



**CANTON ADMINISTRATION BUILDING
1150 S. CANTON CENTER ROAD
CANTON, MI 48188
REGULAR BOARD MEETING
SEPTEMBER 13, 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/86865981021>

Or One tap mobile:

1-646-931-3860 (86865981021#) or 1-301-715-8592 (86865981021#)

Or Telephone:

1-646-931-3860 or 1-301-715-8592

Webinar ID: 868 6598 1021

International numbers available: <https://us02web.zoom.us/j/86865981021>

6:00 P.M.:

CALL TO ORDER

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

**CLOSED SESSION: DISCUSS INFORMATION SUBJECT TO ATTORNEY-CLIENT
PRIVILEGE**

ADOPTION OF AGENDA

APPROVAL OF MINUTES: AUGUST 9 & 23, 2022

PUBLIC COMMENT ON AGENDA ITEMS ONLY

PAYMENT OF BILLS

PUBLIC HEARING:

- 1) PUBLIC HEARING AND APPROVAL OF MILLAGE RATES FOR DECEMBER 1, 2022 TAX
LEVY

CONSENT CALENDAR:

- 1) CONSIDER WAIVING THE BIDDING PROCESS AND APPROVAL OF THE REPAIR OF
EMERGENCY VEHICLE PD2018 (MSD)

- 2) CONSIDER CONTRACT AMENDMENT WITH FISHBECK, INC. FOR PROFESSIONAL ENGINEERING SERVICES FOR THE DESIGN OF THE MAJOR ROAD PROJECTS PROPOSED FOR 2022 AND 2023 (MSD)
- 3) CONSIDER AWARD OF CONTRACT TO FISHBECK FOR THE 2023 WATER MAIN CAPITAL IMPROVEMENT PROJECT (CIP) (MSD)
- 4) CONSIDER AWARD OF C.D.B.G. HOUSING REHABILITATION CONTRACTS (FBD)
- 5) CONSIDER ADOPTION OF A RESOLUTION FOR APPROVAL OF APPLICATION FOR ADDITIONAL MERS SERVICE CREDIT BY EMPLOYEE (FBD)
- 6) CONSIDER APPROVAL FOR A PURCHASE ORDER INCREASE FOR FOOD & BEVERAGE AT PHEASANT RUN GOLF CLUB (CLS)

GENERAL CALENDAR:

- 1) CONSIDER APPROVING BUDGET AMENDMENT AND AWARDED PURCHASE ORDER TO MICHIGAN CONSULTING AND ENVIRONMENTAL FOR PROJECT MANAGEMENT AND STAFFING SERVICES FOR A FOOD COMPOST PILOT PROGRAM (MSD)
- 2) CONSIDER APPROVING AND INTERGOVERNMENTAL AGREEMENT WITH WAYNE COUNTY FOR REIMBURSEMENT OF COSTS FOR THE CANTON CENTER, FORD TO WARREN ROAD MILLAGE PROJECT (MSD)
- 3) CONSIDER SPECIAL LAND USE FOR MEDICAL OFFICE AT 6840 N. HAGGERTY RD. (MSD)
- 4) CONSIDER SITE PLAN APPROVAL FOR REDWOOD AT MARKETPLACE (MSD)
- 5) CONSIDER INITIATING AN AMENDMENT TO APPENDIX A – ZONING OF THE CODE OF ORDINANCES REGARDING SITE PLAN REVIEW PROCEDURES (MSD)
- 6) CONSIDER APPROVAL OF CONTRACT AND BUDGET AMENDMENT FOR THE HERITAGE PARK SPLASH PAD SHADE SAILS (CLS)
- 7) CONSIDER APPROVAL OF CONTRACT AND BUDGET AMENDMENT FOR THE HERITAGE PARK NORTHEAST PLAYGROUND ADA IMPROVEMENTS (CLS)
- 8) APPROVE SELECTION OF FOSTER SWIFT COLLINS & SMITH PC TO ACT AS FULL-TIME LEGAL COUNSEL FOR CANTON TOWNSHIP (SUPERVISOR)
- 9) APPROVE PURCHASE OF VACANT PARCELS OF LAND LOCATED AT 2132 SHELDON RD. (SUPERVISOR)
- 10) CONSIDER A REQUEST TO APPROVE LETTER OF AGREEMENT BETWEEN CANTON TOWNSHIP AND THE TECHNICAL, PROFESSIONAL AND OFFICEWORKERS ASSOCIATION OF MICHIGAN (TPOAM) (SUPERVISOR)
- 11) CONSIDER A REQUEST TO APPROVE LETTER OF AGREEMENT BETWEEN CANTON TOWNSHIP AND THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME) (SUPERVISOR)
- 12) CONSIDER A REQUEST TO APPROVE THE ELECTION OPERATIONS POLICY (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 – August 9, 2022**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, August 9, 2022, in-person. Clerk Michael Siegrist called the meeting to order at 7:03 p.m.

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

Motion by Borninski, supported by Ganguly to appoint Treasurer Slavens Chairperson Pro Tem.
Motion carried unanimously.

Adoption of Agenda:

Motion by Siegrist, supported by Sneideman to adopt the agenda as amended removing items C-3 and G-3, moving item G-9 above G-1, and adding minutes from July 12, 2022 and July 26, 2022 for approval. Motion carried unanimously.

Approval of Minutes:

Motion by Siegrist, supported by Sneideman to approve minutes from July 12, 2022 and July 26, 2022 as presented. Motion carried unanimously.

Public Comment: Public comment was held.

Payment of Bills:

Motion by Borninski 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 August 9, 2022		
101	GENERAL FUND	748,200.56
204	ROADS FUND	255,976.21
206	FIRE FUND	283,936.86
207	POLICE FUND	341,281.54
208	SUMMIT OPERATING (General)	68,384.55
219	STREET LIGHTING	0.00
230	CABLE TV FUND	6,164.57
246	TWP (COMMUNITY) IMPROVEMENT	0.00
248	DDA - CANTON	3,929.92
260	INDIGENT DEFENSE FUND	7,305.37
261	E-911 UTILITY	0.00

265	ORGANIZED CRIME - DRUG ENFORCEMENT	48,199.80
274	CDBG	4,638.00
276	NSP GRANTS FUND	0.00
285	AMERICAN RESCUE PLAN ACT	403.67
301	ENERGY PROJECT DEBT SVCE FUND	0.00
302	CAPITAL PROJECT DEBT SERVICE	0.00
401	CAP PROJ - ENERGY PROJECT	112,669.00
402	CAP PROJ - SUMMIT CONSTR	0.00
403	CAP PROJ - ROAD PAVING	0.00
584	GOLF FUND	50,399.60
592	WATER & SEWER FUND	1,704,651.63
596	SOLID WASTE	422,861.56
661	FLEET	37,787.73
701	TRUST & AGENCY FUND	4,357.50
702	CUSTODIAL FUND	0.00
736	POST EMPLOYMENT BENEFITS	130,496.38
852	SPECIAL ASSESSMENT DEBT	137,489.86
	TOTAL - ALL FUNDS	4,369,134.31

Presentation:

- 1) Youth Advisory Council

Consent Calendar:

Item C-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

Motion by Siegrist, supported by Borninski 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

Motion carried unanimously.

Item C-2. Consider Awarding Contract and Approve Purchase Order Pheasant Run Cart Corral Fence Replacement in Connection with the Capital Improvement Program

Motion by Siegrist, supported by Borninski to approve the following budget amendment, and to award purchase order to RMD Holdings, LRT, 69951 Lowe Plank Rd, Richmond, MI 48062 in the amount of \$63,223.

Motion carried unanimously.

Item C-3. (Removed)

Item C-4. Consider Updating the Location on Record for Previously Approved Outdoor Warning Siren Repair

Motion by Siegrist, supported by Borninski 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. Motion carried unanimously.

Item C-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

Motion by Siegrist, supported by Borninski to 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 to approve the below listed amendment to the 2022 Fire Budget:

Increase 2022 Fire Revenues:

State Grants:	#206-000-539	\$8,958.00
Fund Balance Appropriation:	#206-000-695	\$995.00

Increase 2022 Fire Appropriations:

Capital Outlay Machinery & Equipment:	#206-336-50.970_0030	\$9,953.00
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Motion carried unanimously.

Item C-6. Consider Approving the Annual Licensing Renewal of Power DMS

Motion by Siegrist, supported by Borninski to approve the annual licensing renewal of Power DMS for Police and Fire, in the amount of \$12,492.87, utilizing funds in the Police and Fire Professional & Contracted Services Account. Motion carried unanimously.

Item C-7. Consider Second Reading of an Ordinance to Amend Chapter 74, Article II, Division 3, Subdivision III Section 74-133. Building Sewers and Connections

Motion by Siegrist, supported by Borninski 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. Motion carried unanimously.

General Calendar:

Item G-9. Consider WTUA Annual Budget Approval

Motion by Siegrist, supported by Borninski to approve the attached resolution affirming approval of WTUA's proposed budget for the fiscal year ending September 30, 2023.

**RESOLUTION OF THE
CHARTER TOWNSHIP OF CANTON, MICHIGAN**

WHEREAS, Western Townships Utilities Authority has prepared a proposed budget for the fiscal year ending September 30, 2023, which has been reviewed by the Finance Committee on July 7, 2022 and the Board of Commissioners on July 25, 2022; and

WHEREAS, the Authority is required to submit a budget to each of the member Townships for approval in August of each year;

NOW THEREFORE BE IT RESOLVED, that the departmental budget for the Authority as presented on page 1 of the Proposed Annual Budget for the fiscal year ending September 30, 2023, in the amounts presented, is hereby approved.

Resolution carried unanimously.

Item G-1. Consider Site Plan for Mini Storage Depot (Mini-Warehouse)

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

**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.

Resolution carried unanimously.

Item G-2. Consider Site Plan for Automobile Wash Establishment (Zippy Auto Wash)

Motion by Siegrist, supported by Sneiderman approve the resolution as presented.

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.

Resolution carried unanimously.

Item G-3. (Removed)

Item G-4. Consider Approval for Supplemental Internet Service

Motion by Siegrist, supported by Slavens 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. Motion carried unanimously.

Item G-5. Consider Approval of Phone System Upgrade

Motion by Siegrist, supported by Sneiderman 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, and 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.

Motion carried unanimously.

Item G-6. Consider Approval of SQL Server Upgrade

Motion by Siegrist, supported by Borninski 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. Motion carried unanimously.

Item G-7. Consider New Appointment and Reappointment to the Zoning Board of Appeals

Motion by Siegrist, supported by Foster 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.

Motion by Siegrist, supported by Foster 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.

Motions carried unanimously.

Item G-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

Motion by Siegrist, supported by Borninski to approve the agreement for consulting services between Canton Township and Treatment Intervention Services, LLC, and to approve the below amendment to the 2022 Police Budget:

Increase Police Revenues:

Fund Balance Appropriation	#207-000.695	\$12,500
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Increase Police Appropriations:

Professional & Contracted Services	#207-301-50.801_0050	\$12,500
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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 8:04 pm. Motion carried unanimously.

**Charter Township of Canton
Board Proceedings – August 23, 2022**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, August 23, 2022, in-person. Clerk Michael Siegrist called the meeting to order.

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

Members Absent: Borninski, Foster

Adoption of Agenda:

Motion by Siegrist, supported by Sneideman to adopt the agenda as amended adding items C-7 and G-0. Motion carried unanimously.

Approval of Minutes:

None

Public Comment: Public comment was held.

Payment of Bills:

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

CHARTER TOWNSHIP OF CANTON EXPENDITURE RECAP FOR THE TOWNSHIP BOARD MEETING OF August 23, 2022		
101	GENERAL FUND	590,608.36
204	ROADS FUND	770,527.24
206	FIRE FUND	169,598.34
207	POLICE FUND	473,096.40
208	COMMUNITY CENTER FUND	35,857.71
219	STREET LIGHTING FUND	20,991.38
230	CABLE TV FUND	5,465.79
246	COMMUNITY IMPROVEMENT FUND	5,058.00
248	DDA - CANTON	60,223.49
260	INDIGENT DEFENSE FUND	13,438.42
261	E-911 UTILITY	0.00
265	ORGANIZED CRIME - DRUG ENFORCEMENT	0.00
274	CDBG FUND	45,183.00
276	NSP GRANTS FUND	0.00
285	AMERICAN RESCUE PLAN ACT	0.00
301	ENERGY PROJECT DEBT SVCE FUND	0.00
302	CAPITAL PROJECT DEBT SERVICE	0.00

401	CAPITAL PROJECTS FUND	478,506.00
402	CAP PROJ - WATER & SEWER	0.00
403	CAP PROJ - ROAD PAVING	0.00
584	GOLF FUND	39,371.46
592	WATER & SEWER FUND	301,301.47
596	GARBAGE & RUBBISH COLLECTIONS	8,191.01
661	FLEET MAINTENANCE FUND	25,498.59
701	TRUST & AGENCY FUND	232.00
702	CUSTODIAL FUND	4,395.07
736	POST EMPLOYMENT BENEFITS FUND	8,338.21
852	SPECIAL ASSESSMENT DEBT SERVICE	0.00
	TOTAL - ALL FUNDS	3,055,881.94

Study Session:

- 1) Capital Improvement Plan: Project and Budget Update

Consent Calendar:

Item C-1. Consider Acceptance of Grant Funds from MEDC for Master Plan Project

Motion by Siegrist, supported by Sneiderman to authorize the Charter Township of Canton to accept the Technical Assistance Grant Match Funding through the MEDC and approve the following budget amendment for the Master Plan update:

Increase Revenue

Account # 101-000.539	\$15,000	State Grants
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Increase Expense

Account # 101-701.801_0050	\$15,000	Professional Services
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Motion carried unanimously.

Item C-2. Consider Award of a Contract to Crimboli Nursery, Inc. for Street Tree Planting Services

Motion by Siegrist, supported by Sneiderman to approve the 2022-2023 Street Tree Planting bid from Crimboli Nursery, Inc. and to issue a purchase order from expenditure account #101-585.801_0050 to Crimboli Nursery, Inc. for an amount not to exceed \$20,000. Motion carried unanimously.

Item C-3. Consider Award of a Contract to Frank's Landscaping & Supplies LLC for Tree Maintenance Services

Motion by Siegrist, supported by Sneiderman to approve the 2022-2023 Tree Maintenance bid from Frank's Landscaping & Supplies LLC, which may be renewed for 2024 if agreeable to the

Municipal Services Department and Frank's Landscaping & Supplies, LLC, and to issue a purchase order from expenditure account #101-585.930_0070 to Frank's Landscaping & Supplies LLC for an amount not to exceed \$5,000. Motion carried unanimously.

Item C-4. Consider Award of a Contract to PPM Tree Service & Arbor Care for Tree Removal and Pruning Services

Motion by Siegrist, supported by Sneiderman to approve the 2022-2024 Tree Removal and Pruning bid from PPM Tree Service & Arbor Care and to issue purchase orders from expenditure account #101-585.930_0070 to PPM Tree Service & Arbor Care for an amount not to exceed \$70,000 and from expenditure account #101-752-50.930_0072 to PPM Tree Service & Arbor Care for an amount not to exceed \$30,000. Motion carried unanimously.

Item C-5. Consider Approval of the Purchase of One Ford Explorer for the Department of Public Works

Motion by Siegrist, supported by Sneiderman to approve the purchase of one (1) 2022 Ford Explorer from Gorno Ford 22025 Allen Road Woodhaven MI 48183 via the MI-DEAL Contract #4WDU-0050A in the amount of \$31,979. Funding for this vehicle will come from the Capital Outlay Accounts 592-536.970_0040 and 592-537.970_0040. Motion carried unanimously.

Item C-6. Consider Approving a Three-Month Extension to the Embedded Social Worker Contract with Hegira Health, Inc.

Motion by Siegrist, supported by Sneiderman to approve a three-month extension to the embedded social worker contract with Hegira Health, Inc. Motion carried unanimously.

Item C-7. Consider Adoption of a Resolution for Approval of Application for additional MERS Service Credit by employee.

Motion by Siegrist, supported by Sneiderman to adopt the Resolution allowing the purchase of additional service credit by Joey Mullally. Motion carried unanimously.

Motion by Siegrist, supported by Ganguly to amend the agenda to make item G-0 a floating item that can be added to the agenda at the discretion of the Supervisor. Motion carried unanimously.

General Calendar:

Item G-1. Consider Site Plan Approval for Automobile Wash Establishment (Mister Car Wash)

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

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

Approval of the Site Plan for Mister Car Wash

WHEREAS, the Project Sponsor has requested site plan approval for an auto wash establishment on parcel no. 71-050-99-0009-003, located on the east side of Haggerty Road, south of Ford Rd.; 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 criteria 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 no. 71-050-99-0009-003, subject to all State, County, and Township requirements.

Motion carried unanimously.

Item G-2. Consider Approval of 2022 Budget Adjustments

Motion by Siegrist, supported by Sneiderman to approve the attached listing of budget adjustments to the 2022 budget. Motion carried unanimously.

Item G-3. Consider Approval for the Creation of a Leisure Services Project & Operations Supervisor

Motion by Siegrist, supported by Slavens to approve the position of Leisure Services Project & Operations Supervisor and authorize the starting salary to be estimated based upon the minimum and maximum of grade 8 of the 2022 non-union classified employee salary grade system in the Merit Policy. The range approved is estimated between \$73,610 and \$95,693. Motion carried unanimously.

Item G-0. Consider FOIA Appeal

Motion by Siegrist, supported by Sneiderman to grant the appeal in part and deny the appeal in part as follows:

***ldf Files**

Granting for all *ldf files pertaining to the 2020 general election.

***mdf Files**

Denying for all *mdf files because the requested records are exempt from disclosure, because the disclosure of the records would impact the safety and security of the Township's voting systems. As a result, that information is exempt from disclosure under Section 13(1)(y). Section 13(1)(y) permits the Township to exempt records or information of measures designed to protect the

security or safety of persons or property or the confidentiality, integrity, or availability of information systems. MCL 15.243(1)(y). The information is also exempt from disclosure because it would disclose procedures, methods, results, organizational information system infrastructure, hardware, or software that would impact the cyber security of the Township. Therefore, it is also exempt under Section 15.243(1)(z).

Motion carried unanimously.

Additional Public comment was held.

Additional Board comment was held.

Adjourn: Motion by Slavens, supported by Ganguly to adjourn the meeting at 7:25 pm. Motion carried unanimously.

Michael A. Siegrist, Clerk

Anne Marie Graham-Hudak, Supervisor

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: September 13, 2022

AGENDA ITEM: PH-1

ITEM: Public Hearing and approval of Millage Rates for December 1, 2022
Tax Levy

PRESENTER: Wendy Trumbull, Finance & Budget Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: The Township Board is required to hold a Public Hearing on the proposed December 1, 2022 millage rates. The 2022 millage rates must be certified to Wayne County by September 30, 2022.

The millage rates requested are required to balance the FY 2023 budget. The combined millage rates of 12.2909 mills for the December 1, 2022 levy is 0.0188 mills less than the FY 2022 millage rate due to the required Headlee rollback of the Roads Millage.

BACKGROUND: As a Charter Township, Canton is authorized to levy 5.00 mills for general operations. Due to the taxing limitations of the 1978 "Headlee Amendment" to the Michigan Constitution and the effect of Proposal A legislation in 1994, the Charter millage limit was reduced to 4.0985 mills. Since 1994, the authorized millage rate has been further reduced to 3.5997 for the general operations of the Township, excluding Fire and Police. The proposed millage of 1.4760 is 2.1237 mills below the maximum the Township could levy without a vote of the citizens.

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

On August 7, 2018, the voters approved ballot language authorizing the Township to levy 1.45 mills for the purpose of paying the costs of maintaining, improving, rehabilitating, and reconstructing State & County roads within the Township. Due to the Headlee Amendment, this millage has been reduced from 1.4097 to 1.3909 for the 2022 tax levy.

STRATEGIC PLAN/GOALS: Financial Stability

ACTION REQUESTED: To approve resolution setting the millage rates for the December 1, 2022 tax levy. These millage rates are the subject of this Public Hearing.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Establish tax millage rates for FY 2023 General, Fire, Police, and Road Fund budgets.

IMPLEMENTATION PLAN: A notice of the Public Hearing on the tax rates was published as required on the Canton website on September 1, 2022 and in the Associated Newspaper of Michigan on September 1, 2022.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to open the Public Hearing on the millage rates for the December 1, 2022 tax levy.

I move to close the Public Hearing.

I move that the millage rates to be levied by Canton Township on December 1, 2022 be set as follows:

Charter Mills (General Fund)	1.4760
Fire Protection Special Assessment	3.7480
Police Protection Special Assessment	5.6760
Roads Assessment	<u>1.3909</u>
Total	12.2909

ATTACHMENTS: 2022 Tax Rate Request Form

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: September 13, 2022

AGENDA ITEM #C-1

ITEM: Consider Waiving the Bidding Process and Approval of the Repair of Emergency Vehicle PD2018

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated.

EXECUTIVE SUMMARY: Police Department vehicle PD2018 was involved in a collision which resulted in damage to the entire left side and the front suspension. Repair of the vehicle is requested due to the age, mileage (30,550 miles) and lack of availability of a replacement. The last order for 6 Police Interceptors was submitted in February and there is still no delivery date. It could be well into 2023 before these vehicles are delivered.

Blackwell Ford is the preferred vendor for this type of repair to specialty vehicles. The estimated cost is \$12,823.11 and an additional 10% contingency, \$1,282.31 is being requested as it is possible that the repair could exceed the estimate due to unforeseen damage. The timeframe for Blackwell to repair the vehicle is approximately 3-4 weeks.

The approximate cost of a new vehicle is \$42,765. Therefore, the cost of repairs is only 30% of a new vehicle and will allow it to be returned to service much quicker.

BACKGROUND: N/A

STRATEGIC PLAN/GOALS: Ensuring that the Canton Township Police Department has the vehicles necessary to serve the community.

ACTION REQUESTED: Waive the bidding process and approved the repair of PD2018 for the Canton Police Department.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The estimated cost to repair Vehicle PD2018 is \$14,105.21 by Blackwell Ford. Funds are budgeted in the 661-530.930_0040 account for Maintenance and Repair of Vehicles.

IMPLEMENTATION PLAN: Upon approval by the Township Board, the purchase order will be created. Fleet Services will coordinate repair with Blackwell Ford.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: Move to waive the bidding process and approve repairs to PD2018 at Blackwell Ford, 41001 Plymouth Rd, Plymouth, MI 48170 in the amount of \$12,823.11 plus a 10% contingency for an amount not to exceed \$14,106.

ATTACHMENTS:

1. Estimate from Blackwell Ford

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: September 13, 2022

AGENDA ITEM #C-2

ITEM: Consider Contract Amendment with Fishbeck, Inc. for Professional Engineering Services for the Design of the Major Road Projects Proposed for 2022 and 2023

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: The 2023 Major Road Projects are currently under design and include Lilley (US-12 to Palmer), and Lotz (US-12 to Palmer). Since the initial scoping of these projects, road millage funds have been made available that would allow for some additional project enhancements. Engineering Services recommends expanding the scope of the two original projects to include full pavement reconstructions for both roads as well as including a third project, the asphalt resurfacing of Sheldon Road (Warren to Sheldon Center). Sheldon Road is in poor condition and was a project previously scheduled to be completed by the County that cancelled. These design changes will require a contract amendment of \$42,000 plus additional contingency. The additional contingency will need to include all the 2023 projects since the entire approved contingency was used for the re-design of the Canton Center Road project after the scope was changed to a full pavement reconstruction.

BACKGROUND: Fishbeck was retained in 2018 in a competitive bidding process to handle design and construction engineering services for the 2022 and 2023 Major Road Projects. On October 26, 2021 the Board approved the contract with Fishbeck, Inc to perform design engineering services for the 2022 and 2023 Major Roads Projects.

STRATEGIC PLAN/GOALS: Quality Infrastructure

ACTION REQUESTED: Consider amending a purchase order for Fishbeck, Inc. in the amount of \$55,540 which includes a \$13,540 contingency for the 2023 projects, an additional \$9,000 for Lotz Road, and \$33,000 for Sheldon Road design services.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The following budget amendment is necessary to fund this project:

Increase Revenue:

204-000.695	Fund Balance Appropriation	\$55,540
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Increase Expenditure:

204-446-11.970_0050	Capital Outlay Infrastructure	\$55,540
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IMPLEMENTATION PLAN: Upon Board approval, Engineering Services will issue a contract amendment and purchase order for the work to Fishbeck, LLC under their Professional Master Services Agreement.

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 \$55,540

Increase Expenditure:

204-446-11.970_0050 Capital Outlay Infrastructure \$55,540

2) I move to approve to increase Fishbeck Purchase Order #2021-2910, for the 2022/23 Major Road construction projects in the amount of \$55,540.

ATTACHMENTS:

1. Proposal from Fishbeck, Inc. – Proposal for Amended Design Services

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: September 13, 2022

AGENDA ITEM#C-3

ITEM: Consider Award of Contract to Fishbeck for the 2023 Water Main Capital Improvement Project (CIP)

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: The 2018 Water Master Plan identified a number of projects necessary to meet the existing and future water demands of our customers. In addition to the Master Plan, staff is constantly evaluating locations that are experiencing multiple main breaks in a relatively small area.

Staff is recommending award of contract (under the currently existing Professional Services Agreement) for professional engineering design services to Fishbeck for \$36,400, plus a 10% contingency of \$3,640 for a total award of \$40,040. Fishbeck served in the same position for several years with great success.

BACKGROUND: The Water Main CIP for 2023 includes up to three locations. These locations were chosen based on multiple factors:

1. Multiple main breaks have occurred these areas, exceeding five breaks within two years of the one-mile-of-pipe subject area.
2. Size of some of the old main is no longer in line with current Township standards.

Fishbeck was awarded professional engineering design services for several iterations of the Water Main CIP. They have served well in this capacity. Fishbeck has been instrumental in working through the permitting process with outside agencies, as well as developing standards and procedures for Canton Township water main replacement.

STRATEGIC PLAN/GOALS: Provide adequate water pressures in our system for both public use and firefighting demands. Provide a water distribution system that meets consumer needs and provides reliable service to our customers.

ACTION REQUESTED: Award a continuation of contract to Fishbeck for a total award of \$40,040. There is budget available in account #592-536.970_0050 Capital Outlay Infrastructure.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The funds for this contract will come from the Water & Sewer Fund, #592-536.970_0050 (Capital Outlay Infrastructure) in an amount not-to-exceed \$40,040.

IMPLEMENTATION PLAN: Upon approval:

1. The contract will be extended, a purchase order entered, and a notice of award will be provided to Fishbeck.
2. Finance will enter a budget amendment.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

1. I move to award a contract as presented in the amount totaling \$40,040 for the 2023 Water Main Capital Improvement Projects from account #592-536.970_0050; and further authorize the Township Supervisor or Clerk to sign the contracts on behalf of the Charter Township of Canton.

ATTACHMENTS:

1. Fishbeck Scope of Services
2. Location maps

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: September 13, 2022

AGENDA ITEM #C-4

ITEM: Consider Award of C.D.B.G. Housing Rehabilitation Contracts

PRESENTER: Wendy Trumbull, Finance & Budget Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: Under Canton's affordable housing program, federal dollars are used to pay for major and minor repairs to owner-occupied, single-family homes in Canton. The participating families must meet HUD income requirements. Formal bid procedures were followed, and the public bid opening was held on July 28th, 2022 for the CDBG housing rehabilitation program. Bids were received from two vendors. We are requesting to approve contracts for multiple HUD/CDBG funded home rehabilitation projects that exceed the \$10,000 purchasing threshold.

BACKGROUND INFORMATION: The Community Development Block Grant Program caps rehabilitation work of mobile homes to \$5,000 and single-family homes to \$25,000. In instances where the formal bids came in higher than the allowable limits, we work with the contractor to change the scope slightly to come within those limits. For homes that come under, we request a contingency in case unforeseen problems arise. Finding construction companies for rehabilitation work is not a regional, but a national problem. Some of the local construction companies have stated that some of the reasons why they don't bid on federal rehab projects are: the project are not very profitable, they lack adequate staffing, permit fees are expensive, and homeowner expectations are difficult to manage. In order to entice and retain contractors, we would like to refund their permit fees once the work has been completed and approved by the Building Department. The Building Department fees for the general building permits as well as the specific trades (mechanical, electrical, and plumbing) are typically around \$500- \$900 depending on the complexity of the project/home.

The bids were developed by the Building Department, and the qualifying quotes are as follows:

<u>Street</u>	<u>Home Type</u>	<u>Contractor</u>	<u>Low Bid/Cap</u>
XXXX Saltz	Single Family Home	Optimum Contracting	\$25,000
XXXX Bellingham	Single Family Home	We Preserve Michigan	\$25,000
XXXX Appomattox	Single Family Home	Optimum Contracting	\$25,000
XXXX White Hart	Single Family Home	We Preserve Michigan	\$10,328

STRATEGIC PLAN/GOALS: Quality Infrastructure. Housing Rehabilitation addresses the Canton Township and Housing and Urban Development goal of preserving safe and affordable housing. The projects help residents to continue to live in Canton in their own homes.

ACTION REQUESTED: Approve contracts for the four projects.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Available grant dollars will be utilized to fund these projects.

IMPLEMENTATION PLAN: Work should commence immediately after contract signings. Finance Department staff and Municipal Services Department inspectors cooperate on housing rehabilitation projects.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve the four housing rehabilitation contracts to Optimum Contracting and We Preserve Michigan listed below totaling \$85,328. We are also requesting to refund all of the permit fees once the work has been completed and approved by the building department.

<u>Street</u>	<u>Home Type</u>	<u>Contractor</u>	<u>Low Bid/Cap</u>
XXXX Saltz	Single Family Home	Optimum Contracting	\$25,000
XXXX Bellingham	Single Family Home	We Preserve Michigan	\$25,000
XXXX Appomattox	Single Family Home	Optimum Contracting	\$25,000
XXXX White Hart	Single Family Home	We Preserve Michigan	\$10,328

ATTACHMENTS: Bid Tabulation Sheet

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: September 13, 2022

AGENDA ITEM # C-5

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

PRESENTER: Wendy Trumbull, Finance & Budget Director

INDIVIDUALS IN ATTENDANCE: None anticipated

EXECUTIVE SUMMARY: John Wallace has applied to purchase additional service credit with MERS. Although the Board eliminated this practice during May 2016, the employee is in a Union that contractually allows this purchase. Therefore, the Township does not have the option to deny this request. MERS calculates the cost of the purchase with the intent that there be no cost to the Township. However, as certain assumptions are used in calculating that cost, such as interest rate of return, mortality, and final average compensation the actual cost may fluctuate. These fluctuations are intended to balance themselves out over time.

STRATEGIC PLAN/GOALS: Organization Climate and Culture

ACTION REQUESTED: Adopt the attached Resolutions.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: No budget implications.

IMPLEMENTATION PLAN: Upon approval, the Township will send approved resolutions to MERS.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to adopt the Resolution allowing the purchase of additional service credit by John Wallace.

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

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: September 13, 2022

AGENDA ITEM #C-6

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

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Due to increased business and substantial increases in product costs, Pheasant Run Golf Club food/beverage sales and product costs have increased more than could have been estimated and require us to increase our dollar amounts for the following Food & Beverage Purchase Orders:

- | | | |
|--------------------------|------------------|---------|
| • Gordon Food Service | PO#2022-00000740 | \$4,500 |
| • Pepsi Beverage Company | PO#2022-00000741 | \$4,000 |
| • Sysco Detroit, LLC | PO#2022-00000745 | \$4,500 |

BACKGROUND:

At the January 25, 2022 Board Meeting, the Board of Trustees approved RBA item #C-2 for the following blanket purchase orders:

- | | | |
|--------------------------|---------------------------------|----------|
| • Gordon Food Service | Food Service Items for Resale | \$13,500 |
| • Pepsi Beverage Company | Non-Alcoholic Beverage & Snacks | \$20,000 |
| • Sysco Detroit, LLC | Food Service Items for Resale | \$54,000 |

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

STRATEGIC PLAN/GOALS: Welcoming Community

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

Company	Address	PO#	Increase Amount
Gordon Food Service	P.O. Box 88029 Chicago, IL 60680-1029	PO#2022-00000740	\$4,500
Pepsi Beverage Company	P.O. Box 75948 Chicago, IL 60675-5948	PO#2022-00000741	\$4,000
Sysco Detroit, LLC	41600 Van Born Rd Canton, MI 48188	PO#2022-00000745	\$4,500

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

Company	Increase Amount	Account #
Gordon Food Service, Pepsi Beverage Company & Sysco Detroit, LLC	\$13,000	584-773-74.761

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

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve an increase the following Purchase Orders:

Company	Address	PO#	Increase Amount	Account #
Gordon Food Service	P.O. Box 88029 Chicago, IL 60680-1029	PO#2022-00000740	\$4,500	584-773-74.761
Pepsi Beverage Company	P.O. Box 75948 Chicago, IL 60675-5948	PO#2022-00000741	\$4,000	584-773-74.761
Sysco Detroit, LLC	41600 Van Born Rd Canton, MI 48188	PO#2022-00000745	\$4,500	584-773-74.761

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: September 13, 2022

AGENDA ITEM #G-1

ITEM: Consider Approving Budget Amendment and Awarding Purchase Order to Michigan Consulting and Environmental for Project Management and Staffing Services for a Food Compost Pilot Program

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None anticipated

EXECUTIVE SUMMARY: As a result of the May 17, 2022 study session on food composting a pilot program to test the interest of Canton Township residents is being proposed. This pilot will allow the Township to evaluate the interest in participation and operations on a smaller scale before introducing the program Township-wide as part of the 2024 municipal waste contract bid. This will allow for adjustments to be made as the program evolves. The goal is to offer another recycling opportunity and encourage recycling behavior in Canton and encourage a more sustainable community.

To successfully manage this pilot program it is the desire to partner with Michigan Consulting and Environmental (MCE) to conduct the scope of work attached. Michigan Consulting and Environmental has been proud to provide a variety of environmental services to its customers and municipal partners for nearly 30 years. Their experienced engineers, project managers, geologists, and technicians have provided solid waste management, monitoring and consulting for the City of Livonia, City of Westland, Gratiot County, Central Wayne County Sanitation Authority (CWCSA) – Huron Monofil in Flat Rock, and the Greater Detroit Resource Recovery Authority (GDRRA.)

MCE will assist Canton Township in developing and implementing a food waste composting pilot program where 400-1000 volunteers will collect and send their food waste to a composting facility. At the end of the pilot, MCE will be able to calculate the tonnage of food waste that has been collected to ensure this is a viable program.

An amount not to exceed \$50,000 is being sought for approval. There has been a grant submitted to EGLE in an amount to cover expenses. There has been no notification yet of the grant decision.

BACKGROUND INFORMATION: N/A

STRATEGIC PLAN/GOALS: Healthy Ecosystem

Program Vision: An accessible and sustainable environment that affords a high quality of life while conserving our natural resources. Be known for abundant green space.

ACTION REQUESTED: Approve Purchase Order for Michigan Consulting and Environmental in the amount of \$50,000.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The funds for this program will come from Refuse Collection and Disposal, 596-528.801_0080 in an amount not-to-exceed \$50,000.

IMPLEMENTATION PLAN: Upon Approval, Municipal Services will work with MCE to seek volunteers and implement the scope of work. MCE will conduct quarterly updates to the Board of Trustees on the progress of the pilot program.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

1. I move to approve a Purchase Order in the amount not to exceed \$50,000 to Michigan Consulting and Environmental to provide support staffing and training for the 2021 Recycling Improvement program.

ATTACHMENTS:

1. MCE Scope of Work/Agreement
2. Description and Timeline of Pilot Program

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: September 13, 2022

AGENDA ITEM #G-2

ITEM: Consider Approving and Intergovernmental Agreement with Wayne County for Reimbursement of Costs for the Canton Center, Ford to Warren Road Millage Project

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: In the past year, Canton Township received an offer from Wayne County to participate and pay for a portion of the 2022 Canton Center Road project. Wayne County has approved reimbursement of fifty percent (50%) of the Project Costs, with a maximum total expenditure of \$3,000,000 by Wayne County, and the TOWNSHIP shall bear the remainder of the Project Costs.

BACKGROUND: Over the past several years Canton Township has discussed the potential for reimbursement of costs by Wayne County for the long-planned Canton Center, Ford to Warren project and earlier this year Wayne County agreed to this request. The intergovernmental agreement (IGA) has been prepared by Wayne County with the terms for reimbursement of funds. The draft agreement is attached.

STRATEGIC PLAN/GOALS: Quality Infrastructure

ACTION REQUESTED: Consider approving the Intergovernmental Agreement for reimbursement of Canton Center, Ford to Warren construction costs.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Not applicable.

IMPLEMENTATION PLAN: Upon Board approval, Engineering Services arrange for signatures and completion of the IGA.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

1) I move to approve to the Intergovernmental Agreement with Wayne County for reimbursement of costs for the Canton Center, Ford to Warren project and authorize the Township Supervisor to sign the agreement.

ATTACHMENTS:

1. Draft Intergovernmental Agreement, Canton Center Project

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: September 13, 2022

AGENDA ITEM #G-3

ITEM: Consider Special Land Use for Medical Office at 6840 N. Haggerty Rd.

PRESENTER: Jade Smith, Municipal Services Director

OWNER/REPRESENTATIVE: Ghassan Abdelnour (GAV & Associates Inc.)

EXECUTIVE SUMMARY: The project sponsor proposes to occupy the existing building at 6840 N. Haggerty Rd. for a medical office use. Specifically, the site is located at the northeast corner of Warren Rd. and Haggerty Rd., which is in the LI, Light Industrial District. While the previous administrative office use of the site is a permitted use in the LI District, the proposed medical office use is a Special Land Use in the district.

The original site plan (046-SP-061) was approved in 2002 and there are no changes proposed to the plan except for increasing the height of the dumpster enclosure to comply with the current Zoning Ordinance. Otherwise, the design and conditions of the approved site plan remain in effect.

At its meeting on August 8, 2022, the Planning Commission held a public hearing and recommended approval of the special land use, subject to conditions. The applicant has since revised the plans to meet the conditions. If the special land use is approved, the next step will be for the applicant to submit plans to the Building & Inspections Services Division for review prior to any construction.

BACKGROUND AND ANALYSIS:

Location: 6840 N. Haggerty Rd., located at the northeast corner of Haggerty Rd and Warren Rd. (parcel no. 046-99-0002-012)

Net Acres: Approximately 1.61 acres

Existing Land Use(s): Administrative office

Existing Zoning: LI, Light Industrial

Surrounding Zoning and Land Uses:

North – LI, Light Industrial; Great Lakes Conference LifeChurch Annex

South – LI, Light Industrial; Yazaki North America

East – WC, Wetlands Conservation, I-275 and vacant

West – LI, Light Industrial; LifeChurch of Canton

Existing Comprehensive Plan Future Land Use Map Classification: Light Industrial

Surrounding Comprehensive Plan Future Land Use Map Classifications:

North – Light Industrial

South – Light Industrial

East – Community Facilities

West – Light Industrial

Proposed Special Land Use: The proposed use of a medical office is a special land use in the LI, Light Industrial zoning district. The proposed medical office use is similar to or compatible with the uses on adjacent properties (office to the north, religious and office to the west, and research and design to the south). Our findings on the special land use criteria of the Zoning Ordinance are addressed at the end of this review letter.

Section 22.02(B)(2) of the Zoning Ordinance permits medical and dental clinics, offices, and laboratories as special land uses in the LI District, subject to the property fronting onto a primary County road. Because Haggerty Road is a primary County road, this standard is met.

Access Management: There is one point of access from Haggerty Rd to serve the existing building (6840 Haggerty Rd) and the property to the north (6900 Haggerty Rd). No changes are proposed to this joint access, and no other access points are proposed.

Parking: The approved 2002 site plan has 61 parking spaces and the special land use plan proposes no changes to the parking. While administrative office uses require 1 parking space per 250 sq. ft. of gross floor area, medical offices require more parking spaces at a rate of 1 parking space per 200 sq. ft. of gross floor area. If the entire 13,683-sq. ft. building is used for medical office, then 68 parking spaces are required. While the proposed floor plan notes that medical office will occupy approximately half of the floor area and administrative office will occupy the other half, the plan requests a modification of the parking requirement based on 68 required spaces (i.e., medical office for the entire building).

Section 4.01(C)(6) of the Zoning Ordinance allows the Planning Commission to approve a modification to the minimum number of parking spaces. According to the Parking Generation Manual, 5th Edition, published by the Institute of Transportation Engineers, the average Weekday parking demand for a 13,683-sq. ft. Medical-Dental Office Building is 44 spaces. Due to the staggered appointment system of medical offices, a peak demand over 61 spaces is unlikely. At its meeting on August 8, 2022, the Planning Commission approved a modification to permit the existing 61 parking spaces for the proposed medical office use, subject to the condition that any parking demands over 61 spaces must be accommodated by either expanding the parking lot in accordance with the requirements of the Zoning Ordinance or obtaining approval a shared parking agreement with the office use to the north (Great Lakes Conference LifeChurch Annex) in accordance with Section 4.01(B)(5) of the Zoning Ordinance.

Loading: A loading area is not identified on the submitted plan, and a loading area was not required on the original 2002 site plan. The need for a loading area for a medical office use is not expected to be greater than the previously approved administrative office use.

Architecture: The special land use application does not include any proposed changes, modifications, or improvements to the building façade.

Landscaping and Screening: The submitted plans include an inventory of existing trees (locations, sizes, and species), but does not include a landscape plan in accordance with Article 5 of the Zoning Ordinance. The originally approved site plan in 2002 includes a detailed landscape plan that complied with Article 5 of the Zoning Ordinance when it was developed. However, some of the material appears to have died. Therefore, prior to occupancy, the landscaping must be restored to the 2002 landscape plan or an amended landscape plan must be submitted to the Planning Division in accordance with Article 5. Changes to landscape plans can be made administratively via staff review. Prior to occupancy, the Township's landscape architect consultant will inspect the site and identify areas of correction, if any. If any replacement of plant material is needed, the Township typically collects a financial performance guarantee.

Lighting: A photometric plan is not required during Special Land Use review, and there is a photometric plan on the previously-approved site plan. Based on observations of the subject site, there are shielded light fixtures throughout the site. If there are changes to the fixtures, a photometric plan will be required that complies with Section 2.13 of the Zoning Ordinance.

Signage: Renderings and dimensions of the building signage has not been provided in the submittal package. All sign permits will be reviewed by the Building & Inspection Services Division prior to installation.

Dumpster Enclosure: There is an existing dumpster enclosure located south of the building that is on the originally-approved site plan. No changes are proposed to the dumpster enclosure. When the site plan was originally approved in 2002, the required dumpster height was 6 feet; since then, the Zoning Ordinance has been amended to require a dumpster height of 8 feet with a limestone or similar-looking cap. Therefore, we recommend that the dumpster walls be increased to 8 feet in height and include a limestone or similar-looking cap pursuant to Section 2.14 of the Zoning Ordinance. Since the August 8, 2022 Planning Commission meeting, the applicant has revised the plans accordingly.

Special Land Use Review Standards: Based on the items noted above, we find that the proposed medical office use in the LI Zoning District in Canton Township meets the Special Land Use criteria of Section 27.03(C) of the Zoning Ordinance as follows, subject to the above items being corrected or otherwise addressed by Planning staff:

- The proposed medical office use will be compatible with adjacent nonresidential land uses to the north, south, and west.
- The proposed medical office use will be compatible with the principles and objectives of the Canton Township Master Plan with regard to the Light Industrial classification on the Future Land Use Map and the light industrial uses along Haggerty Rd. and

Warren Rd.

- The proposed use will continue to be adequately served by essential public facilities and services, subject to any requirements of the Canton Township Engineering Division regarding necessary installations for water and sanitary sewer facilities.
- The site will have access to Haggerty Rd, which will serve to prevent curb cuts on Warren Rd., and no changes are proposed to the existing access management of the site.
- The proposed use is not expected to be detrimental to public health, safety, and welfare.
- The proposed use is expected to enhance the surrounding environment with a use that is compatible with adjacent land uses.
- The proposed use will not unreasonably interfere with or discourage the appropriate development and use of adjacent land and buildings.
- The location of the proposed use will not result in a residential use being surrounded by non-residential uses.
- The proposed use is expected to enhance the economic well-being and welfare of the Township.

- **Community Planner's Recommendation:** Approval of the special land use (Planning Application #046-SLU-7422) for a medical office use on parcel no. 046-99-0002-012 at 6840 N. Haggerty Rd., subject to all State, County, and Township requirements.

- **Planning Commission's Recommendation:** At its meeting on August 8, 2022, the Planning Commission voted 8-0 to recommend approval of the special land use for a medical office use on parcel no. 046-99-0002-012 at 6840 N. Haggerty Rd. as the request meets the Special Land Use criteria of the Canton Township Zoning Ordinance, subject to the following conditions:

1. Approval of a modification to the number of requirement parking spaces to 61 pursuant to Section 4.01(C)(6) of the Zoning Ordinance, provided that any parking demands over 61 spaces must be accommodated by either expanding the parking lot in accordance with the requirements of the Zoning Ordinance or obtaining approval of a shared parking agreement with the office use to the north in accordance with Section 4.01(B)(5) of the Zoning Ordinance;
2. Increasing the height of the dumpster walls to 8 feet and including a limestone or similar-looking cap on top of the walls pursuant to Section 2.14 of the Zoning Ordinance; and
3. Compliance with all State, County, and Township requirements.

Since the August 8, 2022 Planning Commission meeting, the applicant has revised the plans to increase the height of the dumpster walls to 8 feet and add a limestone or similar-looking cap on the walls.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approval of the special land use (Planning Application #046-SLU-7422) for a medical office use on parcel no. 046-99-0002-012 at 6840 N. Haggerty Rd., 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 Special Land Use for Medical Office

WHEREAS, the Project Sponsor has requested special land use approval for medical office uses on parcel no. 046-99-0002-012 at 6840 N. Haggerty Rd.; and

WHEREAS, the Planning Commission reviewed the request and applicable criteria and voted 8-0 to recommend approval, with conditions, as the request meets the criteria of special land use approval in Section 27.03(C) of the Zoning Ordinance;

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the special land use in Planning Application #046-SLU-7422 for medical office uses on parcel no. 046-99-0002-012 at 6840 N. Haggerty Rd., as the request meets the Special Land Use criteria of the Canton Township Zoning Ordinance pursuant to the information and plans provided, subject to the conditions of the Planning Commission and subject all State, County, and Township requirements.

ATTACHMENTS:

1. Planning Commission Minutes
2. Zoning Map and Aerial Map
3. Special Land Use Plans
4. Special Land Use Criteria

NEXT STEPS: If the special land use is approved, the next step will be for the applicant to submit plans to the Building & Inspections Services Division for review prior to any construction.

Excerpt from the Planning Commission Proceedings of August 8, 2022

046-SLU-7422 **MEDICAL OFFICE** – Consider Special Land Use on parcel no. 046-99-0002-012. Property is located at the northeast corner of Haggerty Rd. and Warren Rd. The proposed use is a medical office.

Mr. Sloan summarized the staff report, dated August 8, 2022, Item #1.

Mr. Sloan stated Staff recommends approval of the special land use for a medical office on the subject parcel, including a modification to the number of required parking spaces, subject to conditions noted in Staff's review letter, and subject to all State, County, and Township requirements.

Motion by Zuber, supported by Okon, to open the public hearing. Ayes all present on a voice vote.

Public Hearing opened at 7:10 P.M.

Mr. Ghassan Abdelnour (GAV & Associates Inc., 6840 Haggerty Rd., Canton, MI, 48187) is the project representative and stated all the necessary requirements will be met and revised plans will be submitted.

Chairman Greene asked for additional public comments and there were none.

Motion by Zuber, supported by Weber, to close the public hearing. Ayes all present on a voice vote.

Public Hearing closed at 7:12 P.M.

Mr. Watkins asked if a variance would be required to lower the parking lot requirement standard.

Mr. Sloan stated the Zoning Ordinance gives the Planning Commission discretion to modify the parking lot requirement.

Mr. Watkins asked what the specific use for the Medical Office is planned to be.

Mr. Abdelnour stated half of the building will be occupied by Southeast Michigan Ear, Nose, and Throat Specialists and the current tenant will remain in the other portion of the building.

Ms. Eggenberger stated the project looks good.

Ms. Zuber had no comments.

Chairman Greene asked what the current tenants are using the space for.

Mr. Abdelnour stated the current building occupants are using the space for offices. In the future, the building owner would like the ability to have the entire building be for medical uses and would like the number of parking spaces adjusted to allow for this.

Chairman Greene asked if the Special Land Use is granted for this location will that limit the allowed use to only medical offices.

Mr. Sloan stated the applicant is proposing the medical office Special Land Use for the entire site and if the parking modification is made that would also apply to the entire site. Mr. Sloan stated the Light Industrial permitted uses include administrative, office, and professional offices.

Mr. Weber stated a letter received by Staff from the public was forwarded to the Commission prior to the meeting regarding medical marijuana and asked if there was any additional information regarding what prompted the letter.

Mr. Sloan stated he did not know what prompted the letter. He believes the letter is from a current tenant in the building. Mr. Sloan said the general description of use in the public notice is medical office; people may think this includes medical marijuana. Mr. Sloan stated Canton Township does not allow medical marijuana offices, so that use would not be permitted.

Mr. Weber stated the building to the north of the subject site has been sold and asked if Staff is aware of what business is going to occupy that space and if parking could be impacted.

Mr. Sloan stated he can check to see if a Zoning Compliance Certificate application has been submitted for that address. Mr. Sloan said a common drive exists between the two sites for access management and that will remain unchanged. Mr. Sloan said he is not aware if a formal shared parking agreement currently exists with the site to the north of the subject site and if there isn't one in place that could be an option if the site becomes over parked. Mr. Sloan stated the subject site has room to add parking if needed in the future.

Further discussion took place about Southeastern Michigan Ear, Nose, and Throat office locations.

Mr. Okon stated he is happy to see that they are increasing their size.

Ms. Foster asked if Staff responded to the communication received from the concerned resident.

Mr. Sloan stated he responded to the resident that a medical marijuana use would not be permitted on the subject site and Canton Township has opted to not allow medical marijuana uses.

Mr. Singh had no concerns or comments.

Motion by Zuber, supported by Eggenberger, to move to recommend approval of the special land use for a medical office use on parcel no. 046-99-0002-012 at 6840 N. Haggerty Rd. as the request meets the Special Land Use criteria of the Canton Township Zoning Ordinance, subject to the following conditions:

1. Approval of a modification to the number of required parking spaces to 61 pursuant to Section 4.01(C)(6) of the Zoning Ordinance, provided that any parking demands over 61 spaces must be accommodated by either expanding the parking lot in accordance with the requirements of the Zoning Ordinance or obtaining approval of a shared parking agreement

with the office use to the north in accordance with Section 4.01(B)(5) of the Zoning Ordinance;

2. Increasing the height of the dumpster walls to 8 feet and including a limestone or similar-looking cap on top of the walls pursuant to Section 2.14 of the Zoning Ordinance; and
3. Compliance with all State, County, and Township requirements.

Mr. Weber asked if findings of fact needed to be included in their motion.

Ms. Gabis stated the motion included a reference to the Zoning Ordinance that requires those considerations, If the Commission did make findings of fact related to one or more of the criteria, that would not be harmful and it would help you in the event that there is any kind of challenge to your motion.

Further discussion took place regarding amending the motion.

Ayes: Eggenberger, Foster, Okon, Singh, Watkins, Weber, Zuber, Greene

Nays: None

Absent: Acharya

Chairman Greene asked when this project will be reviewed by the Township Board of Trustees.

Mr. Sloan stated September 13, 2022.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: September 13, 2022

AGENDA ITEM #G-4

ITEM: Consider Site Plan Approval for Redwood at Marketplace

PRESENTER: Jade Smith, Municipal Services Director

OWNER/REPRESENTATIVE: Kellie McIver (Redwood Management)

EXECUTIVE SUMMARY: The applicant proposes to construct 235 single-story apartments on 48 acres, which is a density of 4.9 dwelling units per acre. At its meeting on November 23, 2021, the Township Board of Trustees granted Final Planned Development (PD) approval for a mixed use development of 235 single-story apartments on 48 acres (Redwood) and up to 77,940 square feet of commercial on 14.37 acres on the north side Michigan Avenue and along both sides of Morton Taylor Rd. The Redwood residential portion of the development includes two (2) phases.

Each Planned Development District is required to demonstrate definite benefits to the community pursuant to Section 27.04 of the Zoning Ordinance. The most significant definite benefits are:

- Preserving 26.1 acres of open space (44.8% of the site), which exceeds the minimum open space of 25% for a PD;
- Preservation of regulated wetlands and densely-wooded areas;
- Installing a sidewalk network that will allow pedestrian access throughout the development, including between residential uses, commercial uses, and the Lower Rouge Trail which is northwest of the site; and
- Paving of Morton Taylor Road adjacent to the site.

At its meeting on August 8, 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: North side of Michigan Ave., between Sheldon Rd. and Lilley Rd.

Existing Zoning: C-3 and R-6 (Conditional Rezoning Agreement). Prior to PD review, a Conditional Zoning of the site was approved in August of 2019 which amended the zoning from C-3, Regional Commercial to R-6, Single-Family Attached Residential and C-3, Regional Commercial Districts, subject to a Statement of Conditions and Conceptual

Development Plan.

Net Acres: 48 acres (Redwood portion); 62.6 acres (Total Site)

Existing Land Use: Vacant

Surrounding Zoning and Land Uses:

North – R-2 (Residential and Vacant) and WC, Wetlands Conservation (Lower Rouge Trail)

South – C-2, Community Commercial, C-3, Regional Commercial, and GI, General Industrial (various commercial uses, including the Fun Garage and L. Georges Coney Island)

East – R-2 and MR, Multiple-Family Residential (ITC corridor)

West – R-2 (Connections Church and Eden on the Rouge Assisted Living) and MR (Multiple-family residential)

Comprehensive Plan: Mixed Use. According to Policy 1.5.2(a) of the Comprehensive Plan, the current zoning districts of C-3 and R-6 are recommended on the north side of Michigan Ave. between Sheldon Road and the ITC transmission corridor, provided that the R-6-zoned area is not exclusive and is part of a mixed-use development.

PD Approval History: The Final PD was approved by the Township Board of Trustees on November 23, 2021, which was previously recommended for approval by the Planning Commission on November 1, 2021 after a public hearing. The Preliminary PD was approved by the Township Board of Trustees on July 28, 2020, which was previously recommended for approval by the Planning Commission on July 13, 2020 after a public hearing.

Conditional Rezoning Agreement Terms: Prior to Preliminary PD review, a Conditional Zoning of the site was approved by the Township Board in August of 2019 which amended the zoning from C-3, Regional Commercial to R-6, Single-Family Attached Residential and C-3, Regional Commercial Districts, subject to a Statement of Conditions and Conceptual Development Plan. Integration of the residential and commercial uses has been provided via vehicular and pedestrian connections to meet the mixed-use policy objectives of the Comprehensive Plan. The Statement of Conditions in the Conditional Zoning Agreement includes the following: restricts uses in both the R-6 and C-3 Districts; requires paving of Morton Taylor Rd. from Michigan Ave. along the site frontage; provides a landscaped berm along Morton Taylor Rd. along with sidewalks along both sides of the road; and, provides for internal pedestrian connections between the residential and commercial areas as a method of integrating the uses to meet the mixed use criteria so that the R-6 area is not exclusive.

Project Phasing: The Redwood residential portion of the development includes two (2) phases: Phase 1 includes the Redwood residential development west of Morton Taylor Rd., paving Morton Taylor-Road to the north line of Phase 1, and construction of the storm water pond that serves residential and future commercial area on the west side of Morton Taylor Rd. (a.k.a., Phases 3-6); Phase 2 includes the Redwood residential development east of Morton Taylor Rd., paving of Morton Taylor Rd. to the north end of their property to where

the Rouge trail head starts, and construction of the storm water pond that serves residential and future commercial area on the east side of Morton Taylor Rd. (a.k.a., Phases 7-9). At its meeting on November 1, 2021, the Planning Commission held a public hearing and recommended approval of the Final PD, with conditions.

Land Uses: The proposed residential land use (multi-family/attached single-family) is in accordance with the Conditional Zoning Agreement and approved PD.

Schedule of Regulations and Modifications: The following modifications to Zoning Ordinance requirements were approved on the PD plans and in the PD Agreement:

- Section 6.03(A)(2) (Building Spacing) (note: some of the reduced spacing between buildings is due to clustering to preserve additional trees and wetlands).
 - Minimum side-to-side separation between residential buildings: 30 feet required; 20 feet approved.
 - Minimum rear-to-rear separation between residential buildings: 80 feet required; 30 feet approved.
 - Minimum side-to-rear separation between residential buildings: 60 feet required; 25 feet approved.
- Section 6.03(A)(5) (Sidewalks). In lieu of a requirement for an internal pedestrian path system, which is required for units with private, attached garages, sidewalks on both sides of the residential streets were approved and are adjacent to the road.
- Section 2.24(A) (Wetland Setbacks). To allow grading, utilities, and construction of residential buildings to be within the required 25-foot setbacks from wetlands as illustrated in the PD plans.
- Section 2.24(C) (Watercourse Setbacks). To allow grading within the required 75-foot setback from the top of bank of the Rouge River and to allow grading and utilities within the required 25-foot setback from the top of bank of other watercourses as illustrated in the PD plans.
- Section 26.02 (Setbacks). To reduce the: front yard setback from the proposed Morton Taylor Rd. right-of-way (from 50 feet to 40 feet); side yard setback (from 60 feet to 30 feet where shown); and rear yard setback (from 60 feet to 40 feet where shown).
- Section 26.03(E) (Landscape Buffer Between Commercial and Residential Zones). To install the required 30-foot landscape buffer, but to locate it partially on the residential portion of the development instead of entirely on the commercial portion of the development.

Traffic Impact: The Traffic Study recommends the typical right turn tapers along Michigan Avenue and a future Michigan U-turn west of Morton Taylor Road when the commercial phases are constructed. The Final PD plan included 2 curb cuts from Michigan Ave. west of Morton Taylor Rd. and 1 curb cut from Michigan Ave. east of Morton Taylor Rd., subject to MDOT approval.

Density: The residential density of 4.9 units per acre on the residential portion of the site is less than the density of the R-6 district of 8.06-9.68 units/acre. Additionally, the proposed 235 residential units are less than the maximum of 250 units permitted in the Conditional Zoning Agreement.

Sidewalks and Pedestrian Access: In addition to the required sidewalks along the applicable parcel frontages of Michigan Ave. and Morton Taylor Rd., the plans propose sidewalks on both sides of the residential streets and connect the residential and commercial areas of the development. Sidewalk connections are also shown to the site boundaries where they abut the adjacent recreation areas.

Architecture: For the residential units, Sheets A0.1-A4.5 show compliance with the requirements of Section 26.06 for 50% masonry, which includes stone and brick. The color images of the residential units are illustrative only and must be updated to include the required masonry. The Meadowood-Forestwood models do not have the 4-foot rear elevation offset required by Section 26.06, footnote (f) of the Zoning Ordinance; however, a modification to the 4-foot rear elevation offset requirement for the Meadowood-Forestwood models was previously approved.

At Final PD the elevations included dormers, trim details, and garage door variety to add street interest in the architecture. While some models include these additional details, others do not. Sheet C100 shows the unit placement of the models, which is intended to reduce the monotony throughout the development. Additionally, the Haydenwood model, which are the units with rears that face Morton Taylor Rd. and the commercial areas, have improved rear elevations that include reverse gables, doors, porches, and railings. The Planning Commission recommended approval of the models presented at its November 1, 2021 meeting, and the Township Board approved this modification at its November 23, 201 meeting.

Because future commercial users are unknown at this time, there are no architectural elevations for the commercial buildings; however, they will be required to comply with the architectural standards of the Zoning Ordinance at the time of site plan review.

Landscaping and Natural Features: A landscape plan has been submitted for the residential portion of the development pursuant to Article 5 of the Zoning Ordinance.

The applicable landscape requirements for the residential portion of the development are as follows:

- Frontage landscaping (Sec. 5.03(C)(7)). 1 deciduous and 1 evergreen tree per 40 linear feet of frontage, 1 ornamental tree per 80 linear feet of frontage, and 1 shrub per 10 linear feet of frontage. There are 58 trees and 99 shrubs proposed to meet this requirement.
- Unit landscaping (Sec. 5.03(C)(1)). 2 deciduous or evergreen trees, 1 ornamental tree, and 4 shrubs per dwelling unit. There are 705 trees and 1,138 shrubs proposed to meet this requirement.
- Detention pond landscaping (Sec. 5.02(I)(2)(a)). 1 deciduous or evergreen tree per 50 linear feet of pond perimeter of all ponds plus 10 shrubs per 50 linear feet of pond perimeter of any pond that is classified as highly-visible. There are 109 trees and 710 shrubs proposed to meet this requirement.
- Buffer landscaping (Sec. 5.02(B)(3)(b)). 1 deciduous tree per 30 linear feet, 1

ornamental tree per 50 linear feet, and a double staggered row of evergreen trees along 75% of the berm length for the areas abutting residential and commercial use. There are 403 trees proposed to meet this requirement.

In total, there are 1,275 trees and 1,947 shrubs proposed on the Redwood site.

There are 1,265 regulated trees proposed for removal (73 landmark trees and 1,192 non-landmark trees), so there are 10 more trees proposed to be planted than will be removed. Additionally, there will be 65 landmark trees and 833 regulated non-landmark trees that will be preserved on the undeveloped portions of the Redwood site. We have reviewed the landscape plan with our landscape architect consultant and, due to the heavy landscaping of the site in accordance with the landscape standards of Article 5 as well as the heavily vegetated open space areas that will be preserved, there does not appear to be much area on the site to plant additional trees. As a result, Redwood has not proposed any additional tree mitigation.

Redwood has submitted a Natural Features Evaluation describing the quality of the trees and wetlands on the site. Between Preliminary PD review and Final PD review, Redwood clustered the same number of units closer together and preserved 2 additional acres of open space including parts of Area C which is described as a Forest Habitat. Therefore, the Final PD and site plan have been designed to minimize clearing based on the number of units approved in the Conditional Rezoning and Preliminary PD.

Due to proposed grading and filling in wetland areas, the applicant must obtain approval from the Michigan Department of Environment, Great Lakes, and Energy (EGLE).

Parking: Section 4.01(C)(6) of the Zoning Ordinance requires 2 parking spaces per residential unit plus an additional 20% for guest parking. Each residential unit includes an attached 2-car garage, which is required by Section 6.03(A) of the Zoning Ordinance, and the driveway depths of 22 feet allow for additional parking of 2 cars in the driveway without overhanging onto the sidewalk. Therefore, each residential unit can accommodate 4 cars. Additionally, there are 32 off-street parking spaces located throughout the residential part of the development.

Lighting: Section 2.13 of the Zoning Ordinance requires 1 light fixture on each side of each entrance at a public road. The fixture locations are noted on the plans, and the plan notes state a decorative fixture type mounted at 12 feet in height. A cut sheet of the fixture will be required.

Signage: Signs are subject to review by the Building & Inspection Services Division. Section 6A.13 of the Zoning Ordinance permits 1 ground sign per entrance to a multi-family development, limited to 1 sign along each bounding primary or secondary road. Maximum ground sign area is 24 sq. ft., maximum sign length is 8 feet, and maximum sign height is 6 feet. There are 2 ground signs along the east side of Morton Taylor Rd. (1 at each entrance) and the sign lengths exceed 8 feet. The applicant may choose to revise the signage plan to comply with Article 6A of the Zoning Ordinance, apply for a variance, or apply for a Minor

PD Amendment.

PD Agreement: The PD Agreement was previously approved by the Township Board, and the applicants and the Township have made minor revisions to the text of the PD Agreement regarding private drive construction standards. We will report to the Planning Commission and Township Board on the final language once the PD Agreement is executed.

- **Community Planner's Recommendation:** Approval of the site plan (Planning Application #138-SPD-6235), as provided in the plan documents, subject to compliance with the sign regulations of the Zoning Ordinance and compliance with all State, County, and Township requirements, including MDOT and EGLE.
- **Planning Commission's Recommendation:** At its meeting on August 8, 2022, the Planning Commission voted 8-0 to recommend approval of the Redwood at Marketplace site plan on tax parcel nos. : 103-99-0001-003, 133-99-0001-001, 133-99-0001-002, 133-99-0001-003, 133-99-0002-000 (3700 Morton Taylor), 133-99-0004-000 (43600 Michigan Ave.), 133-99-0006-000, 133-99-0007-000, 133-99-0008-000 (43780 Michigan Ave.), 133-99-0009-000 (43800 Michigan Ave.), and 138-99-0004-000, as provided in the plan documents, subject to compliance with the sign regulations of the Zoning Ordinance and compliance with all State, County, and Township requirements, including MDOT and EGLE.

STRATEGIC PLAN/GOALS: The proposed sidewalk construction along Michigan Ave., Morton Taylor Road, and within the site will fulfill the goals of a Healthy Ecosystem (eliminate sidewalk gaps) and Quality Infrastructure (create more accessibility via walking and biking), including access to the Lower Rouge Trail.

ACTION REQUESTED: Approval of Planning Application #138-SPD-6235 for the Redwood at Marketplace site plan on tax parcel nos. : 103-99-0001-003, 133-99-0001-001, 133-99-0001-002, 133-99-0001-003, 133-99-0002-000 (3700 Morton Taylor), 133-99-0004-000 (43600 Michigan Ave.), 133-99-0006-000, 133-99-0007-000, 133-99-0008-000 (43780 Michigan Ave.), 133-99-0009-000 (43800 Michigan Ave.), and 138-99-0004-000, as provided in the plan documents, subject to compliance with the sign regulations of the Zoning Ordinance and compliance with all State, County, and Township requirements, including MDOT and EGLE.

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 Redwood at Marketplace

WHEREAS, the Project Sponsor has requested site plan approval for a multi-family residential development, located on the east and west sides of Morton Taylor Road, north of Michigan Ave.; and,

WHEREAS, the Planning Commission reviewed the site plan application and applicable criteria and voted 8-0 to recommend approval, with conditions, as the request meets the criteria of the Zoning Ordinance and the approved Planned Development;

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve Planning Application #138-SPD-6235 for the Redwood at Marketplace site plan on tax parcel nos. : 103-99-0001-003, 133-99-0001-001, 133-99-0001-002, 133-99-0001-003, 133-99-0002-000 (3700 Morton Taylor), 133-99-0004-000 (43600 Michigan Ave.), 133-99-0006-000, 133-99-0007-000, 133-99-0008-000 (43780 Michigan Ave.), 133-99-0009-000 (43800 Michigan Ave.), and 138-99-0004-000, as provided in the plan documents, subject to compliance with the sign regulations of the Zoning Ordinance and compliance with all State, County, and Township requirements, including MDOT and EGLE.

ATTACHMENTS:

1. Planning Commission Minutes
2. Zoning Map and Location Map
3. Site Plan
4. Natural Features Evaluation

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.

138-SPD-6235 **REDWOOD AT MARKETPLACE** – Consider Site Plan on parcel nos. 103-99-0001-003, 133-99-0001-001, 133-99-0001-002, 133-99-0001-003, 133-99-0002-000 (3700 Morton Taylor Rd.), 133-99-0004-000 (43600 Michigan Avenue), 133-99-0006-000, 133-99-0007-000, 133-99-0008-000 (43780 Michigan Avenue), 133-99-0009-000 (43800 Michigan Avenue), 138-99-0004-000. Property is located on the north side of Michigan Avenue on both sides of Morton Taylor Rd. Proposed use is multi-family residential use.

Mr. Sloan summarized the staff report, dated August 8, 2022, Item #3.

Mr. Sloan stated Staff recommends approval of the site plan, as provided in the plan documents, subject to compliance with the sign regulations of the Zoning Ordinance and compliance with all State, County, and Township requirements, including MDOT and EGLE.

Mr. Sloan stated in a preliminary review of the signage, it appears that the applicants have exceeded the amount allowed by the Zoning Ordinance. Mr. Sloan said the Building & Inspections Services Division will review the signage plan and determine if compliance is met. Mr. Sloan stated the applicant will have an option to reduce the amount of signage being proposed, if the applicant does not want to reduce the sign amount they can apply for a variance or apply for a Minor PD Amendment.

Ms. Kellie McIvor (Redwood USA, LLC., 7510 E. Pleasant Valley Rd., Independence, OH, 44131) is the project representative and stated she is excited about the development and thanks staff for all their assistance.

Mr. Singh and Ms. Foster had no questions or comments.

Mr. Okon asked if there is a standard calculation for parking for multi-family residential areas and said he is concerned about parking for gatherings.

Mr. Sloan stated yes. The Zoning Ordinance requirement is 2 parking spaces for every unit and 20% for guest parking. Mr. Sloan stated this development shows 4 parking spaces per unit, 2 in the driveway and 2 in the garage, so the proposed parking will exceed what is required. Mr. Sloan said on-street parking is not being proposed and pocket parking is located in some areas of the development.

Chairman Greene asked if cars would be allowed to park on one side of the street.

Mr. Sloan stated the development is proposing no on-street parking.

Mr. Weber asked if “No Parking” signs will be installed.

Ms. McIvor stated “No Parking” signs will be placed on the private drive aisles and information regarding no parking is contained in the lease.

Mr. Weber stated he is familiar with their Brownstown development and asked if this development is proposed to have similar landscaping, specifically trees that offer shade.

Ms. McIvor stated Redwood uses their own landscape standard, and if a municipality has their own landscape requirements then Redwood adheres to them. Ms. McIvor said Canton's standards are lushier than Redwood's so you will see more trees than the Brownstown development. Ms. McIvor said the development will have more trees than what are currently there and much of the wetland area will remain as is.

Mr. Weber asked what the status is for approvals required by Wayne County and EGLE (Michigan Department of Environment, Great Lakes, and Energy).

Ms. McIvor stated they have a large mitigation requirement that will be funded through the loan closing process. Currently, they have a draft Wetland Permit. EGLE is aware the permit will be completed once funding is obtained, and a wetland credit has been reserved. Ms. McIvor said they have submitted applications to Wayne County and have received a second set of comments back from them regarding storm water management and roads. Ms. McIvor said they will respond back to Wayne County once comments from the application submitted to Canton Township's Engineering Division are received. Ms. McIvor said they have a draft permit for MDOT (Michigan Department of Transportation) ready and will submit that when the Engineering review is closer.

Mr. Weber asked when construction is anticipated to begin.

Ms. McIvor stated construction will begin once all approvals are obtained and is hoping for November of this year.

Further discussion took place regarding tree plantings, removals, and surveys.

Chairman Greene asked for clarification on the paving of Morton Taylor and the addition of sidewalks.

Mr. Sloan showed a plan sheet and stated Morton Taylor Rd. will be paved past the entry to the Rouge River Trailhead, the trailhead will be reconfigured, sidewalks are proposed along the east side of Morton Taylor Rd. and some on the west frontage of Redwood. Mr. Sloan showed areas on the plan sheet where there will be sidewalk gaps due to private property and wetland areas.

Ms. Zuber asked if there is a floor plan for the Capewood model.

Ms. McIvor stated the floor plan was included in the original PD (Planned Development) materials submitted and would be happy to share them.

Ms. Zuber asked if the front entrances could be more predominant.

Ms. McIvor stated a lot of time has been put into developing and refining their home designs to

achieve an attractive neighborhood that will attract residents. Ms. McIvor stated the previous Community Planner was very specific regarding where the front porch homes should be placed and to make changes now would present several complications. Ms. McIvor stated the home mix and layout was presented and approved as part of the Final PD.

Ms. Zuber stated she didn't like the color of the red brick shown on page 88 of the color renderings.

Ms. McIvor said she can work with Staff regarding the use of different colors and that they wanted to show the percentage of stone being used in the color renderings.

Ms. Eggenberger asked how the wetlands will be impacted with this development.

Mr. Sloan stated the applicant and the Township discussed their reasons for wanting to preserve the wetlands at the time of the PD review. Mr. Sloan said the units are clustered closer together to allow for more open space, and to preserve trees and wetlands.

Mr. Watkins asked if details could be shared regarding the commercial phases along Michigan Avenue.

Mr. John Gaber stated he is the attorney for the current property owners who are selling to Redwood and retaining the commercial portion for development in the future. Mr. Gaber stated the commercial portion will be developed in several phases. Mr. Gaber said it is unknown who will come forward wishing to occupy space and that the commercial properties will be listed once residential building begins.

Mr. Watkins asked if there is any agreement tying the commercial to the residential portion of the development.

Mr. Gaber stated the PD Agreement will speak to common areas between the residential and commercial areas such as roadways, sidewalks, and detention areas. Mr. Gaber stated the PD Agreement will include a Reciprocal Easement Agreement and that will establish boundaries and operation between the residential and commercial phases.

Chairman Greene asked if there is an ongoing attempt to acquire the nearby parcels not currently part of this development.

Mr. Gaber stated attempts have been made but have not been successful.

Chairman Greene asked if all the units will be uniformed throughout the development.

Ms. McIvor stated there will be different home types throughout, colors and rooflines will vary, and garage doors will match.

Chairman Greene asked if the proposed home design appeals to a certain demographic.

Ms. McIvor stated when she started with Redwood they had about 800 homes built and today they have built and leased 14,000 and every year the demographics are updated. The statistics have stayed consistent; 70% are empty nesters and 30% are younger professionals.

Mr. Watkins asked what the lease rate is per square foot.

Ms. McIvor stated \$1.70 per square foot.

Mr. Weber asked what type of businesses are they expecting in the commercial area based on the anticipated demographic that will occupy the residential area.

Mr. Gaber stated a lot of businesses service that customer base such as service retail, sales retail, and fast casual type restaurants.

Ms. McIvor stated a lot of times commercial users are concerned with the number of roof tops in an area and people with disposable incomes.

Further discussion took place regarding commercial use within a residential area.

Motion by Zuber, supported by Singh, to move to recommend approval of the Redwood at Marketplace site plan on tax parcel nos. : 103-99-0001-003, 133-99-0001-001, 133-99-0001-002, 133-99-0001-003, 133-99-0002-000 (3700 Morton Taylor), 133-99-0004-000 (43600 Michigan Ave.), 133-99-0006-000, 133-99-0007-000, 133-99-0008-000 (43780 Michigan Ave.), 133-99-0009-000 (43800 Michigan Ave.), and 138-99-0004-000, as provided in the plan documents, subject to compliance with the sign regulations of the Zoning Ordinance and compliance with all State, County, and Township requirements, including MDOT and EGLE.

Ayes: Eggenberger, Foster, Okon, Singh, Watkins, Weber, Zuber, Greene

Nays: None

Absent: Acharya

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: September 13, 2022

AGENDA ITEM #G-5

ITEM: Consider Initiating an Amendment to Appendix A – Zoning of the Code of Ordinances Regarding Site Plan Review Procedures

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None anticipated

EXECUTIVE SUMMARY: At its meeting on October 26, 2021, the Charter Township of Canton Board of Trustees adopted a resolution authorizing Canton Township to implement recommendations made by the Michigan Economic Development Corporation (MEDC) that are necessary to receive Redevelopment Ready Communities (RRC) Certification.

The Baseline Report provided by the MEDC in October 2021 identified the areas in which Canton needs improvement to be certified as a Redevelopment Ready Community. One of the main components to certification is the Development Review Process. Specifically, RRC item 3.5 recommends that the community streamline its application approval process by using administrative and Planning Commission approval authority. At the same time, Canton Township is actively seeking public-private partnerships to encourage development and redevelopment in Cherry Hill Village. Therefore, the Township Board intends to initiate an amendment to the Zoning Ordinance to update the site plan review procedures in accordance with RRC standards and to direct the Planning Commission to prepare and recommend amendments, including consideration of administrative site plan review procedures for certain areas of Cherry Hill Village.

BACKGROUND INFORMATION: The purpose of this Zoning Ordinance amendment is to ensure a streamlined site plan review process intended to minimize applicant costs, shorten review periods where possible, provide more predictability throughout the review process, and emphasize the Township's commitment to economic development and redevelopment.

Canton Township Zoning Ordinance Section 27.02 outlines the regulations and requirements for site plan review for development projects in Canton. The intent of the site plan review procedures, as described in Section 27.02(A) of the Zoning Ordinance, is *"to provide a consistent and uniform method of review of proposed development plans, to ensure full compliance with the standards contained in the ordinance and other applicable local ordinance and state and federal laws, to achieve efficient use of the land, to protect natural resources, and to prevent adverse impact on adjoining or nearby properties."*

Section 27.02(B) includes five (5) instances in which site plan review is required:

1. Any use or development for which submission of a site plan is required by provisions

- of the ordinance.
2. Any proposal to construct, move, relocate convert, or structurally alter a building; change or add a use; expand or decrease off-street parking; or fill, excavate, or grade land.
 3. All nonresidential uses permitted in single-family districts such as, but not limited to, churches, schools, and public facilities.
 4. Any change in use that could affect compliance with the standards set forth in the ordinance.
 5. Any special land use, in accordance with Section 27.03.

Based on the above standards, most new construction and many redevelopment projects require site plan review, in which complete site plans are reviewed by Planning Commission who make a recommendation of the proposed site plan for final decision by the Township Board. There are some exceptions to this process, which include Planning Commission approval of uses in the Office zoning district and staff approval of permitted uses in industrial districts if there are no variances or discretionary decisions.

The two-step public approval process takes place after the administrative Development Review Committee (DRC) process, which involves review by the Planning Division, Engineering Division, Building Inspections & Services Division, and Fire Department. The DRC allows for Township staff to thoroughly review the plans and address any outstanding issues or points of concern that either do not conform with Canton ordinances, do not align with the goals and objectives of the Master Plan, or do not follow best practice prior to public review by the Planning Commission. In the Planning Division alone, there are 2 full-time planners, 2 planning consultants, and 2 interns who review most DRC plans.

The site plan review process, as currently required, does not align with Redevelopment Ready Communities Best Practices, and can often cause delays for development projects. Additionally, the potential partnership project between Canton Township, Wayne County, and private developers in Cherry Hill Village makes this an opportune time to review the site plan review standards for such projects in the community to see where efficiencies can be made in the review process. Such investment may include the following projects:

- The renovation and repurposing of the Village Square.
- The renovation and repurposing of the Village Arts Factory.
- The renovation, re-creating, and redevelopment of the Human Services Building to better serve Cherry Hill Village.
- The development of retail/restaurant opportunities in several locations in collaboration with the Township.
- Creating public amenities to support business traffic including parking, bike amenities, and pedestrian facilities.
- Expanding or enhancing trails and closing sidewalk gaps to improve nonmotorized access to Cherry Hill Village.
- Financial commitment to promotion, marketing, and programming to support the public and private sectors of Cherry Hill Village.

To streamline the site plan review process and leverage potential future public and private

partnerships and investments in Cherry Hill Village, a comprehensive review and update to Section 27.02 of the Zoning Ordinance is needed.

The Planning Commission is responsible for reviewing all Zoning Ordinance text amendments to determine if the proposed text aligns with the Master Plan and other best practices. When the draft text is considered complete and ready for consideration, the Planning Commission shall schedule and hold a public hearing after notice has been published in the newspaper at least 15 days prior to meeting date. The Planning Commission shall receive all public comments related to the proposed Zoning Ordinance text amendment and shall make a recommendation to the Township Board.

The Township Board of Trustees has final authority to approve the Zoning Ordinance text amendment, after receiving the recommendation from the Planning Commission and holding two public readings of the proposed amendment.

STRATEGIC PLAN/GOALS: Financial Stability

ACTION REQUESTED: To initiate an amendment to the Zoning Ordinance to amend the site plan review procedures in accordance with RRC standards and to direct the Planning Commission to prepare and recommend amendments, including consideration of an administrative site plan review procedure for certain areas of Cherry Hill Village.

BUDGET IMPLICATION & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: N/A

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: Approval

ENGINEERING SERVICES DIVISION'S RECOMMENDATION: N/A

FIRE MARSHAL'S RECOMMENDATION: N/A

BUILDING OFFICIAL'S RECOMMENDATION: N/A

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: N/A

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to initiate an amendment to the Zoning Ordinance to amend the site plan review procedures in accordance with RRC standards and to direct the Planning Commission to prepare and recommend amendments, including consideration of an administrative site plan review procedure for certain areas of Cherry Hill Village.

ATTACHMENTS:

1. Canton Township Site Plan Review Process
2. Best Practice 3 of the RRC Baseline Report for Canton Township

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: September 13, 2022

AGENDA ITEM #G-6

ITEM: Consider Approval of Contract and Budget Amendment for the Heritage Park Splash Pad Shade Sails
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PRESENTER: Greg Hohenberger, Director of Leisure Services

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: On June 16, 2022 an Invitation to Bid (ITB) was publicly advertised for the Heritage Park Splash Pad Shade Sails. Due to the competitive market, zero bids were received for the project resulting in the design engineer, MCSA Group, Inc. to solicit quotes after the bid was closed. KAB Enterprises, Inc. was the sole company to submit a bid in the amount of \$218,498. Therefore, Canton Leisure Services is recommending to award the contract to KAB Enterprises, Inc. with a bid amount of \$218,498 which will be funded in part using the 2021 Wayne County Park Millage dollars in the amount of \$137,372 with the remaining \$81,126.47 to be paid from the general fund. A budget amendment is necessary.

BACKGROUND: Wayne County agreed to fund the enhancements at Heritage Park through the Wayne County Parks Millage in the amount of \$137,372 for the 2020-21 fiscal year. On January 26, 2021 an Intergovernmental Agreement (IGA) between Wayne County and Canton Township was approved by the Board and signed by both parties.

Canton Leisure Services used the department engineer, MCSA Group, Inc. to create a design for shade sails and hydro stations at the Heritage Park Splash Pad for the budgeted amount. However, due to the lack of bidders and evolving economy the project came in much higher than anticipated.

Heritage Park Splash Pad is highly utilized amenity within Canton's Parks. In order to progress with the Boards goals of Welcoming Community and Quality Infrastructure, Leisure Services is recommending the contract to KAB Enterprise, Inc. in the amount of \$218,498 for the addition of Shade Sails and Hydro Stations at the Heritage Park Splash Pad.

STRATEGIC PLAN/GOALS: Welcoming Community and Quality Infrastructure

ACTION REQUESTED: Consider authorizing the Township Supervisor to sign the contract and approve a purchase order to KAB Enterprises, Inc., 3318 Fort Street, Lincoln Park, MI 48146 for the Heritage Park Splash Pad Shade Sails.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

Increase Revenue:

101-752-99.580	Contribution from Local Units	\$137,372
101-000.695	Fund Balance Appropriation	\$81,127

Increase Expense:

101-752-99.970_0080	Parks – Capital Outlay Land Imp	\$218,499
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IMPLEMENTATION PLAN: If approved, the contract will be executed and a purchase order will be created for KAB Enterprises, Inc., 3318 Fort Street, Lincoln Park, MI 48146 for the Heritage Park Splash Pad Shade Sails.

DIRECTOR’S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR’S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

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

Increase Revenue:

101-752-99.580	Contribution from Local Units	\$137,372
101-000.695	Fund Balance Appropriation	\$81,127

Increase Expense:

101-752-99.970_0080	Parks – Capital Outlay Land Imp	\$218,499
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- 2) I move to award a contract and approve a purchase order to KAB Enterprises, Inc., 3318 Fort Street, Lincoln Park, MI 48146 for the Heritage Park Splash Pad Shade Sails. A purchase order will be submitted in the amount of \$218,499 to be paid from Account #101-752-99.970_0080 Parks – Capital Outlay Land Improvements.

ATTACHMENTS:

Attachment A - Heritage Park Splash Pad Shade Sails RFP

Attachment B – Recommendation Letter

Attachment C - Project Design

Attachment D - KAB Enterprises, Inc. Proposal

Attachment E – Draft Agreement

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: September 13, 2022

AGENDA ITEM #G-7

ITEM: Consider Approval of Contract and Budget Amendment for the Heritage Park Northeast Playground ADA Improvements
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PRESENTER: Greg Hohenberger, Director of Leisure Services

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: On July 28, 2022 a Request for Proposal (RFP) was publicly advertised for the Northeast Playground at Heritage Park – ADA Improvements. One bid was received from DMC Consultants, Inc. with a bid amount of \$199,551. Canton Leisure Services is recommending to award the contract to DMC Consultants, Inc for a total amount of \$199,551 which will be funded in part using 2021 CDBG dollars in the amount of \$141,134 with the remaining \$58,471 to be paid from the general fund. A budget amendment is necessary.

BACKGROUND: In 2019, the Township developed an ADA Transition Plan identifying deficiencies or barriers in Canton Township’s policies, procedures, practices, and physical assets that limit accessibility to individuals with disabilities. As part of the action plan to remove accessibility barriers and bring Canton’s parks in compliance with ADA regulations, the addition of accessible features is necessary.

At the May 25, 2021 Board Meeting, the Board of Trustees approved the CDBG funding proposals which included \$141,134 to be used towards necessary federally required facility park improvements to remove playground barriers at Heritage Park Playground.

STRATEGIC PLAN/GOALS: Welcoming Community

ACTION REQUESTED: Consider authorizing the Township Supervisor to sign the contract and approve to DMC Consultants, Inc., 13500 Foley St., Detroit, MI 48227 for the Northeast Playground at Heritage Park – ADA Improvements.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: With \$50,000 already budgeted in the CDBG account, we will only need to amend \$91,134 of the CDBG funds.

Increase Revenue:

274-000.501	Federal Grants	\$91,134
101-000.695	Fund Balance Appropriation	\$58,417

Increase Expense:

274-694.970_0080	CDBG Expense Capital Land Imp	\$91,134
101-752-99.970_0080	Parks – Capital Outlay Land Imp	\$58,417

IMPLEMENTATION PLAN: If approved, the contract will be executed and a purchase order will be created for DMC Consultants, Inc., 13500 Foley St., Detroit, MI 48227

DIRECTOR’S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR’S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

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

Increase Revenue:

274-000.501	Federal Grants	\$91,134
101-000.695	Fund Balance Appropriation	\$58,417

Increase Expense:

274-694.970_0080	CDBG Expense Capital Land Imp	\$91,134
101-752-99.970_0080	Parks - Capital Outlay Land Imp	\$58,417

- 2) I move to award a contract and approve a purchase order to DMC Consultants, Inc., 13500 Foley St., Detroit, MI 48227 for the Northeast Playground at Heritage Park – ADA Improvements. A purchase order will be submitted in the amount of \$199,551 with \$141,134 from the CDBG Account #274-694.970_0080 Capital Outlay Land Improvements, and \$58,417 from Account #101-752-99.970_0080 Parks – Capital Outlay Land Improvements.

ATTACHMENTS:

Attachment A - Northeast Playground at Heritage Park – ADA Improvements RFP
Attachment B – Northeast Playground Recommendation Letter

Attachment C - Project Plan

Attachment D - DMC Consultants, Inc. Proposal

Attachment E – Draft Agreement

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: September 13, 2022

AGENDA ITEM # G-8

ITEM: Approve purchase of vacant parcels of land located at 2132 Sheldon Rd.

PRESENTER: Anne Marie Graham-Hudak, Supervisor

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: Consent of the Board is being sought to purchase two parcels of property located on Sheldon Road (Parcel ID#s 71-057-01-0577-000 and 71-057-01-0578-000). The proposed sale price for the two parcels is \$80,000.00.

BACKGROUND: The current owner of 2132 Sheldon attempted to file a property transfer affidavit for two parcels (ID #71-057-01-0576-000 and 71-057-01-0575-000) with the Township. Title work confirmed that the parcels were owned by the Township via a foreclosure deed from 1994. Because the Township's deed from the DNR was not recorded, it does not appear in the chain of title. The current owner was in the process of demolishing and rebuilding a home but since the house sat partially on the Township's parcels he began negotiating with the Township over purchasing the two parcels.

After discussion and negotiation, the Township has decided to buy the current owner's parcels for an agreed price of \$80,000.00.

ACTION REQUESTED: Approve the sale of Parcel ID#s 71-057-01-0577-000 and 71-057-01-0578-000 for an amount up to \$85,000.00, inclusive of the sale price, charges and fees to close on the property.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: A budget adjustment of \$85,000 in account 101-261.970_0070 (Capital Outlay – land) to fund this purchase.

IMPLEMENTATION PLAN: Upon Board approval, Supervisor Graham-Hudak will sign all documents necessary to complete the purchase of the parcels.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approved.

SUPERVISOR'S RECOMMENDATION: Approved.

MODEL RESOLUTION: I move to approve the purchase of Parcel ID#s 71-057-01-0577-000 and 71-057-01-0578-000 for an amount up to \$85,000, and to authorize the Township Supervisor to sign all documents necessary to complete the sale. I further move to approve the following budget amendment:

Increase Revenue:101-000.695 Fund Balance Appropriation \$85,000.00

Increase Expenditure: 101-261.970_0070 Capital Outlay Land \$85,000.00

ATTACHMENTS:

1. Purchase Agreement

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: September 13, 2022

AGENDA ITEM # G-9

ITEM: Approve selection of Foster Swift Collins & Smith PC to act as full-time legal counsel for Canton Township
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PRESENTER: Anne Marie Graham-Hudak, Supervisor

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: Canton Township has been utilizing Foster Swift PC as legal counsel since April, 2022. After soliciting bids from law firms across Michigan and interviewing multiple law firms, Foster Swift has emerged as the best choice for Canton Township's legal services. Foster Swift Attorney Michael Homier will be the Township's main point of contact with the law firm. His practice group will also work on Township legal matters. The selection of Foster Swift as the Township Attorney will necessitate an internal director of Township legal services. The Deputy Supervisor will direct legal services for the Township and be named Chief Counsel.

BACKGROUND: The Corporation Counsel position became vacant in April of 2022. Foster Swift PC has been utilized for legal services since this time. After soliciting bids for fulltime legal services, Foster Swift PC emerged as the selection. Foster Swift PC is a full-service law firm that has over 90 attorneys and 110 support staff. Foster Swift PC has organized their practice into six areas: 1. Municipal 2. Business and Tax 3. Employer Services 4. Financial Institutions, Real Estate and Bankruptcy 5. Litigation 6. Trusts and Estates. Foster Swift currently provides general or specialty counsel to more than 150 townships, cities, villages, counties, and other Michigan public entities.

ACTION REQUESTED: Approve the selection of Foster Swift PC for legal services for Canton Township and authorize Supervisor Anne Marie Graham-Hudak to sign all documents necessary to finalize a two-year contract, with a one-year renewal provision at the discretion of the Supervisor. Approve the addition of Chief Counsel to the Deputy Supervisor's title.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Cost of legal services will come out of the Legal Department budget (Acct. No. 101-266.801_0020)

IMPLEMENTATION PLAN: Upon Board approval, Supervisor Graham-Hudak will sign all documents necessary to finalize the contract for legal services with Foster Swift.

DIRECTOR'S RECOMMENDATION: Approved

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approved

SUPERVISOR'S RECOMMENDATION: Approved

MODEL RESOLUTION: I move to approve the selection of Foster Swift PC as legal counsel for Canton Township and authorize Supervisor Anne Marie Graham-Hudak to sign all necessary documents to finalize a two-year contract with the firm, with a one-year renewal provision at the discretion of the Supervisor.

I further move to add Chief Counsel to the Deputy Supervisor's title to act as counsel and chief legal officer for the Township.

ATTACHMENTS:

1. Foster Swift Bid and Contract

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: September 13, 2022

AGENDA ITEM # G-10

ITEM: CONSIDER A REQUEST TO APPROVE LETTER OF AGREEMENT BETWEEN CANTON TOWNSHIP AND THE TECHNICAL, PROFESSIONAL AND OFFICEWORKERS ASSOCIATION OF MICHIGAN (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 TPOAM regarding new policy for employees of the Township during election time and special provisions to the overtime and time off program for certain bargaining unit members. Bargaining unit members who are not assigned to the Clerk's office who volunteer to work election day and/or the day after and provide services towards election day activities shall receive 8 hours of PTO for work in excess of 4 hours and 4 hours of PTO for work up to 4 hours. Employees assisting with the election must have their participation approved and recorded by the Clerk's Office and their department manager. All bargaining unit members assigned to the Clerk's Office shall receive eight (8) hours of PTO for election days. Overtime/Comp opportunities shall be selected in accordance with Article 33.2 of the parties collective bargaining agreement.

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.

These assignments are to be compensated by the collective bargaining agreement for election purposes as determined by the Elections Operations Policy which is attached to this Letter of Agreement and incorporated into this Letter of Agreement. Human Resource Department shall be responsible for tracking the OT/Comp . The parties agree that the forty (40) hour cap on compensatory time may be raised by eight (8) hours to forty-eight for all TPOAM members as of the signing of this 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 new policy for employees of the Township during election time as well as the special provisions to the overtime and time off program for certain bargaining unit members.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: None.

IMPLEMENTATION PLAN: Upon approval, the Township Supervisor and bargaining team will sign the Letter of Agreement.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approved.

SUPERVISOR'S RECOMMENDATION: Approved.

MODEL RESOLUTION:

1. I move that we approve the Letter of Agreement between Canton Township and the Technical, Professional and Officeworkers Association of Michigan (TPOAM).

ATTACHMENTS:

1. Letter of Agreement between TPOAM and the Charter Township of Canton

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: September 13, 2022

AGENDA ITEM # G-11

ITEM: CONSIDER A REQUEST TO APPROVE LETTER OF AGREEMENT BETWEEN CANTON TOWNSHIP AND THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME)

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 AFSCME regarding new policy for employees of the Township during election time and special provisions to the overtime and time off program for certain bargaining unit members. Bargaining unit members who are not assigned to the Clerk's office who volunteer to work election day and provide services towards election day activities shall receive eight (8) hours of PTO for work in excess of four (4) hours and four (4) hours of PTO for work up to four (4) hours. Employees assisting with the election must have their participation approved and recorded by the Clerk's Office and their department manager.

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.

Overtime opportunities are to be compensated by the collective bargaining agreement for election purposes and determined by the Elections Operations Policy. The Parties agree that, on election Day, a bargaining unit member will be entitled to a standard one (1) hour paid lunch, but not an additional break time as provided under 14.7

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 new policy for employees of the Township during election time as well as the special provisions to the overtime and time off program for certain bargaining unit members.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: None.

IMPLEMENTATION PLAN: Upon approval, the Township Supervisor and bargaining team will sign the Letter of Agreement.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approved.

SUPERVISOR'S RECOMMENDATION: Approved.

MODEL RESOLUTION:

1. I move that we approve the Letter of Agreement between Canton Township and the American Federation State, County and Municipal Employees (AFSCME).

ATTACHMENTS:

1. Letter of Agreement between AFSCME Local 3860 and the Charter Township of Canton

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: September 13, 2022

AGENDA ITEM # G-12

ITEM: CONSIDER A REQUEST TO APPROVE THE ELECTION OPERATIONS POLICY

PRESENTER: Anne Marie Graham-Hudak, Supervisor

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: The Clerk's office needs volunteers to work the elections and has historically, required additional election assistance. To that end, the Clerk's office has established an Election Operations Policy. The policy would be applied for all future elections and provide assistance to the Clerk's Office for meeting their ongoing needs. The policy would allow for the closure of Township facilities to the public at the request of the Clerk, with the consent of the Board of Trustees. Additionally, for each election, employees would be asked if they would like to volunteer to help with the election. In recognition of service to the community and as an additional incentive for helping during the elections, a Paid Time Off (PTO) incentive is being given to staff who work the election.

BACKGROUND INFORMATION: Township hall facilities shall close to the public on election day when requested by the Clerk, with the consent of the Board of Trustees. This may include Leisure Services. The Township Board shall be the approval body of the request from the Clerk for each closure. When the Township Clerk requests the closure for an election, the Township hall facilities may remain closed to the public for the day after the election. Often, election activities continue into the day after an election. The closure does not apply to election-related activities. The closure applies only to the public conducting non-election related activities. Employees not assisting with the election shall continue their normal work. The closure shall be posted and communicated with the public in a timely manner. The Supervisor may opt out of this policy for any critical functions or departments, and choose to keep certain departments open to the public during the closure. The Treasurer may opt out of this policy their respective offices.

Each election employee of the Clerk's Office and ITI Department shall receive as part of their regular schedule 8 hours of PTO to use at their discretion for their service during election day. Employees in other departments who volunteer to work election day and provide services towards election day activities shall receive 8 hours of PTO for work in excess of 4 hours and 4 hours of PTO for work up to 4 hours. Employees assisting with the election must have their participation approved and recorded by the Clerk's Office and their department manager. Employees working on assigned election day activities shall receive their normal pay rate which includes overtime pay and/or comp time when applicable. In the event an employee is entitled to compensatory time only and they have reached the maximum of 40 hours they shall be able to

earn compensatory time hours for time worked pursuant to this policy in excess of the maximum, but they must use the excess time by the expiration of the calendar year that they were earned.

STRATEGIC PLAN/GOALS: Organizational Climate and Culture

ACTION REQUESTED: Approve the Elections Policy for the Township as established.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: N/A.

IMPLEMENTATION PLAN: Upon approval, the policy as outlined shall be implemented for the Township.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION:

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

1. I move that the Elections Operations Policy be approved as outlined.

ATTACHMENTS:

1. Elections Policy