



**CANTON ADMINISTRATION BUILDING
1150 S. CANTON CENTER ROAD
CANTON, MI 48188
REGULAR BOARD MEETING
MARCH 28, 2023**

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/82217322306>

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Webinar ID: 822 1732 2306

International numbers available: <https://us02web.zoom.us/j/82217322306>

6:00 P.M.:

CALL TO ORDER
ROLL CALL: BORNINSKI, FOSTER, GANGULY, GRAHAM-HUDAK, SIEGRIST, SLAVENS,
SNEIDEMAN
ADOPTION OF AGENDA
APPROVAL OF MINUTES: MARCH 14, 2023
PUBLIC COMMENT ON AGENDA ITEMS ONLY
PAYMENT OF BILLS

CLOSED SESSION: CONSIDER PURCHASE OR LEASE OF REAL PROPERTY

PRESENTATION:

- 1) WATER & SEWER RATES
- 2) SIDEWALK REPAIR PROGRAM

PUBLIC HEARING:

- 1) CONSIDER HOLDING THE PUBLIC HEARING FOR THE 2023 SIDEWALK REPAIR PROGRAM

RESOLUTION:

- 1) RESOLUTION DECLARING THE MONTH OF APRIL AS “FAIR HOUSING MONTH” IN CANTON TOWNSHIP

CONSENT CALENDAR:

- 1) CONSIDER APPROVAL OF ANNUAL MAINTENANCE & TECHNICAL SUPPORT AGREEMENT FOR CITYWORKS ASSET MANAGEMENT SOFTWARE (MSD)
- 2) CONSIDER ADOPTION OF A RESOLUTION FOR APPROVAL OF APPLICATION FOR ADDITIONAL MERS SERVICE CREDIT BY EMPLOYEE (FBD)
- 3) CONSIDER APPROVING AN INCREASE TO THE BLANKET PURCHASE ORDER ISSUED TO KENT COMMUNICATIONS, INC. (SUPERVISOR)
- 4) CONSIDER APPROVAL OF CONFERENCE EXPENSE FOR TOWNSHIP SUPERVISOR (SUPERVISOR)
- 5) CONSIDERATION OF SECOND READING OF AN ORDINANCE AMENDING CHAPTER 2 ARTICLE V SECTION 2-240 AND SECTION 2-244 OF THE CANTON CODE OF ORDINANCES (SUPERVISOR)
- 6) CONSIDERATION OF SECOND READING OF AN ORDINANCE AMENDING CHAPTER 50 PARKS AND RECREATION ARTICLE II TITLED DEPARTMENT OF LEISURE SERVICES OF THE CANTON CODE OF ORDINANCES (SUPERVISOR)

GENERAL CALENDAR:

- 1) CONSIDER AWARD OF A CONTRACT TO CIPPARRONE CONTRACTING INC. FOR THE 2023 LOCAL ROAD MILLAGE IMPROVEMENTS (MSD)
- 2) CONSIDER AWARD OF A CONTRACT AND PURCHASE ORDER TO CADILLAC ASPHALT, INC. FOR THE 2023 MAJOR ROADS - ASPHALT PROJECT FOR THE 2023 ROAD IMPROVEMENT PROGRAM, & APPROVE A CONTRACT AMENDMENT WITH FISHBECK LLC FOR CONSTRUCTION ENGINEERING AND TESTING (CE) (MSD)
- 3) CONSIDER SITE PLAN APPROVAL FOR BJ’S WHOLESALE CLUB AUTOMOBILE FILLING STATION (MSD)
- 4) CONSIDER SITE PLAN FOR MINI-WAREHOUSE (TRUE STORAGE) (MSD)
- 5) CONSIDER APPROVAL OF THE PURCHASE OF A NEW 2023 VERMEER AX17 BRUSH CHIPPER (MSD)
- 6) CONSIDER WAIVING THE BIDDING PROCESS AND APPROVE THE PURCHASE OF ONE 2023 20-FOOT ENCLOSED LANDSCAPE TRAILER (MSD)
- 7) CONSIDER APPROVAL OF UPGRADING EXISTING FIBER DATA LINES AT FIRE STATION #1 (ITI)
- 8) CONSIDER APPROVAL TO PURCHASE CIVICOPTIMIZE SOLUTION (ITI)

9) CONSIDER APPROVAL OF RESOLUTION APPROVING SETTLEMENT AGREEMENTS IN OPIOID LITIGATION INVOLVING TEVA, CVS, WALMART AND ALLERGAN (SUPERVISOR)

10) CONSIDER APPROVAL OF STATEMENT OF WORK WITH CIVICPLUS, LLC FOR MUNICODE ORDINANCE SUPPLEMENTAL SERVICES (CLERK)

PUBLIC COMMENT

BOARD COMMENT

ADJOURN

ACCESS TO PUBLIC MEETINGS

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

**Charter Township of Canton
Board Proceedings – March 14, 2023**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, March 14, 2023, in-person. Supervisor Graham-Hudak called the meeting to order at 7:00 p.m.

Members Present: Borninski, Ganguly, Graham-Hudak, Siegrist, Slavens, Sneiderman

Members Absent: Foster

Adoption of Agenda:

Motion by Siegrist, supported by Slavens to adopt the agenda as presented. Motion carried unanimously.

Approval of Minutes:

Motion by Siegrist, supported by Borninski to approve the minutes from February 28, 2023. Motion carried unanimously.

Public Comment: Public comment was held.

Payment of Bills:

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

CHARTER TOWNSHIP OF CANTON EXPENDITURE RECAP FOR THE TOWNSHIP BOARD MEETING OF March 14, 2023		
101	GENERAL FUND	614,891.48
204	ROADS FUND	1,980.73
206	FIRE FUND	275,202.08
207	POLICE FUND	384,202.20
208	COMMUNITY CENTER FUND	74,951.10
219	STREET LIGHTING FUND	0.00
230	CABLE TV FUND	11,002.14
246	COMMUNITY IMPROVEMENT FUND	0.00
248	DDA - CANTON	14,616.77
260	INDIGENT DEFENSE FUND	8,835.75
261	E-911 UTILITY	19,563.52
265	ORGANIZED CRIME - DRUG ENFORCEMENT	48,365.84
274	CDBG FUND	771.14
276	NSP GRANTS FUND	0.00
285	AMERICAN RESCUE PLAN ACT	27.40
301	ENERGY PROJECT DEBT SVCE FUND	0.00
302	CAPITAL PROJECT DEBT SERVICE	0.00
401	CAPITAL PROJECTS FUND	0.00
402	CAP PROJ - WATER & SEWER	0.00
403	CAP PROJ - ROAD PAVING	0.00

584	GOLF FUND	74,977.16
592	WATER & SEWER FUND	327,793.03
596	GARBAGE & RUBBISH COLLECTIONS	1,895.85
661	FLEET MAINTENANCE FUND	28,694.28
701	TRUST & AGENCY FUND	0.00
702	CUSTODIAL FUND	0.00
736	POST EMPLOYMENT BENEFITS FUND	229,342.84
852	SPECIAL ASSESSMENT DEBT SERVICE	0.00
	TOTAL - ALL FUNDS	2,117,113.31

Consent Calendar:

Item C-1. Request for Resolution of Local Body of Government to Recognize “Canton Township Newcomers’ Club” as a Nonprofit in the Community for Purposes of Making an Application for a “Charitable Gaming License” to the Michigan Gaming Control Board

Motion by Siegrist, supported by Borninski to approve the resolution for the “Canton Township Newcomers’ Club” PO Box 87985, Canton, MI 48187, to be recognized as a non-profit organization for the purpose of obtaining a charitable gaming license. Motion carried unanimously.

Item C-2. Consider Approving the Purchase of 9000 Feet of Type K Copper Tubing, Brass Fittings and Stop Boxes and Rods From Core and Main

Motion by Siegrist, supported by Borninski to award a contract for the purchase of 9000 feet of Type K copper tubing, and brass fittings to Core and Main for an amount not to exceed \$162,840.50 Motion carried unanimously.

Item C-3. Consider Approving the Purchase of 114 Water Main Repair Clamps in Various Sizes From Low Bidder Core and Main in Canton

Motion by Siegrist, supported by Borninski to award a contract for the purchase of 114 water main repair clamps to Core and Main for an amount not to exceed \$35,101.22. Motion carried unanimously.

Item C-4. Consider Award of a Contract to Suburban Calcium Chloride Sales for the 2023 Dust Control Program for Local Gravel Roads

Motion by Siegrist, supported by Borninski to award a contract to Suburban Calcium Chloride Sales of Taylor, Michigan to provide Canton's 2023 Dust Control Program on local gravel roads for an amount not to exceed \$13,000. Motion carried unanimously.

Item C-5. Consider Approval of a Purchase Order for Rental of Tents, Tables, and Chairs for the 2023 Liberty Festival

Motion by Siegrist, supported by Borninski to waive the bidding process and authorize a purchase order in the amount of \$17,500 from account # 101-756-47.940 – Rentals for Delux Tents and Events, 489 East Huron River Drive, Belleville, MI 48111. Motion carried unanimously.

Item C-6. Consider Renewing a One-Year Contract for Grant Writing Services with Davis

Kirksey Associates, Inc., and Associated 2023 Budget Amendments

Motion by Siegrist, supported by Borninski to approve a one-year contract for grant writing services with David Kirksey Associates, Inc., in the amount of \$36,000, additionally, to approve the below amendments to the 2023 Township budgets:

Increase 2023 Revenues:

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

Increase 2023 Appropriations:

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

Motion carried unanimously.

Item C-7. Consider Re-Issuing a Purchase Order and an Associated Amendment to the 2023 E/911 Budget for Dispatch Furniture

Motion by Siegrist, supported by Borninski to approve a purchase order be re-issued to Watson Controls in the amount of \$127,245.16; additionally, to approve the below listed amendment to the 2023 E/911 budget:

Increase 2023 Revenues:

E/911 Fund Balance Appropriation:	#261-000-695	\$127,246
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Increase 2023 Appropriations:

E/911 Capital Equipment & Furniture:	#261-346-50.970_0060	\$127,246
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Motion carried unanimously.

General Calendar:

Item G-1. Consider Awarding a Contract to Rotondo Construction Inc for the Sidewalk Repair Program for 2023 and 2024

Motion by Siegrist, supported by Sneiderman to approve the following 2023 Budget Amendments:

Increase Revenue:

101-000.695	Fund Balance Appropriations	\$485,088
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Increase Expenditures:

101-447-03.930_0050	Maint & Repair Infrastructure	\$485,088
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Further, to award the contract with Rotondo Construction Inc. for the 2023 and 2024 sidewalk repair program and authorize Municipal Services Department to put the contracts in place; additionally, to approve a purchase orders of \$1,335,088 and \$939,000 in 2023 and 2024 respectively, for and amount not to exceed \$2,274,088 to Rotondo Construction Inc. for the two year contract; finally, to schedule the 2023 Sidewalk Public Hearing at the next Board of Trustees Meeting, March 28, 2023. Motion carried unanimously.

Item G-2. Consider Authorization of a Purchase Order to Mannik & Smith Group for Professional Engineering Services for the Sidewalk, Parking Lot and Paths Pavement Reconstruction at Victory Park

Motion by Siegrist, supported by Slavens to approve the following budget Amendments:

Increase Revenue:

401-000.695	Fund Balance Appropriations	\$78,750
246-000.674	Contributions (Artic Edge)	\$21,000

Increase Expenditures:

401-441.970_0050	Capital Outlay Infrastructure	\$78,750
246-441.970_0050	Capital Outlay Infrastructure	\$21,000

Also, to approve a purchase order contract for the Victory Park construction projects to The Mannik & Smith Group, Inc. for \$126,000. Motion carried unanimously.

Item G-3. Consider Authorization of a Purchase Order to Fishbeck, Inc. for Professional Engineering Services for the 2024 Major Road Improvement Program

Motion by Siegrist, supported by Borninski to approve a purchase order contract for the 2024 Major Road Improvement Program construction projects to Fishbeck, Inc. in the amount of \$437,430. Motion carried unanimously.

Item G-4. Consider Approval of the Purchase of One 2023 Ford F150 for Facilities Maintenance.

Motion by Siegrist, supported by Slavens to approve a purchase order contract for the Road Improvement Program – Major Intersection Design to The Mannik & Smith Group, Inc. in the amount of \$732,350.00. Motion carried unanimously.

Item G-5. Consider Approval to Purchase a Field Groomer for Canton Parks

Motion by Siegrist, supported by Borninski to approve the following budget amendment:

Increase Revenue

101-000.695	Fund Balance Appropriation	\$46,979
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Increase Expense

101-752-50.970_0030	Capital Outlay Machinery and Equipment	\$46,979
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Additionally, to award the purchase of a Laser Ready Ballfield Groomer, a ½ ton roller, and a weight kit from U.S. Golf Cars, 6881 Appling Farms Parkway, Memphis, TN 38133, in the total amount of \$46,979 to be paid from account #101-752-50.970_0030 - Capital Outlay Machinery and Equipment. Motion carried unanimously.

Item G-6. Consider Creating and Filling a Business Operations Coordinator–Fire Position with an Associated Amendment to the 2023 Fire Budget

Motion by Siegrist, supported by Slavens to approve the creation and filling of a Business Operations Coordinator – Fire position; and additionally, to approve the below amendment to the 2023 Fire budget:

Increase Fire Revenues:

Fund Balance Appropriation:	#206-000.695	\$68,764
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Increase Fire Appropriations:

Salaries & Wages:	#206-336-50-703_0010	\$46,446
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Various Fringes:	#206-336-50.xxxx	\$22,318
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Motion carried unanimously.

Item G-7. Consider Approving a Purchase Order to Extend Animal Sheltering Services

Motion by Siegrist, supported by Slavens to approve a purchase order for an amount not-to-exceed \$20,000 to extend animal sheltering services with Michigan Humane Society while a new contract is negotiated. Motion carried unanimously.

Item G-8. Consider Approving a 2023 Police Budget Amendment for Recruiting Efforts

Motion by Siegrist, supported by Borninski to approve increasing the 2023 Police Budget as listed below, to be utilized for recruiting efforts:

Increase 2023 Police Revenues

Fund Balance Appropriation:	#207-000.695	\$20,000
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Increase Appropriations:

Community Promotions:	#207-301-50.880	\$20,000
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Motion carried unanimously.

Item G-9. Consider Renewing the License Plate Reader Annual Subscription

Motion by Siegrist, supported by Slavens to approve the renewal of Vigilant Solutions License Plate Reader annual subscription through Vigilant Solutions, LLC., in the amount of \$12,650. Motion carried unanimously.

Item G-10. Consider Approving Purchase of 4 Election Ballot Drop Boxes

Motion by Siegrist, supported by Slavens to waive the purchasing policy and approve the purchase of the 4 secure ballot drop-boxes from American Security Cabinets for no more than \$12,000 and to amend the budget as follows:

Decrease Expenditures:

101-262.713_0015 - Overtime Overtime:	\$10,000
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Increase Expenditures:

101-262.970_0030 - Capital Outlay Machinery and Equipment:	\$10,000
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Motion carried unanimously.

Item G-11. Consideration of first reading of an ordinance amending Chapter 2 Article V Section 2-240 and Section 2-244 of the Canton Code of Ordinances

Motion by Siegrist, supported by Borninski to introduce for first reading an ordinance amending Chapter 2 Article V Section 2-240 Equal Opportunity and Non-Favoritism and Section 2-244 Establishment,

further move to table for consideration the proposed ordinance amendment, and to schedule a second reading for March 28, 2023. Motion carried unanimously.

Item G-12. Consideration of first reading of an ordinance amending Chapter 50 Parks and Recreation Article II titled Department of Leisure Services of the Canton Code of Ordinances

Motion by Siegrist, supported by Slavens to introduce for first reading an ordinance amending Chapter 50 Article II Department of Leisure Services; further, to table for consideration the proposed ordinance amendment, and to schedule a second reading for March 28, 2023. Motion carried unanimously.

Item G-13. Consider Approving Merit Commission Recommendation for Reclassifying the Deputy Leisure Services Director position and New Position of Economic Development and Downtown Development Authority Manager

Motion by Siegrist, supported by Borninski to approve the Merit Commission recommendation to reclassify the position of Deputy Leisure Services Director, Grade 10 to the position of Community Development Director, Grade 13; further, to approve the Merit Commission recommendation to create the Economic Development and Downtown Development Authority Manager position, Grade 10.

Further, to approve the following budget adjustments:

Increase Revenues		
Fund Balance Appropriation	101-000.695	\$149,534
Decrease Revenues		
Fund Balance Appropriation	248-000.695	\$45,763
Increase Expenditures		
Salaries and Wages - Various	101-750.703_xxxx	\$5,532
Fringe Benefits – Various	101-750.724_xxxx	\$1,404
Salaries and Wages – Various	101-xxx.703_xxxx	\$100,103
Fringe Benefits – Various	101-xxx.724_xxxx	\$42,495
Decrease Expenditures		
Salaries and Wages – Various	248-729.703_xxxx	\$31,838
Fringe Benefits – Various	248-729.724_xxxx	\$13,925

Motion carried unanimously.

Additional Public comment was held.

Additional Board comment was held.

Adjourn: Motion by Siegrist, supported by Sneideman to adjourn the meeting. Motion carried unanimously.

Michael A. Siegrist, Clerk

Anne Marie Graham-Hudak, Supervisor

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 28, 2023

AGENDA ITEM: PH-1

ITEM: Consider Holding the Public Hearing for the 2023 Sidewalk Repair Program

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: The Sidewalk Ordinance became effective on July 1, 1999 and was amended on August 2, 2001 (Chapter 62, Article II, Section 31-36). The ordinance was adopted to protect the public health, safety and welfare of the citizens of the Charter Township of Canton through adoption of regulations concerning the construction and maintenance of sidewalks within the Township. The Sidewalk Ordinance requires the Township to hold a Public Hearing regarding the necessity of repairs for the 2023 Sidewalk Repair Program.

BACKGROUND: The Township is working in scheduled subdivisions, residential, in a consolidated area known as "Zone Eight". The scheduled subdivisions this year are located north of Cherry Hill Road, east of Sheldon Road, west of Haggerty Road and south of Ford Road in Brentwood Estates, Cavalier Village North, Cavalier Village South, Cavalier Village West, McIntyre Gardens, McIntyre Gardens #1 and McIntyre Manor. This year's program represents the twenty fourth year in sidewalk repairs since the program started. Notice of the Public Hearing has been properly advertised and letters were provided to the residents affected. The sidewalk repair in Zone 8 will take two years to complete, a second Public Hearing is expected to take place in August for the remaining subdivisions.

STRATEGIC PLAN/GOALS: To provide safe, barrier free sidewalks in the community.

ACTION REQUESTED: Open the Public Hearing, close the Public Hearing and adopt a Resolution finding the necessity of sidewalk repairs pursuant to the Township Sidewalk Ordinance, Sidewalk Repair Program Policy and as provided in Public Act 80 of the Public Acts of 1989.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Not Applicable

IMPLEMENTATION PLAN: Upon adopting the resolution, those sidewalks not repaired by the owners after 60 days will be repaired by the Township's contractor.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: N/A

SUPERVISOR'S RECOMMENDATION: Approval.

MODEL RESOLUTION:

- Motion #1: I move open the Public Hearing to hear comments on the necessity of sidewalk repairs pursuant to the Township Sidewalk Ordinance, Sidewalk Repair Program Policy and as provided in Public Act 80 of the Public Acts of 1989.
- Motion #2: I move to close the Public Hearing after hearing the comments on the necessity of sidewalk repairs to the Township Sidewalk Ordinance, Sidewalk Repair Program Policy and as provided in Public Act 80 of the Public Acts of 1989.
- Motion #3: I move to adopt the attached resolution requiring replacement of sidewalks in Brentwood Estates, Cavalier Village North, Cavalier Village South, Cavalier Village West, McIntyre Gardens, McIntyre Gardens #1, McIntyre Manor, and miscellaneous locations as indicated on the attached list and published in the PNW on March 22, 2023.

ATTACHMENTS:

1. Resolution
2. Additional Information
3. Copy Public Notice
4. Copy of letter sent to residents



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

WHEREAS, *the year 2023 marks the 55th anniversary of the passage of the Federal Fair Housing Act: Title VIII of the Civil Rights Act of 1968, as amended; and*

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

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

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

NOW THEREFORE BE IT RESOLVED, *that the Charter Township of Canton Board of Trustees designates the month of April 2023 as “Fair Housing Month” in Canton Township. We encourage the residents of our community to join in this observance.*

Date

Anne Marie Graham-Hudak, Canton Supervisor

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 28, 2023

AGENDA ITEM: C-1

ITEM: Consider Approval of Annual Maintenance & Technical Support Agreement for Cityworks Asset Management Software

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated.

EXECUTIVE SUMMARY: As part of Canton Township's effort to more effectively automate information processing, Municipal Services incorporated the use of the Cityworks asset management software in 2007. This GIS-centric software is used to record and process Service Requests from residents, businesses and staff, as well as to track labor, material, and equipment costs on Work Orders associated with maintaining over \$300 million worth of water distribution, sanitary sewer collection system, stormwater and fleet assets within the community.

Public Works is requesting approval of the annual maintenance and technical support for the Cityworks software application. This year's cost is \$48,972.00

BACKGROUND: The annual maintenance and technical support fees are the ongoing costs associated with maintaining the latest version of the software by Azteca. This keeps us current with enhancements to ensure that all users have the latest version of tools used in the software, includes version updates and patches on a regular basis, protects against software viruses and bugs, and most importantly allows us to call Technical Support 24/7 to resolve any issues that occur.

STRATEGIC PLAN/GOALS: Continue to update and develop Canton's Asset Management System in order to optimize use of and improve our vital public infrastructure.

ACTION REQUESTED: Approve payment of the annual maintenance & technical support contract to Azteca Systems, Inc. 11075 South State St., Suite 24, Sandy, UT 84070, provider of the Cityworks software.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funding to come from accounts:

Public Works - Water:	#592-536.930_0010	\$23,686
- Sewer:	#592-537.930_0010	\$23,686
Public Works - Fleet:	#661-530.930_0010	\$1,000
DDA:	#248-729.930_0010	\$600
	Total:	\$48,972

IMPLEMENTATION PLAN: Upon approval by the Board of Trustees, the Public Works staff will enter a Purchase Order to Azteca Systems, Inc. for the annual maintenance & technical support agreement renewal.

DIRECTOR'S RECOMMENDATION: Approval.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval.

SUPERVISOR'S RECOMMENDATION: Approval.

MODEL RESOLUTION: I move to approve payment of the Annual Software Maintenance and Technical Support Agreement for Cityworks from Azteca Systems, Inc., 11075 South State St., Suite 24, and Sandy, UT 84070 and approve a purchase order for a not-to-exceed amount of \$46,200.

ATTACHMENTS:

1. 2023-2024 Quote

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 28, 2023

AGENDA ITEM # C-2

**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: Joey Mullally has applied to purchase additional service credit with MERS. Although the Board eliminated this practice in 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 Joey Mullally.

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

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 28, 2023

AGENDA ITEM# C-3

ITEM: Consider Approving an Increase to the Blanket Purchase Order Issued to Kent Communications, Inc.

PRESENTER: Anne Marie Graham Hudak, Supervisor

INDIVIDUALS IN ATTENDANCE: None anticipated

EXECUTIVE SUMMARY: The Board approved a blanket purchase order for Kent Communications, Inc. (KCI) for the calendar year 2023. This purchase order, which is part of the Assessor's budget, covers charges for printing and mailing of Personal Property Assessment Change Notices. Due to increased postage rates and paper costs, the purchase order needs to be increased by \$2,500.

BACKGROUND INFORMATION:

KCI is the company used by Wayne County Appraisal for all printing and mailing of Personal Property Assessment notices.

For the last several years, the purchase order has been opened for \$17,000, and although we have come close to that total, the charges for printing and mailing assessment notices each year has never exceeded it. A review of the KCI billing difference from 2022 to 2023 shows most of the difference in cost is related to an increase in postage rates by the USPS, which was \$1500 higher this year than last. KCI rates also increased slightly which was due to an increase in paper costs.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Increase blanket purchase order #XXXXXX issued to KCI by \$2,500.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: There is enough money overall in the Assessor's budget to cover this increase.

IMPLEMENTATION PLAN: Upon approval, Finance will increase the P.O. amount.

DIRECTOR'S RECOMMENDATION: N/A

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to increase the blanket purchase order to KCI in the amount of \$2,500.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 28, 2023

AGENDA ITEM# C-4

ITEM: Consider Approval of Conference Expense for Township Supervisor

PRESENTER: Anne Marie Graham Hudak, Supervisor

INDIVIDUALS IN ATTENDANCE: None anticipated

EXECUTIVE SUMMARY: Supervisor Graham-Hudak is interested in attending the Mackinac Policy Conference May 30-June 2, 2023. The cost to register for the conference is \$2,850. Canton's Travel Policy states that Board approval is required for all schooling, seminars, training or conferences which cost in excess of \$2,001 per individual.

BACKGROUND INFORMATION:

The Mackinac Policy Conference, first held in 1981, has provided a unique-in-the-nation experience for Michigan's top business, government, civic, and philanthropic leaders.

The Conference brings together nationally recognized speakers and statewide leaders to discuss critical issues facing the state, such as the future of Michigan, economic growth, education, the changing business community, advancing DEI, and more.

The Conference is also a chance for the Supervisor to network with many legislators who can advocate for funding a variety of initiatives in our community.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approve the expense of \$2,850 for the Supervisor's attendance at the Mackinac Policy Conference.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: There is enough money in the Conferences & Seminars line item of the Supervisor's budget to cover the registration cost of the Conference.

IMPLEMENTATION PLAN: Supervisor's office will register Supervisor Graham-Hudak for the Conference.

DIRECTOR'S RECOMMENDATION: N/A

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve the expense of \$2,850 for the Supervisor to attend Mackinac Policy Conference May 30-June 2, 2023.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 28, 2023

AGENDA ITEM #C-5

ITEM: **Consideration of second reading of an ordinance amending Chapter 2 Article V Section 2-240 and Section 2-244 of the Canton Code of Ordinances**

PRESENTER: Anne Marie Graham-Hudak, Supervisor

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: The Board is being asked to consider an amendment to sections of Chapter 2 Article V of the Canton Code of Ordinances, specifically Sections 2-240 and 2-244. This amendment will change the section in Canton's Ethics Ordinance referencing the anti-nepotism policy, creating a new section referencing Canton's Equal Opportunity and Non-Favoritism policy.

BACKGROUND: The Township is updating its policy regarding equal opportunity and non-favoritism. The Township has worked with its Township Attorney at Foster Swift to make a number of amendments to the policy, including those with:

1. Considerations for hiring a relative of a Township Board or Merit Commission member;
2. Considerations for hiring a relative of any current full-time or continuing part-time employee for any full-time, continuing part-time, or at will position with the Township.

The new policy sets a standard for equal opportunity and non-favoritism. It states that the application for Township employment of people related to employees and members shall not receive any priority for consideration or preferential treatment over other candidates for employment.

Due to a change in the policy, an amendment to Canton's Ethics Ordinance is required to bring it into compliance with the new policy.

STRATEGIC PLAN/GOALS: Welcoming Community

ACTION REQUESTED: Remove from the table, hold the second reading, and adopt an amendment to Chapter 2 Article V Sections 2-240 Anti-Nepotism and 2-244 Establishment.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: None.

IMPLEMENTATION PLAN: If approved, the ordinance will be published and become effective on April 6, 2023.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION:

SUPERVISOR'S RECOMMENDATION:

MODEL RESOLUTION:

- (1) I move to remove from the table, hold the second reading and adopt an ordinance amending Chapter 2 Article V Section 2-240 Equal Opportunity and Non-Favoritism.

ATTACHMENTS:

1. Draft text amendment to Chapter 2 Article V Section 2-240 Equal Opportunity and Non-Favoritism and Section 2-244 Establishment. (Redlined)
2. Text amendment to Chapter 2 Article V Section 2-240 Equal Opportunity and Non-Favoritism and Section 2-244 Establishment. (Clean)

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 28, 2023

AGENDA ITEM #C-6

ITEM: **Consideration of second reading of an ordinance amending Chapter 50 Parks and Recreation Article II titled Department of Leisure Services of the Canton Code of Ordinances**

PRESENTER: Anne Marie Graham-Hudak, Supervisor

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: The Board is being asked to consider an amendment to various sections of Chapter 50 Article II of the Canton Code of Ordinances, entitled “Department of Leisure Services,” that will change the title and provisions of the Ordinance to reflect the reorganization that will be occurring within the Leisure Services Department.

BACKGROUND: The Department of Leisure services is being reorganized to better serve Canton Township and its residents. The department is being split into two divisions with Director Greg Hohenberger overseeing Leisure Services and Director Jon LaFever overseeing Community Development. Additionally, the department will be responsible for Economic Development and the liaison to the Downtown Development Authority (DDA) within the Township. It is being renamed the Department of Leisure Services and Community Development to reflect this change. This ordinance amendment reflects the newly organized department and defines its duties.

STRATEGIC PLAN/GOALS: Welcoming Community/Organizational Climate and Culture

ACTION REQUESTED: Remove from the table, hold the second reading, and adopt an amendment to Chapter 50 Article II Department of Leisure Services.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: None.

IMPLEMENTATION PLAN: If approved, the ordinance will be published and become effective on April 6, 2023.

FINANCE AND BUDGET DIRECTOR’S RECOMMENDATION:

SUPERVISOR’S RECOMMENDATION:

MODEL RESOLUTION:

- (1) I move to remove from the table, hold the second reading and adopt an ordinance amending Chapter 50 Article II Department of Leisure Services.

ATTACHMENTS:

1. Draft text amendment to Chapter 50 Article II Department of Leisure Services. (Redlined)
2. Text amendment to Chapter 50 Article II Department of Leisure Services. (Clean)

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 28, 2023

AGENDA ITEM: G-1

ITEM: Consider Award of a Contract to Cipparrone Contracting Inc. for the 2023 Local Road Millage Improvements.

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Canton Township has publicly bid the 2023 Local Road Millage Improvements and received four bids ranging from \$1,824,428.40 to \$2,292,439.50. Our design engineer, Spalding DeDecker has reviewed the bids for accuracy, and members of Engineer Services and Finance and Budget have reviewed the proposals under our Responsible Contracting – Finance Policy. From that, Engineering Services recommends award of the local road millage projects for budget years 2023-2027 to Cipparrone Contracting Inc. The 2023 award amount is for \$1,824,428.40 with a 10% contingency of \$182,442.84 for a total award of \$2,006,871.24.

BACKGROUND: In 2018, a 1.45-mill road funding millage was approved by the voters for road work, including repairs to local subdivision roads. This award is for the 2023 construction year. This contract will be valid and run through the 2023, 2024, and 2025 construction years, with a possible yearly extension for the 2026 and 2027 construction years, all of which may include pay item and unit price adjustments. Upon completion of the project annually, Canton Township reserves the right to terminate or extend said contract to the Cipparrone Contracting Inc. for the following calendar year's project, based on the contractor's performance in that construction year. Canton Township may at any time rescind said renewal offer if the Township and Cipparrone Contracting Inc. cannot come to a mutual agreement on what is defined to be "reasonable" pay item and unit price adjustments, based on current material market prices and scope/quantity of work. 2024-2027 road mileage projects will be aligned with the adoption of the township's budgets. If no contract renewal is offered or is rescinded for any reason, the following year's program contract will be issued for proposal per Canton Township's standard process.

STRATEGIC PLAN/GOALS: Board Goal #2: Maintenance of Infrastructure in the community

ACTION REQUESTED: Consider award of a contract for the 2023 Local Road Millage Improvements project to Cipparrone Contracting Inc. for a total award of \$2,006,871.24.

Consider approval of continuation of the contract with Cipparrone Contracting Inc. as stated above.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The funds for this project will come from Account # 204-446-12.970_0050 (Roads Local – Capital Outlay). The following budget amendment is needed:

Increase Revenue:

204-000.695 Fund Balance Appropriation	\$43,813
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Increase Expenditure:

204-446-12.970_0050 Local Roads Capital Outlay Infrastructure	\$43,813
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IMPLEMENTATION PLAN: Upon Board approval, Engineering Services and Finance will issue purchase orders for this work to Cipparrone Contracting Inc. and will initiate the work.

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	\$43,813
--	----------

Increase Expenditure:

204-446-12.970_0050 Local Roads Capital Outlay Infrastructure	\$43,813
---	----------

2. I move to approve to Cipparrone Contracting Inc. for a total award of \$2,006,871.24 for 2023.
3. I move to approve continuation of this contract as described in the Background, for 2024 through 2027 to Cipparrone Contracting Inc., including the approval of purchase orders in 2024 – 2027 in an amount not to exceed the Board approved budget for each given year.

ATTACHMENTS:

1. Responsible Contracting – Finance Policy Evaluation Summary
2. List of local road projects for 2023

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 28, 2023

AGENDA ITEM: G-2

ITEM: Consider Award of a Contract and Purchase Order to Cadillac Asphalt, Inc. for the 2023 Major Roads - Asphalt Project for the 2023 Road Improvement Program, & Approve a Contract Amendment with Fishbeck LLC for Construction Engineering and Testing (CE)

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: The designs of Lilley Road (Palmer to Michigan Ave.), Lotz Road (Palmer to Michigan Ave.), and Sheldon Road (Warren to Sheldon Center), for the planned 2023 road improvements on the Major Roads was completed in January 2023, and the projects designated as Major Roads – Asphalt. Request for Proposals (RFP) were issued to the public on February 9, 2023. Five contractors submitted proposals for this work on March 2, 2023, ranging from \$3,051,876.26 to \$3,639,818.01. Cadillac Asphalt, Inc. was the apparent low bidder at \$3,051,876.26. The Responsible Contracting Proposal Evaluation also resulted in Cadillac Asphalt obtaining the highest score of 268 for with the next highest score at 244.

BACKGROUND: In 2018 a 1.45-mill road funding millage was approved by the voters in the August Primary ballot, and Canton committed to begin construction on road repairs immediately in the 2019 construction season. In the Fall of 2018, Canton Township retained Northwest Consultants, Inc. (now Fishbeck) as designer for the Major Road projects. This year marks the fifth year of millage funded construction on Major Road projects.

STRATEGIC PLAN/GOALS: Board Goal #2: Maintenance of Infrastructure in the community

ACTION REQUESTED:

1. Consider award of a contract to Cadillac Asphalt for Major Roads - Asphalt projects in the amount of \$3,051,876.26 plus a 10% contingency of \$305,188.00 for a total of \$3,357,064.26
2. Consider a contract amendment with Fishbeck to perform the CE for the 2023 Major Roads - Asphalt Project in the amount of \$470,442.00 plus a 10% contingency of \$47,044 for a total of \$517,486.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

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

Increase Revenue:

204-000.695 Fund Balance Appropriation

\$579,000

Increase Expenditure:

204-446-11.970_0050 Major Roads Capital Outlay Infrastructure \$579,000

IMPLEMENTATION PLAN: Upon Board approval, Engineering Services will issue purchase orders for this work to Cadillac Asphalt and to Fishbeck who will initiate the work.

DIRECTOR'S RECOMMENDATION: N/A

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval.

SUPERVISOR'S RECOMMENDATION: Approval.

MODEL RESOLUTION: I move to approve the following budget amendment:

MODEL RESOLUTION:

1. I move to approve the following Budget Amendment:

Increase Revenue:

204-000.695 Fund Balance Appropriation \$579,000

Increase Expenditure:

204-446-11.970_0050 Major Roads Capital Outlay Infrastructure \$579,000

2. I move to approve a purchase order and award a contract with Cadillac Asphalt for the 2023 Major Roads - Asphalt Project construction in the amount of \$3,051,876.26 plus a 10% contingency of \$305,188.00 for a total of \$3,357,064.26 from the Fund 204-446-11.970_0050.
3. I move to approve a contract amendment and increase purchase order #2022-2130 with Fishbeck LLC under their existing master services agreement for CE Services for the 2023 Major Roads - Asphalt Project in the amount of \$470,442.00 plus a 10% contingency of \$47,044 for a total of \$517,486 from the Fund 204-446-11.970_0050.

ATTACHMENTS:

1. Responsible Contracting Proposal Evaluation
2. Project Proposal from Cadillac Asphalt
3. CE Proposal from Fishbeck

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:

MODEL RESOLUTION:

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

Approval of Site Plan for BJ's Wholesale Club Automobile Filling Station

WHEREAS, the Project Sponsor has requested site plan approval of an automobile filling station use on parcel no. 71-040-99-0006-708 at 43690 Ford Rd.; and,

WHEREAS, the Planning Commission reviewed the site plan and applicable criteria, and voted 5-2 to recommend approval of the request, with conditions, as it is consistent with the Ford Sheldon Newman Planned Development and meets the requirements of the Charter Township of Canton Zoning Ordinance;

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the BJ's Wholesale Club Automobile Filling Station site plan in Planning Application #040-SPC-7608 on tax parcel no. 71-040-99-0006-708 at 43690 Ford Road, subject to all State, County, and Township requirements and subject to execution of the PD Agreement after satisfactory review by Township legal counsel.

ATTACHMENTS:

1. Planning Commission Minutes
2. Zoning Map and Aerial Map
3. Site Plan Materials
4. Traffic Study and Wade Trim Review

NEXT STEPS: If the site plan is approved, the next step will be for the applicant to record the PDD Agreement and submit plans to the Engineering Services Division and Building & Inspections Services Division for review prior to construction.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 28, 2023

AGENDA ITEM: G-4

ITEM: Consider Site Plan for Mini-Warehouse (True Storage)

PRESENTER: Jade Smith, Municipal Services Director

OWNER/REPRESENTATIVE: Yadong Dong, PE (DLZ)

EXECUTIVE SUMMARY: The applicant proposes to occupy an existing, vacant building at 7444 N. Haggerty Rd. (parcel 003-99-0008-707) for a mini-warehouse establishment (True Storage). The subject site is located on the east side of Haggerty Rd, south of Koppernick Rd. The subject site is zoned LI, Light Industrial, and mini-warehouse establishments are special land uses in the L-1 zoning district, subject to Section 6.02(M) of the Zoning Ordinance. The Township Board approved a special land use for the True Storage mini-warehouse use on February 14, 2023.

At its meeting on March 6, 2023, the Planning Commission recommended approval of the True Storage site plan, subject to conditions. If the site plan is approved, the next step will be for the applicant to submit plans to the Engineering Services Division and Building & Inspections Services Division for review prior to construction.

BACKGROUND AND ANALYSIS:

Location: East side of Haggerty Rd., south of Koppernick Rd. (003-99-0008-707; 7444 N. Haggerty Rd.)

Net Acres: Approximately 4.08 acres

Existing Land Use(s): Vacant Building

Existing Zoning: L-1, Light Industrial

Surrounding Zoning and Land Uses:

North – LI, Light Industrial; vacant parcel

South – LI, Light Industrial; All American Pet Resorts Canton

East – LI, Light Industrial; I-275 Metro Trail & multi-tenant buildings east of I-275 (Fusion Coolant Systems, Michael L. Priest & Associates, Koppernick Tech Center, Nishikawa Engineering)

West – LI, Light Industrial; DMS Moving Systems

Comprehensive Plan Future Land Use Map Classification: Light Industrial

Surrounding Comprehensive Plan Future Land Use Map Classifications:

North – Light Industrial

South – Light Industrial

East – Light Industrial

West – Light Industrial

Land Use: The proposed use of a mini-warehouse establishment is a special land use in the LI zoning district, which was approved by the Township Board of Trustees on February 14, 2023. The proposed use is compatible with the adjacent uses to the south (All American Pet Resorts Canton) and west (DMS Moving Systems).

Schedule of Regulations: The plans submitted illustrate that the existing and proposed development is designed to comply with the dimensional requirements in the LI, Light Industrial zoning district for: minimum lot width (60 ft.); maximum building height (50 ft., measured from grade to the top of parapet); front yard setback (40 ft. from Haggerty Rd.; side yard setbacks (15 feet); and rear yard setback (20 feet).

Development Standards for Mini-Warehouses: The plans submitted illustrate compliance with the Mini-Warehouse development standards of Section 6.02(M) of the Zoning Ordinance. The area of subject property (4.08 acres) meets the minimum lot size of 3 acres, and all storage is proposed to be contained within an enclosed building. The proposed plans note the existing building will be occupied with the proposed use, with minimal exterior improvements (addition of loading doors on the south façade of the building), and some site improvements, including removing parking along Haggerty Rd, new landscaping, and installation of screen walls. Section 6.02(M) of the Zoning Ordinance prohibits outdoor storage and vehicle sales and/or rental unless such rental facility meets all of the requirements of Section 6.02(Q)(4). Notes on Sheet C-101 stat that no outdoor storage will be provided and that the facility will not include vehicle sales and/or rental.

Traffic Impact and Access Management: There are two existing points of access to the site, from Haggerty Rd, at the north and south points of the building. There are no proposed changes to the curb cuts on Haggerty Rd.

Parking and Circulation: The plans provide the parking calculation for mini-warehouse establishments. Section 4.01(C)(6) requires 1 space per 50 storage units located at the project office plus 2 spaces for the manager's quarters. Based on 914 storage units in the main building and the manager's quarters, 20 spaces are required. The submitted plans include 99 parking spaces, including six (6) barrier-free spaces. The current site has 152 parking spaces, and the applicant proposes removing several spaces on the west and south sides of the site to expand the areas for frontage landscaping, building foundation landscaping, and parking lot landscaping.

The maneuvering diagrams on Sheet C-102 show adequate maneuvering and access to the dumpster enclosure, as well as the circulation plan for the emergency vehicles on the north

and west sides of the building.

Loading: Section 4.02(B) of the Zoning Ordinance includes requirements for loading spaces, but the mini-warehouse loading spaces are addressed in Section 6.02(M)(6). The plans show five (5) loading spaces with individual door locations on the northeast corner of the building. Spaces 1 & 2 are designated for individual units, Space 3 is spare space or for stacking, and Spaces 4 & 5 are primary loading spaces.

There is also a designated loading zone (measured 10 ft. x 50 ft.) on the south side of the building, adjacent to a proposed exterior door.

Architecture: The applicant is not proposing exterior façade changes to the existing building, except for the installation of new loading doors, new egress door, and new canopies over the existing doorways. The applicant is not proposing to change the color of the building façade.

Landscaping, Screening, and Tree Preservation: The applicant has provided a detailed Landscaping/Planting Plan that is designed to meet the landscape requirements for frontage landscaping (along Haggerty Rd. and I-275), parking lot landscaping, and building foundation landscaping. To do this, the applicant proposes removing many asphalt areas on the west and south sides of the site to expand the areas for frontage landscaping, building foundation landscaping, and parking lot landscaping. Based on the existing site layout, it is not feasible to plant the required foundation landscaping along the north and south sides of the building; however, the applicant proposes to locate the required foundation trees and shrubs in these areas to other parts of the site. Section 5.07 of the Zoning Ordinance allows the Planning Commission to modify the landscaping requirements provided the modifications are keeping with the intent of the Zoning Ordinance. Because of the existing site layout and the proposal to plant the required foundation landscaping elsewhere, the Planning Commission approved a modification to not require foundation landscaping on the north and south side of the building.

Sidewalks: There are currently no sidewalks along Haggerty Rd. between Warren Rd. and Koppernick Rd. However, internal sidewalk is proposed along the west side of the building which will provide pedestrian access for persons parking in the large parking area at the south of the building.

Lighting: The photometric plan submitted is designed to comply with Section 2.13 of the Zoning Ordinance. New fixtures are proposed on light poles and wall-mounted lights to sufficiently illuminate the parking lot, pedestrian areas, and building entrances.

Signage: Sheet G0000D shows a wall sign on the west exterior elevation and Sheet SK1-4 includes the ground sign design. The ground sign is designed to comply with Article 6A of the Zoning Ordinance, which will be reviewed by the Building & Inspection Services Division during building permit plan review. The ground sign meets the 10-foot front yard setback and is outside of the 10-foot clear vision triangle at the intersection of the driveway and Haggerty Rd. right-of-way.

Dumpster Enclosure: The proposed expanded dumpster enclosure is located along the east side of the property in the rear yard, near the loading spaces. The dumpster plans were approved by the Township in 2018 in compliance with Section 2.14.

Fencing: Decorative 6-foot high fencing is proposed around the perimeter of the site to restrict access.

Mechanical Equipment. Sec. 2.26 of the Zoning Ordinance requires all roof-mounted mechanical units to be screened from view of adjacent property and/or public rights-of-way. Rooftop mechanical equipment screening is proposed on the north, west, and south sides of the building. The screening specifications will be reviewed for compliance with Section 2.26 of the Zoning Ordinance when the building plans are reviewed by the Building & Inspection Services Division.

- **Community Planner's Recommendation:** Approval of the Site Plan for a mini-warehouse establishment use at 7444 N. Haggerty Rd. on parcel no. 003-99-0008-707 as illustrated on the submitted site plan, subject to all State, County, and Township requirements.
- **Planning Commission's Recommendation:** At its meeting on March 6, 2023, the Planning Commission voted 7-0 to recommend approval of the Site Plan for a mini-warehouse establishment use on parcel no. 003-99-0008-707, including the proposed modification for foundation landscaping, as the request meets the Site Plan criteria of the Canton Township Zoning Ordinance, subject to all State, County, and Township requirements.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approval of the True Storage mini-warehouse Site Plan (Planning Application #003-DIR-7689) on tax parcel no. 003-99-0008-707, subject to all State, County, and Township requirements.

BUDGET IMPLICATION & ACCOUNT NUMBER: N/A.

IMPLEMENTATION PLAN: N/A.

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: Approval.

ENGINEERING SERVICES DIVISION'S RECOMMENDATION: Approval.

FIRE MARSHAL'S RECOMMENDATION: Approval.

BUILDING OFFICIAL'S RECOMMENDATION: N/A.

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

SUPERVISOR'S RECOMMENDATION: Approval.

MODEL RESOLUTION:

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

Approval of the Site Plan for True Storage Mini-Warehouse

WHEREAS, the Project Sponsor has requested site plan approval for a mini-warehouse establishment use on parcel no. 71-003-99-0008-707 at 7444 N. Haggerty Rd.; and

WHEREAS, the Planning Commission reviewed the request and applicable criteria and voted 7-0 to recommend approval, with conditions, as the request meets the requirements of the Charter Township of Canton Zoning Ordinance;

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the True Storage Mini-Warehouse site plan in Planning Application #003-DIR-7689 on tax parcel no. 71-003-99-0008-707 at 7444 N. Haggerty Rd., subject to all State, County, and Township requirements.

ATTACHMENTS:

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

NEXT STEPS: If the site plan is approved, the next step will be for the applicant to submit plans to the Engineering Services Division and Building & Inspections Services Division for review prior to construction.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 28,2023

AGENDA ITEM: G-5

ITEM: Consider Approval of the Purchase of a New 2023 Vermeer AX17 Brush Chipper.

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated.

EXECUTIVE SUMMARY: Our Public Works staff helps to maintain road right-of-way's sidewalks and roads for safe passage. During the past ice storm and then followed up by a snow storm the 1984 brush chipper owned by the Township proved to be highly inadequate for effective removal of tree branches and tree debris. In order to provide the necessary level of service, larger brush chipper is necessary.

The new Vermeer brush chipper is to be purchased from Vermeer Midwest located in Fowlerville Michigan.

BACKGROUND: The proposed equipment will be funded 60% from Water and Sewer Capital outlay Machine and Equipment as we will be reprograming funds from 592-536.970 and 592-537.970_0030 within that budget.

The other 40% will be funded from the General Fund. The Vermeer AX17 Brush Chipper will be used to provide effective and efficient tree chipping as needed. The quote provided from Vermeer is **Sourcewell pricing Contract number 031721-VRM \$104,902.00**

STRATEGIC PLAN/GOALS: Our ongoing maintenance operation includes maintaining present assets and replacing aging equipment when necessary.

ACTION REQUESTED: Accept the quote from Vermeer Midwest, and award a purchase order contract not-to-exceed \$104,902.00. The Public Works Division proposes to purchase a New 2023 Vermeer AX17 Brush Chipper.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funding as follows:

\$31,470.00 from Acct# 592-536.970_0030

\$31,470.00 from Acct # 592-537.970_0030

A budget amendment will be needed for the General fund Portion:

Increase Revenue:

101-000.695- Fund Balance Appropriation	\$41,962
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Increase Expenditure:

101-585.970_0030- Capital Outlay Machines & Equipment	\$41,962
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IMPLEMENTATION PLAN: Upon approval by the Township Board of Trustees, the Public Works Division will create a purchase order and place the order with Vermeer Midwest 940 Garden Lane Fowlerville Mi,48836 The equipment is onsite and ready for delivery.

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:

101-000.695 Fund Balance Appropriation	\$41,962
--	----------

Increase Expenditure:

101-585.970_0030 Capital Outlay Machines & Equipment	\$41,962
--	----------

- 2) I move to award a purchase order contract to Vermeer Midwest for an amount not-to-exceed \$104,902.00 for the purchase of a new 2023 Vermeer AX17 Brush Chipper from the following accounts: \$31,470 (592-536.970_0030), \$31,470 (592-537.970_0030) and \$41,962 from 101-585.970_0030.

ATTACHMENTS:

1. Vermeer Midwest Quote

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 28, 2023

AGENDA ITEM: G-6

ITEM: Consider Waiving the Bidding Process and Approve the Purchase of one 2023- 20 Foot Enclosed Landscape Trailer

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated.

EXECUTIVE SUMMARY: Due to the continued supply chain shortages and issues the Department of Public Works is asking to waive the bidding process and seek approval for the purchase of one 2023-20-foot enclosed landscape trailer from Kelly & Sons Trailer as they have one in stock to meet the needs of the department. The Department has reached out to other vendors and we are being advised of anywhere from 14 to 20-week lead times. Public Works performs Noxious Weed Ordinance Cutting, cutting of Township owned out parcels as well as contract mowing of Michigan Avenue for MDOT. This landscape trailer will provide safe transportation and security for the equipment used by Public Works Staff. Kelley & Sons Trailers has provided a quote with their State pricing on an in-stock trailer which is immediately available to Canton Township in the amount of \$17,169.00.

STRATEGIC PLAN/GOALS: Safely and securely transport mowing equipment to perform services provided by Public Works.

ACTION REQUESTED: Authorize the purchase of one 2023- 20 Foot Enclosed Landscape Trailer from Kelley & Sons Trailers.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The funds are budgeted and will come from the following accounts:
Water Account #592-536.970_0030. \$8,584.50
Sewer Account #592-537.970_0030. \$8,584.50

IMPLEMENTATION PLAN: Upon approval by the Township Board, Public Works will enter a purchase order to Kelley & Sons Trailers in the amount of \$17,169.00.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the purchase of one 2023- 20-foot enclosed landscape trailer from Kelley & Sons Trailers, 12620 N Telegraph Rd Carleton, MI 48117 for an amount not to exceed \$17,169.00.

ATTACHMENTS:

1. Sales Quote

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 28, 2023

AGENDA ITEM #G-7

ITEM: Consider Approval of Upgrading Existing Fiber Data Lines at Fire Station #1

PRESENTER: Victor Ibegbu, Information Technology, and Innovation Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: The ITI Department is seeking to upgrade the fiber optic lines between the Canton Public Safety Division (CPSD) building and Fire Station #1 (FS1). The fiber currently deployed is approaching 25 years in age and has reached its useful service life. To complete this project in the most efficient and cost-effective manner possible, ITI requested pricing from a vendor already involved in portions of the CPSD renovation project while the construction in the CPSD building is ongoing and the ceilings are currently easily accessible.

BACKGROUND INFORMATION: The ITI department is recommending that the existing fiber optic cables providing computer and phone service to FS1 be upgraded while the ceilings in the CPSD building are easily accessible during the ongoing renovation project. The current fiber infrastructure is over 25 years old and cannot support the higher transmission speeds of technologies currently deployed at FS1.

The vendor with which ITI is seeking to contract with has already performed multiple data network wiring and fiber installation tasks related to the ongoing renovation at the CPSD building. The time needed to publish a Request for Proposal, collect responses, and present to this Board will likely exceed this narrow window of opportunity to complete this project while the ceilings are opened. Therefore, ITI is requesting that the RFP process be waived for this project. Performing such work after ceilings are closed and staff are returned to office will be very disruptive to Canton staff and residents conducting business in the CPSD building.

STRATEGIC PLAN/GOALS: Quality Infrastructure

ACTION REQUESTED: Allow ITI to create a purchase order in an amount not to exceed \$13,000 to D2 Technologies, LLC for the services of installing, terminating, and coordinating “go live” efforts with the ITI Department.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The following budget adjustment is required:

Increase Revenues:

261-000.695 Fund Balance Appropriation \$13,000.00

Increase Expenditures:

261-346-50.970_0010 Capital Outlay Computers and Equipment \$13,000.00

IMPLEMENTATION PLAN: The ITI department will coordinate all efforts on this project. At those times during this effort where D2 Technologies requires access to Public Safety and Fire Station facilities, ITI will facilitate that effort in cooperation with Public Safety and construction management representatives.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to create a new purchase order to D2 Technologies, LLC in an amount not to exceed \$13,000 for installation of upgraded fiber optic cabling between CPS and FS1. I further move to approve the following budget adjustment:

Increase Revenues:

261-000.695 Fund Balance Appropriation \$13,000.00

Increase Expenditures:

261-346-50.970_0010 Capital Outlay Computers and Equipment \$13,000.00

ATTACHMENTS: D2 Technologies Quote

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 28, 2023

AGENDA ITEM #G-8

ITEM: Consider Approval to Purchase CivicOptimize Solution

PRESENTER: Victor Ibegbu, Director of Information Technology & Innovation

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Since the implementation of CivicPlus, this platform has been the repository of Township fillable forms from residents. With increasing needs for more robust functionality and accessibility, the Township's web committee, Clerk's office, and MSD and CLS employees participated in a demonstration of CivicOptimize. After several meetings, they all determined that it would meet the growing digital form needs of residents and employees.

BACKGROUND: The Township currently uses the Forms Center within the CivicPlus platform, which hosts the Township website. This provides residents online access to essential services offered by the Supervisor's office, Clerk's office, Municipal Services, Leisure Services, Public Safety, and interdepartmental requests. The number of forms that are currently utilized by departments has grown to over 135, with Municipal Services, the Clerk's Office, and Leisure Services being the heaviest users (as shown in the attached pie chart). The purpose of forms varies by department, but as the number of forms continues to increase, the conveyed need for functionality, standardization, efficiency, and usability becomes a priority.

While Forms Center is lacking these features, CivicOptimize, which is also part of the CivicPlus platform, provides Township residents and employees a platform to digitize and streamline workflows. For example, CivicOptimize will improve and replace the difficult dog license process by eliminating the use of Typeform and Stripe, while allowing residents to conveniently pay for and obtain their dog license in one central location. CivicOptimize provides a form template library for every department; has the secure ability to receive HIPPA/PHI, PCI and PII documents; and has built-in integrations, approval workflow automations, license applications and renewals, and mobile app solutions with no coding. These are all vital features that will meet modern expectations.

STRATEGIC PLAN/GOALS: Organizational Climate and Culture

ACTION REQUESTED: To permit ITI Services to create a purchase order to CivicPlus for the purchase of CivicOptimize in the amount not to exceed \$18,862.50. The annual recurring services will be \$17,265.15.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Adequate funding exists within the 2023 ITI budget, and this project can be absorbed using the current contingency funds.

IMPLEMENTATION PLAN: The Information Technology and Innovation department will handle all purchases. For those services where deployment may interrupt operations, detailed plans will be communicated to the organization ahead of time. ITI will further coordinate the training and implementation of this service to the departments.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to create a new purchase order to CivicPlus in an amount not to exceed \$18,862.50 for implementation of CivicOptimize.

ATTACHMENTS: 1) Quote from CivicPlus for CivicOptimize 2) Pie Chart Showing Current Form Usage

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 28, 2023

AGENDA ITEM #G-9

ITEM: Consider approval of resolution approving settlement agreements in opioid litigation involving Teva, CVS, Walmart and Allergan.

PRESENTER: Anne Marie Graham-Hudak, Supervisor

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: The Board has been asked to adopt a resolution approving four national settlement agreements in ongoing opioid litigation with manufacturers and distributors of opioids. The settlement agreements are with CVS, Walmart, Allergan and Teva, for their role in the opioid epidemic.

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

The proposed Michigan State-Subdivision Agreement for the Teva, Allergan, CVS, and Walmart Settlements is in the process of being ratified. The agreement defines the distribution between the State and Local Subdivisions and determines the allocation percentage of each Local Subdivision. The deadline to submit the participation forms April 18, 2023.

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

ACTION REQUESTED: Approve the Resolution approving the filling out of the four National Settlement Participation Agreements Forms and submitting them to the National Prescription Opioids Litigation Consortium.

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

SUPERVISOR'S RECOMMENDATION: Approved.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approved.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: 03/28/2023

AGENDA ITEM G-10

ITEM: Consider Approval of Statement of Work with CivicPlus, LLC for Municode Ordinance Supplemental Services

PRESENTER: Michael Siegrist

INDIVIDUALS IN ATTENDANCE: N/A

EXECUTIVE SUMMARY:

Statute requires Canton to codify our ordinances every ten years. The last recodification was approved in 2014 by the Board of Trustees. For the past nine years Municipal Code Corporation has been the company that maintains our Code of Ordinances including our virtual portal that provides access to the public and tracks updates and amendments.

Municode was acquired by CivicPlus, and the Supplemental Service model has changed. The current “per page” model is realizing a 30% increase. As a result, it is recommended that Canton move to a subscription model with an estimated cost of \$3,166.90 annually.

BACKGROUND INFORMATION:

Supplemental Cost History:

2020: \$3,727.08

2021: \$4,082.04

2022: \$2,366.40

STRATEGIC PLAN/GOALS: Quality Infrastructure, Financial Stability

ACTION REQUESTED: Approve the Statement of Work with CivicPlus

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

None

IMPLEMENTATION PLAN: N/A

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

Motion to approve the Statement of Work between Canton and CivicPlus, LLC and authorized the Clerk to sign on behalf of Canton Township.

ATTACHMENTS:

SOW