private sewer leads to the appropriate entity. The Public Works Division will also amend their current policy to reflect the changes in the Section 74-133.

BACKGROUND: Recently, a private sewer lead was repaired by the Township as required by the currently adopted policy of the Public Works Division. The private sewer line was damaged on private property. The property owner submitted an invoice for \$17,000 for work done by a private contractor. The Township was not aware of the damage or repair completed by the private contractor. Although the Township’s currently adopted policy was followed, it is strongly recommended that the policy and ordinances be amended and adopted to reflect that the Township will no longer participate in cost sharing for repair of private sewer and water leads.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Remove from the table, hold the second reading and adopt an amendment to Chapter 74, Article II, Division 3, Subdivision III Section 74-133 entitled “Building Sewers and Connections”;

BUDGET IMPLICATIONS & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: If approved, the ordinance will be published and become effective August 18, 2022.

DIRECTOR’S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION:

MODEL RESOLUTION:

1. I move to remove from the table, hold the second reading and adopt an amendment to Chapter 74, Article II, Division 3, Subdivision III Section 74-133 entitled "Building Sewers and Connections"; to be published and become effective on August 18, 2022.

ATTACHMENTS:

1. Ordinance Amendment Clean
2. Ordinance Amendment Redlined
3. Revised Policy PW:10

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: August 9, 2022

AGENDA ITEM #G-1

<u>ITEM:</u> Consider Site Plan for Mini Storage Depot (Mini-Warehouse)
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PRESENTER: Jade Smith, Municipal Services Director

OWNER/REPRESENTATIVE: Andrew Wozniak (Zeimet Wozniak & Associates)

EXECUTIVE SUMMARY: The applicant proposes to construct a mini-warehouse establishment that will consist of three independent buildings at 4985 Research Dr., which is vacant. The subject site is located on the southeast corner of Michigan Ave and Research Dr, between Beck Rd and Belleville Rd., and is located in the Quadrants Industrial Research Park. The subject site is zoned L-1, Light Industrial and mini-warehouse establishments are special land uses in the L-1 zoning district, subject to Section 6.02(M) of the Zoning Ordinance. At its meeting on January 11, 2022, the Canton Township Board of Trustees approved the special land use for the mini-warehouse establishment.

At its meeting on May 2, 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: South side of Michigan Ave., located on the east side of Research Dr, between Beck Rd and Belleville Rd. (131-02-0015-000; 4985 Research Dr.)

Net Acres: Approximately 3.65 acres

Existing Land Use(s): Vacant

Existing Zoning: L-1, Light Industrial

Surrounding Zoning and Land Uses:

North – C-3, Regional Commercial; multi-tenant commercial center and Huntington Bank

South – LI, Light Industrial; vacant and stormwater ponds

East – LI, Light Industrial; Arctic Edge

West – GI, General Industrial; Mans Lumber

Comprehensive Plan Future Land Use Map Classification: Mixed Use

Surrounding Comprehensive Plan Future Land Use Map Classifications:

North – General Commercial

South – Mixed Use

East – Mixed Use

West – Mixed Use

Land Use: The proposed use of a mini-warehouse establishment is a special land use in the LI zoning district. The proposed use is compatible with the light industrial uses to the east (Arctic Edge of Canton) and west (Mans Lumber Millwork). The Planning Commission recommended approval of the Special Land Use on December 6, 2021, and the Township Board of Trustees approved the Special Land Use on January 11, 2022.

Schedule of Regulations: The plans submitted illustrate that the proposed development is designed to comply with the dimensional requirements in the LI, Light Industrial zoning district for: minimum lot width (35 ft., as access is provided via private road); maximum building height (40 ft., measured from grade to the top of parapet); front yard setbacks (40 ft. from Michigan Ave., and 25 ft. from Research Dr. because it is an industrial park); side yard setbacks (15 feet); and rear yard setbacks (20 feet). The setback along Michigan Ave. is measured at 50 ft. due to a recorded 50-ft. Landscape Buffer Easement.

Development Standards for Mini-Warehouses: The plans submitted illustrate compliance with the Mini-Warehouse development standards of Section 6.02(M) of the Zoning Ordinance. The subject property meets the minimum lot size (3.65 acres) and all storage is proposed to be contained within an enclosed building. The proposed plans note three (3) independent buildings will be constructed and all materials will be located within the structures. Additionally, the site is proposed to be enclosed by a six-foot high decorative fence. Since the May 2, 2022 Planning Commission meeting, a note has been added to the plans indicating the fence height.

Traffic Impact and Access Management: There is one point of public access proposed to the site, from Research Dr. There are no curb cuts proposed from Michigan Ave. The applicant proposes a fire access lane from the property to the east, Arctic Edge of Canton. The Arctic Edge site is owned by Canton Township and the cross access is supported by the Planning Division, Engineering Division, and Fire Department. At its meeting on May 2, 2022, the Planning Commission adopted a condition of approval that the cross-access agreement with the Arctic Edge site be reviewed and approved by Township legal counsel prior to Township Board action on the site plan. The Township's legal counsel has approved of the proposed cross-access easement agreement, which has also been agreed to by the applicant, subject property owner, and Arctic Edge (tenant). Therefore, we recommend that approval of the site plan be subject to execution of the cross-access easement agreement to the satisfaction of Township legal counsel.

Parking: The plans provide the parking calculation for mini-warehouse establishments. Based on the total number of units, 23 parking spaces are required pursuant to Section 4.01(C)(6) of the Zoning Ordinance. The submitted plans include nine (9) parking spaces,

including one (1) van accessible barrier free space. The applicant has noted that traffic counts are very low for this type of facility. Based on their experience of operating over 40 self-storage facilities, there is an average six (6) vehicles per 100 units per week. There are approximately 600 units proposed at this location, so it is anticipated that the facility will average approximately 36 vehicles per week at full capacity

Section 4.01(C)(6) allows the Planning Commission to approve a modification to the minimum number of parking spaces during site plan review. According to the Parking Generation Manual, 5th Edition, published by the Institute of Transportation Engineers, the average peak parking demand for a Mini-Warehouse Facility is between 1.36 spaces (Weekday) and 0.94 spaces (Saturday) per 100 units. Based on the average peak demand of a 600-unit facility, parking demand would range from 6-9 spaces. Additionally, based on our review of aerial photos of other mini-warehouse facilities in Canton, the parking levels do not exceed the nine (9) spaces, as requested on the subject site. Therefore, we believe that the nine (9) proposed spaces are sufficient for the proposed use. At its meeting on May 2, 2022, the Planning Commission approved a modification to the number of parking spaces to approve the proposed nine (9) parking spaces.

Loading: Section 4.02(B) of the Zoning Ordinance includes requirements for loading spaces, but the mini-warehouse loading spaces are addressed in Section 6.02(M)(6). There are loading areas adjacent to all three buildings.

Architecture: The applicant has provided elevations with percentage of materials to be used on each side of each building. Since the May 2, 2022 Planning Commission meeting, masonry has been added on the ends of the rear elevations of the main building so that the corners are wrapped, which is consistent with the approved Special Land Use plan. The buildings comply with the architectural standards of Section 26.06 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, building foundation landscaping, and parking lot landscaping. The landscape plan also proposes compliance with the tree replacement standards of Article 5A. The transformer is located at the northwest corner of the site along its Michigan Ave frontage and the plans have been revised since the May 2, 2022 Planning Commission meeting to increase the number of Arborvitae around the transformer to 12 to screen the transformer from the public roadway and Research Dr.

Mechanical equipment is proposed to be located on the ground, south of Building A, within the loading area. Three units are clustered together; with a total of four clusters along the building. Since the May 2, 2022 Planning Commission meeting, the plans have been revised to indicate the distance between clusters to ensure that vehicles may also be able to parallel park adjacent to the building between the unit clusters. Also, bollards have been added to the plans to protect the equipment.

Sidewalks: There are currently no sidewalks along Michigan Ave. or Research Dr. frontages, but sidewalk is proposed along the frontage of Michigan Ave. which will fill a gap

of about 520 feet.

Lighting: The photometric plan is designed to comply with the lighting requirements of Section 2.13 of the Zoning Ordinance.

Signage: One (1) ground sign is proposed at the northwest corner of Michigan Ave. and Research Dr. The maximum height of a ground sign is 6 feet and the maximum area is 24 sq. ft. The height is measured from the adjacent sidewalk, so the sign can't be located on a berm to artificially raise the height. Wall signage is proposed on the north and east sides of the building. Since the May 2, 2022 Planning Commission meeting, the plans have been clarified to note that the wall sign height is proposed to be 35 feet above finish floor. Sign permits are subject to review and approval of the Building & Inspection Services Division.

Dumpster Enclosure: The dumpster enclosure is proposed along the east side of the property in the rear yard, with a notation that it will be used for staff access only. Since the May 2, 2022 Planning Commission meeting, a note has been added to the plans that states that the wooden panels of the dumpster gate will be maintained and replaced due to splintering, breaking, warping, and any other deterioration, as is needed.

- **Community Planner's Recommendation:** Approval of the site plan for a mini-warehouse establishment use on parcel no. 131-02-0015-000 at 4985 Research Dr., subject to the execution of the cross-access easement agreement to the satisfaction of Township legal counsel and subject to all State, County, and Township requirements.
- **Planning Commission's Recommendation:** At its meeting on May 2, 2022, the Planning Commission voted 7-0 to recommend approval of the site plan for a mini warehouse establishment use on parcel no. 131-02-0015-000, including a modification to the parking requirements of Section 4.01(C)(6) to allow 9 parking spaces, as the request meets the Site Plan criteria of the Canton Township Zoning Ordinance, subject to the following items being satisfied prior to Township Board action on the site plan: (1) Provide cross-access agreement with the Arctic Edge site to be reviewed and approved by Township legal counsel; and (2) Revise the plans in accordance with staff comments for fence details, architecture, landscaping, mechanical equipment, signage, dumpster enclosure, and any remaining comments from the Engineering Services Division. Since the May 2, 2022 Planning Commission meeting, the applicants have satisfied the conditions adopted by the Planning Commission.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approval of the site plan for a mini-warehouse establishment use on parcel no. 131-02-0015-000 at 4985 Research Dr., subject to the execution of the cross-access easement agreement to the satisfaction of Township legal counsel 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.

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 Mini Storage Depot

WHEREAS, the Project Sponsor has requested site plan approval for a mini-warehouse establishment use on parcel 131-02-0015-000 at 4985 Research Dr.; and

WHEREAS, the Planning Commission reviewed the site plan application and applicable criteria and voted 7-0 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 mini-warehouse establishment use on parcel 131-02-0015-000 at 4985 Research Dr., subject to the execution of the cross-access easement agreement to the satisfaction of Township legal counsel and subject to all State, County, and Township requirements.

ATTACHMENTS:

1. Planning Commission Minutes
2. Zoning Map and Aerial Map
3. Site Plan
4. Cross-Access Easement Agreement

NEXT STEPS: 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.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: August 9, 2022

AGENDA ITEM #G-2

ITEM: Consider Site Plan for Automobile Wash Establishment (Zippy Auto Wash)

PRESENTER: Jade Smith, Municipal Services Director

OWNER/REPRESENTATIVE: David Brewer (Vanston/O'Brien)/Corey & Michelle Weaver (Zippy Auto Wash)

EXECUTIVE SUMMARY: The applicant proposes to construct a car wash establishment on two (2) parcels at the southwest corner of the intersection of Michigan Ave. and Beck Rd. The site was recently rezoned to C-3, Regional Commercial, and automobile wash establishments are special land uses in the C-3 zoning district subject to Section 6.02(D) of the Zoning Ordinance. At its meeting on April 26, 2022, the Canton Township Board of Trustees approved the special land use for the car wash establishment.

The site currently contains a vacant building, which is proposed to be demolished. The proposed business, Zippy Auto Wash, has 4 other locations in the Ann Arbor/Saline area.

At its meeting on July 11, 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: South side of Michigan Ave., west of Beck Rd.

Net Acres: Approximately 6.85 acres: Approximately 3.57 acres (47575 Michigan Ave), and approximately 3.28 acres (47725 Michigan Ave).

Existing Land Use(s): Vacant, and the parcel at 47725 Michigan Ave. has a vacant building.

Existing Zoning: C-3, Regional Commercial

Surrounding Zoning and Land Uses:

North – LI-R, Light Industrial Research; Canton Business Park

South – GI, General Industrial; MAPCO

East – C-3, Regional Commercial; Community Financial Credit Union and GI, General Industrial; single-family residences

West – GI, General Industrial; Public Storage

Comprehensive Plan Future Land Use Map Classification: Mixed Use

Surrounding Comprehensive Plan Future Land Use Map Classifications:

North – Light Industrial

South – Mixed Use

East – Mixed Use

West – Mixed Use

Land Use: The proposed use of an automobile wash establishment is a special land use in the C-3 zoning district. The proposed use is compatible with commercial uses to the south (Mapco Manufacturing), east (Community Financial Credit Union), west (Public Storage), and north (Canton Business Park). The proposed car wash received Special Land Use approval by the Township Board at its April 26, 2022 meeting, after receiving recommendation for approval by the Planning Commission at its April 4, 2022 meeting.

Schedule of Regulations: The plans submitted illustrate that the proposed development is designed to comply with the dimensional requirements for automobile wash establishments in the C-3 zoning district for: minimum site size (15,000 sq. ft.); minimum setbacks (85 ft. front yard setback; 30 ft. rear yard setback; and 15 ft. side yard setback); and maximum building height (3 stories/35 feet).

Development Standards for Automobile Wash Establishments: The plans submitted illustrate compliance with the Automobile Wash Establishment development standards of Section 6.02(D)(2) of the Zoning Ordinance. The vacuuming facilities are located on the rear (south) side of the building. Section 6.02(D)(5) of the Zoning Ordinance reads as follows: “Orientation of open bays. Buildings should be oriented so that open bays, particularly for self-serve automobile washes, do not face onto adjacent thoroughfares unless screened by an adjoining lot or building.” While the word “should” seems suggestive, the intent of this provision is to avoid the appearance of bay doors from adjacent thoroughfares. The entrance door into the car wash faces Beck Road to the east, which faces Community Financial Credit Union. Due to the nature of the applicant’s corner lot and the intersection angle of less than 90 degrees, the applicant has concentrated all of the required frontage evergreen trees east along Beck Road east of the bay door. Additionally, the applicant proposes 10 more frontage evergreens than are required by Article 5 of the Zoning Ordinance in this area of Beck Road.

Traffic Impact and Access Management: There is one (1) point of access proposed from Michigan Ave. The driveway is designed to be as far away from the intersection of Beck Rd. as possible. The applicant has submitted a traffic study to address the site’s traffic impact on Michigan Ave. Additionally, the Michigan Department of Transportation (MDOT) has reviewed the plans and is requiring the applicant to extend the right-turn lane on Michigan Ave. to the west property line, making the southernmost lane of Michigan Ave. a continuous right-turn lane. Because the road surface is in place, this modification might only require changing the existing pavement markings on Michigan Ave.

Parking: The parking calculations are proposed to comply with the requirements of Article 4 of the Zoning Ordinance. Section 4.01 requires 25 stacking spaces per wash lane, and the plans show 25 stacking spaces. Additionally, there are 14 spaces south of the building that have adjacent vacuums and vacuum spaces south of the building and 10 parking/drying spaces west of the building (i.e., west of the exit bay door). A charging station is located between 2 of the parking/drying spaces west of the building. Since the July 11, 2022 Planning Commission meeting, the parking spaces on the west side of the site have been lengthened to a conforming 19'.

Loading: Section 21.03(A)(9) of the Zoning Ordinance requires loading areas to be located in the side or rear yards, and the required loading space is located south (rear) of the building. The minimum dimensions required are 10' wide and 50' long. The applicant has noted that deliveries will be made by cube vans rather than semi-trailers, and Section 4.02(B)(7) of the Zoning Ordinance allows the Planning Commission to modify the loading space requirements upon making a determination that another standard would be more appropriate because of the number or type of deliveries experienced by a particular business or use. In this case, we recommended reducing the loading space size to the dimensions of a typical cube van, provided the loading area allows for the required 22 ft. parking aisles. The Planning Commission approved this modification. Since the July 11, 2022 Planning Commission meeting, the plans have been modified to show a 10' wide by 25' long loading area.

Architecture: Section 26.06 of the Zoning Ordinance requires a minimum of 50% face brick on the proposed carwash building, although alternative masonry materials can be considered to meet this requirement. The applicant proposes half-high concrete masonry units as the predominant building material, which can have the appearance of brick. Glass, siding, split face block and single score CMU provide accents to the façade, but do not make up the majority of the materials on any façade. A gable roof is proposed, with solar panels on the south side of the roof. At the April 4, 2022 Planning Commission meeting, the Planning Commission recommended adding quoins to the building. The quoins have been added to the site plan, and the Planning Commission approved their dark gray coloring at its July 11, 2022 meeting.

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 (Michigan Ave. and Beck Rd.), building foundation landscaping, parking lot landscaping, detention pond landscaping, and general site landscaping. The landscape plan also proposes compliance with the tree replacement standards of Article 5A. There are 10 more frontage evergreens proposed than are required by Article 5 of the Zoning Ordinance, which are located along Beck Road to partially screen the car wash entrance door from the road. Since the July 11, 2022 Planning Commission meeting, the landscape plans have been modified to show the sod and seed areas pursuant to Article 5 of the Zoning Ordinance.

Sidewalks: The current site has no sidewalks but there are existing sidewalk terminations to the west (along Michigan Ave.) and the south (along Beck Rd.). Sidewalks are proposed along both frontages, filling a gap of approximately 1,278 feet. Additionally, a crosswalk

approach is proposed to be constructed to the west side of Beck Road at the intersection of Michigan Ave. However, there is no return crosswalk on the east side of Beck Road at this intersection, although there is sidewalk east of the intersection along both Michigan Ave. and Beck Rd. During Engineering review, we will coordinate with the Engineering Services Division and Wayne County regarding whether a return crosswalk can be constructed on the east side of this intersection.

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. A photometric plan has been submitted in compliance with Section 2.13. Since the July 11, 2022 Planning Commission meeting, the entrance light fixtures at Michigan Ave. have been modified to a decorative fixture similar to other entrance fixtures along Michigan Ave.

Signage: The proposed site plan includes details for one internally illuminated ground mounted sign, to be located east of the entrance drive along Michigan Ave. The notes for the wall signs indicate that there will be two (2) 20 sq. ft. wall signs, one (1) 40 sq. ft. wall sign and two (2) 30 sq. ft. walls signs; totaling 140 sq. ft. of wall signage for the building. Walls signs are proposed on the east, west, and north facades. Signs are reviewed by the Building & Inspection Services Division after Site Plan review in accordance with Article 6A of the Zoning Ordinance, so we will defer to the Building & Inspection Services Division regarding sign compliance with the Zoning Ordinance.

Dumpster Enclosure: The dumpster enclosure is located on the southwest part of the site. The travel route and turn radius of waste management vehicles have been provided on the submitted plans, but the route looks like it will barely miss the curb. We recommend that the applicant provide details on the margin of error for this projection. Since there is no indication of a second phase to the project, the angle of the dumpster was modified after the July 11, 2022 Planning Commission meeting to allow a garbage truck more room to maneuver.

Vacuum Enclosure: Since the July 11, 2022 Planning Commission meeting, the plans have been modified to show details of the vacuum equipment and evergreen screening.

- **Community Planner's Recommendation:** Approval of the site plan for an automobile wash establishment use on parcel nos. 71-128-99-0005-702 and 71-128-99-0006-703 at the southwest corner of Beck Rd. and Michigan Ave., subject to all State, County, and Township requirements.
- **Planning Commission's Recommendation:** At its meeting on July 11, 2022, the Planning Commission voted 5-0 to recommend approval of the site plan for an automobile wash establishment use on parcel nos. 71-128-99-0005-702 and 71-128-99-0006-703 as illustrated on the Site Plan, as the request meets the Site Plan criteria of the Canton Township Zoning Ordinance pursuant to the information and plans provided, subject to all State, County, and Township requirements and subject to the following design criteria noted by staff to be addressed and corrected prior to review by the Township Board of Trustees:
 1. Lengthening the westernmost parking spaces to 19 feet or widening the adjacent sidewalk

- to 7 feet;
2. Reducing the loading space size to the dimensions of a typical cube van pursuant to Section 4.02(B)(7) of the Zoning Ordinance, provided the loading area allows for the required 22 ft. parking aisles to the northeast and west;
 3. Delineating the sod and seed on the landscape plan;
 4. Making the entrance light fixtures a decorative fixture similar to other entrance fixtures along Michigan Ave.;
 5. Modifying the angle of the dumpster enclosure to improve maneuverability; and
 6. Providing details on the vacuum enclosures to ensure proper screening.

Since the July 11, 2022 Planning Commission meeting, the applicants have satisfied the conditions adopted by the Planning Commission.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approval of the site plan for an automobile wash establishment use on parcel nos. 71-128-99-0005-702 and 71-128-99-0006-703 at the southwest corner of Beck Rd. and Michigan Ave., 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 additional requirements to be resolved during Engineering review.

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 Zippy Auto Wash

WHEREAS, the Project Sponsor has requested site plan approval for an auto wash establishment use on parcel nos. 71-128-99-0005-702 and 71-128-99-0006-703, located at the southwest corner of the intersection of Michigan Ave. and Beck

Rd.; and

WHEREAS, the Planning Commission reviewed the site plan application and applicable criteria and voted 5-0 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 an automobile wash establishment use on parcel nos. 71-128-99-0005-702 and 71-128-99-0006-703 at the southwest corner of Beck Rd. and Michigan Ave., 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, 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: August 9, 2022

AGENDA ITEM #G-3

ITEM: Consider Approval of a Budget Increase and Acceptance of SPARK Grant Proposal from McKenna Associates

PRESENTER: Greg Hohenberger, Director of Leisure Services

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: The Public Act 53 SPARK Grant application will be released this Fall and allows for specific public park recreation amenities. In preparation for application, Canton's proposed design would come from the 2021 Heritage Park Master Plan's Northeast Quadrant with amenities and documents identified in the scope section in Attachment A. Additionally, schematic designs and other required engineering components will also be necessary for the SPARK Grant application. Therefore, Canton Leisure Services is seeking approval to work with McKenna, who currently has an existing contract with planning services, to obtain the necessary documents needed to complete the 2022 SPARK Grant in a total amount of \$26,000.

BACKGROUND: A total of \$65 Million of coronavirus state and local fiscal recovery funds was made available through Public Act 53 of 2022 (SPARK Grant). Individual grant amounts – ranging from a minimum of \$100,000 to a maximum of \$1 million – will be distributed in three rounds through the State of Michigan Department of Natural Resources grant division. The amounts awarded in Round 1 will be \$15 million by end of 2022, Round 2 \$25 million in the spring of 2023, and Round 3 \$25 million in the summer of 2023. The application for the three rounds will become available in late summer 2022. Projects must support and enhance neighborhood features that promote improved health and safety outcomes or address the increased repair or maintenance needs to respond to significantly greater use of public facilities in local communities across the state that have been adversely affected by the COVID-19 pandemic. Projects include the development, renovation or redevelopment of public recreation facilities and the provision of recreation-focused equipment and programs at public recreation spaces. Projects must be completed by December 31, 2026, on public land with the primary purpose of providing outdoor recreation.

In 2021, McKenna and Marc Russell Design collaborated to prepare the updated Five-Year Park and Recreation Master Plan, as well as revised Park Master Plans for Heritage Park and Ridge Road Park. The process for updating those plans involved a significant amount of public and Township Board input, which is a requirement of the SPARK Grant. At the present time there is

not a defined timeline of when the grant application will be released, however early webinars with the DNR indicate that, once released, there will not be a large window of time. Additionally, these webinars have indicated that shovel ready projects will score higher or be eligible for earlier award times. Based on this initial Heritage Park design and Canton's planning agreement with McKenna, Leisure Services propose utilizing their services for the engineering and schematic designs of the Heritage Park Northeast Quadrant. McKenna has indicated that they will provide compliant documents for the grant proposal.

STRATEGIC PLAN/GOALS: Financial Stability

ACTION REQUESTED: Allow a budget increase in the amount of \$21,000 as well as approval to begin working with McKenna Associates 235 East Main Street, Suite 105 Northville, MI 48167 to gain the necessary documents for the Spark Grant application process.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: \$5,000 is currently available in account #246-750.801_0050 Professional and Contractual Services. Therefore, the following budget increase is necessary:

Increase Revenue

246-000.695	\$21,000	Fund Balance Appropriation
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Increase Expense

246-750.801_0050	\$21,000	Professional and Contractual Svc Professional
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IMPLEMENTATION PLAN: McKenna Associates will be notified upon award and a purchase order will be processed.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION:

MODEL RESOLUTION:

1. I move to approve the following budget increase in the amount of \$21,000

Increase Revenue

246-000.695	\$21,000	Fund Balance Appropriation
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Increase Expense

246-750.801_0050

\$21,000

Professional and Contractual Svc Professional

2. I further move to approve the proposal with McKenna Associates 235 East Main Street, Suite 105 Northville, MI 48167 for Spark Grant Assistance in the amount of \$26,000.00.

ATTACHMENTS:

Attachment A: McKenna Associates Proposal

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: August 9, 2022

AGENDA # G-4

ITEM: Consider Approval for Supplemental Internet Service

PRESENTER: Victor Ibegbu, Director of Information Technology and Innovation

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: The Township currently obtains Internet service from Comcast and is in year 3 of a 5-year agreement. As the Township becomes more reliant upon high-bandwidth Internet, best practice recommends that the Township have a minimum of two (2) dissimilar vendor connections to the Internet. Should service from one of the vendors be interrupted, the secondary will continue to provide the required critical access to Township facilities. Aside from providing for redundant Internet access, this service will position the ITI Director to potentially negotiate more favorable terms in the future when the existing contract with Comcast expires.

BACKGROUND: As the Township currently only maintains a single primary connection to the Internet, industry best practices indicate that the organization adopt a secondary connection to the Internet supported by a service provider unrelated to the current.

Additionally, the Township's phone service was forced to migrate from that of synchronous service to an asynchronous service provided by a cable Internet solution. Long term, this is not how ITI believes the Township should receive its phone service. The addition of this requested Internet connection will provide ITI more flexibility in the future and ensure that the Township phone service can be provided to the Township across multiple Internet connections. Should this service be approved, it is anticipated that ITI will work to migrate phone service to a model that would support delivery of phone service across either of the existing Internet providers. This ability is critical for the continued support of the non-emergency but extremely critical phone service required by the Canton Township Police Department.

The ITI Director has selected Crown Castle Fiber, LLC due to his past successes with this company. In addition to the vendor's proven experience, the vendor has supplied pricing sourced from their participation in GSA Advantage, a Federal IT Service purchasing program. ITI is therefore requesting the waiving of the purchasing requirement of publishing a Request for Proposal. Being permitted to purchase from the GSA contract streamlines this process while ensuring fiscal responsibility.

STRATEGIC PLAN/GOALS: Quality Infrastructure

ACTION REQUESTED: Enter into a three-year agreement with Crown Castle Fiber, LLC which provides 1,000 MBPS Internet Service for a period of three (3) years; the total cost of the contract is \$35,319, with approximately \$12,000 in utility costs being expensed per year from 2023-2025.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The Township will incur no costs until the construction & installation of the required fiber infrastructure is completed in January of 2023. ITI will ensure that account 101-228.850 will have a budget of \$12,000 starting in 2023 to cover the monthly utility costs.

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

DEPARTMENT DIRECTOR RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION:

MODEL RESOLUTION: I move to approve a three-year contract with Crown Castle Fiber, LLC for 1,000 MBPS Internet access circuit. The total anticipated cost of this 3-year contract is \$35,319.

ATTACHMENTS:

1. Township Of Canton-Gen Info Order Form (2022-91923)
2. DDos_IPJ_Form final
3. GSA pricing CC

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: August 9, 2022

AGENDA ITEM #G-5

ITEM: Consider Approval of Phone System Upgrade

PRESENTER: Victor Ibegbu, Director of Information Technology & Innovation

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: The Township's current phone system was installed in 2018. The overall systems, phones, and servers which comprise the phone system have not been upgraded in subsequent years. In addition to the current version of system software being "end-of-support" by the vendor, there are numerous product enhancements and security patches which need to be applied. ITI is requesting to contract with CDWg to purchase and install the upgrade of services.

BACKGROUND: In 2018, the Township upgraded its internal phone system to a Cisco VoIP solution. Since that time, there have been no upgrades installed and only minimal patches applied to the phone system software. During this time, Cisco has released 2 major versions of system software along with numerous security patches and product enhancements. Additionally, the method of system licensing for the current system is no longer supported by Cisco. To add phones and user licenses in response to future growth, the upgrade must be performed to bring our system in-line with the way Cisco currently deploys licenses.

The Township's purchase of upgrade services with CDW Government is derived from State of Michigan pricing schedules agreement between the State and CDW Government. Being permitted to continue purchasing from CDW Government (which provided, installed, and currently supports the Township's phone system) will streamline this extremely complex project. For this reason, we are requesting of the Board to waive the request for proposal which would normally be required for a purchase of this level.

STRATEGIC PLAN/GOALS: Quality Infrastructure

ACTION REQUESTED: To permit ITI Services to contract with CDW Government to perform the required phone systemwide upgrades and to allow ITI to create purchase order in the amount of \$62,890 to CDWg to facilitate the required services.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: A budget adjustment of \$14,890 to account 101-228.801_0050 is required for the implementation, as the total cost (\$62,890) came in higher than what was originally budgeted (\$48,000).

Cost of Proposal:	\$50,546		
10% Contingency:	\$ 5,000		
SIP Licensing	\$ 7,344	Total Cost:	\$62,890

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

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION:

MODEL RESOLUTION: I move to approve the creation of a purchase order to CDW Government for the upgrade to the Township's telephone system an amount not to exceed \$62,890.

I further move to approve the following budget amendment:

Increase Revenue: 101-000.695 Fund Balance Appropriation \$14,890

Increase Expenditures: 101-228.801_0050 Professional and Contractual Services \$14,890

ATTACHMENTS:

1. TOWNSHIPOF_CDW-G_Services Proposal_67707_v5.pdf
2. Canton CUBE Licensing for SIP.pdf

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: August 9, 2022

AGENDA ITEM #G-6

ITEM: Consider Approval of SQL Server Upgrade

PRESENTER: Victor Ibegbu, Information Technology and Innovation Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: Numerous Township business applications rely on the Microsoft SQL Database server software to operate. The older of the two existing database servers is no longer supported by Microsoft. Additionally, any potential upgrades to existing business applications will require a more recent version of SQL Server software. ITI is requesting to purchase a database server, which will be compatible with future upgrades to Township business applications.

BACKGROUND INFORMATION: The ITI Department is responsible for ensuring that the underlying computer infrastructure that supports all Township business applications is current and compatible with all systems. In its existing version, the Financials application (Tyler New World ERP) is functional. However, ITI staff have been notified that future versions of Tyler New World ERP will require a newer version of the Microsoft SQL Database server software to operate. Additionally, the next version of ESRI GIS services will require an upgrade to the Microsoft SQL Database server software. To ensure business continuity and minimal downtime for future upgrades, ITI is seeking to purchase this required upgrade ahead of time to respond to future upgrades more seamlessly.

Dell Computers maintains a purchasing agreement with the State of Michigan and has supplied the costs for the required hardware and software licensing. Because of the agreement between the State of Michigan and Dell Computers, ITI is requesting that the Township Board authorize the waiving the purchasing policy requirement for Request for Proposal for this level of purchase and approve the request to create a purchase order to Dell Computer for this purchase.

STRATEGIC PLAN/GOALS: Quality Infrastructure

ACTION REQUESTED: Allow ITI to create a Purchase Order in an amount not to exceed \$42,331.23 to Dell Computers for the purchase of a Dell Computers server hardware and required Microsoft SQL Database server software and required licensing.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Adequate funding exists and was budgeted for this project in account 101-228.970_0010.

IMPLEMENTATION PLAN: The installation of this new database server will be deployed in a manner which will least impact the operation of Township employees. All plans and schedules will be cleared with departmental Directors first and communicated to the employee base prior to any replacement being completed.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION:

MODEL RESOLUTION: I move to create a new purchase order to Dell Computers in an amount not to exceed \$42,331.23 from account 101-228.970_0010 to cover the cost of purchasing a new Dell Computer server hardware and the required Microsoft SQL database server software and licensing.

ATTACHMENTS: US_QUOTE_3000128077095.1.PDF

**CANTON COMMUNITY
REQUEST FOR PLANNING BOARD ACTION**

MEETING DATE: August 9, 2022

AGENDA ITEM # G-7

ITEM: Consider New Appointment and Reappointment to the Zoning Board of Appeals

PRESENTER: Anne Marie Graham-Hudak, Supervisor

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY:

The resignation of Vicki Welty has created a vacancy on the Zoning Board of Appeals. Ms. Welty's term expires 8/31/22. The Supervisor is recommending Mark Quimby to fill this vacancy.

Clarence Lee was appointed to the Zoning Board of Appeals on 1/25/22. He was appointed to fulfill the rest of James Cisek's term, which expires on 8/31/22, and now it is requested he be appointed for a full three-year term.

BACKGROUND INFORMATION: The Zoning Board of Appeals shall consist of at least five members who shall be appointed in accordance with Michigan Public Act No. 110 of 2006 (MCL 125.3601). Board members are appointed for three-year terms.

Vicky Welty's term expires on 8/31/22. Ms. Welty served on the ZBA for 18 years and served as Vice Chair for many of those years. She was a knowledgeable and dependable ZBA member and the Board is grateful for her many years of service.

Mark Quimby currently works as a development manager for an industrial development company. He has been an environmental consultant for almost 20 years; the majority of that time was spent with an engineering consulting firm primarily focusing on helping private and public parties redevelop contaminated property. He has extensive experience with TIF and DDAs, Land Banks, City/Township Finance leadership, and State government departments such as the MEDC and EGLE.

Clarence Lee was appointed in January 2022 to fulfill the term of an exiting Board member. He has served well over the past seven months, and the Supervisor is recommending he now be appointed for a full term.

ACTION REQUESTED: Approve the appointment of Mark Quimby and the reappointment of Clarence Lee to the Zoning Board of Appeals.

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.

BUDGET IMPLICATIONS & ACCOUNT #: NA

IMPLEMENTATION PLAN: The Planning Services Division will inform Mr. Quimby of his appointment and begin orientation, and also inform Clarence Lee of his reappointment.

DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTIONS:

I move that the Canton Board of Trustees appoint Mark Quimby to the Zoning Board of Appeals for a three-year term to expire on 8/31/2025.

I move that the Canton Board of Trustees reappoint Clarence Lee to the Zoning Board of Appeals for a three-year term to expire on 8/31/2025.

ATTACHMENTS: None

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: August 9, 2022

AGENDA ITEM #G-8

ITEM: Consider Approving an Agreement for Consulting Services between Canton Township and Treatment Intervention Services, LLC, with an Associated Amendment to the 2022 Police Budget

PRESENTER: Chad Baugh, Director of Police Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The Police Department is requesting approval for 11 months of Consulting Services with Treatment Intervention Services, LLC, in the amount of \$30,000 to be paid in monthly increments of \$2,500. An amendment to the 2022 Police Budget is also included with this request.

BACKGROUND INFORMATION: The intent of this project is to gather information regarding the behavioral health characteristics of individuals deemed candidates for social work services through the Canton Police Department. Additionally, to further assess the data to determine the appropriateness of referrals for continued intervention for Canton residents deemed eligible for treatment and intervention services.

An adjustment will be made to the 2023 budget for six months of services.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approve the agreement for consulting services between Canton Township and Treatment Intervention Services, LLC, with an associated amendment to the 2022 Police budget.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Increase the 2022 Police Fund Balance Appropriations Account #207-000-695 by \$12,500, and increase the 2022 Police Professional & Contracted Services Account #207-301-50.801_0050 by \$12,500.

IMPLEMENTATION PLAN: Upon Board approval the agreement will be signed by the Township Supervisor.

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION:

MODEL RESOLUTION:

- 1) I move to approve the agreement for consulting services between Canton Township and Treatment Intervention Services, LLC, and
- 2) Additionally, I move to approve the below amendment to the 2022 Police Budget:

<i>Increase Police Revenues:</i>		
Fund Balance Appropriation	#207-000.695	\$12,500

<i>Increase Police Appropriations:</i>		
Professional & Contracted Services	#207-301-50.801_0050	\$12,500

ATTACHMENTS: Attachment A – Proposed Agreement
Attachment B – Copy of Insurance

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: August 9, 2022

AGENDA ITEM #G-9

ITEM: Consider WTUA Annual Budget Approval

PRESENTER: Anne Marie Graham-Hudak, Supervisor

INDIVIDUALS IN ATTENDANCE: None anticipated

EXECUTIVE SUMMARY: According to Section 7.5 of the Western Townships Utilities Authority (WTUA) Finance and Service Agreement with the Charter Townships of Canton, Northville, and Plymouth, WTUA shall annually submit a budget to each of the Townships for its approval in August of each year.

BACKGROUND INFORMATION:

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approve WTUA's 2022/23 budget.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: WTUA costs assigned to Canton have been incorporated into our 2022 and 2023 budgets.

IMPLEMENTATION PLAN: Supervisor's office will advise WTUA of the Board's action.

DIRECTOR'S RECOMMENDATION: N/A

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the attached resolution affirming approval of WTUA's proposed budget for the fiscal year ending September 30, 2023.

ATTACHMENTS:

1. Resolution
2. WTUA 2022-2023 Budget
3. WTUA Asset Management & Capital Improvement Plan Summary
4. WTUA Asset Management & Capital Improvement Plan Funding Requirements