



**CANTON ADMINISTRATION BUILDING
1150 S. CANTON CENTER ROAD
CANTON, MI 48188
REGULAR BOARD MEETING
SEPTEMBER 12, 2023**

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/89133820009>

Or One tap mobile:

1-646-931-3860 (89133820009#) or 1-301-715-8592 (89133820009#)

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Webinar ID: 891 3382 0009

International numbers available: <https://us02web.zoom.us/j/kcPonrQJP9>

6:30 P.M.:

CALL TO ORDER

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

CLOSED SESSION: DISCUSS PENDING LITIGATION (OUTDOOR ONE vs. CANTON TOWNSHIP)

REGULAR BOARD MEETING BEGINS AT 7:00 P.M.:

ADOPTION OF AGENDA

APPROVAL OF MINUTES: AUGUST 15 & 22, 2023

PUBLIC COMMENT ON AGENDA ITEMS ONLY

PAYMENT OF BILLS

PRESENTATION:

- 1) CHERRY HILL VILLAGE PROGRAMMING

PUBLIC HEARING:

- 1) PUBLIC HEARING AND APPROVAL OF MILLAGE RATES FOR DECEMBER 1, 2023 TAX LEVY

CONSENT CALENDAR:

- 1) PAYMENT FOR ENVIRONMENTAL ASSESSMENT WORK AT 50525 CHERRY HILL BY AKT PEERLESS ENVIRONMENTAL SERVICES (MSD)
- 2) CONSIDER SECOND READING AND ADOPTION OF AN AMENDMENT TO APPENDIX A – ZONING OF THE CODE OF ORDINANCES REGARDING FORD & NAPIER REZONING (MSD)
- 3) CONSIDER SECOND READING AND ADOPTION OF AN AMENDMENT TO APPENDIX A – ZONING OF THE CODE OF ORDINANCES REGARDING NAMETI REZONING (MSD)
- 4) CONSIDER APPROVING A ONE-YEAR SOFTWARE SUBSCRIPTION RENEWAL FOR LEFTA (POLICE)
- 5) CONSIDER APPROVING THE ANNUAL LICENSING RENEWAL OF POWER DMS (POLICE)

GENERAL CALENDAR:

- 1) CONSIDER APPROVING THE PURCHASE OF A REPLACEMENT MAILING SYSTEM (CLERK)
- 2) CONSIDER SITE PLAN FOR MOTOR CITY ELECTRIC UTILITIES CO. (MSD)
- 3) CONSIDER INCREASE OF PURCHASE ORDER 2023-1175 TO CADILLAC ASPHALT, INC. FOR THE 2023 MAJOR ROADS - ASPHALT PROJECT (MSD)
- 4) CONSIDER PURCHASE ORDER INCREASE FOR PPM TREE SERVICE & ARBOR CARE FOR TREE REMOVAL AND PRUNING SERVICES (MSD)
- 5) CONSIDER APPROVAL OF THE MUNICIPAL CREDIT AGREEMENT WITH SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION (SMART) (CD)
- 6) CONSIDER APPROVAL OF GROUND LESSOR'S SUBORDINATION AGREEMENT ON ARCTIC EDGE ICE ARENA (CLS)
- 7) CONSIDER APPROVAL FOR TWO EMERGENCY PURCHASE ORDERS FOR GOLF COURSE PRODUCTS AND PUMP REPAIR AT PHEASANT RUN GOLF CLUB (CLS)
- 8) CONSIDER APPROVAL TO UPGRADE ADOBE ACROBAT LICENSES (ITI)
- 9) CONSIDER REQUEST TO ENGAGE ESRI PROFESSIONAL SERVICES FOR SOFTWARE UPGRADE (ITI)
- 10) CONSIDER REQUEST TO PURCHASE NETWORK SWITCH EQUIPMENT UPGRADE - PHASE I (ITI)
- 11) CONSIDER APPROVING PAYMENT OF THE BALANCE OWED TO SUTPHEN CORPORATION, DUE TO A CHANGE ORDER (FIRE)
- 12) CONSIDER CREATING AND FILLING AN EMBEDDED POLICE CLINICIAN POSITION WITH AN ASSOCIATED AMENDMENT TO THE 2023 OPIOID SETTLEMENT BUDGET (POLICE)

- 13) CONSIDER WAIVING THE BIDDING PROCESS AND PURCHASE OFFICE FURNITURE (POLICE)
- 14) CONSIDER APPROVING A MEMO OF UNDERSTANDING WITH GROWTH WORKS FOR THE EXPANSION OF CANTON'S YOUTH DIVERSION PROGRAM (POLICE)
- 15) CONSIDER CREATING AND FILLING A PUBLIC SAFETY IT SYSTEMS COORDINATOR POSITION (POLICE)
- 16) CONSIDER APPROVAL OF LETTER OF AGREEMENT (LOA) BETWEEN CANTON TOWNSHIP AND THE POAM ON WAGE INCENTIVES (SUPERVISOR)
- 17) CONSIDER WAIVING THE BIDDING PROCESS AND APPROVE PROPOSAL FROM EMPCO, INC., FOR AN EXTERNAL PROMOTIONAL PROCESS (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 15, 2023**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, August 15, 2023 in person. Supervisor Graham-Hudak called the meeting to order at 6:00 p.m.

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

Study Session:

- 1) Annual Summary of the Police Transparency and Guidance Subcommittee of the Canton Coalition for Inclusive Communities

Public Comment:

Public Comment was held.

Adjourn:

Motion by Sneideman, supported by Ganguly to adjourn the meeting. Motion carried unanimously.

Anne Marie Graham-Hudak, Supervisor

**Charter Township of Canton
Board Proceedings – August 22, 2023**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, August 22, 2023, in-person. Supervisor Graham-Hudak called the meeting to order at 6:30 p.m.

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

Approval of Minutes:

Motion by Siegrist, supported by Slavens to approve the minutes from August 8, 2023. Motion carried unanimously.

Closed Session: Discuss pending litigation (Stefani Horrenstein v Charter Township of Canton, et al.)

Motion by Siegrist supported by Slavens to go into closed session under MCL 15.268 Sec 8 (1) (e) to discuss pending litigation. Motion carried unanimously by roll call vote.

Motion by Siegrist, supported by Borninski to return to open session. Motion carried unanimously.

Adoption of Agenda:

Motion by Siegrist, supported by Slavens to adopt the agenda as presented, adding item G-15 and a floating resolution. Motion carried unanimously.

Public Comment: Public comment was held.

Payment of Bills:

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

CHARTER TOWNSHIP OF CANTON EXPENDITURE RECAP FOR THE TOWNSHIP BOARD MEETING OF August 22, 2023		
101	GENERAL FUND	879,563.12
204	ROADS FUND	826,217.77
206	FIRE FUND	481,626.80
207	POLICE FUND	783,623.20
208	COMMUNITY CENTER FUND	65,678.89
219	STREET LIGHTING FUND	24,797.85
230	CABLE TV FUND	13,847.14
246	COMMUNITY IMPROVEMENT FUND	0.00
248	DDA - CANTON	49,915.96
260	INDIGENT DEFENSE FUND	18,866.93
261	E-911 UTILITY	2,640.12
265	ORGANIZED CRIME - DRUG ENFORCEMENT	0.00

274	CDBG FUND	318.00
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	10,564.55
402	CAP PROJ - WATER & SEWER	0.00
403	CAP PROJ - ROAD PAVING	944.82
404	CAP PROJ - CHV DEVELOPMENT	0.00
584	GOLF FUND	46,649.28
592	WATER & SEWER FUND	188,178.97
596	GARBAGE & RUBBISH COLLECTIONS	1,622.17
661	FLEET MAINTENANCE FUND	33,076.13
701	TRUST & AGENCY FUND	450.00
702	CUSTODIAL FUND	120.00
736	POST EMPLOYMENT BENEFITS FUND	116,142.82
852	SPECIAL ASSESSMENT DEBT SERVICE	0.00
TOTAL - ALL FUNDS		3,544,844.52

Item G-15. Consideration of Board Action on Attorney's recommendation regarding pending litigation

Motion by Siegrist, supported by Slavens in the matter of Stefani Horrenstein v Canton Township, et. al. pending in United States District Court, I move to approve the proposed settlement with the Plaintiff, and further authorize the Township Supervisor to sign any documents necessary to effect resolution of this pending lawsuit on behalf of Canton Township. Motion carried unanimously.

Consent Calendar:

Item C-1. Consider Increasing Blanket Purchase Order for Municipal Services

Motion by Siegrist, supported by Slavens to approve the amendment to the following purchase order: PO#2023-00001029 Suburban Calcium Chloride Sales increase from \$13,000 to \$13,500 using account # 101-447-03.801_0090. Motion carried unanimously.

Item C-2. Consider Increasing One Blanket Purchase Order for Municipal Services

Motion by Siegrist, supported by Slavens to approve the following Budget Amendment:

Increase Revenue:

661-000.695	Fund Balance Appropriation	\$10,000
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Increase Expenditure:

661-530.939	Inventory Purchased	\$10,000
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Further, to approve amendment to the following purchase orders: PO #2023-0000291 Golf Cars Plus increase from \$19,000 to \$29,000. Motion carried unanimously.

Item C-3. Consider Approval of 2023 Budget Adjustments

Motion by Siegrist, supported by Slavens to approve the attached listing of budget adjustments to the 2023 budget. Motion carried unanimously.

General Calendar:

Item G-1. Consider WTUA Annual Budget Approval

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

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

Approval of WTUA Annual Budget Approval

Whereas Western Townships Utilities Authority has prepared a proposed budget for the fiscal year ending September 30, 2024, which has been reviewed by the Finance Committee on July 12, 2023 and the Board of Commissioners on July 24, 2023; 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, 2024, in the amounts presented, is hereby approved.

Motion carried unanimously.

Item G-2. Consider First Reading of an Amendment to Appendix A – Zoning of the Code of Ordinances Regarding Ford & Napier Rezoning

Motion by Siegrist, supported by Slavens to introduce and hold the first reading of the proposed amendment to Appendix A – Zoning of the Code of Ordinances of the Charter Township of Canton as provided in the attached ordinance of Planning Application #070-RZ-7754, which rezones tax parcel no. 070-99-0002-702 from RA, Rural Agricultural to R-2, Single Family Residential. Further, to table consideration of the amendment for a second reading on September 12, 2023. Motion carried unanimously.

Recognition

Item R-1. Resolution Recognizing Megan Donahue, Mark Jones, Jim Polturanus, Peyton Steele and Keith Welty

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

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

Resolution Recognizing Megan Donahue, Mark Jones, Jim Polturanus, Peyton Steele and Keith Welty

Whereas the Canton Police and Fire Departments recognizes the importance of heroic citizens and their involvement in the accomplishment of public safety; Whereas on July 18, 2023, Megan Donahue, Mark Jones, Jim Polturanus, Peyton Steele and Keith Welty were at their homes located in the 3500 block of S. Canton Center Road when they heard a female neighbor screaming for help; Whereas these five neighbors ran from their homes toward the screams to discover a female sitting on the roof of her home with flames visible on the first floor;

Whereas one neighbor quickly retrieved a ladder from his property and everyone assisted in getting the female down from the roof of the burning residence;

Whereas firefighters and police officers arrived to find one victim who had made her way out from the first floor, and the second victim who had been assisted safely to the ground by her neighbors; and

Whereas these five individuals demonstrated unwavering courage and compassion going above and beyond to make a positive impact on their neighbor's life; now therefore be it;

Resolved, the Board of Trustees of the Charter Township of Canton upon recommendation of the Directors of Police and Fire Services does hereby recognize Megan Donahue, Mark Jones, Jim Polturanus, Peyton Steele and Keith Welty for their commendable contribution to the Canton community.

Motion carried unanimously.

Item G-3. Consider First Reading of an Amendment to Appendix A – Zoning of the Code of Ordinances Regarding Nameti Rezoning

Motion by Siegrist, supported by Borninski to introduce and hold the first reading of the proposed amendment to Appendix A – Zoning of the Code of Ordinances of the Charter Township of Canton as provided in the attached ordinance of Planning Application #121-RZ-7853, which rezones tax parcel no. 71-121-99-0007-000 from R-1, Single Family Residential to R-2, Single Family Residential. Further, to table consideration of the amendment for a second reading on September 12, 2023. Motion carried unanimously.

Item G-4. Consider Approving an Animal Sheltering Agreement with the Michigan Humane Society

Motion by Siegrist, supported by Sneiderman to approve the proposed agreement with Michigan Humane Society for animal sheltering services through December 31, 2025, in the total annual amount of \$46,925 (\$41,925 in flat monthly fees, plus \$5,000 for ancillary specialty services as needed, per contract). Motion carried unanimously.

Item G-5. Consider Approving an Agreement for Emergency Veterinary Services

Motion by Siegrist, supported by Slavens to approve an agreement with Veterinary Emergency Service West, for an annual amount not to exceed \$6,000. This agreement will be effective upon approval, and valid through December 31, 2024, with an option for a two-year renewal at that time. Motion carried unanimously.

Item G-6. Consider Approving an Extension to the Embedded Social Worker Contract with Hegira Health, Inc.

Motion by Siegrist, supported by Borninski to approve an extension to the embedded social worker contract with Hegira Health, Inc, to run through November 30, 2023. Motion carried unanimously.

Item G-7. Consider a Request to Approve a Letter of Agreement Between Canton Township and the Police Officers Association of Canton/Police Officers Association of Michigan

Motion by Siegrist, supported by Slavens to approve the LOA between Canton Township and the POAC/POAM to provide for the establishment of a promotional process for the positions of Telecommunications Supervisor. Motion carried unanimously.

Item G-8. Consider Approving a Three-Year Animal Control Services Contract

Motion by Siegrist, supported by Slavens to award a three-year animal control contract, with the option to extend an additional three years, to Varmint Police, Inc., of Willis, MI, in the amount of \$6,064.12 a month (72,769.53 annually), from August 1, 2023 – July 31, 2026. Motion carried unanimously.

Item G-9. Consider Approving the Purchase of GrayKey from GrayShift, LLC, and Accept a Donation from the Operation Underground Railroad Toward the Purchase

Motion by Siegrist, supported by Slavens to approve the purchase of GrayKey Essential with one-year annual licensing in the amount of \$14,120, additionally, accept a donation from the non-profit organization Operation Underground Railroad in the amount of \$5,260.25, to be applied toward the \$14,120, and paid directly to GrayShift, LLC. Motion carried unanimously.

Item G-10. Consider Approval of a Purchase Order to OHM Advisors for Engineering Services for the initial phase of Cherry Hill Village

Motion by Siegrist, supported by Slavens to waive the bidding process and approve a purchase order to OHM Advisors, 34000 Plymouth Road, Livonia, MI 48150 for professional engineering services for the initial phase of the Cherry Hill Village Square development. A purchase order will be submitted in the amount of \$117,500 to be paid from Account #404-727.801_0050 Professional Services. Motion carried unanimously.

Item G-11. Consider approval of resolution approving settlement agreement in opioid litigation involving Walgreens

Motion by Siegrist, supported by Slavens to approve the resolution approving the settlement agreement in opioid litigation involving Walgreens and authorize the Township Supervisor to sign any necessary documents in order to effectuate the settlement. Motion carried unanimously.

Item G-12. Consider purchase of property located at 50755 Cherry Hill Road, commonly referred to as the Village Arts Factory

Motion by Borninski, supported by Sneideman to recuse Clerk Siegrist due to a disclosed conflict of interest. Motion carried.

Motion by Slavens, supported by Sneideman to approve the purchase of the property at 50755 Cherry Hill Road for an amount not to exceed \$2,085,831.18 and approve the following budget amendment:

Increase Revenues:		
246-000.695	Fund Balance Appropriation	\$2,085,832.00
Increase Expenditures:		
246-261.970_0070	Capital Outlay Land	\$2,085,832.00

Further, to recommit the fund balance previously committed for Fire Station #4 in the amount of \$2 Million to fund the purchase of this property and authorize the Township Supervisor to sign all of the necessary documents to finalize the sale, pending the results of an environmental assessment on the property, and final approval by legal counsel. Motion carried.

Item G-13. Consider Award of a Contract to AKT Peerless Environmental Services to Perform an Environmental Assessment at The Village Arts Factory Warehouse, 50755 Cherry Hill

Motion by Siegrist, supported by Borninski to waive the bidding process and award a contract for environmental assessment at 50755 Cherry Hill to AKT Peerless Environmental Services, 22725 Orchard Lake Rd, Farmington, MI 48336 in the amount of \$17,550 to be paid from account 404-727.801_0050 Professional Services. Motion carried unanimously.

Item G-14. Consider FOIA 23-457 Second Appeal

Motion by Siegrist, supported Slavens to grant the appeal in full: giving the dog owner's identity to The Sam Bernstein Law Firm. 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: September 12, 2023

AGENDA ITEM: PH-1

**ITEM: Public Hearing and Approval of Millage Rates for December 1, 2023
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, 2023 millage rates. The 2023 millage rates must be certified to Wayne County by September 30, 2023.

The millage rates requested are required to balance the FY 2024 budget. The combined millage rates of 12.2909 mills for the December 1, 2023 levy is the same as the FY 2023 millage rate. There is not a 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 and County roads within the Township. Due to the Headlee Amendment, this millage has been reduced over the past few years to 1.3909, which is the same as it was for the 2022 tax levy.

STRATEGIC PLAN/GOALS: Financial Stability

ACTION REQUESTED: To approve a resolution setting the millage rates for the December 1, 2023 tax levy. These millage rates are the subject of this Public Hearing.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Establish tax millage rates for FY 2024 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 August 31, 2023 and in the Associated Newspaper of Michigan on August 31, 2023.

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, 2023 tax levy.

I move to close the Public Hearing.

I move that the millage rates to be levied by Canton Township on December 1, 2023 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: 2023 Tax Rate Request Form

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: September 12, 2023

AGENDA ITEM #C-1

Item: Payment for Environmental Assessment Work at 50525 Cherry Hill by AKT Peerless Environmental Services

PRESENTER: David Norwood, Interim Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Canton Township is in the process of reimagining the Cherry Hill Village District. A critical part of that process is the procurement and removal of the former garage building at 50525 Cherry Hill. The Township has procured the building and taking the appropriate steps to demolish the building. Prior to the demolition the Township took the necessary steps to ensure to remedy any environmental impacts in the soil and in the building itself. To perform this service, Canton obtained the services of AKT Peerless Environmental Services. The original environmental assessments of the property led to additional measures by the Township with costs that exceeded the \$10,000 Board of Trustees limit on spending. These measures included a Phase II Subsurface Investigation, Underground Storage Tank Evaluation and Removal, and Asbestos Assessment. The additional costs for this work by AKT Peerless Environmental Services is \$24,850.

BACKGROUND: Canton Township is pursuing a reimagining and redevelopment of the Cherry Hill Village District. A component of this redevelopment is procurement of the old garage building at 50525 Cherry Hill. This property has been identified as critical to the redevelopment of the south side of Cherry Hill Village District. The Township envisions this parcel as combined with adjacent Township owned property and redeveloped with key users and other amenities to support the district. The current building at 50525 Cherry Hill had environmental issues that needed to be assessment, characterized, and remedied pursuant to local, state, and federal laws and regulations.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approve payment to AKT Peerless Environmental Services for successfully performing a Phase II Subsurface Investigation, Underground Storage Tank Evaluation and Removal, and Asbestos Assessment environmental assessment at 50755 Cherry Hill.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The following is budgeted in account #404-727.801_0050 Community Development Professional Services.

IMPLEMENTATION PLAN: Upon Board approval, the Township issue payment to AKT Peerless Environmental Services.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to waive the bidding process and pay AKT Peerless Environmental Services, 22725 Orchard Lake Rd, Farmington, MI 48336 in the amount of \$24,850 for environmental assessment services at 50525 Cherry Hill to be paid from account 404-727.801_0050 Community Development Professional Services.

ATTACHMENTS:

1. AKT Peerless Invoices

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: September 12, 2023

AGENDA ITEM #C-2

ITEM: Consider Second Reading and Adoption of an Amendment to Appendix A – Zoning of the Code of Ordinances Regarding Ford & Napier Rezoning

PRESENTER: David Norwood, Interim Municipal Services Director

INDIVIDUALS IN ATTENDANCE: M/I Homes of Michigan LLC, on behalf of the Beatrice L. Coleman Trust, Ellen J. Powers Trust, Evelyn Jorgensen Trust, and Margaret Jorgensen Trust.

EXECUTIVE SUMMARY: The applicant proposes to rezone parcel located at the southeast corner of Ford Rd. & Napier Rd. (71-070-99-0002-702), from RA, Rural Agricultural to R-2, Single Family Residential. The subject property is 25.5 acres and includes a creek in the southwest corner that is a tributary to the Lower Rouge River. The site is vacant and has been used for agriculture. The applicant proposes to construct a detached single-family residential development on the site if the rezoning is approved.

The Canton Township Board of Trustees held the First Reading of this Zoning Ordinance amendment on August 22, 2023.

BACKGROUND AND ANALYSIS:

Location: Southeast corner of Ford Rd. and Napier Rd., which is adjacent to the western township boundary.

Net Acres: 25.5 acres

Existing Land Use(s): Vacant/agricultural

Existing Zoning: RA, Rural Agricultural (minimum lot area of 40 acres)

Surrounding Zoning and Land Uses:

North – RR, Rural Residential (Rider Estates Subdivision; single-family detached residences) and R-1, Single Family Residential (Parkside Estates-North; single-family detached residences)

South – RA, Rural Agricultural (single-family detached residences) and R-2, Single Family Residential (Westridge Estates; single-family detached residences)

East – R-2, Single Family Residential (Parkside Estates-South; single-family detached residences and Westridge Estates; single-family detached residences)

West (Superior Township) – C-2, General Commercial (Children’s Garden Montessori) and A1, Agricultural (agriculture and single-family detached residence)

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

Surrounding Comprehensive Plan Future Land Use Map Classifications:

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

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

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

West (Superior Township) – Small Commercial Center, and Agricultural Lands, Conservation, and Rural Residential

Application Review History: At its meeting on June 5, 2023, the Planning Commission held a public hearing on the rezoning application and held deliberations. At the conclusion of its deliberations, the Planning Commission adopted a motion to table action on the rezoning subject to acquiring additional information on the following:

1. Township Traffic Consultant's review of the Traffic Impact Study.
2. Review by Canton Township's Engineering Services Division of the water and sewer capacity.
3. Obtain data from Canton Township's Public Safety Department regarding crashes in the area.
4. Comments from DTE related to the electrical capacity.
5. Wetland data.

The information addressing the above items was subsequently submitted after the June 5, 2023 Planning Commission meeting and was provided to the Planning Commission for its August 7, 2023 meeting. This information is addressed in the review considerations below.

Review Considerations: Section 27.06(D)(4) of the Zoning Ordinance consists of 10 standards of review to be considered prior to action. Based on our review of the application materials, the Comprehensive Plan, and the site area, we find that the application meets each of the 10 rezoning standards of review as follows:

(1) *Will the proposed amendment be in accordance with the basic intent and purpose of the zoning ordinance?*

The proposed amendment will be in accordance with the basic intent and purpose of the Zoning Ordinance, as the amendment is consistent with the Comprehensive Plan whose policies the Zoning Ordinance is intended to implement.

Section 1.02 (Purpose) of the Zoning Ordinance is very general and includes the regulation of land development and the establishment of districts. To that end, there are provisions for land development in the Zoning Ordinance, many of which are unique to the underlying zoning district or the zoning district of an adjacent parcel. Land development standards in the Zoning Ordinance include density, setbacks, building height, land use, parking and loading, access management, landscaping and screening, lighting, signage, building design, tree preservation, and natural features setbacks. The Zoning Ordinance also includes provisions for a Planned Development

District (PDD), which is an optional development procedure that results in definite benefits to the site and the community while allowing for certain modifications from the Zoning Ordinance standards to allow for a more efficient development.

When a rezoning application is proposed, Section 27.06(B) of the Zoning Ordinance requires a plot plan that contains data about the site (existing lot lines, natural features, utilities, access, adjacent uses and structures, etc.) as well as a proposed layout plan, if known at the time. Please note that the Conceptual Development Plan submitted by the applicant is **not** an official PDD Plan or Site Plan, nor is it a condition of the rezoning; rather, the purpose of the Conceptual Development Plan is to illustrate **how** a proposed residential development **could** be located on the site **if** the proper rezoning, PDD, and Site Plan approvals are obtained accordingly. Therefore, a recommendation to approve the rezoning application is **not** a tacit or preliminary approval of the Conceptual Development Plan or a future PDD or Site Plan application. Staff's comments on the Conceptual Development Plan are as follows:

- 51 units are shown, which is a density of 2 units per acre. The density shown is consistent with the proposed R-2 district and the Low Density Residential classification on the Future Land Use Map of the Comprehensive Plan.
- The Conceptual Development Plan indicates a future PDD application, as modifications are shown from the following standards of the proposed R-2 district: minimum lot area, minimum lot width, front yard setbacks, side yard setbacks, and rear yard setbacks. Planning staff will defer comments on these modifications, site design, and any definite benefits of a PDD until a development application is submitted.
- The Conceptual Development Plan shows 38.5% open space, most of which is shown around the periphery of the site, including the southwest corner which includes a creek and is heavily wooded. Planning staff will defer comments on the open space until a development application is submitted.
- One access to the site is proposed from Ford Rd. (paved), with a secondary access proposed from Napier Rd. (gravel) for emergency vehicles only. Site access is subject to change during PDD review or site plan review. The TIS submitted by the applicant was prepared by a traffic engineer and shows current traffic conditions and levels of service, impacts of the proposed development on future traffic conditions and levels of service, and any necessary improvements to the roads as a result. The TIS has been reviewed by Canton Township's traffic engineering consultant, and will be required to be reviewed by the applicable public road agencies.
- The Conceptual Development Plan shows a proposed utility layout for water, sanitary sewer, and storm sewer, which will be subject to future review by the Canton Township Engineering Services Division.

(2) Is the proposed amendment consistent with the comprehensive plan of the Township?

The proposed amendment is consistent with the Comprehensive Plan of the Township. The Future Land Use Map of the Comprehensive Plan designates the subject property as Low Density Residential, which recommends a density of 2 dwelling units per acre.

The subject property has been classified as Low Density Residential on the Future Land Use Map since 2004. Currently, the RA zoning classification of the subject property stipulates the minimum lot area is 40 acres, which is a density of one unit per 40 acres. The proposed R-2 zoning district permits a density of 2 dwelling units per acre, which most accurately reflects the Low Density Residential classification on the Future Land Use Map.

(3) *Have conditions changed since the zoning ordinance was adopted, or was there a mistake in the zoning ordinance, that justify the amendment?*

Conditions have changed since the Zoning Ordinance was adopted in 1990, as the owners of the subject parcels desire to sell their property for the purposes of development in accordance with the Comprehensive Plan and Zoning Ordinance. The demand for single-family residential use continues in Canton Township and the availability of undeveloped parcels in the community is scarcer.

For example, the following properties east and south of the subject site are classified as Low Density Residential on the Future Land Use Map of the Comprehensive Plan and have been rezoned to R-2 in recent years for subsequent developments:

- 070-RZ-023, which was approved in 2005 to rezone 17.81 acres adjacent to the east side of the subject site from RA to R-2. This site subsequently became Parkside Estates-South, which has 21 of the 94 single-family residences of Parkside Estates. Parkside Estates-North, which is located on the north side of Ford Rd. and is part of the same development, is zoned R-1 and contains 73 single-family residences.
- 069-RZ-020, which was approved in 2004 to rezone 168.13 acres adjacent to the south and east sides of the subject site from RA, R-1, and CHV Overlay to R-2. The site subsequently became Westridge Estates, which has 274 single-family residences.

(4) *Will the amendment correct an inequitable situation created by the zoning ordinance rather than merely grant special privileges?*

The amendment will correct an inequitable situation created by the Zoning Ordinance rather than grant special privileges because the Comprehensive Plan recommends a zoning of 2 units per acre and the subject parcel is adjacent to the R-2 district to the east and south, which was rezoned to R-2 in 2004-2005.

Denial of a rezoning request that has been granted to adjacent properties within Low Density Residential classification on the Future Land Use Map could create an inequitable situation for the applicant.

(5) *Will the amendment result in unlawful exclusionary zoning?*

The amendment will not result in exclusionary zoning, as the amendment is a result of an application by the owner of the subject property, and the subject parcel is adjacent to R-2 zoned properties to the east and south. The density of the proposed R-2 zoning district is in accordance with the recommended density of 2 units per acre by the underlying Future Land Use classification of Low Density Residential.

(6) *Will the amendment set an inappropriate precedent, resulting in the need to correct future planning mistakes?*

The amendment will not set an inappropriate precedent, as it is consistent with the Comprehensive Plan policies and Future Land Use Map, and the subject parcel is adjacent to R-2 zoned properties to the east and south. As noted above, other properties in the Low Density Residential Future Land Use classification have been rezoned to R-2 in recent years for similar purposes.

(7) *If a rezoning is requested, is the proposed zoning consistent with the existing land uses of surrounding property?*

The proposed rezoning is consistent with the existing land uses of surrounding properties. All existing surrounding land uses in Canton Township to the north, east, and south are detached single-family residential uses, which is a permitted use in the proposed R-2 zoning district. The adjacent Parkside Estates-South site to the east and the Westridge Estates site to the south are classified as Low Density Residential on the Future Land Use Map of the Comprehensive Plan and were rezoned to R-2 from 2004-2005.

To the west in Superior Township, the commercially-zoned area at the southwest corner of Ford Rd. and Napier Rd. is not incompatible based on use (Children's Garden Montessori), and many residential areas in Canton Township are adjacent or across a street from commercial areas. Any incompatibilities in uses can be addressed during site plan review with screening, setbacks, and access management.

(8) *If a rezoning is requested, could all requirements in the proposed zoning classification be complied with on the subject parcel?*

If the proposed rezoning is approved, all the requirements of the proposed zoning classification can be complied with on the subject parcel. The subject parcel will comply with the standards of the R-2 district for minimum lot area (20,000 sq. ft.), minimum lot width (100 ft.), and maximum lot depth-to-lot width ratio (3 times). However, specific development requirements and allowable number of units will be addressed at the time of site plan review and, if applicable, Planned Development District.

As previously stated, the Conceptual Development Plan submitted by the applicant indicates a future PDD application if the rezoning to R-2 is approved. If a Planned Development District application is submitted, the applicant will likely request modifications from the lot area, width, and setback requirements to cluster lots and preserve open space primarily around the periphery of the site, including the southwest corner which includes the creek and is heavily wooded.

Section 2.24(C) of the Zoning Ordinance requires a 25-foot natural stormwater protection buffer along the creek, measured either from the edge of the easement or the top of bank, whichever is greater. The easement will be determined by Wayne County during the plan review process, at which time we will know whether the applicant will

seek a modification from Section 2.24(C).

(9) ***If a rezoning is requested, is the proposed zoning consistent with the trends in land development in the general vicinity of the property in question?***

The proposed zoning, R-2, Single Family Residential, is consistent with the trends in land development in the general vicinity of the subject property, as the subject parcel is adjacent to R-2 zoned properties to the east and south, which consist of single-family residential developments (Parkside Estates-South and Westridge Estates).

(10) ***If a rezoning is requested, what is the impact on the township infrastructure?***

- **Water and Sewer.** The subject property is proposed to be serviced by water and sanitary sewer service, which is available in the area. Water main is located on the north side of Ford Rd. and through a stub located at the southeast corner of the site. Connections to both points are illustrated on the Conceptual Development Plan, which will allow for looping within the water system. Sewer access will most likely be from a stub located near the southeast corner of the site. Connections to the water and sewer systems will be reviewed in more detail by the Canton Township Engineering Services Division once a development plan is submitted.

Canton Township's water engineering consultant, OHM, sent an email on June 26, 2023 that provides an analysis of the available water supply. The analysis concludes that the system is not undersized to support the proposed increased demand, but water pressures will depend on final building elevations and valve closures in the system.

Canton Township's sewer engineering consultant, Wade Trim, sent an email on June 15, 2023 that provides an analysis of the total peak flow of the proposed development. The current model predicts existing capacity and suggests sufficient capacity for the new development at the collection point.

The water and sewer capacity will be reviewed at the time of site plan review if the proposed rezoning application is approved, and the applicant will be required to comply with all water and sewer requirements of Canton Township.

The Comprehensive Plan, which recommends a density of 2 units per acre, recognizes a synchronous relationship between the Township's Sanitary Sewer Master Plan and the Comprehensive Plan. Therefore, there is expected capacity in the water and sewer systems to serve the subject property in accordance with the density recommended by the Comprehensive Plan Future Land Use Map.

- **Roads.** Ford Rd. is paved and Napier Rd. is gravel. Ford Rd. is under the jurisdiction of the Michigan Department of Transportation (MDOT) and Napier Rd. is under the jurisdiction of Washtenaw County. The applicant has submitted a TIS, dated June 1, 2023, from Fishbeck. The TIS concludes the following on page 13:

The analyses conducted for this TIS indicate the proposed development will

not result in any significant impact to the adjacent road network operations. The proposed site access configuration is appropriate and will acceptably facilitate site ingress and egress. The intersection of M-153 (Ford Road) and Ridge Road operates with poor LOS and significant queue lengths under existing and background traffic conditions. The intersection of M-153 (Ford Road) and Napier Road operates with poor LOS for Napier Road approaches under existing and background traffic conditions. Capacity improvements are necessary at the study area intersections to achieve acceptable LOS and queuing results without the proposed development. The additional trips associated with the proposed development will have a negligible impact on overall intersection delay and operations.

Based on the findings of the HCM operational analyses and site traffic generation, Table 9 – Proposed Improvements includes the recommended improvements to the study intersections to mitigate traffic impacts. While a left turn lane is warranted at the site driveway, it will not significantly reduce delays or queue lengths at the intersection. Regardless of this proposed development, corridor and intersection improvements should be considered by MDOT in the study area to improve operations due to the delay and queuing associated with the existing conditions.

Canton Township's traffic engineering consultant, Wade Trim, reviewed the TIS and concluded the following in its review letter of July 11, 2023:

Wade Trim agrees with the results of the Traffic Impact Study and recommends that the 100-foot left-turn lane on Ford Road at the site driveway be constructed to reduce the potential for future rear-end and angle crashes at this location. We also agree with the Consultant that geometric and traffic control changes at the intersections of Ridge Road and Napier Road to improve capacity are not within the scope of this traffic impact assessment.

The road capacity and traffic impact are also addressed during subsequent site plan review and, if applicable, Planned Development District review. Because the subject application is not a Conditional Rezoning application, the recommendations of the TIS cannot be adopted as a condition of rezoning approval. However, the recommendations of the TIS can be conditions of PDD review.

Finally, on June 12, 2023, the Canton Public Safety Department prepared a report summary of crashes at Ford & Napier from January 1, 2017 through June 11, 2023 (6.5 years). The report states that there were 16 crashes during this time period, 6 of which involved an injury and none of which involved a fatality.

- **Natural Features.** The applicant has submitted a Wetland Delineation Report, dated May 25, 2023, from Barr. The report concludes that there are 2 wetland areas on the north side of the site that do not appear to be regulated by EGLE, 1 wetland area in the southeast corner of the site that is likely regulated by EGLE, and 1

wetland area in the southwest corner of the site that would be regulated by EGLE. While EGLE's Wetland Inventory Map shows hydric soils in some of these areas and no wetlands identified by NWI and MIRIS, an on-site evaluation by a qualified professional is more reliable.

A creek is located in the southwest corner of the site that is a tributary to the Lower Rouge River. The area around the creek is also heavily wooded. Therefore, if the site is rezoned and the applicant submits a Planned Development application, we will emphasize clustering lots outside of the southwest corner of the site.

- **Stormwater Management.** Stormwater management is under the jurisdiction of Wayne County and will be reviewed once a development application is submitted. The Conceptual Development Plan submitted by the applicant shows a proposed stormwater pond in the southwest part of the site, with an outlet to the creek. For any outlets or impacts in the Ford Road right-of-way, MDOT will have jurisdiction.
- **Electrical Capacity.** DTE's service planner sent Planning Division staff an email on June 12, 2023 that summarizes the process of determining whether sufficient electrical capacity exists for a development. Before DTE can determine capacity, an approved site plan and proof of ownership (warranty deed) must be submitted to DTE. Once DTE's Regional Engineering conducts an analysis, it determines whether the applicant/customer would be responsible for system upgrades.

- **Community Planner's Recommendation:** Approval.

- **Planning Commission Recommendation:** At its meeting on August 7, the Planning Commission voted 8-0 to recommend approval of the request to rezone parcel no. 070-99-0002-702 from RA, Rural Agricultural to R-2, Single Family Residential, as the proposal meets the standards of Section 27.06(D)(4) of the Zoning Ordinance as stated in the staff report. Prior to recommending approval of the rezoning, the Planning Commission held a duly noticed public hearing on June 5, 2023 and there were several public comments received. At its June 5, 2023 meeting, the Planning Commission deferred action on the application pending receipt of additional information to address questions from the Planning Commission and the public.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Remove consideration of the proposed amendment from the table and approve the proposed rezoning amendment to Appendix A – Zoning of the Code of Ordinances, which proposes to rezone parcel no. 070-99-0002-702 from RA, Rural Agricultural to R-2, Single Family Residential.

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 MOTIONS:

1. I move to remove from the table and hold the second reading of the proposed amendment to Appendix A – Zoning of the Code of Ordinances of the Charter Township of Canton as provided in the attached ordinance of Planning Application #070-RZ-7754, which rezones tax parcel no. 070-99-0002-702 from RA, Rural Agricultural to R-2, Single Family Residential.
2. Further, I move to adopt and publish the ordinance amending Appendix A – Zoning of the Code of Ordinances of the Charter Township of Canton which rezones tax parcel no. 070-99-0002-702 from RA, Rural Agricultural to R-2, Single Family Residential.

ATTACHMENTS:

1. Draft Ordinance
2. June 5, 2023 Planning Commission Minutes
3. August 7, 2023 Planning Commission Minutes
4. Zoning Map, Aerial Map, and Future Land Use Map
5. Location Maps, Conceptual Development Plan, and Conceptual Home Elevations
6. Traffic Impact Study (Fishbeck) and Township Engineering Consultant Review (Wade Trim)
7. Water Data (OHM) and Sewer Data (Wade Trim)
8. Vehicle Crash Data from Canton Township Public Safety Department
9. Email from DTE Service Planner
10. Wetland Delineation Report
11. Rezoning Criteria

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: September 12, 2023

AGENDA ITEM #C-3

ITEM: Consider Second Reading and Adoption of an Amendment to Appendix A – Zoning of the Code of Ordinances Regarding Nameti Rezoning

PRESENTER: David Norwood, Interim Municipal Services Director

INDIVIDUALS IN ATTENDANCE: Admirim & Aurora Nameti.

EXECUTIVE SUMMARY: The applicant proposes to rezone parcel 71-121-99-0007-000 (no address), located on the west side of Denton Rd. between Geddes Rd. and Michigan Ave., from R-1, Single Family Residential to R-2, Single Family Residential. The subject property is 0.81 acres and is vacant. The applicant proposes to construct a detached single-family residential development on the site if the rezoning is approved.

The Canton Township Board of Trustees held the First Reading of this Zoning Ordinance amendment on August 22, 2023.

BACKGROUND AND ANALYSIS:

Location: West side of Denton Rd. between Geddes Rd. and Michigan Ave.

Net Acres: 0.81 acres

Existing Land Use(s): Vacant

Existing Zoning: R-1, Single Family Residential (minimum lot area of 1 acre)

Surrounding Zoning and Land Uses:

North – R-1, Single Family Residential (single-family detached residence)

South – RR, Rural Residential (single-family detached residence)

East – R-4, Single Family Residential (vacant, but approved for Anand Village at a density of approximately 4 units/acre)

West – RR, Rural Residential (single-family detached residence)

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

Surrounding Comprehensive Plan Future Land Use Map Classifications:

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

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

East – Medium Density Residential (4 dwelling units per acre)

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

Application Background: The current parcel was previously owned by the owner of the parcel to the north (parcel 71-121-99-0008-000 at 4130 Denton Rd., which is a lot in the R-1 zoning district that is 1.63 acres and 200 feet wide). In the R-1 zoning district, the minimum required lot area is 1 acre and the minimum required lot width is 150 feet. Because the parcel subject to the rezoning request is 0.81 acres and 100 feet wide, the subject parcel is a nonconforming parcel which means it was lawfully created prior to the adoption or amendment of the Zoning Ordinance. Section 3.05(D) of the Zoning Ordinance states:

If two or more lots or combination of lots with contiguous frontage in single ownership are of record at the time of adoption or amendment of this ordinance, and if all or part of the individual lots do not meet the requirements established for lot width and area, the lands involved shall be considered to be an individual parcel for the purposes of this ordinance. No portion of said parcel shall be used, occupied, or sold in a manner which diminishes compliance with lot width and area requirements established by this ordinance, nor shall any division of a parcel be made which creates a lot with width or area less than the requirements stated in this ordinance.

Therefore, in order for the applicant to construct a single-family home on the subject parcel, the lot area and width must be conforming. The R-2 zoning district requires a minimum lot area of 20,000 sq. ft. and a minimum lot width of 100 feet. Therefore, if the subject parcel is rezoned to R-2, it will comply with the lot area and lot width requirements of the R-2 zoning district.

Review Considerations: Section 27.06(D)(4) of the Zoning Ordinance consists of 10 standards of review to be considered prior to action. Based on our review of the application materials, the Comprehensive Plan, and the site area, we find that the application meets each of the 10 rezoning standards of review as follows:

(1) *Will the proposed amendment be in accordance with the basic intent and purpose of the zoning ordinance?*

The proposed amendment will be in accordance with the basic intent and purpose of the Zoning Ordinance, as the amendment is consistent with the Comprehensive Plan whose policies the Zoning Ordinance is intended to implement.

Section 1.02 (Purpose) of the Zoning Ordinance is very general and includes the regulation of land development and the establishment of districts. To that end, there are provisions for land development in the Zoning Ordinance, many of which are unique to the underlying zoning district or the zoning district of an adjacent parcel. Land development standards in the Zoning Ordinance include density, setbacks, building height, land use, parking and loading, access management, landscaping and screening, lighting, signage, building design, tree preservation, and natural features setbacks.

(2) *Is the proposed amendment consistent with the comprehensive plan of the Township?*

The proposed amendment is consistent with the Comprehensive Plan of the Township. The Future Land Use Map of the Comprehensive Plan designates the subject property as Low Density Residential, which recommends a density of 2 dwelling units per acre. The R-2 zoning district is the corresponding zoning district to the Low Density Residential Future Land Use classification. The subject property has been classified as Low Density Residential on the Future Land Use Map since 2012.

(3) *Have conditions changed since the zoning ordinance was adopted, or was there a mistake in the zoning ordinance, that justify the amendment?*

Conditions have changed since the Zoning Ordinance was adopted in 1990, as the previous owners of the subject parcel desired to sell their property for the purposes of development in accordance with the Comprehensive Plan and Zoning Ordinance. The demand for single-family residential use continues in Canton Township and the availability of undeveloped parcels in the community is scarcer.

(4) *Will the amendment correct an inequitable situation created by the zoning ordinance rather than merely grant special privileges?*

The amendment will correct an inequitable situation created by the Zoning Ordinance rather than grant special privileges because the Comprehensive Plan recommends a zoning of 2 units per acre. For example, on May 13, 2014 the 5.78-acre parcel located about 300 feet south of the subject site was rezoned from RR, Rural Residential to R-2 (121-RZ-2018). The parcel rezoned to R-2 is also classified as Low Density Residential on the Future Land Use Map of the Comprehensive Plan.

Denial of a rezoning request that has been granted to a nearby property within Low Density Residential classification on the Future Land Use Map could create an inequitable situation for the applicant.

(5) *Will the amendment result in unlawful exclusionary zoning?*

The amendment will not result in exclusionary zoning, as the amendment is a result of an application by the owner of the subject property, and the subject parcel is near other R-2 zoned properties to the west (about 600 feet) and south (about 300 feet). The density of the proposed R-2 zoning district is in accordance with the recommended density of 2 units per acre by the underlying Future Land Use classification of Low Density Residential.

(6) *Will the amendment set an inappropriate precedent, resulting in the need to correct future planning mistakes?*

The amendment will not set an inappropriate precedent, as it is consistent with the Comprehensive Plan policies and Future Land Use Map, and the subject parcel is near R-2 zoned properties to the west and south. As noted above, at least one other property nearby in the Low Density Residential Future Land Use classification has been rezoned to R-2 in recent years for similar purposes.

(7) *If a rezoning is requested, is the proposed zoning consistent with the existing land uses of surrounding property?*

The proposed rezoning is consistent with the existing land uses of surrounding properties. All existing surrounding land uses to the north, west, and south are detached single-family residential uses, which is a permitted use in the proposed R-2 zoning district. While the site to the east across Denton Rd. is vacant, it is zoned R-4 and has obtained preliminary site plan approval for Anand Village at a density of approximately 4 units per acre.

(8) *If a rezoning is requested, could all requirements in the proposed zoning classification be complied with on the subject parcel?*

If the proposed rezoning is approved, all the requirements of the proposed zoning classification can be complied with on the subject parcel. The subject parcel will comply with the standards of the R-2 district for minimum lot area (20,000 sq. ft.) and minimum lot width (100 ft.). The subject parcel is about 35,275 sq. ft. and 100 feet wide, so it cannot be divided if it is rezoned to R-2. While the lot depth-to-lot width ratio of 3.88 exceeds the maximum ratio of 3 permitted by the Zoning Ordinance, the maximum depth-to-width ratio is the same in the R-1 and R-2 zoning districts, so a rezoning will not change the site's compliance with this standard. Specific development requirements for lot line setbacks and wetland setbacks will be addressed when the Engineering Division and Building & Inspection Services Division reviews the plans.

Section 2.24(C) of the Zoning Ordinance requires a 25-foot setback from any wetland. The wetland boundaries will be determined at the time of building plan review by the Engineering Division and Building & Inspection Services Division, at which time the applicant will know whether an EGLE permit is required and/or they will seek a variance from Section 2.24(C).

(9) *If a rezoning is requested, is the proposed zoning consistent with the trends in land development in the general vicinity of the property in question?*

The proposed zoning, R-2, Single Family Residential, is consistent with the trends in land development in the general vicinity of the subject property, as the subject parcel is near R-2 zoned properties to the west (Grandview Estates, about 600 feet away) and south (about 300 feet away).

(10) *If a rezoning is requested, what is the impact on the township infrastructure?* If the subject parcel is rezoned to R-2, there will not be sufficient lot area to divide the parcel. Therefore, the following findings are based on the subject parcel remaining as one lot.

- **Water and Sewer.** The subject property is proposed to be serviced by water and sanitary sewer service, which is available in the area. The water main and sewer main are both located along the east side of Denton Road, across the street from the subject parcel.
- **Roads.** Denton Rd. is a paved road under the jurisdiction of Wayne County.

- **Natural Features.** According to FEMA, there are no floodplains on the site. According to EGLE, the site has a substantial amount of wetlands and hydric soils; however, only an on-site survey by a qualified professional can determine the wetland boundaries, at which time the applicant may be required to obtain a permit from EGLE and/or apply for a wetland setback variance. The identification of wetlands is generally required before a building permit is reviewed by the Engineering Services Division and Building & Inspection Services Division.

- **Community Planner's Recommendation:** Approval.

- **Planning Commission Recommendation:** At its meeting on August 7, the Planning Commission voted 8-0 to recommend approval of the request to rezone parcel no. 71-121-99-0007-000 from R-1, Single Family Residential to R-2, Single Family Residential, as the proposal meets the standards of Section 27.06(D)(4) of the Zoning Ordinance as stated in the staff report.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Remove consideration of the proposed amendment from the table and approve the proposed rezoning amendment to Appendix A – Zoning of the Code of Ordinances, which proposes to rezone parcel no. 71-121-99-0007-000 from R-1, Single Family Residential to R-2, Single Family Residential.

BUDGET IMPLICATION & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: N/A

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION:

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 MOTIONS:

1. I move to remove from the table and hold the second reading of the proposed amendment to Appendix A – Zoning of the Code of Ordinances of the Charter Township of Canton as provided in the attached ordinance of Planning Application #121-RZ-7853, which rezones tax parcel no. 71-121-99-0007-000 from R-1, Single Family Residential to R-2, Single Family Residential.
2. Further, I move to adopt and publish the ordinance amending Appendix A – Zoning of

the Code of Ordinances of the Charter Township of Canton which rezones tax parcel no. 71-121-99-0007-000 from R-1, Single Family Residential to R-2, Single Family Residential.

ATTACHMENTS:

1. Draft Ordinance
2. August 7, 2023 Planning Commission Minutes
3. Zoning Map, Aerial Map, and Future Land Use Map
4. Site Map
5. Rezoning Criteria

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: September 12, 2023

AGENDA ITEM #C-4

ITEM: Consider Approving a One-Year Software Subscription Renewal for LEFTA

PRESENTER: Chad Baugh, Director of Police Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The Police Department is requesting to renew a one-year subscription for LEFTA Systems SHIELD Suite software. LEFTA software is utilized by command officers to track police training records, field training records, use-of-force incidents, internal affair investigations, vehicle pursuits and vehicle damage. The cost for this one-year renewal is \$11,563.60.

BACKGROUND INFORMATION: n/a

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approve the one-year renewal of LEFTA Systems SHIELD Suite in the amount of \$11,563.60, utilizing funds budgeted in the 2023 Police Maintenance Software Support.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds for this purchase will be expensed from the 2023 Police Maintenance Software Support Account #207-301-50.930_0015.

IMPLEMENTATION PLAN: n/a

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION: I move to approve the one-year renewal of LEFTA Systems SHIELD Suite in the amount of \$11,563.60, utilizing funds budgeted in the 2023 Police Maintenance Software Support.

ATTACHMENTS: Attachment A – LEFTA Systems Invoice

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: September 12, 2023

AGENDA ITEM #C-5

ITEM: Consider Approving the Annual Licensing Renewal of Power DMS

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

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The Police and Fire Departments are requesting to renew their shared account of 224 licenses to the Power DMS policy management system, in the amount of \$13,117.51.

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

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approve the annual licensing renewal of Power DMS for Police and Fire, in the amount of \$13,117.51.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: \$10,000 will be expensed from the Police Maintenance Software Support Account #207-301-50.930_0015; and \$3,117.51 will be expensed from the Fire Professional & Contracted Services Account #206-336-50.930_0015.

IMPLEMENTATION PLAN: The renewal period covers 09/11/2023 – 09/11/2024.

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION: I move to Approve the annual licensing renewal of Power DMS for Police and Fire, in the amount of \$13,117.51, utilizing funds in the Police and Fire Maintenance & Repair of Software Support Accounts.

ATTACHMENTS: Attachment A – Power DMS Price Quote

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: September 12, 2023

AGENDA ITEM #G-1

ITEM: Consider Approving the Purchase of a Replacement Mailing System

PRESENTER: Katie Baker, Deputy Clerk

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: The Clerk's office is requesting the approval to purchase a new mailing system. The current Neopost mailing system was purchased by the Township in 2015. This mailing system has handled the volume of mail well for all Township departments. However, this current system has outlived its expected usage-life and is in need of replacement.

BACKGROUND: The Neopost mailing system that was purchased in 2015 is currently under warranty. That warranty is costing the township \$3441 dollars and increasing by 20% annually. The current mailing system is also operating at a standard rate, whereas a newer mailing system will give the township the ability to mail via different outlets for the cheapest "commercial" rate. The new Neopost system offers a SMART system that gives the user the ability to choose from USPS, UPS and FedEx to ensure the most cost-efficient option.

As an example, the Clerk's office pays \$9.65 to ship each Passport Envelope, typically 2 per day. Using the new SMART system, the cost would be \$8.05, saving the township approximately 3 dollars a day, which equals \$780 annually. The township would also save on the meter rental. It is currently \$828 a year and would only be \$720 annually with a new contract.

A new mailing system would also lower the rate increases for equipment maintenance that the older machine is incurring. Currently the annual increase is around 20%. A new contract would be free for the first year and \$2460 after. The third year would begin an increase.

This wasn't bid out as Quadant is a part of the MI Deal program.

STRATEGIC PLAN/GOALS:

ACTION REQUESTED: Approve the purchase of a new Neopost Mailing System

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

Budget Adjustment requested for the Clerk's Budget:

Increase Revenue:

Acct# 101-000.695	\$11,675	Fund Balance Appropriation
Increase Expenditures:		
Acct# 101-215.970_0060	\$14,675	Capital Outlay Office Equipment and Furniture
Decrease Expenditures:		
Acct# 101-215.930_0035	\$3,000	Maintenance and Repair

IMPLEMENTATION PLAN: Upon approval by the Township Board of Trustees, the Clerk's Office will create a purchase order and place it with Quadant – for a Neopost ix-7 SMART mailing system.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION:

MODEL RESOLUTION: I move to approve the purchase of a Neopost ix-7 SMART mailing machine from Quadant and the following Budget Adjustment:

Increase Revenue:

Acct# 101-000.695	Fund Balance Appropriation	\$11,675
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Increase Expense:

Acct# 101-215.970_0060	Capital Outlay Office Equipment and Furniture	\$14,675
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Decrease Expenditures:

Acct# 101-215.930_0035	Maintenance and Repair	\$3,000
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ATTACHMENTS:

Quadant SMART Proposal

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: September 12, 2023

AGENDA ITEM #G-2

ITEM: Consider Site Plan for Motor City Electric Utilities Co.

PRESENTER: David Norwood, Interim Municipal Services Director

OWNER/REPRESENTATIVE: Eric Langnes (Motor City Electric)/Michael Vogt (Dickinson Wright)

EXECUTIVE SUMMARY: Motor City Electric is an electrical service contracting company at 5390 Belleville Rd, which is located on the west side of Belleville Rd. between Michigan Ave. and Yost Rd. While Motor City Electric occupied the site in 2021 without a Certificate of Zoning Compliance, it is seeking zoning approval as well as site plan approval at this time. The site was previously occupied by H.W. Motor Homes and the applicant proposes the following changes to the site, which consists of nine (9) parcels:

- Creating outdoor storage areas for materials, as shown on the site plan with associated paved drives.
- Expanding the parking lot on the north side of the site.
- Construction of a detention basin south of the building and parking lot.
- Related changes to the landscaping, loading, dumpster enclosure, lighting, and fencing.

At its meeting on January 11, 2023, the Planning Commission recommended approval of the site plan, subject to conditions. The plans have since been revised to comply with these 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: 5390 Belleville Rd. (parcels 132-01-0027-000 and 132-01-0035-000 through - 0042-000), located on the west side of Belleville Rd. between Michigan Ave. and Yost Rd.

Net Acres: 5.33 acres

Existing Land Use(s): Motor City Electric (previously occupied by H.W. Motor Homes)

Existing Zoning: LI, Light Industrial

Surrounding Zoning and Land Uses:

North – LI, Light Industrial; Residential

South – GI, General Industrial; Midwest Auto Truck & Spring
East – GI, General Industrial; Advanced Magnet Source Corporation, Steel Technologies, and A.D. Transport Express
West – C-3, Regional Commercial; Walmart stormwater pond

Comprehensive Plan Future Land Use Map Classification: Mixed Use

Surrounding Comprehensive Plan Future Land Use Map Classifications:

North – Mixed Use and General Commercial

South – Mixed Use

East – General Industrial

West – Mixed Use

Land Use: Contractors' establishments are permitted uses in the LI zoning district, subject to the requirements of Section 22.03 which primarily regulates outside storage of materials and supplies (noted below).

Outdoor Storage and Screening: Section 22.03(A)(3) of the Zoning Ordinance requires outdoor storage to be located behind the front line of the building, located outside of all side and rear setbacks, and screened with opaque fencing that is not chain link. At its meeting on November 10, 2022, the Zoning Board of Appeals approved the following variances for the outdoor storage and associated screening:

- Section 26.04, to allow outdoor storage to occupy the north side yard setback and west rear yard setback. There will not be storage in the south side yard setback. The property to the west contains Walmart's stormwater pond and the property to the north contains a residence. Both adjacent property owners included written statements of support to the ZBA for the variances.
- Section 22.03(A)(3), to allow the screening of the outdoor storage areas to be chain link fence without vinyl slats along the west (rear) property line and chain link fence with vinyl slats and maintained trees along the east (front) property line where shown on the plans. The screening on the north side will be an opaque wood fence and the screening on the south side is an existing concrete wall on the adjacent property. Along the east (front) lot line, there will be 60 linear feet of opaque wood fence north of the northernmost driveway and 85 linear feet of opaque wood fence across and south of the southern driveway. The other areas along the east (front) lot line will have chain link fence with vinyl slats, which will be screened from Belleville Rd. with a double row of 8-foot-high evergreen trees spaced about 15 feet on-center from each other.

All fences will be 8 feet high, which is the maximum permitted height of a fence in an industrial district.

Schedule of Regulations: With the exception of the variances approved for outdoor storage setbacks, the plans submitted illustrate compliance with the requirements of the LI zoning district for: minimum lot width (60 ft.); maximum building height (40 ft.); front yard setbacks (40 ft.); side yard setbacks (15 feet, with a total of 40 feet for both sides); and rear yard setbacks (20 feet).

Access Management: There are currently three (3) points of access to the site, all from Belleville Road. The applicant proposes to close the southernmost access and retain the two (2) access points which are located in front of the building. The landscape plans show trees, sod, and irrigation in the area of the closed access. A truck maneuvering plan is on Sheet 1 of 3, which shows sufficient maneuvering access.

Parking and Surfacing: Additional parking spaces are proposed to meet the requirements of Section 4.01(C)(6) of the Zoning Ordinance for the use. Parking calculations are provided on Sheet 1 of 3 based on the number of employees (5 paces plus 1 per employee – a total of **30 parking spaces required** for the 25 proposed employees). There are **32 parking spaces** proposed. Because Section 4.01(C)(6) allows the number of parking spaces to exceed the minimum number of required spaces by not more than 10%, the 32 parking spaces proposed comply with the Zoning Ordinance.

Section 4.01(D)(5) of the Zoning Ordinance requires all off-street parking areas, access lanes, and driveways to be hard surfaced with concrete or asphalt. At its meeting on November 10, 2022, the Zoning Board of Appeals approved a variance to allow asphalt millings to be used for the truck & trailer parking area on the south side of the site, which will be surrounded by a 30-foot-wide paved asphalt drive. All other parking areas, access lanes, and driveways will be concrete or asphalt.

Loading: Section 4.02(B) of the Zoning Ordinance requires 1 loading space. While there isn't one designated loading area, there are continuous loading areas throughout the site based on the nature of the material storage, loading, and unloading.

Architecture: There are no changes proposed to the existing building. The exterior building materials consist of unpainted brick on the east (front) side and the front half ($\pm$) of the north side, and painted CMU on all other sides. Overall, 26.2% of the building is brick. If changes are made to the exterior façade materials, the changes must comply with Section 26.06 of the Zoning Ordinance.

While no rooftop mechanical equipment is shown, Section 2.26 of the Zoning Ordinance requires screening of any rooftop mechanical equipment. Final screening, if applicable, will be verified during building permit plan review.

Landscaping, Screening, and Tree Preservation: A landscape plan has been submitted that is designed to comply with the requirements of Article 5 of the Zoning Ordinance except as follows. Section 5.07 of the Zoning Ordinance allows the Planning Commission to modify specific landscape requirements of Article 5, provided that any such adjustment is in keeping with the intent of the Zoning Ordinance. The following modifications were approved by the Planning Commission on January 11, 2023.

- **Frontage Landscaping.** The front yard of the site does not currently comply with the frontage landscape requirements of Section 5.03(A) of the Zoning Ordinance, and the landscape plan includes the required front yard berm, evergreen trees, ornamental trees, sod, and irrigation. Additionally, many gravel areas in the front yard of the site are

being converted to landscaping, which will increase compliance with Article 5. The Planning Commission approved a modification to allow the required deciduous trees to be replaced with evergreen trees and to allow the required shrubs to be replaced with evergreen trees at a rate of 1 tree per 8 required shrubs. Staff recommended approval of these modifications, as they will result in better screening from Belleville Road.

- **Parking Lot Landscaping.** The parking lot does not currently comply with the interior parking lot landscape requirements of Section 5.02(C) of the Zoning Ordinance, though the landscape plan includes the 3 required parking lot landscape trees (2 Maples and 1 Spruce) adjacent to the parking lot. The Planning Commission approved a modification to waive the 800 sq. ft. of required interior parking lot landscape area. Staff recommended approval of this modification because the site has not had interior parking lot landscape area and including it would be difficult based on the site's use and circulation.
- **Foundation Landscaping.** The building does not currently comply with the foundation landscape requirements of Section 5.03(A)(4) of the Zoning Ordinance, though the landscape plan includes the 2 required trees (Serviceberries) adjacent to the entrance. The Planning Commission approved a modification to waive the required foundation landscape area and required shrubs adjacent to the east side of the building. Staff recommended approval of these modifications because the site has not had foundation landscaping and including it would result in the loss of parking in front of the building.

As noted above, many areas of the frontage will have a double row of 8-foot-high evergreen trees spaced about 15 feet on-center from each other (52 trees). There are also 3 supplemental evergreen trees proposed on the lot to the north and 4 supplemental evergreen trees proposed on the lot to the south, which are contingent on permission from the adjacent property owners.

The detention pond complies with the landscaping requirements of Section 5.02(I).

Lighting: A photometric plan has been submitted, and the applicant revised the plan after the January 11, 2023 Planning Commission meeting to comply with the standards of Section 2.13 of the Zoning Ordinance. The light plan consist of entry lights at the driveway entrances, building-mounted fixtures, and light poles within the storage yard.

Section 2.13(D) does not permit light fixtures to exceed a height of 25 feet or the height of the building, whichever is less, unless the Planning Commission modifies the height standard based on the position and height of the building, potential off-site impact, and the character of the use and surrounding land uses. The light poles within the site are 25 feet high, which exceeds the height of the building. Because this pole height does not impact other land uses, contributes to the security of the site, and does not result in exceeding the maximum illumination at the lot lines, the Planning Commission approved the proposed 25-foot light poles on the interior of the site.

Signage: Section 6A.06(3) of the Zoning Ordinance requires the removal of nonconforming signs when a modification of an existing site requires submittal and approval of a site plan.

Therefore, the existing pole sign along Belleville Road must be removed, and notes on the plans have been added stating that all nonconforming pole signage will be removed. Any signage changes will be reviewed by the Building & Inspection Services Division in accordance with the standards of Article 6A of the Zoning Ordinance.

Dumpster Enclosure: A new dumpster enclosure is proposed to the west (rear) of the building. The enclosure is designed to comply with Section 2.14 of the Zoning Ordinance, including 8-foot walls that match the brick of the building, a limestone or similar cap, bollards, and a conforming opaque gate.

- **Community Planner's Recommendation:** Approval of the site plan for Motor City Electric Utilities Co. at 5390 Belleville Rd. (parcels 132-01-0027-000 and 132-01-0035-000 through -0042-000), subject to all State, County, and Township requirements.
- **Planning Commission's Recommendation:** At its meeting on January 11, 2023, the Planning Commission voted 9-0 to recommend approval of the site plan amendment for Motor City Electric Utilities Co. at 5390 Belleville Rd. (parcels 132-01-0027-000 and 132-01-0035-000 through -0042-000), subject to all State, County, and Township requirements and subject to the following conditions: (1) Approval of the landscape modifications proposed for frontage deciduous trees and shrubs, interior parking lot landscape area, and building foundation landscape area and shrubs pursuant to Section 5.07 of the Zoning Ordinance; (2) approval of the light pole fixture heights of 25 feet within the site as illustrated on the plans; (3) modifying the light fixtures to comply with all other requirements of Section 2.13 of the Zoning Ordinance; and (4) removal of the nonconforming pole sign along Belleville Rd. per Article 6A of the Zoning Ordinance.

As noted above, the plan review conditions recommended by the Planning Commission have been satisfied.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approval of the site plan amendment for Motor City Electric Utilities Co. at 5390 Belleville Rd. (parcels 132-01-0027-000 and 132-01-0035-000 through -0042-000), subject to all State, County, and Township requirements.

BUDGET IMPLICATION & ACCOUNT NUMBER: N/A.

IMPLEMENTATION PLAN: N/A.

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: Approval

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

FIRE MARSHAL'S RECOMMENDATION: Approval.

BUILDING OFFICIAL’S RECOMMENDATION: Approval.

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 Motor City Electric Utilities Co.

WHEREAS, the Project Sponsor has requested approval of a site plan for Motor City Electric Utilities Co. at 5390 Belleville Rd. on the subject tax parcels (132-01-0027-000 and 132-01-0035-000 through -0042-000); and

WHEREAS, the Planning Commission reviewed the request and applicable criteria and voted 9-0 to recommend approval, with conditions, as the request meets the requirements of the Charter Township of Canton Code of Ordinances;

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the Motor City Electric Utilities Co. site plan in Planning Application #132-DIR-6993 at 5390 Belleville Rd. on the subject tax parcels (132-01-0027-000 and 132-01-0035-000 through -0042-000), 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: September 12, 2023

AGENDA ITEM: G-3

ITEM: Consider Increase of Purchase Order 2023-1175 to Cadillac Asphalt, Inc. for the 2023 Major Roads - Asphalt Project

PRESENTER: David Norwood, Interim Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: PO 2023-1175 was issued to Cadillac Asphalt LLC on April 28, 2023, in the amount of \$3,357,064.23, which includes a \$305,188 contingency, for the resurfacing of Lilley Road and Lotz Road, both US-12 to Palmer, and Sheldon Road north of Warren. Change order Number 1 was within the contingency amount but exhausted it. Change order Number 2 is required due to a grade issue on Lilley Road. Additional concrete, grading, and sidewalk work is necessary to complete the project. Therefore, Engineering Services is requesting an increase of \$150,000 to PO 2023-1175.

BACKGROUND: On April 28, 2023, Cadillac Asphalt LLC was issued PO 2023-1175 for the 2023 Major Road projects. Cadillac began work immediately and has been working diligently throughout the summer to complete these projects.

Both Lilly and Lotz Road work included the paving of a wider asphalt shoulder to provide greater access to the motoring and non-motoring public.

As work progressed on Lilley Road, it was determined that to maintain the widened shoulder, significant grade modifications and bank stabilization would be needed for a length of about 350 feet along the roadway. Instead of undertaking that costly and significant amount of work, it was decided to install a standard curb and gutter along this section, with a standard sidewalk. This extra work will cost \$81,796 (see attached change order).

Staff has decided to request \$150,000 be added to the PO to cover any further additional work to avoid halting progress to return and ask for an additional increase.

Engineering Services is pleased to say that this is the first time in the five years of milage work that a project has gone over budget. All previous projects have been completed without requesting additional PO increases.

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

ACTION REQUESTED: Consider an increase of \$150,000 to PO 2023-1175.

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	\$150,000
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Increase Expenditure:

204-446-11.970_0050 Major Roads Capital Outlay Infrastructure	\$150,000
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IMPLEMENTATION PLAN: Upon Board approval, Engineering Services will finalize and approve the change order and commence 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	\$150,000
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Increase Expenditure:

204-446-11.970_0050 Major Roads Capital Outlay Infrastructure	\$150,000
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2. I move to increase PO 2023-1175 by \$150,000 for the 2023 Major Road Projects

ATTACHMENTS:

1. Change Order Number 2

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: September 12, 2023

AGENDA ITEM#G-4

ITEM: Consider Purchase Order Increase for PPM Tree Service & Arbor Care for Tree Removal and Pruning Services

PRESENTER: David Norwood, Interim Municipal Services Director

INDIVIDUALS IN ATTENDANCE: N/A

EXECUTIVE SUMMARY: At its meeting on August 8, 2023, the Township Board of Trustees approved the issuance purchase orders for PPM Tree Service & Arbor Care in the amount of \$105,000, with \$75,000 from the Municipal Services Department and \$30,000 from the Leisure Services Department, which was previously budgeted for 2023. The planned tree pruning and removal was primarily to take place along major roads and on Township property, and removal services include tree removal, stump grinding, and site restoration with topsoil backfill, grass seed, and straw. The focus of the removal efforts was planned for older Pear trees that are nearing the end of their life and are more susceptible to falling.

Since these purchase orders were approved on August 8th, Canton Township experienced historic storms on August 23rd and August 24th that impacted over 200 of Canton Township's trees. As a result, additional costs of trimming, removal, stump grinding, and replanting have been incurred. The Public Works Division has done an exceptional job removing most of these trees and processing them through the brush chipper that was approved by the Township Board on March 28, 2023, which has resulted in significant cost savings.

Based on the number of additional stumps to grind and restore, the projected 2023 costs for tree removal, stump grinding, and restoration will increase by approximately \$25,000. Rather than defer the previously planned removal of declining street trees to 2024, an increase of \$25,000 is requested to the purchase order for PPM Tree Service & Arbor Care to complete these planned tree removals in 2023.

BACKGROUND: Canton Township maintains several thousands of trees located along major roads and on Township property. Part of the maintenance includes removal and pruning when necessary. Canton Township issued an Invitation to Bid for Tree Removal and Pruning Services in 2022, and the bid specifications called for unit prices for tree removal, stump removal, tree pruning, and certified arborist services. PPM Tree Service & Arbor Care had the lowest overall bid for tree and stump removal based on the volume of removal required by the Township. PPM Tree Service & Arbor Care also had the lowest bids for tree pruning. As a result, the Township Board of trustees approved the 2022-2024 Tree Removal and Pruning bid from PPM Tree Service & Arbor Care. PPM Tree Service & Arbor Care removed several trees last year and did an excellent job. PPM has continued to provide excellent service this year.

The previously approved services for tree removal, tree pruning, and arborist services are paid by

the Leisure Services Department for park trees on Township property and by the Municipal Services Department for street trees and other trees on Township property. Bid prices were submitted for 2022-2024.

STRATEGIC PLAN/GOALS: Healthy Ecosystem, Quality Infrastructure, and Financial Stability

ACTION REQUESTED: Increase the purchase order for PPM Tree Service & Arbor Care for Tree Removal and Pruning Services for 2023 by \$25,000 from the Maintenance and Repair Grounds expenditure account #101-585.930_0070 (Municipal Services Department).

BUDGET IMPLICATIONS & ACCOUNT NUMBER: A budget amendment is requested for the purchase order increase as follows:

Increase Revenue

Account # 101-000.663	\$25,000	Forfeited Bonds & Deposits
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Increase Expense

Account # 101-585.930_0070	\$25,000	Professional and Contractual Svc
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Professional

IMPLEMENTATION PLAN: Planning Services will notify PPM Tree Service & Arbor Care and make arrangements to execute the contract amendment for tree removal and pruning work. Planning Services will also continue coordinating with Leisure Services and PPM for any park and municipal tree services performed under the same contract.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the following Budget Amendment for tree removal and pruning:

Increase Revenue

Account # 101-000.663	\$25,000	Forfeited Bonds & Deposits
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Increase Expense

Account # 101-585.930_0070	\$25,000	Professional and Contractual Svc
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Professional

I further move to approve the issuance of purchase orders from expenditure account #101-585.930_0070 to PPM Tree Service & Arbor Care for an amount not to exceed \$25,000.

ATTACHMENTS:

1. Bid Sheet

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: September 12, 2023

AGENDA ITEM #G-5

ITEM: Consider Approval of the Municipal Credit Agreement with Suburban Mobility Authority for Regional Transportation (SMART)

PRESENTER: Jonathan LaFever, Community Development Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY:

The Township submitted its annual Municipal Credit Program application with SMART to provide funding for the Canton Mobility Transportation Program. SMART has notified the Township that it is eligible for \$92,340 under the program from July 2023 through June 2024.

Leisure Services is requesting the Township Board to approve the Municipal Credit Funding Agreement with SMART and to allow the Municipal Credit funds to be transferred to the Nankin Transit Commission to manage the Canton Mobility Transportation program.

BACKGROUND INFORMATION:

The Nankin Transit Commission serves the Canton Mobility Transportation program and provides curb-to-curb transportation service for Canton senior residents 55 years of age and older, as well as individuals with disabilities. The program utilizes 15 wheelchair-access connector buses to facilitate these services. The service area includes Canton, Westland, Wayne, Inkster, and Garden City.

Canton Township joined the Nankin Transit Commission in August of 2018 and continues to be the second highest participating community in the program. Only Westland residents utilize the service more frequently, but that gap is diminishing. Nankin continues to provide great service to our residents, with only a minimal percentage of rides being turned down. Those rides tend to be last minute requests or requests being bumped in favor of a priority trip for a medical appointment.

The Canton Mobility Transportation program is funded through the Municipal Credit Grant, Specialized Services Grant, and the Township's General Fund.

- In addition to the Municipal Credit Grant, \$43,377 are received through the Specialized Services Grant, which runs from October 2022 through September 2023.
- Combined, these two grants help to offset the Township's annual contract fee with the Nankin Transit Commission annual agreement of \$423,348. The balance of the contract amount, which will be \$331,008 is budgeted for and covered through the Township's General Fund, Social Services Department.

STRATEGIC PLAN/GOALS: Welcoming Community

ACTION REQUESTED: Approve the Municipal Credit Funding Agreement with SMART and allow Municipal Credit funds to be transferred to the Nankin Transit Commission.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

Canton's total allocation of Municipal Credits is \$92,340. There is a local match requirement to secure municipal credit dollars, which is covered by the annual expenditures associated with the Township's transportation program. Funds are budgeted and expended from Account #101-670.860, Social Services – Transportation.

IMPLEMENTATION PLAN:

Leisure Services will process the Municipal Credit grant with SMART, which is in effect from July 2023 through June 2024. Grant funds will be utilized for the Canton Mobility Transportation program with the Nankin Transit Commission.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve the 2023-2024 Municipal Credit Contract between SMART and the Charter Township of Canton for \$92,340 and to authorize the Township Supervisor to sign the contract on behalf of the Township.

ATTACHMENTS:

Attachment A: Municipal Credit Contract

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: September 12, 2023

AGENDA ITEM #G-6

ITEM: Consider Approval of Ground Lessor's Subordination Agreement on Arctic Edge Ice Arena

PRESENTER: Greg Hohenberger, Director of Leisure Services

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: Arctic Edge is refinancing its mortgage with a new company and therefore needs authorization for a new subordination agreement. The new agreement changes the Lender in the agreement.

BACKGROUND: Canton Township entered into a 50-year lease agreement with Arctic Edge on February 20, 2001. Arctic Edge leases the property at Victory Park for \$1 per year. The terms of the lease require the Lessor to subordinate its interest in the facility to the financial institution providing the funds.

STRATEGIC PLAN/GOALS: Welcoming Community

ACTION REQUESTED: Approve the Subordination Agreement between Canton Township and Arctic Edge

BUDGET IMPLICATIONS & ACCOUNT NUMBER: NA

IMPLEMENTATION PLAN: Upon Board approval, the agreement will be signed and Arctic Edge will be notified

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the Ground Lessor's Subordination Agreement for Arctic Edge Ice Arena and further authorize the Clerk and Supervisor to execute the necessary documents.

ATTACHMENTS:

Attachment A: Subordination Agreement

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: September 12, 2023

AGENDA ITEM #G-7

ITEM: **Consider Approval for Two Emergency Purchase Orders for Golf Course Products and Pump Repair at Pheasant Run Golf Club**

PRESENTER: Greg Hohenberger, Director of Leisure Services

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY:

With this year's unusually wet season and recent floods that occurred, Pheasant Run Golf Club is in need of additional nutrients and products to manage turf conditions for the remainder of the season. Due to the urgent nature of the flooding, a memo was sent to the Township Supervisor and Finance Director requesting to make an emergency purchase in accordance with the purchasing policy. Upon their approval, a purchase order was submitted.

In accordance with the emergency purchase policy, the Leisure Services Department is requesting board approval for the emergency purchase order with Nutrien AG Solutions, Inc. in the amount of \$25,000 to purchase additional nutrients and products for turf maintenance at Pheasant Run Golf Club. A budget amendment is necessary.

Additionally, pump station on hole #26 was damaged as well due to the flooding. Because the water levels were so high, the pump was approximately 3 feet underwater causing excessive damage to the pump. Pheasant Run staff contacted Pro-Pump & Controls, Inc., a registered vendor, for a cost estimate and received a verbal quote of not to exceed \$9,500.

BACKGROUND:

Pheasant Run Golf Club purchases turf products annually to maintain the golf course at a premier level. The fairways, tees, and greens are bent grass turf, which is very sensitive and susceptible to diseases. If underwater for numerous days, these areas become a breeding ground for fungus making it necessary to treat these areas with plant protectants to guard against turf kill. In addition to the fungus, there are also sections of turf that are thinning as a result of the flooding. These areas must be pumped up with products to revitalize the playing surface. Therefore, due to the recent floods, additional products are necessary to get the course back to normal working conditions.

Additionally, on October 25, 2022, the Board of Trustees approved RBA Item#G-8 to purchase 2023's fertilizers, plant protectant and nutrients from Nutrien AG Solutions, Inc. for Pheasant

Run Golf Club.

Pumps are located at various holes throughout the golf course to assist in pumping away excess water when it rains. However, on August 23, 2023, Canton Township received over 5.5 inches of water in a very short period of time causing the pump on hole #26 to remain underwater for an extreme amount of time. Due to the pump being submerged this long, excessive damage was caused, and repair is now necessary.

STRATEGIC PLAN/GOALS: Quality Infrastructure

ACTION REQUESTED: Authorize a budget amendment and submit two purchase orders; one in the amount of \$25,000 to Nutrien AG Solutions, Inc., Sunfield Hub Sales, 9845 West Grand Ledge Highway, Sunfield MI 48890, for additional nutrients and products for Pheasant Run Golf Club and a second in the amount of \$9,500 to Pro-Pump & Controls, Inc., 610 Old Mount Eden Rd., Shelbyville, KY 40065 to repair damage made to pump on hole #26 at Pheasant Run Golf Club.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The following budget amendment is necessary:

Increase Revenue:

584-773-50.695	Fund Balance Appropriation	\$34,500
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Increase Expenditures:

584-773-50.955_0001	Miscellaneous Township Emergency	\$34,500
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IMPLEMENTATION PLAN: Upon Board approval, a purchase order will be entered

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:

584-773-50.695	Fund Balance Appropriation	\$34,500
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Increase Expenditures:

584-773-50.955_0001	Miscellaneous Township Emergency	\$34,500
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2. I further move to approve the emergency purchase order to Nutrien AG Solutions, Inc., Sunfield Hub Sales, 9845 West Grand Ledge Highway, Sunfield MI 48890, in the amount of \$25,000 to be paid from account #584-773-50.955_0001 – Miscellaneous Township Emergency for additional nutrients and products at Pheasant Run Golf Club
3. I further move to approve a purchase order to Pro-Pump & Controls, Inc., 610 Old Mount Eden Rd., Shelbyville, KY 40065 in an amount not to exceed \$9,500 to be paid from account #584-773-50.955_0001 – Miscellaneous Township Emergency to repair damage made to pump on hole #26 at Pheasant Run Golf Club

ATTACHMENTS:

Attachment A: Memo with photos

Attachment B: Township Supervisor and Finance Director Approvals

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: September 12, 2023

AGENDA ITEM #G-8

ITEM: Consider Approval to Upgrade Adobe Acrobat Licenses

PRESENTER: Victor Ibegbu, ITI Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: The ITI department is seeking approval to upgrade 104 outdated licenses of Adobe Acrobat, which are currently in use on approximately one-third of Township computers. A dedicated budget line item already exists within the ITI Maintenance and Repair Software Support account for this specific project. The purpose of this upgrade is to ensure that our software environment remains up-to-date, secure, and efficient.

BACKGROUND: Currently, we have a range of Adobe Acrobat software versions in use, which span from the older 2017 version to the most recent 2020 version. The focus of our proposed software upgrade pertains to workstations still running the 2017 version. It's important to note that the 2017 version of Adobe Acrobat has reached the end of its support lifecycle. Adobe no longer provides development updates (including critical security patches and feature enhancements) for this older version.

To ensure the continued efficiency, security, and compatibility of our Adobe software, ITI is seeking approval to upgrade one hundred four (104) workstations to Adobe Acrobat 2020 Pro.

STRATEGIC PLAN/GOALS: Quality Infrastructure

ACTION REQUESTED: Permit the ITI department to create a purchase order to CDW Government for the procurement of one hundred four (104) Adobe Acrobat Pro 2020 licenses in the amount not to exceed \$23,059.92. The cost per license is \$221.73.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funding for this project will come from the budgeted line item in the ITI Maintenance and Repair Software support account, 101-228.930_0015. This is a one-time purchase and will not incur a yearly software maintenance fee.

IMPLEMENTATION PLAN: ITI will handle all purchases, implementation, and installation of the new licenses to computer workstations. ITI will communicate with the named users ahead of time.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the creation of a purchase order to CDW Government for \$23,059.92 for the purchase of 104 Adobe Acrobat Pro 2020 licenses.

ATTACHMENTS: CDW Quote

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: September 12, 2023

AGENDA ITEM #G-9

ITEM: Consider Request to Engage ESRI Professional Services for Software Upgrade

PRESENTER: Victor Ibegbu, ITI Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: The Township has been utilizing Geographic Information System (GIS) software for over two decades (specifically Environmental Systems Research Institute (ESRI) GIS software for 4 years). This software has been instrumental in mapping property and land records, as well as public-owned utilities for over 33,000 parcels within the Township.

We are seeking Board approval to upgrade the ESRI software and its supporting database. This upgrade involves engaging ESRI professional services to support the ITI staff and GIS coordinator in transitioning to the latest version of ESRI enterprise. This transition also necessitates migrating the software to our latest database server to support the upgraded ESRI enterprise version.

BACKGROUND: GIS software has been an invaluable asset to various Township departments, including Planning, DPW, ITI, Public Safety, Facilities, and Leisure Services. ESRI's geospatial mapping technology and its capabilities to create, manage, analyze, and visualize geographic data have proven vital for planning, utilities, and public information. The ArcGIS suite has empowered the Township to collect, store, analyze, and present geographic information, which enables more informed decision-making.

As we enter the fourth year of ESRI GIS software usage, a significant upgrade is required. This involves a major version upgrade and migration from the old 2014 database server to the new 2019 database server. Recognizing the complexity of this undertaking, the ITI department wishes to engage ESRI's professional services to assist with the upgrade. After reviewing three options, the ITI director has selected the "jumpstart package." This package (priced at \$16,750.00) will provide a consultant to assist with remote installation, configuration, and implementation of ArcGIS Enterprise.

STRATEGIC PLAN/GOALS: Quality Infrastructure

ACTION REQUESTED: Permit the ITI department to create a purchase order to Environmental Systems Research Institute, Inc to engage in professional services in the amount of \$16,750.00.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: This project can be funded utilizing the budgeted contingency within ITI's budget. All required funding will be expensed from the ITI Division's 101-228.801_0050 Professional and Contractual Services account.

IMPLEMENTATION PLAN: ITI will work with ESRI consultants in all phases of implementation and installation. ITI will communicate with the organization and affected departments for scheduled downtimes and other impacts.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the creation of a purchase order in the amount not to exceed \$16,750.00 payable to Environmental Systems Research Institute, Inc for consulting services in upgrading ESRI Enterprise.

ATTACHMENTS: ESRI Quote Q-502473

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: September 12, 2023

AGENDA ITEM #G-10

ITEM: Consider Request to Purchase Network Switch Equipment Upgrade - Phase I

PRESENTER: Victor Ibegbu, ITI Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: ITI Services is requesting permission to upgrade a portion of the Township's computer and phone networking infrastructure. Support and warranties for most of the current network equipment recently expired in May 2023 or will expire shortly in September 2023. ITI is seeking to replace a portion of the networking equipment in 2023, another portion in 2024, and the final components in 2025. The ITI Director selected the Meraki brand of networking equipment based on his positive experience with Meraki equipment and parent company, Cisco. The Meraki brand of networking equipment offers cloud-based administration and advanced security. Meraki also has a simplified user interface that allows junior ITI staff to easily learn how to make configuration changes.

BACKGROUND: The existing Township network equipment was deployed in 2017 and is no longer under standard support by the manufacturer. Without active support and maintenance of the Township's switch operating system, there is the likelihood for future network issues due to incompatibility of new applications with the current operating system.

The Township adopted Meraki Wi-Fi equipment many years ago and has since expanded adoption of Meraki networking gear, as usage across the Township increased. To date, the ITI department has replaced failed network equipment with Meraki networking equipment in four Township facilities with no issues. In addition, the Meraki system and equipment has provided easier administration for addressing day-to-day configuration change requirements. Due to this success and the ITI department's familiarity with the product, Director Ibegbu reached out to high-level contacts at Meraki to inform them of the Township's needs and discuss aggressive pricing discounts. To better spread the financial and operational impacts of an entire network upgrade, the ITI Department is looking to perform this upgrade over the next three (3) years with this first request to be considered Phase I.

STRATEGIC PLAN/GOALS: Quality Infrastructure

ACTION REQUESTED: Approve the request to create a purchase order in the amount of \$125,898.10.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The renewal of this agreement was budgeted for in 2023. All required funding will be expensed from the ITI Division's 101-228.970_0010 account.

IMPLEMENTATION PLAN: ITI will communicate with the organization and affected departments throughout the implementation process. Work will be performed during times which will have no or little impact on departments.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the creation of a purchase order in the amount not to exceed \$125,898.10 payable to Sentinel, Inc. for the purchase of Meraki networking equipment and support.

ATTACHMENTS: Meraki Switches - Phase 1 - Sentinel Quote

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: September 12, 2023

AGENDA ITEM #G-11

ITEM: Consider Approving Payment of the Balance Owed to Sutphen Corporation, Due to a Change Order

PRESENTER: Christopher Stoecklein, Director of Fire Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The Canton Fire Department is requesting approval to pay the outstanding balance owed to Sutphen Corporation, in the amount of \$2,650.20, due to a change order that was applied to the original purchase in 2021 and invoiced in August of 2023.

BACKGROUND INFORMATION: In April of 2021, the board approved the purchase of two Sutphen Engines, in the amount of \$1,211,119.71. The associated purchase order # is 2021-00002204. The Sutphen Corporation was pre-paid in June of 2021, and the engines will be delivered on September 15, 2023. The Canton Fire Department received two invoices, which list an outstanding balance for a change order that was applied to both apparatuses in 2021, in the amount of \$1,325.46 each, for a total of \$2,650.20. The attached documentation lists the details associated with the change order.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approve payment of the balance owed to Sutphen Corporation, in the amount of \$2,650.20, due to a change order that occurred after the original order.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds for the outstanding balance will be expensed from the 2023 Fire Department Capital Outlay Vehicles Account #206-336-50.970_0040.

IMPLEMENTATION PLAN: n/a

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION: I move to approve payment of the balance owed to Sutphen Corporation, in the amount of \$2,650.20, due to a change order that occurred after the original order.

ATTACHMENTS:

Attachment A – Sutphen Invoices

Attachment B – Sutphen Change Order

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: September 12, 2023

AGENDA ITEM #G-12

**ITEM: Consider Creating and Filling an Embedded Police Clinician Position with an
Associated Amendment to the 2023 Opioid Settlement Budget**

PRESENTER: Chad Baugh, Director of Police Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The Police Department is requesting a new Non-Union Classified position of Embedded Police Clinician be created and filled. This new job description and factor analysis of pay grade 7 was approved at the Merit Commission meeting held on August 21, 2023.

The department is also requesting amendments to the 2023 Opioid Settlement budgets for the salary and fringe benefits of this position.

BACKGROUND INFORMATION: The police department currently contracts with an outside agency to provide social worker/clinician services for the department. In 2022, this clinician received a total of 440 referrals for service that ranged from domestic disputes to suicidal persons. Having a clinician resource has been beneficial to the department as it allows expanded levels of service to be offered to the residents of Canton. The police department is ready to move from their contracted pilot program with Hegira Health to a direct hire position employed by the Township

Director Chad Baugh drafted a job description and completed the Job Analysis Questionnaire (JAQ) for this position. A factor analysis was completed. Supervisor Graham-Hudak supported the factor analysis of 740 points which would place the position in Pay Grade 7 of the Non-Union Salary Grade Scale. The position is classified as Exempt for FLSA purposes.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approve the creation and filling of an Embedded Police Clinician with an associated amendment to the 2023 Opioid Settlement Budget as listed below.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: This position will be funded utilizing Canton Township Opioid Settlement funds requiring the below listed amendment for an estimated three months of salary & fringe benefits. (Budget adjustments for the future will be made accordingly with for an annual estimated expense of \$114,406 in 2024.)

<i>Increase 2023 Opioid Settlement Revenue</i>		
Fund Balance Appropriations:	#284-000-695	\$28,147

<i>Increase 2023 Opioid Settlement Appropriations:</i>		
Salaries/ Fringes (Various):	#284-300.703_ XXXX & 724_ XXXX	\$28,147

IMPLEMENTATION PLAN: Upon approval the position will be immediately posted by Human Resources.

DIRECTOR’S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR’S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION:

- 1) I move to approve the creation and filling of an Embedded Police Clinician, and
- 2) Additionally, I move to approve the below listed amendment to the 2023 Opioid Settlement Budget:

<i>Increase 2023 Opioid Settlement Revenue</i>		
Fund Balance Appropriations:	#284-000-695	\$28,147

<i>Increase 2023 Opioid Settlement Appropriations:</i>		
Salaries/ Fringes (Various):	#284-300.703_ XXXX & 724_ XXXX	\$28,147

ATTACHMENTS: Attachment A – Police Clinician Job Description

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: September 12, 2023

AGENDA ITEM #G-13

ITEM: Consider Waiving the Bidding Process and Purchase Office Furniture

PRESENTER: Chad Baugh, Director of Police Services

INDIVIDUALS IN ATTENDANCE: None

EXECUTIVE SUMMARY: The Police Department is requesting to purchase office furniture for the new social worker's new office, and two tables and chairs for use in the patrol division from Kentwood Office Furniture in the amount of \$14,044.84. The department is also requesting to waive the bidding process and purchase this furniture from Kentwood, to stay consistent with current furnishing within the building's new renovation.

BACKGROUND INFORMATION: The Police Department is requesting to purchase furniture for the social worker's new office, two tables for use in the roll call room, and two heavy duty chairs for use and the lobby front desk. Purchasing this furniture from Kentwood will maintain consistency with the new furniture that has been purchased throughout the building due to the renovations.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Waive the bidding process and purchase office furniture in the amount of \$14,044.84 from Kentwood Office Furniture.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds for this purchase will be utilized from the 2023 Police - Drug Forfeiture Account #207-301-50.763_0003.

IMPLEMENTATION PLAN: n/a

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION: I move to approve waiving the bidding process and purchase office furniture in the amount of \$14,044.84 from Kentwood Office Furniture.

ATTACHMENTS: Attachment A – Kentwood Furniture Price Quote

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: September 12, 2023

AGENDA ITEM #G-14

**ITEM: Consider Approving a Memo of Understanding with Growth Works for the
Expansion of Canton's Youth Diversion Program**

PRESENTER: Chad Baugh, Director of Police Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The Police Department is requesting board approval to renew a one-year Memo of Understanding (MOU), expanding their Youth Diversion Program with Growth Works to include funding for out-of-county residents to participate in the rehabilitation services offered for up to \$25,000. This MOU includes automatic annual renewals unless terminated by either party.

BACKGROUND INFORMATION: In 2019 the Police Department and Growth Works started a diversion service for juveniles who commit offenses in Canton. The program has been free for the youth, but a critical qualifier of the grant funding is that the participant must be a resident of Wayne County. In one year, 14 juveniles who would have otherwise qualified for the program were denied due to their out-county resident status. Growth Works estimates approximately \$2,000 per juvenile participant; the department is requesting to establish a blanket purchase order in the amount of \$25,000, to use as they are invoiced for monthly for services.

Federal regulations permit for the community maximum of \$25,000 annually in forfeiture funds to be expensed toward community based non-profit organizations (501(c)(3) or (4) whose stated missions are supportive of and consistent with a law enforcement effort, policy, and or initiative. Examples include a drug treatment facility, job skills program, or a youth program with drug and crime prevention education.

This MOU shall be effective for one year from the date of signing and includes automatic annual renewals unless terminated by either party.

STRATEGIC PLAN/GOALS: Board Goal: Welcoming Community #1 – Expand the Juvenile Diversion Program.

ACTION REQUESTED: Approve the one-year Memo of Understanding with Growth Works to expand Canton's Youth Diversion Program services for up to \$25,000, with annual auto-renewals unless terminated by either party.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Utilize funds in the 2023 Drug Forfeiture Account #207-301-50.763_0003.

IMPLEMENTATION PLAN: The MOU has been approved by Legal, and upon Township Board approval, will be forwarded to the Township Supervisor for signature.

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION: I move to approve the one-year Memo of Understanding with Growth Works to expand Canton's Youth Diversion Program for fees not to exceed \$25,000; with automatic annual renewals until terminated by either party.

ATTACHMENTS: Attachment A – MOU with Growth Works

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: September 12, 2023

AGENDA ITEM #G-15

ITEM: Consider Creating and Filling a Public Safety IT Systems Coordinator Position

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

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The Police and Fire Departments are requesting a new position of Public Safety IT Systems Coordinator be created and filled. This new job description and factor analysis of pay grade 7 was approved at the Merit Commission meeting held on August 21, 2023.

BACKGROUND INFORMATION: As presented to the Trustees at the Township Board's Study Session on May 2, 2023, the Canton Police and Fire Departments analyzed their current needs regarding PSD-IT System support and are recommending restructuring away from the current combined dispatch supervisor/IT positions, and are requesting a dedicated full-time PSD-IT System Coordinator, dedicated to the police and fire specific IT needs. This position will have technical and administrative responsibilities for the police and fire departments, including the Emergency Dispatch Center. The position assumes critical responsibility overseeing the substantially valued Public Safety IT system resources ensuring seamless functionality for first responders and the community they serve. The departments are currently negotiating with in-house bargaining units to create two dedicated dispatch supervisor positions.

Director Chad Baugh drafted a job description and completed the Job Analysis Questionnaire (JAQ) for this position. A factor analysis was completed. Supervisor Graham-Hudak supported the factor analysis of 745 points which would place the position in Pay Grade 7 of the Non-Union Salary Grade Scale. The position is classified as Exempt for FLSA purposes.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approve the creation and filling of a Public Safety IT Systems Coordinator position.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: This position will be funded as 70% Police Budget and 30% Fire Budget, with three-months in 2023 estimated at \$28,147. This position is anticipated to be able to be absorbed within the 2023 budget due to the starting salary

being less than salary of the vacancy this position is replacing. Salaries and wages will continue to be monitored by Public Safety and the Finance department, with any necessary recommendations for amendments being brought to the Board for review/approval.

Future police and fire budgets will be adjusted accordingly for this position with an estimated total expense of \$114,406 (2024).

IMPLEMENTATION PLAN: Upon approval the position will be immediately posted by Human Resources.

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION: I move to approve the creation and filling of a Public Safety IT Systems Coordinator position.

ATTACHMENTS: Attachment A – Public Safety IT Systems Coordinator Job Description

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: September 12, 2023

AGENDA ITEM # G-16

ITEM: Consider Approval of Letter of Agreement (LOA) between Canton Township and the POAM on wage incentives.

PRESENTER: Joseph Hawver, Deputy Supervisor

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: Due to the public safety shortage impacting southeastern Michigan and the rest of the country, Canton Township and the POAM have reached a letter of agreement (LOA) to enhance wages and allow for lateral pay for lateral police officer hires.

The LOA provides that, retroactive to an effective date of August 1, 2023, the parties agree to modify existing and new hire patrol officers wage scale as follows:

Start \$64,316
6 months: \$72,245
1 year: \$80,172
2 year: \$90,742

Officers who are maxed out in the wage scale shall receive a one-time 3% increase in base pay, which is reflected in the 2 year pay above.

The accelerated wage scale will be effective for a two-year period ending on October 1, 2025. On October 1, 2025 the wage scale will revert to a four-year to maximum schedule.

The Parties have also agreed that the Chief of Police shall be permitted to place a new employee into any step in the wage scale based on previous law enforcement or military experience.

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

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

LOA differs from the collective bargaining agreement, the collective bargaining agreement controls.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approve the LOA negotiated between the Township and POAM.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: It is anticipated that due to existing vacancies within the department, this incentive can be absorbed within the current budget. We will monitor this and bring forth amendments for 2023 in December, if needed. This wage scale will be incorporated within the 2024 and 2025 budgets.

IMPLEMENTATION PLAN: Upon approval, the LOA will be signed, and the copies printed and distributed to all appropriate parties.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approved.

SUPERVISOR'S RECOMMENDATION: Approved.

MODEL RESOLUTION: I move to approve the Letter of Agreement between the Charter Township of Canton and the POAM.

ATTACHMENTS:

1. Letter of Agreement

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: September 12, 2023

AGENDA ITEM # G-17

ITEM: Consider Waiving the Bidding Process and Approve Proposal from EMPCO, Inc., for an External Promotional Process.

PRESENTER: Anne Marie Graham-Hudak

INDIVIDUALS IN ATTENDANCE: Rachelle Howell (online)

EXECUTIVE SUMMARY: A request is being made to waive the bidding process and accept the proposal from EMPCO, Inc., to run an external process for the position of Municipal Services Director. This process would establish a one-year eligibility list as outlined in the Merit Policy. The cost for a full assessment center for four (4) candidates would be \$9,500.

BACKGROUND: The Municipal Services Director position is currently vacant. David Norwood, Deputy Supervisor, has temporarily been promoted into the position, however there is a need to permanently fill the position. The Municipal Services Director is responsible for five divisions within the Township that include: Engineering, Planning, Buildings, Public Works, and Facilities. EMPCO, Inc. will provide the Township with an independent review of candidates through a full assessment center. The Township has utilized EMPCO, Inc. previously for the Municipal Services Director opening and more recently for the Information Technology and Innovation Director opening. EMPCO, Inc. is an established leader in hiring and promotional processes. The goal is to move the process forward as quickly as possible to ensure the forward progress of the Township.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Waive the bidding process and approve the proposal from EMPCO Inc., for a full assessment center through an external process. The total of the process is \$9500.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Budget dollars are available from the vacant Municipal Services Director position to accommodate this request.

IMPLEMENTATION PLAN: The posting for the position would occur immediately for the target of having a new Municipal Services Director in place by January 2024.

DIRECTOR'S RECOMMENDATION: NA

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve waiving the bidding process and accept the proposal from EMPCO, Inc. for an external process for Municipal Services Director for a total not to exceed \$9,500.

ATTACHMENTS: EMPCO, Inc. Municipal Services Director Proposal