



**CANTON ADMINISTRATION BUILDING
1150 S. CANTON CENTER ROAD
CANTON, MI 48188
REGULAR BOARD MEETING
OCTOBER 10, 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/88321226208>

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Webinar ID: 883 2122 6208

International numbers available: <https://us02web.zoom.us/j/88321226208>

7:00 P.M.:

CALL TO ORDER

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

ADOPTION OF AGENDA

APPROVAL OF MINUTES: SEPTEMBER 26, 2023

PUBLIC COMMENT ON AGENDA ITEMS ONLY

PAYMENT OF BILLS

YOUTH ADVISORY COUNCIL – SWEARING IN CEREMONY

PRESENTATION:

- 1) BOARD GOALS UPDATE

CONSENT CALENDAR:

- 1) CONSIDER INCREASING A3C CIP PURCHASE ORDER FOR MUNICIPAL SERVICES (MSD)

GENERAL CALENDAR:

- 1) CONSIDER APPROVAL OF SAUNA REBUILD FOR SUMMIT ON THE PARK (MSD)
- 2) CONSIDER APPROVAL FOR FLEXNET COMMUNICATION NETWORK FOR COLLECTION OF WATER METER READING DATA (MSD)

- 3) CONSIDER APPROVAL OF THE REPLACEMENT OF ONE A/C CONDENSER AND ONE FURNACE FOR HUMAN SERVICES BUILDING AND ONE RTU FOR FELLOWS CREEK GOLF COURSE (MSD)
- 4) CONSIDER APPROVING A LETTER OF AGREEMENT WITH THE CANTON COMMAND OFFICERS ASSOCIATION FOR THE CREATION OF TWO DISPATCH SUPERVISOR POSITIONS AND ASSOCIATED AMENDMENTS TO THE 2023 POLICE AND FIRE BUDGETS (POLICE)
- 5) CONSIDER APPROVING THE RENEWAL AGREEMENT BETWEEN CANTON TOWNSHIP AND OAKLAND COUNTY FOR IT SERVICES (CLEMIS) (POLICE)
- 6) CONSIDER SALE OF CANTON TOWNSHIP PROPERTY AND AUTHORIZE SUPERVISOR TO SIGN ALL DOCUMENTS NECESSARY TO CLOSE THE SALE (SUPERVISOR)
- 7) CONSIDER ACCEPTANCE OF RESIGNATION AND APPOINTMENT TO THE ELECTION COMMISSION (CLERK)
- 8) REQUEST APPROVAL OF RESOLUTION ESTABLISHING VILLAGE ARTS FACTORY AND THE SUMMIT AS EARLY VOTING LOCATIONS (CLERK)
- 9) CONSIDER FIRST READING OF AN AMENDMENT TO CHAPTER 14 ANIMALS IN THE CANTON TOWNSHIP CODE OF ORDINANCES REGARDING DOGS IN PARKS AND DOG LICENSING (CLERK)
- 10) CONSIDER THE APPROVAL OF A BUDGET ADJUSTMENT TO PURCHASE EARLY VOTING MATERIALS AND EQUIPMENT (CLERK)

PUBLIC COMMENT
BOARD COMMENT
ADJOURN

ACCESS TO PUBLIC MEETINGS

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

**Charter Township of Canton
Board Proceedings – September 26, 2023**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, September 26, 2023, in-person. Supervisor Graham-Hudak called the meeting to order at 7:00 p.m.

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

Members Absent: Foster, Slavens

Adoption of Agenda:

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

Approval of Minutes:

Motion by Siegrist, supported by Borninski to approve the minutes from September 12, 2023. Motion carried unanimously.

Public Comment: Public comment was held.

Payment of Bills:

Motion by Sneiderman, supported by Ganguly to approve the payment of bills as present. Motion carried unanimously.

CHARTER TOWNSHIP OF CANTON EXPENDITURE RECAP FOR THE TOWNSHIP BOARD MEETING OF September 26, 2023		
101	GENERAL FUND	840,916.49
204	ROADS FUND	103,390.88
206	FIRE FUND	514,857.27
207	POLICE FUND	918,878.39
208	COMMUNITY CENTER FUND	85,129.30
219	STREET LIGHTING FUND	25,047.21
230	CABLE TV FUND	20,421.68
246	COMMUNITY IMPROVEMENT FUND	3,645.00
248	DDA - CANTON	39,190.19
260	INDIGENT DEFENSE FUND	9,865.63
261	E-911 UTILITY	68,407.32
265	ORGANIZED CRIME - DRUG ENFORCEMENT	0.00
274	CDBG FUND	0.00
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	393.27
401	CAPITAL PROJECTS FUND	0.00
402	CAP PROJ - WATER & SEWER	0.00
403	CAP PROJ - ROAD PAVING	0.00

404	CAP PROJ - CHV DEVELOPMENT	0.00
584	GOLF FUND	44,354.57
592	WATER & SEWER FUND	1,339,994.47
596	GARBAGE & RUBBISH COLLECTIONS	5,107.48
661	FLEET MAINTENANCE FUND	50,516.20
701	TRUST & AGENCY FUND	200.84
702	CUSTODIAL FUND	438.10
736	POST EMPLOYMENT BENEFITS FUND	120,632.67
852	SPECIAL ASSESSMENT DEBT SERVICE	0.00
TOTAL - ALL FUNDS		4,191,386.96

Consent Calendar:

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

Motion by Siegrist, supported by Borninski to approve the increase to the following purchase order: PO#2022-00001258 Wolverine Freightliner-Eastside Inc. increase from \$206,197 to \$216,647 using the following account numbers 592-536-970_0040 and 592-537-970_0040 \$5,225 each. Motion carried unanimously.

General Calendar:

Item G-1. Consider New Appointment to the Community Development Block Grant (CDBG) Advisory Council

Motion by Siegrist, supported by Ganguly to appoint Anterjot Singh Bains to the CDBG Advisory Council for a three-year term to expire on December 31, 2026. Motion carried unanimously.

Item G-2. Consider Appointment to the Canton Tax Board of Review

Motion by Siegrist, supported by Borninski that the Canton Board of Trustees approve the appointment of Houssain Jeffrey Mallad to the Canton Tax Board of Review for a two-year term to expire on 9/30/25. Motion carried unanimously.

Item G-3. Consider Approval of Letter of Agreement (LOA) between Canton Township and the POAM on wage incentives

Motion by Siegrist, supported by Sneedman to approve the Letter of Agreement between the Charter Township of Canton and the POAM. Motion carried unanimously.

Item G-4. Consider Approval of Letter of Agreement (LOA) between Canton Township and the CCOA

Motion by Siegrist, supported by Borninski to approve the Letter of Agreement between the Charter Township of Canton and the CCOA. Motion carried unanimously.

Item G-5. Consider Approval of an Intergovernmental Agreement with Wayne County for the Western Wayne County Therapeutic Recreation (WWCTR) program

Motion by Siegrist, supported by Borninski to approve the Intergovernmental Agreement between Wayne County and the Charter Township of Canton for \$150,000, and to authorize the Township Supervisor to sign the contract on behalf of the Township. Motion carried unanimously.

Item G-6. Consider Waiving the Bidding Process and Approval of the Repair and Replacement of the North and South Gate Operators at the DPW Facility

Motion by Siegrist, supported by Sneiderman to waive the bidding process and approve the repair of the North and South side gate operators to International Controls and Equipment 35083 Cordelia Clinton Township Mi 48035 in the amount of \$26,714 from the following Capital Outlay Machinery and Equipment accounts 592-536/537.970_0030. Motion carried unanimously.

Item G-7. Consider a Purchase Order for Spalding DeDecker Associates, Inc. for Engineering Services on Two Sidewalk Gaps Along the ITC Corridor

Motion by Siegrist, supported by Sneiderman to issue a Purchase Order to Spalding DeDecker and Associates, Inc. in the amount of \$7,000. Motion carried unanimously.

Item G-8. Consider Issuance of Purchase Order to ITC Holdings Corp. and Signature Accepting an Easement for Construction, Maintenance, and Repair of Water Main

Motion by Siegrist, supported by Ganguly to issue a Purchase Order to ITC Holding Corporation in the amount of \$11,926 and to approve the signature of the proposed water main easement by the Township Supervisor. Motion carried unanimously.

Item G-9. Consider Budget Amendment for Al's Asphalt Paving Company and Wade/Trim Associates for North Pavilion Parking Lot Improvement

Motion by Siegrist, supported by Borninski to approve the Change Order for Al's Asphalt for the North Pavilion \$84,545.70, further, to approve moving the following on PO# 2022-1133 Al's Asphalt: decrease Line 1 Northwest Parking lot \$84,545.70 and increase \$84,545.70 to Line 3 North Pavilion to cover Al's change order, additionally, to approve to Decrease PO # 2022-1133 Al's Asphalt Line 1 Northwest Parking lot \$11,137.50 and increase \$11,137.50 Wade Trim PO# 2022-1133 Line 3 North Pavilion using the same account # 401-441.970_0050. Motion carried unanimously.

Item G-10. Consider Issuance of Purchase Orders to Al's Asphalt Paving Company and Wade/Trim Associates for Pheasant Run Golf Course Cart Path Improvements

Motion by Siegrist, supported by Sneiderman to approve issuance of a Purchase Order to Al's Asphalt in the amount of \$844,600 for the Pheasant Run Golf Course cart path improvements, additionally, to approve issuance of a Purchase Order to Wade Trim in the amount of \$47,706 for the Pheasant Run Golf Course cart path improvements. Motion carried unanimously.

Item G-11. Consider Waiving the Bidding Process and Approve the Sole-Source Purchase of the EleGARD Patient Positioning System

Motion by Siegrist, supported by Borninski to approve waiving the bidding process to purchase the EleGARD Patient Positioning System from MED Alliance Group, Inc., the sole-source provider of the EleGARD System, in an amount not to exceed \$30,000. Motion carried unanimously.

Item G-12. Consider Approval for a Purchase Order Increases for Food & Beverage and Golf Resale Products at Pheasant Run Golf Club

Motion by Siegrist, supported by Sneideman to approve an increase the following Purchase Orders:

Company	Address	Account Number	PO#	Increase Amount
Gordon Food Service	P.O. Box 88029 Chicago, IL 60680-1029	584-773-74.761	PO#2023-634	\$1,000
Acushnet	P.O. Box 844324 Boston, MA 02284-4324	584-773-75.751	PO#2023-638	\$4,500
Sysco Detroit, LLC	41600 Van Born Rd Canton, MI 48188	584-773-74.761	PO#2023-637	\$4,500

Motion carried unanimously.

Item G-13. Consider Approval of a Purchase Order for the Stump Removal at Summit on the Park and Summit Parkway

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

Increase Revenue:

101-000.695	Fund Balance Appropriation	\$3,800
208-757-50.695	Fund Balance Appropriation	\$17,795

Increase Expenditures:

101-261.955_0001	Miscellaneous Township Emergency	\$3,800
208-757-50.955_0001	Miscellaneous Township Emergency	\$17,795

Further, to approve a purchase order for a total amount of \$21,775 to Reliable Landscaping 8285 Lilley Rd., Canton MI 48187, for stump removal and fill at Summit on the Park southeast property, Summit west parking lot, and Summit Parkway with \$3,800 to be paid from account #101-261.955_0001 - Miscellaneous Township Emergency and \$17,795 to be paid from account #208-757-50.955_0001- Miscellaneous Township Emergency. Motion carried unanimously.

Item G-14. Consider a Request to Approve an Agreement for the Engineered Drawings, Bid Assistance, and Construction Management for the Replacement of the 3 Pavilions at Heritage Park South

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

Increase Revenue:

101-000.695	Fund Balance Appropriation	\$25,379
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Increase Expenditures:

101-261.955_0001	Miscellaneous Township Emergency	\$25,379
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Further, to approve a purchase order to MCSA Group, Inc. 529 Greenwood Ave., S.E., Grand Rapids, MI 49506 for the engineering, bid assistance, and construction management of the Heritage Park South

Pavilion Replacement in the amount of \$25,378.80 to be paid from account #101-261.955_0001 - Miscellaneous Township Emergency. Motion carried unanimously.

Item G-15. Consider Approval of Application for the FY24 Urban and Community Forestry Program Grant

Motion by Siegrist, supported by Borninski to authorize the submission of the application to the Michigan Department of Natural Resources for a FY24 Urban and Community Forestry Program Grant towards the planting of trees within Canton's Parks, and to accept the funds if approved. Canton has committed to matching up to \$20,000 for a total of \$40,000; further, to approve the following resolution in support of the Michigan Natural Resources FY24 Urban and Community Forestry Program Grant.

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

Michigan Natural Resources FY24 Urban and Community Forestry Program

Resolution of Authorization

Whereas Charter Township of Canton supports the application submission of the Michigan FY24 Urban and Community Forestry Program for the tree planting in Canton's Parks;

Whereas the proposed application is supported by the Canton Township Board Goals to provide a Healthy Ecosystem, Financial Stability, Quality Infrastructure, and Welcoming Community;
and;

Whereas Charter Township of Canton is hereby making a financial commitment to the project in the amount of \$20,000 matching funds; now therefore be it;

Resolved, that Charter Township of Canton hereby authorizes submission of a FY24 Urban and Community Forestry Program Grant Application, and further resolves to make available its financial obligation amount of \$20,000 during the 2024-2025 fiscal year.

Motion carried unanimously.

Item G-16. Consider Approval of a Purchase Order to OHM Advisors for Professional Architectural & Engineering Services for Preservation Park

Motion by Siegrist, supported by Sneiderman to waive the bidding process and approve a purchase order to OHM Advisors, 34000 Plymouth Road, Livonia, MI 48150 for professional architectural and engineering services for Preservation Park. A purchase order will be submitted in the amount of \$17,000 to be paid from Account #404-727.801_0050 Professional Services. Motion carried unanimously.

Item G-17. Consider Purchase Order for PPM Tree Service & Arbor Care for Tree Removal and Pruning Services

Motion by Siegrist, supported by Sneiderman to approve the following Budget Amendment for tree removal and pruning:

Increase Revenue

Account # 101-000.695	\$20,000	Fund Balance Appropriation
<u>Increase Expense</u>		
Account # 101-261.955_0001	\$20,000	Miscellaneous Township Emergency

Further, to approve the issuance of a purchase order PPM Tree Service & Arbor Care for an amount not to exceed \$20,000. Motion carried unanimously.

Additional Public comment was held.
 Additional Board comment was held.

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

Michael A. Siegrist, Clerk

Anne Marie Graham-Hudak, Supervisor

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: October 10, 2023

AGENDA ITEM:C-1

ITEM: Consider Increasing A3C CIP Purchase Order for Municipal Services

PRESENTER: Dave Norwood, Interim Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated.

EXECUTIVE SUMMARY: MSD Facilities came before the Township Board on September 14th, 2021, for approval to administer a contract to A3C for Architectural support for the duration of Capital Improvement Program (CIP). The approved PO for A3C was \$600,000 in 2021, with the increase in costs for materials and CIP scope change A3C is due a small increase in the amount of \$2,838.07 making the new PO total \$602,838.07.

The existing purchase order requires an amendment at this time as follows:
PO#2021-00002591- A3C from \$600,000 to \$602,838.07.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approve CIP A3C PO #2021-00002591 purchase order increase.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The Budget is available in accounts 401-261.801_0050 Professional Services.

IMPLEMENTATION PLAN: Upon approval by the Township Board, the staff will enter the increases into the Tyler system.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the increase to a purchase order to A3C for architecture services related to the 2020 capital improvement plan to \$602,838.07.

ATTACHMENTS: N/A

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: October 10, 2023

AGENDA ITEM #G-1

ITEM: Consider Approval of Sauna Rebuild for Summit on the Park

PRESENTER: David Norwood, Interim Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: The sauna at the Summit on the Park has never been fully replaced since first opening in 1996. The Municipal Services Facilities team has performed maintenance and repairs to benches when needed to avoid any injuries. The sauna, however, needs a complete renovation due wear and tear over the course of the past 27 years. With the current closure and renovation of the aquatics area until December of 2023, it is an opportune time to complete the sauna rebuild.

BACKGROUND: Rebuilding the sauna would be a great addition to the aquatics center renovation project as all other amenities are being replaced in 2023. Each year the Facilities team is required to make fixes in order for the sauna to maintain safe operations.

STRATEGIC PLAN/GOALS: Improve the infrastructure, Quality Infrastructure.

ACTION REQUESTED: Award the contract and purchase order for the above-mentioned project to Carpentry Concepts, 18786 Susanna, Livonia, MI 48152 in the amount of \$26,680 plus a 10% contingency of \$2,668 making the total \$29,348.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funding as follows: 246.265.970_0020 Capital Outlay Buildings and Improvements, funds we budgeted for 2023 in the following account:

Description	Account#	Amount
Sauna Rebuild – Summit	246-265.970_0020	\$29,348

IMPLEMENTATION PLAN: Upon Board Approval, a purchase order will be generated, and vendor contacted to begin project. A project schedule will be established with Carpentry Concept.

DIRECTOR’S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR’S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to award a contract and approve a purchase order to Carpentry Concepts for an amount not to exceed \$29,348.

ATTACHMENTS:

Attachment A: Bid Summary Tab

Attachment B: ITB

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: October 10, 2023

AGENDA ITEM:G-2

ITEM: Consider Approval for FlexNet Communication Network for Collection of Water Meter Reading Data

PRESENTER: Dave Norwood, Interim Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Canton Townships Water and Sewer Department started several years ago to install radio read units (MXU) on all new construction and implemented the residential meter replacement program. Sensus meters and equipment were selected as the best option for the township and Etna Supply Company, Inc is the lone supplier of Sensus products. In the past, Canton has purchased from Etna Supply Company, a sole source supplier for Sensus meters and equipment. For this reason, we are requesting a waiver of the standard purchasing policy requirements to solicit bids.

As part of this program, the next phase is to install FlexNet Communication network. This will allow Canton to collect meter reads on a daily basis and remotely which will improve operational efficiency and customer service, potentially reducing non-revenue water usage. Canton's 26,000 plus active water accounts are now all equipped with radio read devices which will allow a streamlined collection of meter data.

BACKGROUND: Nothing additional

STRATEGIC PLAN/GOALS. Quality Infrastructure/ FlexNet Communications Network will be installed to accurately measure water consumption. Our on-going maintenance procedures also include monitoring and maintaining present equipment and replacing ineffective equipment when necessary.

ACTION REQUESTED: Accept the quote from Etna Supply Company and approve a purchase order to Etna Supply Company in the amount of \$236,886 for FlexNet Communication Network.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The funds for this purchase are budgeted in accounts #592-536/537.970_0030 Capital Outlay Machinery and Equipment Each Department shall be charged in the amount of \$118,443 for a total of \$236,886 Additionally, attached is the pricing going forward for hosting and maintenance fees for years 2 thru 5. Year one is included in the \$236,886.

IMPLEMENTATION PLAN: Upon approval by the Board of Trustees, the Department of Public Works will enter a purchase order to Etna Supply Company 529-32nd Street S.E. Grand Rapids, MI 49548-2392

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve a purchase order in the amount of \$236,886 to Etna Supply Company for the purchase of FlexNet Communication Network.

ATTACHMENTS:

1.ETNA Quote

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: October 10, 2023

AGENDA ITEM # G-3

ITEM: Consider Approval of the Replacement of one A/C Condenser and One Furnace for Human Services Building and One RTU for Fellows Creek Golf Course

PRESENTER: David Norwood, Interim Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: MSD Facilities department is recommending the following projects be awarded. Our Township owned Human Services Building is currently operating without one of the five condensing units. Earlier this year condensing unit #4 at Human Services Building became inoperable causing warmer temperatures for the upper-level suites.

Additionally, we combined the Human Services project with RTU replacement for Fellows Creek Golf Course to achieve better pricing. RTU at Fellows Creek Golf Course services the maintenance shop, this unit is currently locked out due to a crack in the heat exchanger. Facilities is recommending the replacement of the RTU at Fellows Creek as it provides heat for the winter months also, operating a RTU with a crack in the heat exchanger can omit CO gases which is very dangerous.

The project above has gone through the Request for Proposal process, with the most qualified bidder being recommended for award, and falls within the budget amount in the project.

BACKGROUND: The items being brought forth today are identified as a priority within that Plan and falls within the budget. The HVAC unit at Human Services Building was installed in 2001 with a life expectancy of 20 years maximum. In June of this year unit #4 at Human Services became inoperable due to a failed compressor. The cost to replace the compressor on a 22-year-old unit is just financially responsible. RTU for Fellows Creek has a crack in the heat exchanger making it unsafe to operate, similar to Human Services building to replace a heat exchanger on a unit over 20 years old is not financially responsible.

STRATEGIC PLAN/GOALS: Improve the infrastructure, Quality Infrastructure. Furthermore, we will be improving the efficiency of our equipment, with energy-efficient compressors and a high-efficiency condenser coil made of corrugated aluminum fins and rifled refrigeration-grade copper tubing. Finally, we will be removing the old units which currently operate under R-22 refrigerants, as of January 1st, 2020, the EPA has implemented a ban on the production and import of R-22, except for continuing servicing needs of existing equipment. R410A is the replacement which is a Chlorine-free refrigerant making it much better for our environment.

ACTION REQUESTED: Award the contract and purchase order for the above-mentioned project to CanAm Industrial, 12749 Richfield Ct. Livonia, MI 48150 in the amount of \$49,590 plus a 10% contingency of \$4,959 making the total \$54,549.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funding as follows: 584-772-78.970_0020 Capital Outlay Buildings and Improvements for Fellows Creek Golf Course \$10,160 and \$1,016 for Contingency for a Total of \$11,176 Cip Project #220031.

246-265.970_0020 Capital Outlay Buildings and Improvements for Human Services Building \$39,430 and \$3,943 Contingency for a Total of \$43,373.

IMPLEMENTATION PLAN: Upon Board Approval, a purchase order will be generated, and vendor contacted to begin project. A project schedule will be established, and CanAm Industrial will order all the equipment and parts in order to complete the project.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve the contract and approve a purchase order for CanAm Industrial to replace one A/C Condenser and one Furnace at Human Services Building \$43,373 and one RTU at Fellows Creek Golf Course \$11,176 for a total purchase order \$54,549.

ATTACHMENTS:

Attachment A: Bid Summary

Attachment B: ITB

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: October 10, 2023

AGENDA ITEM #G-4

ITEM: Consider Approving a Letter of Agreement with the Canton Command Officers Association for the Creation of Two Dispatch Supervisor Positions and Associated Amendments to the 2023 Police and Fire Budgets

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 create and fill two new dispatch supervisor positions to be part of the Canton Command Officer Association (CCOA) bargaining unit. These positions will replace the two (now vacated) Public Safety Dispatch/IT Supervisor positions from the Township's Merit System.

This request also includes amendments to the 2023 Police & Fire Budgets for two months of salary and fringe benefits to accommodate the increase in salary from the formerly budgeted Merit positions.

BACKGROUND INFORMATION: At the Township Study Session held on May 2, 2023, the Police and Fire Department's presented the concept of restructuring the supervision of Public Safety's Dispatch and PSD IT Systems supervision. This concept included a separation of the IT component from the Dispatch supervision, which was accomplished with a new PSD IT Systems Coordinator job description approved by the Board last month. This RBA represents that second half of the process, providing for two new dispatch supervisor positions to be created within the CCOA bargaining unit, and filled with qualified candidates through a mutually agreed upon Letter of Agreement with POAC that was board approved on August 22, 2023.

This RBA also includes a slight budget amendment for Police and Fire, to, at most, cover two months of salary remaining in 2023, based on how quickly the positions can be posted, tested and filled. The two dispatch supervisor positions will be paid 70% Police and 30% Fire. The budgets for 2024 and beyond will be adjusted accordingly to accommodate this change.

STRATEGIC PLAN/GOALS: Succession Planning

ACTION REQUESTED: Approve the Letter of Agreement with the Canton Command Officer Association for the creation of two dispatch supervisor positions; and additionally, approve the below listed amendments to the 2023 Police and Fire budgets.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The below amendment is being requested to the 2023 Police and Fire Budgets:

<i>Increase 2023 Revenues:</i>		
Police Fund Balance Appropriation:	#207-000-695	\$31,127
Fire Fund Balance Appropriation:	#206-336-695	\$13,340

<i>Increase 2023 Appropriations:</i>		
Police Patrol Salaries & Wages (various):	#207-301-30.7XX XXXX	\$31,127
Fire Admin Salaries & Wages (various):	#206-336-50.7XX XXXX	\$13,340

IMPLEMENTATION PLAN: New positions will be filled in accordance with the POAC Letter of Agreement approved by the Board on August 22, 2023.

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION: I move to approve the Letter of Agreement with the Canton Command Officer Association for the creation of two dispatch supervisor positions and the amendments to the 2023 Police and Fire budgets as listed above in Budget Implications & Account Numbers.

ATTACHMENTS: Attachment A – Proposed Letter of Agreement with CCOA

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: October 10, 2023

AGENDA ITEM #G-5

**ITEM: Consider Approving the Renewal Agreement Between Canton Township and
Oakland County for IT Services (CLEMIS)**

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

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: Public Safety is requesting to renew the agreement for IT Services, specifically CLEMIS (Courts and Law Enforcement Management Information System) operated and maintained by the Oakland County Department of Information Technology. Fees associated with this agreement are budgeted as part of the department's annual budget process.

BACKGROUND INFORMATION: The Public Safety Department has utilized Oakland County for CLEMIS CAD, Records Management, and a multitude of law enforcement and fire applications for over 20 years. This is a multi-jurisdictional system that provides Canton Township with extensive resources, functionality and information from.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approve the renewal of an agreement between Canton Township and Oakland County for IT Services (CLEMIS).

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds are budgeted annually for CLEMIS participation.

IMPLEMENTATION PLAN: Upon approval of the contract renewal Oakland County is requesting a dated signature from the Township Supervisor on page 12 of the agreement, along with a witness on page 27 of the addendum. They also request a certified copy of the resolution or minutes from the public body authorizing the signature.

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION: I move to approve the renewal of an agreement between Canton

Township and Oakland County for IT Services (CLEMIS) and authorize the Township Supervisor to sign all necessary documents on behalf of the Township.

ATTACHMENTS: Attachment A – Agreement for IT services between Oakland County and Canton Township.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: October 10, 2023

AGENDA ITEM # G-6

ITEM: Consider sale of Canton Township property and authorize Supervisor to sign all documents necessary to close the sale.

PRESENTER: Joseph Hawver, Deputy Supervisor

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: Canton Township resident Jennifer Williams approached the Township seeking to buy vacant parcels of property behind her home located at 604 N. Willard Road in Canton. After reviewing the parcels, the Township made an offer to sell two vacant parcels directly behind her home (#71-060-01-0817-300 and #71-060-01-0818-300) for \$2,000.00 a piece for a total sale of \$4,000.00.

BACKGROUND: On August 18, 2023 Ms. Jennifer Williams emailed the Township her letter of intent to buy 7 parcels of vacant land behind and near her home for \$1,500.00 apiece. After reviewing the parcels Ms. Williams was interested in buying the Township countered her offer with an offer of the two vacant parcels directly behind her home (#71-060-01-0817-300 and #71-060-01-0818-300) for \$2,000.00 a piece for a total sale of \$4,000.00.

Ms. Williams intention is not to clear the area and rid of trees or wildlife, but preserve as much of the natural wildlife as possible while putting in some fencing and making room for her dogs to run around.

STRATEGIC PLAN/GOALS: Welcoming Community

ACTION REQUESTED: Approve the purchase agreement and Authorize the Supervisor to sign any and all documents necessary to close the sale.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The proceeds from the sale would be placed in the general fund.

IMPLEMENTATION PLAN: With Board approval, Supervisor Graham-Hudak will complete sale of property.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approved.

SUPERVISOR'S RECOMMENDATION: Approved.

MODEL RESOLUTION: I move to approve the purchase agreement to sell two vacant parcels located behind 604 N. Willard Road, Canton, Michigan 48187, and authorize the Supervisor to sign all documents necessary to close the sale.

ATTACHMENTS:

1. Email from Jennifer Williams with intent to purchase
2. Map of parcels being purchased
3. Purchase Agreement

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: October 10, 2023

AGENDA ITEM #G-7

ITEM: Consider Acceptance of Resignation and Appointment to the Election Commission

PRESENTER: Michael A. Siegrist, Clerk

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: The Charter Township Act, MCL 42.4 indicates that the Board of Township Election Commissioners for each Township is to be composed of the Township Clerk and 2 Trustees appointed by the Township Board.

BACKGROUND INFORMATION: Steven Sneideman has served dutifully as an appointed member of the Election Commission since 2016. He has asked to resign prior to the term expiration. To follow the Charter Township Act, Tania Ganguly will be appointed in place of Steven, until the term expiration of November 20, 2024.

STRATEGIC PLAN/GOALS: Required by Election Law.

ACTION REQUESTED: To approve the resignation of Trustee, Steven Sneideman and appoint Trustee, Tania Ganguly in his place to the Election Commission.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: None

IMPLEMENTATION PLAN: Accept the resignation of Trustee, Steven Sneideman and appoint Trustee, Tania Ganguly in his place to the Election Commission.

DIRECTOR'S RECOMMENDATION: Approved

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approved

SUPERVISOR'S RECOMMENDATION: Approved

MODEL RESOLUTION: I move to accept the resignation of Trustee, Steven Sneideman and appoint his replacement, Trustee, Tania Ganguly until the term expiration of November 20, 2024.

ATTACHMENTS: None

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: October 10, 2023

AGENDA ITEM #G-8

ITEM: Request Approval of Resolution Establishing Village Arts Factory and The Summit as Early Voting Locations
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PRESENTER: Michael A. Siegrist, Clerk

INDIVIDUALS IN ATTENDANCE: None

EXECUTIVE SUMMARY: On November 8, 2022, the voters of the State of Michigan passed Proposal 22-2 enacting early voting. The Charter Township of Canton has a legal responsibility to provide a suitable early voting site. Using election studies and voter population maps, the Village Arts Factory and The Summit have been identified as equitably distributed to handle early voting traffic.

BACKGROUND INFORMATION: Canton Township is required to establish early voting sites for Federal and State elections since the passing of Proposal 22-2. The Summit and Village Arts Factory meet all requirements for early voting sites.

STRATEGIC PLAN/GOALS: Welcoming Community

ACTION REQUESTED: Approve the attached Resolution.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: Upon approval, the Township Clerk will send approved resolution to Wayne County to comply with statute.

DIRECTOR'S RECOMMENDATION: Approved

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approved

SUPERVISOR'S RECOMMENDATION: Approved

MODEL RESOLUTION: I move to approve the following Resolution Establishing Village Arts Factory and The Summit as Early Voting Locations

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

Approval of a Resolution Establishing Village Arts Factory and The Summit as Early Voting Locations

Whereas Proposal 22-2 has enacted Early Voting in the State of Michigan and the Charter Township of Canton shall provide a suitable early voting site for each precinct located in the municipality;

Whereas election studies have helped identify locations according to voting populations within the township; and

Whereas Village Arts Factory and The Summit are equitably distributed to handle early voting traffic; now, therefore, be it;

Resolved, that the Board of Trustees of the Charter Township of Canton does hereby establish Village Arts Factory and The Summit as Early Voting Locations for the Presidential Primary, February 27, the August Primary, August 6, 2024 and the General Election, November 5, 2024.

ATTACHMENTS: None

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: October 10, 2023

AGENDA ITEM #G-9

ITEM: Consider First Reading of an Amendment to Chapter 14 Animals in the Canton Township Code of Ordinances Regarding Dogs in Parks and Dog Licensing
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PRESENTER: Michael A. Siegrist, Clerk

INDIVIDUALS IN ATTENDANCE:

EXECUTIVE SUMMARY: Wayne County has passed a resolution to allow local jurisdictions to issue three-year dog licenses. In an effort to increase efficiency, reduce costs, and provide for resident convenience, the Clerk's Office would like to begin issuing these licenses. A request of charging \$25 would result in a \$5 savings to dog owners. Additionally, the current ordinance regulating dogs in Canton is not in compliance with state law. To bring it into compliance, amendments for service animals, and rabies requirements are proposed.

BACKGROUND INFORMATION:

1. Because rabies vaccinations may be offered for three years, state law was amended to allow for multi-year licensing, to remove the burden on counties, local jurisdictions, and dog owners, of obtaining an annual license. Wayne County has recently passed a resolution allowing for three-year dog licenses accordingly.
2. The initial Dog License Ordinance of 2013 provided for a rabies exemption for dogs under certain conditions. This exemption is contrary to the requirements of state law.
3. State law regulating service animals was amended in 2015 by Public Act 144, bringing Section 14-121, Dogs in Parks, of the Canton Code of Ordinances out of compliance for regulating service animals in public places.

State law changed to prohibit the township from; asking about a persons disability, requiring medical documentation, a special identification card or training documentation for a service animal, or asking that the animal demonstrate its ability to perform work or a task. Additionally, staff cannot require documentation or make an inquiry if it was readily apparent that the service animal was trained to do work or perform tasks for an individual with a disability.

STRATEGIC PLAN/GOALS: Welcoming Community / Financial Stability

ACTION REQUESTED: Introduce the proposed amendment to Chapter 14 of the Canton Township Code of Ordinances regarding dogs in parks and dog licensing.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: None

IMPLEMENTATION PLAN: Schedule a second reading, publish the amendment, pass resolution regarding fees, and work to create operational requirements for multi-year licensing.

DIRECTOR'S RECOMMENDATION: Approved

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approved

SUPERVISOR'S RECOMMENDATION: Approved

MODEL RESOLUTION: I move to introduce the first reading of an amendment to Chapter 14 of the Canton Township Code of Ordinances and approve the attached Resolution establishing a three-year dog license fee of \$25.

ATTACHMENTS:

1. Chapter 14 (redlined)
2. Chapter 14 (clean)
3. Resolution to Approve Three Year License Fee
4. Wayne County Resolution

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: October 10, 2023

AGENDA ITEM #G-10

ITEM: Consider the Approval of a Budget Adjustment to Purchase Early Voting Materials and Equipment

PRESENTER: Michael A. Siegrist, Clerk

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: In the 2022 General Election, Michigan voters passed Proposal 22-2, which enacted many changes in the election process and its timeline. When the Clerk's department was initially creating their budget for 2023, this legislation didn't exist; therefore, the current budget is not sufficient to cover the purchases needed to accommodate these changes.

BACKGROUND: With new legislation and election date changes, the Presidential Primary will now be held in February 2024, which pushes the timeline and ordering deadlines into 2023. This will create a shortage between what has been budgeted in 2023 and the cost of purchases needed to successfully run an election that meets all state requirements. The machines and supplies that the Township Clerk will need include: state recommended tabulators for early voting sites; early voting notifications, postage, and materials to print and mail applications; potential Ballot on Demand systems for each voting site; early voting site printers; and state-required ballot drop boxes plus installation. The estimated total for all election needs in 2023 is \$175,000. The current budget for Elections department 101-262 can absorb \$110,000 of this expense; however, the Clerk's department is requesting a budget increase of \$65,000 from the General Fund contingency account to supplement the Elections department budget.

STRATEGIC PLAN/GOALS: Welcoming Community

ACTION REQUESTED: To approve the transfer of \$65,000 from General Fund contingency account 101-261.960 to election account 101-262.970_0030 for the purchase of equipment needed for Early Voting needs.

Since Dominion is the sole provider of the necessary equipment, the Clerk's office also requests to waive the purchasing policy requirement to publish an RFP for the purchase of state recommended tabulators for early voting sites and potential Ballot on Demand systems.

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

Increase Expenditures:

101-262.970_0030 Capital Outlay Machinery and Equipment \$65,000.00

Decrease Expenditures:

101-261.960 Contingency \$65,000.00

IMPLEMENTATION PLAN: The Clerk's department will handle all purchases and coordinate with Facilities Maintenance when necessary for installation.

DIRECTOR'S RECOMMENDATION: Approved

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approved

SUPERVISOR'S RECOMMENDATION: Approved

MODEL RESOLUTION: I move to create a purchase order to Dominion in an amount not to exceed \$58,000 for the purchase of 8 Imagecast Precinct 2 tabulators and approve the following budget adjustment.

Increase Expenditures:

101-262.970_0030 Capital Outlay Machinery and Equipment \$65,000.00

Decrease Expenditures:

101-261.960 Contingency \$65,000.00

ATTACHMENTS:

1) Dominion ICP2 Estimate