



**CANTON ADMINISTRATION BUILDING
1150 S. CANTON CENTER ROAD
CANTON, MI 48188
REGULAR BOARD MEETING
DECEMBER 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/84571890031>

Or One tap mobile:

1-646-931-3860 (84571890031#) or 1-301-715-8592 (84571890031#)

Or Telephone:

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

Webinar ID: 845 7189 0031

International numbers available: <https://us02web.zoom.us/j/84571890031>

6:30 P.M.:

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

APPROVAL OF MINUTES: NOVEMBER 28, 2023

PUBLIC COMMENT ON AGENDA ITEMS ONLY

PAYMENT OF BILLS

PUBLIC HEARING:

- 1) CONSIDER HOLDING THE PUBLIC HEARING FOR THE 2024 SIDEWALK REPAIR PROGRAM

PRESENTATION:

- 1) MICRO MARKET FOR EMPLOYEES PRESENTED BY WELLNESS COMMITTEE AND AVI FOODSYSTEMS
- 2) LEISURE SERVICES ADVISORY COMMITTEE
- 3) YOUTH ADVISORY COUNCIL

RESOLUTION:

- 1) RESOLUTION CALLING FOR AN END TO THE CONFLICT IN GAZA AND ISRAEL

CONSENT CALENDAR:

- 1) CONSIDER AWARD OF A CONTRACT TO BERKSHIRE DEVELOPMENT FOR THE DEMOLITION OF A DANGEROUS BUILDING AT 1822 SHELDON RD. NORTH (MSD)
- 2) CONSIDER APPROVAL OF 2023 BUDGET ADJUSTMENTS (FBD)
- 3) REQUEST AUTHORIZATION TO PAY BILLS IN 2024 WHEN NO REGULAR BOARD MEETING IS SCHEDULED (FBD)
- 4) CONSIDER PAYMENT OF CITYVIEW ANNUAL SOFTWARE MAINTENANCE FEES (ITI)
- 5) CONSIDER RENEWAL OF CIVICPLUS WEBSITE HOSTING SERVICES AND CIVICOPTIMIZE (ITI)
- 6) CONSIDER 2024 MEETING DATES FOR THE COMMISSION FOR CULTURE, ARTS & HERITAGE (CD)
- 7) CONSIDER APPROVAL OF A PURCHASED ORDER INCREASE FOR ROMULUS AQUATIC CENTER (CLS)

GENERAL CALENDAR:

- 1) CONSIDER APPROVAL OF A PURCHASE ORDER TO KENNEDY INDUSTRIES FOR REMOVAL AND REPLACEMENT OF TWO SUMP PUMPS AT THE ADMINISTRATION BUILDING (MSD)
- 2) CONSIDER APPROVAL OF HEADCOUNT INCREASE FOR THE MUNICIPAL SERVICES DEPARTMENT (MSD)
- 3) CONSIDER AWARD OF CDBG HOUSING REHABILITATION CONTRACT (FBD)
- 4) CONSIDER ADDITIONAL CONTRIBUTION TO OPEB PRE-FUNDING (FBD)
- 5) CONSIDER APPROVING THE PURCHASE OF THE 2024 MOTOROLA DISPATCH RADIO EQUIPMENT SERVICE AGREEMENT RENEWAL (POLICE)
- 6) CONSIDER A REQUEST TO APPROVE A LETTER OF AGREEMENT BETWEEN CANTON TOWNSHIP AND THE IAFF LOCAL 2289 (FIRE)
- 7) CONSIDER AWARD OF CONTRACT AND ISSUE A PURCHASE ORDER TO GHD FOR SUBMISSION OF THE LOMC TO FEMA FOR FIRE STATION NO. 2 (FIRE)
- 8) APPROVAL OF RESOLUTION SETTING FULL-TIME ELECTED OFFICIAL SALARY RATES TO FOLLOW MERIT SYSTEM SCALE (CLERK)
- 9) CONSIDER APPROVAL OF ARCHITECTURAL & ENGINEERING SERVICES FOR BARCHESTER PARK CDBG PROJECT TO MCSA GROUP, INC. (CD)
- 10) CONSIDER NEW APPOINTMENT AND TWO REAPPOINTMENTS TO THE PLANNING COMMISSION (SUPERVISOR)

- 11) CONSIDER TWO APPOINTMENTS TO THE ZONING BOARD OF APPEALS
(SUPERVISOR)
- 12) CONSIDER APPOINTMENT TO THE HISTORIC DISTRICT COMMISSION (SUPERVISOR)
- 13) CONSIDER REAPPOINTMENTS TO THE CANTON CARES FUND COMMITTEE
(SUPERVISOR)
- 14) CONSIDER APPROVAL OF CONFERENCE EXPENSE FOR SUPERVISOR AND
ECONOMIC DEVELOPMENT MANAGER (SUPERVISOR)
- 15) CONSIDER APPROVAL OF WAGE INCREASES FOR MERIT (FULL-TIME, NON-UNION)
EMPLOYEES; FULL-TIME ELECTED AND APPOINTED OFFICIALS; AND PART-TIME
EMPLOYEES, FOR THE 2024 FISCAL YEAR (SUPERVISOR)
- 16) CONSIDER A REQUEST TO APPROVE SERVICE AGREEMENT BETWEEN CANTON
TOWNSHIP AND THE PARTNERSHIP FOR THE ARTS & HUMANITIES (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 – November 28, 2023**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, November 28, 2023, in-person. Supervisor Graham-Hudak called the meeting to order at 6 p.m.

Motion by Sneiderman, supported by Foster to appoint Treasurer Slavens temporary Clerk. Motion carried unanimously.

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

Presentation:

- 1) Priority Based Budgeting

Adoption of Agenda:

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

Approval of Minutes:

Motion by Slavens, supported by Borninski to approve the minutes from November 7, 14 & 21, 2023. Motion carried unanimously.

Public Comment: Public comment was held.

Payment of Bills:

Motion by Slavens, 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 November 28, 2023		
101	GENERAL FUND	1,177,720.48
204	ROADS FUND	1,895.75
206	FIRE FUND	310,433.19
207	POLICE FUND	442,778.44
208	COMMUNITY CENTER FUND	64,692.96
219	STREET LIGHTING FUND	0.00
230	CABLE TV FUND	10,592.34
246	COMMUNITY IMPROVEMENT FUND	0.00
248	DDA - CANTON	34,848.76
260	INDIGENT DEFENSE FUND	0.00
261	E-911 UTILITY	1,705.37
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	0.00
401	CAPITAL PROJECTS FUND	295,823.21
402	CAP PROJ - WATER & SEWER	0.00
403	CAP PROJ - ROAD PAVING	0.00
404	CAP PROJ - CHV DEVELOPMENT	0.00
584	GOLF FUND	25,121.05
592	WATER & SEWER FUND	591,466.81
596	GARBAGE & RUBBISH COLLECTIONS	4,757.67
661	FLEET MAINTENANCE FUND	72,090.64
701	TRUST & AGENCY FUND	4,875.00
702	CUSTODIAL FUND	0.00
736	POST EMPLOYMENT BENEFITS FUND	166,466.26
852	SPECIAL ASSESSMENT DEBT SERVICE	0.00
TOTAL - ALL FUNDS		3,205,267.93

Public Hearing:

Item PH-1. Public Hearing and Adoption of Fiscal Year 2024 Budget

Motion by Slavens, supported by Foster to open the Public Hearing on the Adoption of the Fiscal Year 2024 Budget at 7:01 p.m. Motion carried unanimously.

Motion by Slavens, supported by Sneiderman to close the Public Hearing on the Adoption of the Fiscal Year 2024 Budget at 7:03 p.m. Motion carried unanimously.

Motion by Slavens, supported by Borninski to adopt the Fiscal Year 2024 Budget and approve the resolution as presented. Motion carried unanimously.

RESOLUTION OF BOARD OF TRUSTEES CHARTER TOWNSHIP OF CANTON, MICHIGAN

Public Hearing and adoption of Fiscal Year 2024 Budget

Whereas Act 359 of 1947, The Charter Township Act, requires that the annual budget be adopted by resolution;

Whereas pursuant to MCLA 141.412 and .413, notice of a Public Hearing on the proposed 2024 budget was published in a newspaper of general circulation on November 13, 2023, and a Public Hearing on the proposed budget was held on November 28, 2023, now, therefore, be it;

Resolved, that estimated total revenues and expenditures for the 2024 fiscal year are hereby appropriated on a fund level basis. Totals by fund are as follows:

<u>Fund#</u>	<u>Fund Description</u>	<u>2024 Proposed Budget</u>
101	General Fund	\$ 41,382,547

204	Roads Fund	\$	7,275,000
206	Fire Fund	\$	21,829,258
207	Police Fund	\$	28,639,383
208	Community Center Fund	\$	5,939,735
219	Street Lighting Fund	\$	353,000
230	Cable TV Fund	\$	2,445,636
246	Community Improvement Fund	\$	840,011
248	Downtown Development Authority	\$	1,671,000
260	Indigent Defense Fund	\$	400,000
261	911 Service Fund	\$	698,352
265	Organized Crime-Drug Enforcement	\$	642,000
274	CDBG Fund	\$	400,000
284	Opioid Settlement Fund	\$	118,849
301	Energy Project Debt Service	\$	433,958
302	Capital Projects Debt Service	\$	1,358,750
403	Capital Projects – Infrastructure	\$	500,000
584	Golf Course Fund	\$	6,136,733
592	Water & Sewer Fund	\$	41,648,425
596	Garbage & Rubbish Collection	\$	6,136,733
661	Post Employment Benefits Fund	\$	4,784,000

Further Resolved, that the Township Supervisor has the authority to approve budget adjustments between departments based upon recommendation by the appropriate Department Director and the Finance and Budget Director in accordance with adopted policies. Additionally, the use of contingency funds must be approved by both the Finance and Budget Director and Supervisor;

Further Resolved, that the Charter Township of Canton Board adopts the 2024 budget for the various funds on a fund level. Township officials responsible for the expenditures authorized in the budget may expend Township funds up to, but not to exceed, the total appropriation authorized for each fund;

Further Resolved, that the millage levy previously approved by the Board on September 12, 2023 will be utilized to support the 2024 budget;

Further Resolved, that there shall not be any new positions created that shall result in an increase in employee headcount within a department or division without prior Township Board approval;

Further Resolved, that the Township Supervisor has the authority to fill existing vacant and budgeted positions and reclassified positions based upon the recommendation by the appropriate Department Director and the Finance and Budget Director; and

Further Resolved, that claims against the Township shall be approved by the Charter Township of Canton Board prior to being paid. The Township Clerk and the Township Treasurer may authorize payment of certain claims prior to approval by the Township Board to avoid late penalties, service charges, and interest (for example, utilities and payroll) in accordance with approved salaries and hourly rates adopted by the Township Board. The Township Board shall receive a list of those claims paid prior to approval, for approval at the next Board meeting.

Consent Calendar:

Item C-1. Consider Approval of 2024 Building Board of Appeals Meeting Dates

Motion by Slavens, supported by Borninski to establish the Canton Township's Building Board of Appeals meeting schedule for the year 2024. Meetings will be scheduled as needed and will be held at the Charter Township of Canton Administration Building, 1150 S. Canton Center Road. Motion carried unanimously.

Item C-2. Consider 2024 Planning Commission Meeting Schedule

Motion by Slavens, supported by Borninski to set the 2024 Planning Commission Meeting schedule at 7:00 p.m. on the dates recommended by the Planning Commission at its meeting on November 6, 2023, subject to amendment by the Planning Commission as necessary. Motion carried unanimously.

Item C-3. Consider Approval of an Agreement with Wayne County to Provide Winter Maintenance on 9.28 Miles (18.21 Lane Miles) of County Roads

Motion by Slavens, supported by Borninski to approve the agreement with Wayne County to provide additional winter maintenance for 9.28 miles (18.21 lane miles) of County local roads and authorize the payment of \$16,261.53 from Account #101-447-03.801_0050 (ROW Maintenance - Professional & Contractual Services) and authorize the Township Clerk to sign the agreement resolution on behalf of Canton. Motion carried unanimously.

Item C-4. Consider 2024 Zoning Board of Appeals Meeting Schedule

Motion by Slavens, supported by Borninski to set the 2024 Zoning Board of Appeals meeting schedule for 7:00 p.m. on the following dates: January 11th, February 8th, March 14th, April 11th, May 9th, June 13th, July 11th, August 8th, September 12th, October 10th, November 14th, and December 12th. Motion carried unanimously.

Item C-5. Consider Award Amendment of the 2023 CDBG Program Year and Annual Action Plan

Motion by Slavens, supported by Borninski to amend the PY 2023 Community Development Block Grant Program. Motion carried unanimously.

Item C-6. Consider Approving an Increase to the Blanket Purchase Order Issued to AccuMed Billing Inc.

Motion by Slavens, supported by Borninski to approve increasing the blanket purchase order issued to AccuMed Billing Inc. by \$40,000. Motion carried unanimously.

Item C-7. Consider Approval of an Intergovernmental Agreement with Wayne County for the Western Wayne County Therapeutic Recreation (WWCTR) program.

Motion by Slavens, 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 C-8. Consider Increase of a Purchase Order for AKT Peerless Environmental Services to Perform an Environmental Assessment at the Village Arts Factory, 50755 Cherry Hill

Motion by Slavens, supported by Borninski to approve an increase PO#2023-2289 for an additional environmental assessment at 50755 Cherry Hill to AKT Peerless Environmental Services, 22725 Orchard Lake Rd, Farmington, MI 48336 in the amount of \$4,750 to be paid from account 404-727.801_0050 Professional Services. Motion carried unanimously.

General Calendar:

Item G-1. Consider Site Plan for Automobile Service Station (Discount Tire)

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

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

Approval of the Site Plan for Discount Tire

Whereas the Project Sponsor has requested Site Plan approval for an automobile service station establishment use on parcel no. 71-131-02-0001-000 at 5008 Research Dr. and;

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

Resolved, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the Site Plan in Planning Application #131-SPC-7919 for an automobile service station establishment use on tax parcel no. 131-02-0001-000 at 5008 Research Dr., as the request meets the requirements of the Charter Township of Canton Zoning Ordinance, subject to all federal, State, County, and Township requirements, including required corrections to the monument sign plan pursuant to Article 6A of the Zoning Ordinance.

Motion carried unanimously.

Item G-2. Consider Special Land Use and Site Plan for Fast Food Drive-Through Restaurant (Raising Cane's)

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

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

Approval of the Special Land Use and Site Plan for Raising Cane's

Whereas the Project Sponsor has requested Special Land Use approval and Site Plan approval for a fast food drive-through restaurant use on parcel no. 040-99-0001-703 at 44250 Ford Rd.;

Whereas the Planning Commission reviewed the Special Land Use application and applicable criteria and voted 7-0 to recommend approval, with conditions, as the request meets the criteria of special land use approval in Section 27.03(C) of the Zoning Ordinance, and;

Whereas the Planning Commission reviewed the Site Plan application and applicable criteria and voted 7-0 to recommend approval, with conditions, as the request meets the requirements of the Charter Township of Canton Zoning Ordinance; now therefore be it;

Resolved, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the Special Land Use and Site Plan in Planning Application #s 040-SLU-7843 & #040-SPC-7842, respectively, for a fast food drive-through restaurant use on parcel no. 040-99-0001-703 at 44250 Ford Rd., as the requests meets the Special Land Use criteria and development standards of the Canton Township Zoning Ordinance pursuant to the information and plans provided, subject to all State, County, and Township requirements, including Fire Department approval of the drive aisle width.

Motion carried unanimously.

Item G-3. Consider Special Land Use and Site Plan for Fast Food Drive-Through Restaurant and Multi-Tenant Commercial Shopping Center (Dabaja Properties)

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

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

Approval of the Special Land Use and Site Plan for Dabaja Properties

Whereas the Project Sponsor has requested special land use approval and site plan approval for a multi-tenant commercial shopping center use with an attached fast food drive-through restaurant on parcel no. 131-99-0005-701 at the northeast corner of Michigan Ave. & Beck Rd.;

Whereas the Planning Commission reviewed the Special Land Use application and applicable criteria and voted 7-0 to recommend approval, with conditions, as the request meets the criteria of special land use approval in Section 27.03(C) of the Zoning Ordinance, and;

Whereas the Planning Commission reviewed the Site Plan application and applicable criteria and voted 7-0 to recommend approval, with conditions, as the request meets the requirements of the Charter Township of Canton Zoning Ordinance; now therefore be it;

Resolved, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the Special Land Use and Site Plan in Planning Application #s 131-SLU-7877 & #131-SPC-7878, respectively, for a multi-tenant commercial shopping center with an attached fast food drive-through restaurant use on parcel no. 131-99-0005-701, located at the northeast corner of Michigan Ave. & Beck Rd., as the request meets the Special Land Use criteria and development standards of the Canton Township Zoning Ordinance pursuant to the information and plans provided, subject to all State, County, and Township requirements.

Motion carried unanimously.

Item G-4. Consider Site Plan for Multi-Tenant Commercial Shopping Center (Warren and Canton Center Plaza)

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

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

Approval of the Site Plan for Warren and Canton Center Plaza

Whereas the Project Sponsor has requested Site Plan approval for a multi-tenant commercial shopping center use on parcel no. 016-99-0013-003 at 7219 N. Canton Center Rd., and;

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

Resolved, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the Site Plan in Planning Application #016-SPC-7951 for a multi-tenant commercial shopping center use on parcel no. 016-99-0013-003 at 7219 N. Canton Center Rd., located at the northwest corner of N. Canton Center Rd. & Warren Rd., as the request meets the requirements of the Charter Township of Canton Zoning Ordinance, subject to all State, County, and Township requirements.

Motion carried unanimously.

Item G-5. Consider Approval of an Agreement with Fourth Economy Consulting for the Michigan Avenue Innovation Network (MAIN) Preliminary Assessment

Motion by Slavens, supported by Sneideman to approve the budget amendment stated in the Budget Implications & Account Number section of the RBA, further, to approve the Agreement between Fourth Economy Consultants and the Charter Township of Canton for \$49,580, and to authorize the Township Supervisor to sign the contract on behalf of the Township. Motion carried unanimously.

Item G-6. Consider Approval to Purchase 2024 Season's Fertilizer, Fungicide, Plant Protectant and Nutrients for Pheasant Run Golf Club and Parks in 2023

Motion by Slavens, supported by Sneideman to waive the bidding process and approve the purchase of 2024's seasons fertilizers, fungicides, plant protectants and nutrients for the Pheasant Run Golf Club and Parks divisions in 2023 for a total amount of \$134,000 to be paid from 2024's budget as detailed in the Budget Implications & Account Number section of the RBA. Motion carried unanimously.

Item G-7. Consider Approval for the Purchase of Golf CIP Equipment

Motion by Slavens, supported by Sneideman to approve Pheasant Run and Fellows Creek Golf Club to order CIP equipment in 2023 to be purchased as stated in the Budget Implications & Account Number section of the RBA. Motion carried unanimously.

Item G-8. Consider Awarding Towing Contract to J&T Crova, Nationwide Recovery, and Mayflower Towing for the southern part of Canton Township

Motion by Slavens, supported by Sneideman to approve the agreement from J&T Crova, Nationwide Recovery, and Mayflower Towing, for a contract beginning January 1st 2024 and end on December 31st, 2025, with one, two-year renewal option at the discretion of the Township Supervisor and authorize the Township Supervisor to sign the agreement, subject to final approval by legal counsel. Motion carried unanimously.

Item G-9. Consider Approval of Tentative Collective Bargaining Agreement with International Union of the American Federation of State, County and Municipal Employees (AFSCME), AFSCME LOCAL #3860, for a term commencing January 1, 2024 through December 31, 2026

Motion by Slavens, supported by Borninski to approve the Collective Bargaining Agreement between the Charter Township of Canton and AFSCME Local #3860, with a term ending December 31, 2026, and authorize the Township Supervisor sign on behalf of Canton Township. Motion carried unanimously.

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

Adjourn: Motion by Slavens, supported by Foster to adjourn the meeting at 8:09 p.m. Motion carried unanimously.

Michael A. Siegrist, Clerk

Anne Marie Graham-Hudak, Supervisor

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: December 12, 2023

AGENDA #PH-1

ITEM: Consider Holding the Public Hearing for the 2024 Sidewalk Repair Program

PRESENTER: David Norwood, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: The Sidewalk Ordinance became effective on July 1, 1999 and was amended on August 2, 2001 (Chapter 62, Article II, Section 31-36). The ordinance was adopted to protect the public health, safety and welfare of the citizens of the Charter Township of Canton through adoption of regulations concerning the construction and maintenance of sidewalks within the Township. The Sidewalk Ordinance requires the Township to hold a Public Hearing regarding the necessity of repairs for the 2024 Sidewalk Repair Program.

BACKGROUND: The Township is working in a consolidated residential area known as "Zone Eight". The scheduled subdivisions this year are located north of Cherry Hill Road, east of Morton Taylor Road, west of Haggerty Road and south of Ford Road in the subdivisions on the attached map. Notice of the Public Hearing has been properly advertised and letters were provided to the residents affected.

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

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

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Not Applicable

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

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

- Motion #1: I move open the Public Hearing to hear comments on the necessity of sidewalk repairs pursuant to the Township Sidewalk Ordinance, Sidewalk Repair Program Policy and as provided in Public Act 80 of the Public Acts of 1989.
- Motion #2: I move to close the Public Hearing after hearing the comments on the necessity of sidewalk repairs to the Township Sidewalk Ordinance, Sidewalk Repair Program Policy and as provided in Public Act 80 of the Public Acts of 1989.
- Motion #3: I move to adopt the attached resolution requiring replacement of sidewalks in the subdivisions and miscellaneous locations as indicated on the attached list and published in the DLN on December 4, 2023.

ATTACHMENTS:

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

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

Resolution Calling for an End to the Conflict in Gaza and Israel

Whereas on October 7, 2023, Hamas launched an unprecedented attack against Israel, taking hostages and resulting in the deaths of Israelis;

Whereas the Cabinet of Israel subsequently formally declared war against Hamas;

Whereas outside of the brief humanitarian ceasefire Gaza has been largely cut off from humanitarian aid, and according to the United Nations Human Rights Council, the Palestinians have been internally displaced, without safe drinking water, food, fuel, electricity, and medical care which has created a humanitarian disaster;

Whereas the war against Hamas has destroyed much of the civilian infrastructure within Gaza, including hospitals, and resulted in the deaths of Palestinians, mostly women and children;

Whereas continued escalation could result in a larger regional conflict with devastating consequences;

Whereas all sovereign nations must comply with international humanitarian law regardless of geographic context;

Whereas all acts of violence aimed at Palestinian and Israeli civilians should be condemned and the loss of all civilian lives should be mourned; and

Whereas a lasting resolution can only be achieved by peaceful means and diplomacy; *now, therefore be it;*

Resolved the Board of Trustees of the Charter Township of Canton calls for return to an immediate, durable, and sustained ceasefire in order to protect and save human lives throughout the region, which would allow for humanitarian aid and the unhindered provision of goods to civilians in need; and the unconditional release of all civilians who are being illegally held hostage, demanding humane treatment in compliance with international law;

Further Resolved the Canton Township Clerk's Office will provide a copy of this resolution to Canton's delegation in the Michigan legislature, and the United States Congressional delegation which represents Canton Township;

Further Resolved the Board of Trustees of the Charter Township of Canton affirms its commitment to combat Antisemitism, Islamophobia, and anti-Palestinian/anti-Arab bigotry, its support for the people of both Israel and Palestine to live in peace and security, and the right of

all people, here and abroad, to live, learn, work, play, pray, and engage in peaceful protest, all without threats, intimidation, or death. Additionally, the Board affirms that all people deserve to be treated with respect and dignity; and

Finally Resolved the Board of Trustees of the Charter Township of Canton affirms our collective duty to lead in our community with the values of peace, justice, and compassion. The Board reminds the community of our goal of being a Welcoming Community, as hate has no home here, and that in 2014 the Canton Township Equal Rights Ordinance was passed and then updated in 2022 to ensure each and every resident of our Township have the same benefits of safety and non-discrimination as anyone else.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: December 12, 2023

AGENDA ITEM #C-1

Item: Consider Award of a Contract to Berkshire Development for the Demolition of a Dangerous Building at 1822 Sheldon Rd. North

PRESENTER: David Norwood, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: Local area residents expected.

EXECUTIVE SUMMARY: The structures located at 1822 Sheldon Rd. North, Canton, Michigan have been in a state of disrepair for some time. As well as being an unsafe structure, it has a rotted exterior, evidence of mold and the entire property is in a general state of disrepair. The police have been there multiple times for vagrants and the interior water lines have burst, causing the Township to shut the water off at the road. The property more than meets the definition of a nuisance. On July 28, 2021 a dangerous building hearing was held. The Dangerous Building Hearing Officer determined that the structure needed to be demolished. The owner failed to appear at the Township Board's Show Cause Hearing on January 25, 2022, and has also failed to demolish the structure in the time allotted by M.C.L.A. 125.541 Section 141.(4) after the Township Board approved the demolition of the structures. The Township's Building Division pursued the demolition. The Township advertised for bids on March 3, 2022 and the bids were opened on March 17, 2022. Eight bids were submitted. The lowest qualified bid received was from Berkshire Development, in the amount of \$21,430 for the main house and the small shed.

BACKGROUND: The Dangerous Building Show Cause Hearing was completed by the Township Board and time was allotted (21 Days) for the demolition of the noted property. These allotted times have now passed without any demolition work by the owner being undertaken. The Township will move to demolish the structures pursuant to the dangerous building hearing officer's findings and determinations, and the Township Board approval.

The Township will bear the upfront cost of demolishing these dangerous structures if the homeowner does not pay the entire amount of the contract. The Township Building Official has notified the owner of the cost of the demolition. The lowest qualified quote for the work is \$21,430 which includes the main house and a small shed. The Township will place a lien on the property and bill the property owner for the unfunded portion of the demolition and other costs as outlined in M.C.L.A. 125.541 Section 141.(5).

The contractor will perform the demolition service in accordance with all policies, permits and processes as stated in the demolition agreement with Canton.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approve the demolition of 1822 Sheldon Rd. North properties.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The expense was budgeted in this year's budget in account #101-371.801_0050

IMPLEMENTATION PLAN: Upon Board approval, the Building Official will award the demolition work to Berkshire Development for the property located at 1822 Sheldon Rd. North. The contractor will perform the demolition service in accordance with all policies, permits and processes as stated in the demolition agreement.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I hereby confirm the order of the hearing officer, and the Township Board to approve the demolition of 1822 Sheldon Rd. North.

I further move to authorize the Building Official to award a contract to Berkshire Development for an amount not to exceed \$21,430.

ATTACHMENTS:

1. Invitation to Bid
2. Bid Tabulation
3. Berkshire Development Bid

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: December 12, 2023

AGENDA ITEM #C-2

ITEM: Consider Approval of 2023 Budget Adjustments

PRESENTER: Wendy N. Trumbull, Finance and Budget Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: The Township adopted the 2023 budget at the November 22, 2022 Board Meeting and since then has made various amendments to it.

At this time, I am asking the Board of Trustees to approve the attached budget adjustments for the 2023 budget year. A description of the budget adjustments is explained in the attachment.

BACKGROUND: State law mandates that municipalities adopt an annual budget and that the fiscal year-end expenses do not exceed that budget as amended. The adopted budget is a working document and as unexpected events occur during the year, adjustments are required to meet the State's mandate at year-end.

STRATEGIC PLAN/GOALS: Financial Stability

ACTION REQUESTED: To approve the recommended budget adjustments.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: See attached listing.

IMPLEMENTATION PLAN: If approved, the budget adjustments will be posted to the appropriate accounts.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the attached listing of budget adjustments to the 2023 budget.

ATTACHMENTS: 2023 Budget Adjustments

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: December 13, 2023

AGENDA ITEM #C-3

ITEM: Request Authorization to Pay Bills in 2024 When No Regular Board Meeting is Scheduled

PRESENTER: Wendy N. Trumbull, Finance & Budget Director

INDIVIDUALS IN ATTENDANCE: None anticipated

EXECUTIVE SUMMARY: From time to time, Board Meetings are cancelled or aren't held due to lack of an agenda, holidays, or other various reasons. Therefore, we are requesting that the Board authorize payment of Township bills as normally scheduled upon review by the Clerk and Treasurer in the event any Board Meeting is cancelled.

The Expenditure Recap will be submitted to the Board at the next meeting for confirmation of payment.

STRATEGIC PLAN/GOALS: Financial Stability

ACTION REQUESTED: To authorize payment of Township bills as normally scheduled when no regular Board Meeting is scheduled.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: None

IMPLEMENTATION PLAN: Finance will process bill payment as normally scheduled.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I hereby move to authorize the payment of the Township's bills as normally scheduled in 2024, subject to prior review by the Clerk and Treasurer, when no regular Board Meeting is scheduled.

ATTACHMENTS: None

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: December 12, 2023

AGENDA ITEM #C-4

ITEM: Consider Payment of CityView Annual Software Maintenance Fees

PRESENTER: Devon Landers, ITI Applications Delivery Manager

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: Harris Computer Systems charges annual software maintenance (ASM) fees to support the continuing development and operation of CityView. The \$75,654.74 ASM fee covers technical support, application development, maintenance, and upgrades, and the cost is shared amongst several MSD Divisions. Each year, new license files are issued after payment of the ASM fee, which allows the application to function until the specified expiration date. The ASM cost for 2024 increased by \$4,282.34, which represents a 6% increase.

BACKGROUND: CityView is a major computer application that manages and tracks land records, building permits, inspections, bonds & deposit tracking, code enforcement, and planning project activity. CityView was originally implemented in February 2006, replacing a variety of outdated applications. In 2020, MSD enhanced their services by utilizing the online portal for building processes. Customers are now able to perform tasks (such as scheduling inspections and applying for trade permits) by using the upgraded features of the online portal. The overall gain for Township was the ability to work remotely and sustain income.

STRATEGIC PLAN/GOALS: Quality Infrastructure

ACTION REQUESTED: Approve payment of the annual software maintenance fees.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The cost of the CityView annual software maintenance fee for 2024 is \$75,654.74 (see attached invoice). Funds are available in the 2024 budgets for Planning, Engineering, Public Works, and Building and Inspection Services as follows:

- Planning Services	Account #101-701.930_0010	\$5,008.13
- Public Works - Water	Account #592-536.930_0010	\$27,788.32
- Public Works – Sewer	Account #592-537.930_0010	\$17,551.82
- Building and Inspection Services	Account #101-371.930_0010	\$20,919.73
- Engineering Services	Account #101-447-50.930_0010	\$4,386.74
		TOTAL = \$75,654.74

IMPLEMENTATION PLAN: ITI will provide Harris Computer Systems with the approved Purchase Order.

DIRECTOR'S RECOMMENDATION: N/A

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to authorize the creation of a purchase order to Harris Computer Systems for the CityView annual software maintenance fees for a total cost not-to-exceed \$75,654.74.

ATTACHMENTS: Renewal Quote Harris Computer Systems

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: December 12, 2023

AGENDA ITEM #C-5

ITEM: Consider Renewal of CivicPlus Website Hosting Services and CivicOptimize

PRESENTER: Devon Landers, ITI Applications Delivery Manager

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: ITI is seeking approval to renew our hosting services and support agreement with CivicPlus, which is set to expire on January 21, 2024. The recommendation is to extend the current contract by one (1) year with CivicPlus, ensuring the continuation of hosting services, support, and access to CivicPlus' custom-designed web content management system.

BACKGROUND: The Township's websites are hosted and supported by CivicPlus. The hosting services not only provide for the website operation, but also include access to their Content Management System (CMS), which allows for ease of website content update and maintenance by all Township departments. CivicPlus continually updates their CMS with new features, updated features, and enhancement requests voted on by their user population. They also assume responsibility for securing the Township's website content and the data center hosting the websites. In addition, the Township has implemented CivicOptimize, which is the repository of Township fillable forms from residents.

ITI is recommending that the Township continue contracting with CivicPlus to host the Township's website on an annual basis. By renewing on a year-by-year basis, the Township will maintain the flexibility to change direction of the Township's web presence by not being tied into a multi-year contract.

ITI requests approval to create two 2024 purchase orders in the total amount of \$69,383.91 payable to Civic Plus, Inc. for a one-year extension to the existing contract between Canton Township and CivicPlus. It is crucial to note that CivicPlus has communicated a strategic decision to address the challenges posed by record inflation and escalating costs. In a recent memo, CivicPlus announced a cost increase to \$52,118.76 for our existing website hosting solution. This reflects a significant increase of \$11,209.00 or 27% from the 2023 renewal price. The 2024 renewal for the CivicOptimize module is \$17,265.15, which is consistent with what was presented to the Board on 3/28/2023. The grand total for the 2024 CivicPlus and CivicOptimize renewal is \$69,383.91.

STRATEGIC PLAN/GOALS: Quality Infrastructure and Welcoming Community

ACTION REQUESTED: Approve the request to renew the Township's website hosting, subscription to CivicOptimize, and other services with CivicPlus for a period of one year in an amount not to exceed \$69,383.91.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The renewal of this agreement is budgeted in 2024 in account 101-228.930_0015.

IMPLEMENTATION PLAN: This is a service and support renewal agreement only; there is no interruption of services to Township Departments.

DIRECTOR'S RECOMMENDATION: N/A

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 \$69,383.91 payable to CivicPlus, Inc. for a renewal of hosting services, software support, and maintenance services provided by CivicPlus covering a period of one (1) year.

ATTACHMENTS: 1) CivicPlus Website Renewal Estimate
2) CivicOptimize Renewal Estimate

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: December 12, 2023

AGENDA ITEM #C-6

ITEM: Consider 2024 Meeting Dates for the Commission for Culture, Arts & Heritage

PRESENTER: Jon LaFever, Community Development Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: In accordance with the Open Meetings Act, the Commission for Culture, Arts & Heritage is required to establish and post a schedule of board meetings for the calendar year.

STRATEGIC PLAN/GOALS: Welcoming Community

ACTION REQUESTED: Establish the 2024 dates for the regular meetings of the Canton Commission for Culture, Arts & Heritage.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: None

IMPLEMENTATION PLAN: The meeting schedule for the Commission for Culture, Arts & Heritage will be posted in the Administration Building and on Canton's website.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to establish the 2024 Canton Commission for Culture, Arts & Heritage meeting schedule beginning at 6:00 p.m. held quarterly on the following dates:

February 8, 2024
May 9, 2024
August 8, 2024
November 14, 2024

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: December 12, 2023

AGENDA ITEM #C-7

ITEM: Consider Approval of a Purchase Order Increase for Romulus Aquatic Center

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: Due to Canton's recent terminated contract with Livonia, Canton Summit on the Park is requesting to increase PO#2023-2497 to a total amount of \$13,000 to cover unanticipated increased usage for the Summit on the Park membership visits at Romulus Aquatic Center.

BACKGROUND: With the Summit on the Park Aquatic Center being closed for approximately 3 ½ months due to the tile project, the Township has worked out agreements with three surrounding communities to allow Summit members to use their aquatic center during the closure. Canton Leisure Services staff estimated an approximate cost of \$5,000 per community for the 3 ½ months of service.

Of the three centers, Livonia Kirksey Recreation Center originally charged Canton Township their non-resident rate of \$19 a person which is the highest of all three community centers. After receiving our first invoice from each community center, which covers the first 6 weeks of service, we found that the Livonia facility received approximately 1000 visits from Canton members totaling \$19,000 during this time. This cost prompted staff to contact Livonia to see if an agreement could be worked out to lower the cost per visit. Livonia did not agree to lowering their prices, which resulted in Canton terminating their agreement with Livonia for the remainder of the closure. Due to this termination, a significant amount of members utilized the Romulus Aquatic Center. Because of this, Canton now needs to increase the PO to Romulus (Rink Management Services) to cover the cost of added visits this past month. The Livonia Kirksey PO#2023-2772 will be closed and the necessary funds will be moved to the Romulus PO#2023-2497.

STRATEGIC PLAN/GOALS: Welcoming Community

ACTION REQUESTED: Approval of an increase to PO#2023-2497 for a total amount of \$13,000

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Remaining funds will be used from the Livonia Kirksey PO#2023-2772 to cover increase to Romulus PO#2023-2497

IMPLEMENTATION PLAN: Upon approval, the Livonia PO#2023-2772 will be closed and the necessary funds will be transferred to the Romulus PO#2023-2497 for a total of \$13,000

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve an increase to PO#2023-2497 to Rink Management Services for a total amount of \$13,000

ATTACHMENTS:

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: December 12, 2023

AGENDA ITEM #G-1

ITEM: Consider Approval of a Purchase Order to Kennedy Industries for Removal and Replacement of Two Sump Pumps at the Administration Building

PRESENTER: David Norwood, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: The Administration building has two 5 horsepower sump pumps that consistently operate to remove all ground water from the building. The approximate age of each sump pump is 20 years with an average lifespan of 10-15 years. Over the last two years, the pumps have experienced failures that resulted in the pumps tripping off.

BACKGROUND: Each sump pump has lived past its expected lifespan of 10-15 years; the MSD Facilities team does conduct annual preventative maintenance on each pump to ensure operational effectiveness. Over the last couple preventative maintenance inspections, we have discovered issues causing us to allocate funds in 2023 for replacement.

When the pumps trip it requires someone from MSD Facilities to physically inspect and reset for the pump to function properly, the timing and frequency of the trips are inconsistent. Currently the MSD Facilities team inspects these pumps daily to ensure they are operating, there are vulnerabilities overnight and weekends.

The sump pump replacement project was publicly advertised in an RFP with one bidder submitted on Thursday, October 26th, 2023. The bid exceeded the budget, the only bid came in at \$168,285. Due to the over budget bid we terminated the bid and worked with finance to solicit other proposals to get the best pricing. Kennedy Industries who also preforms all of our PMs on sump pumps and grinder pumps sent in a proposal of \$92,937.17 which fell within our budget.

STRATEGIC PLAN/GOALS: Quality Infrastructure

ACTION REQUESTED: Award the contract and purchase order to Kennedy Industries Inc., P.O 930079, Wixom, MI 48393 in the amount of \$102,230.17 which includes a 10% contingency of \$9,293 for the removal and replacement of two sump pumps at Administration Building.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Account 246-265.970_0020 has capital budget dollars available in the following categories:

Mechanical Repairs	14,141.50
Roof Top Unit	82,739.00

Total budget available \$96,880.50

Dollars originally budgeted for mechanical repairs and roof top units will be reprogramed for this project.

Additionally, the following budget amendment is needed:

Increase Revenue:

246-000.695 Fund Appropriation \$5,350.00

Increase Expenditures:

246-265.970_0020 Capital Outlay Buildings and Improvements \$5,350.00

IMPLEMENTATION PLAN: Upon Board Approval, a purchase order will be generated, and vendor contacted to begin project.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve the contract, budget amendment and approve a purchase order to Kennedy Industries Inc., P.O 930079, Wixom, MI 48393 in the amount of \$102,230.17 which includes a 10% contingency of \$9,293 for the removal and replacement of two sump pumps at Administration Building.

Description	Account#	Amount
Removal and Replacement two sump pumps	#246-265.970_0020	\$102,230.17

ATTACHMENTS:

- A. RFP – Admin Pumps
- B. Bid Tabulation
- C. Proposal – Kennedy Industries

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: December 12, 2023

AGENDA ITEM # G-2

ITEM: Consider Approval of Headcount Increase for the Municipal Services Department

PRESENTER: David Norwood, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None anticipated

EXECUTIVE SUMMARY: The Municipal Services Department is one of the largest departments within the Township; it encompasses Building, Engineering, Planning, Public Works, and Facilities. As such, the department has a wide range of clerical needs, all of which support the various divisions within the department and ensure the needs of the community are met. To effectively and efficiently continue to meet the needs of residents and businesses within the Township, an additional continuing part-time clerical position is being requested. If approved, the primary location of the continuing part-time clerk will be in the Engineering Division.

BACKGROUND: The Township relies heavily on clerical staff to support the work required to service the community. Due to the volume of required clerical work, consideration of an additional continuing part-time clerical staff member is being requested for the Municipal Services Department, Engineering Division.

STRATEGIC PLAN/GOALS: Organizational Climate & Control

ACTION REQUESTED: Request to approve an increase in headcount for the Municipal Services Department for a continuing part-time clerical staff.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

Increase Revenue

101-000.695 _ Fund Balance Appropriation \$22,690

Increase Expense

101-447-50.703 _0015 Part Time Wages \$21,077

101-447-50.724 _0010 Fringe Benefits FICA \$1,613

IMPLEMENTATION PLAN: If approved, a continuing part-time clerk will begin immediately in the Engineering Division.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve an increase in headcount for the Municipal Services Department, Engineering Division by one continuing part-time employee, and the related 2024 budget amendment.

ATTACHMENTS: N/A

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: December 12, 2023

AGENDA ITEM #G-3

ITEM: Consider Award of CDBG Housing Rehabilitation Contract

PRESENTER: Wendy Trumbull, Finance & Budget Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: Under Canton's affordable housing program, federal dollars are used to pay for major and minor repairs to owner-occupied, single-family homes in Canton. The participating families must meet HUD income requirements. Formal bid procedures were followed, and the public bid opening was held on November 9th, 2023 for the CDBG housing rehabilitation program. One bid was received. We are requesting to approve a contract for a HUD/CDBG funded home rehabilitation project that exceeds the \$10,000 purchasing threshold.

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

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

<u>Street</u>	<u>Home Type</u>	<u>Contractor</u>	<u>Low Bid/Cap</u>
XXXX Cherry Hill	Single Family Home	Decima LLC.	\$24,989

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

ACTION REQUESTED: Approve contract for the project.

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

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

FINANCE AND BUDGET DIRECTOR’S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the housing rehabilitation contract to Decima LLC listed below totaling \$24,989. We are also requesting to reimburse all of the permit fees once the work has been completed and approved by the building department.

<u>Street</u>	<u>Home Type</u>	<u>Contractor</u>	<u>Low Bid/Cap</u>
XXXX Cherry Hill	Single Family Home	Decima LLC.	\$24,989

ATTACHMENTS: Bid Specification Sheet XXXXX Cherry Hill

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: December 12, 2023

AGENDA ITEM #G-4

ITEM: Consider Additional Contribution to OPEB Pre-funding

PRESENTER: Wendy Trumbull, Finance & Budget Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: According to the most recent actuarial valuation from CBIZ Benefits & Insurance Group, the Township's Other Post-Employment Benefits (OPEB) plan is approximately 43% funded with an unfunded liability of approximately \$38,262,000. The Township has made it a priority to address these legacy costs, while also maintaining strong benefits for its current and future employees.

The OPEB fund (736) budgets annually a \$1,000,000 payment to pre-fund this outstanding liability. Based on preliminary reviews of the 2023 ending fiscal year balances in this fund, we have the resources to pre-fund an additional \$1,500,000 towards the OPEB plan, for a combined total payment of \$2,500,000. With this additional funding, the plan's funding level will increase to approximately 47% based on the 2022 valuation.

BACKGROUND INFORMATION: Throughout the past several years, the Township has been working to reduce OPEB legacy costs by removing retiree health care and implementing a Retiree Health Care Savings plan, as well as establishing a MERS Retiree Health Funding Vehicle for investment purposes. Monies placed in this fund can only be used for the payment of health care costs. Despite these efforts, the OPEB plan still had a large unfunded liability. By making additional contributions as the resources are available now, it will reduce the required contributions in future years.

STRATEGIC PLAN/GOALS: Financial stability

ACTION REQUESTED: Approve an additional \$1,500,000 in OPEB funding to the MERS Retiree Health Funding Vehicle for a total contribution of \$2,500,000 for 2023.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The total \$2,500,000 will be paid out of the 736 OPEB fund. The following budget amendment is necessary:

Increase Revenues:

736-000.695	Fund Balance Appropriation	\$1,500,000
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Increase Expenses:

736-238.724_0025	Fringe Benefits Medical	\$1,500,000
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IMPLEMENTATION PLAN: Once approved, the Finance Department will process the OPEB pre-funding payment to the MERS Retiree Health Funding Vehicle.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the additional OPEB funding to the MERS Retiree Health Funding Vehicle in the amount of \$1,500,000 for a total contribution of \$2,500,000.

In addition, I move to approve the above-mentioned budget amendment.

ATTACHMENTS: None

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: December 12, 2023

AGENDA ITEM # G-5

**ITEM: Consider Approving the Purchase of the 2024 Motorola Dispatch Radio
Equipment Service Agreement Renewal**

PRESENTER: Chad Baugh, Director of Police Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The Police Department is requesting to purchase a service agreement renewal with Motorola Solutions for coverage of the 800 MHz Motorola dispatch radio and console components for 2024, in the amount of \$40,167.00.

BACKGROUND INFORMATION: In 2012, the Public Safety Department purchased its 800 MHz dispatch radio, consisting of a multitude of components for a price of \$1.8 million. The functionality of this critical equipment deems it necessary to rely on 24/7 responsive coverage for service calls, repairs and replacement of hardware to keep the dispatch & call center operating at peak performance.

The proposed service agreement renewal includes on-site support, software protection and remote technical support for the Motorola-provided systems, including the MCC7500e Consoles, NICE Logging Recorder, IP Backup Logger, Console Alias Manager and Archive Interface Server. The contract includes 24/7 infrastructure repair and replacement of hardware components, allowing for seamless delivery of public safety radio transmissions. Preventative maintenance is also included in this agreement.

The Motorola radio systems require an annual renewal for service and support. Motorola supplied an additional two-year agreement, to lock in current pricing, that would be billed annually. A break down of annual costs are outlined below:

Service Period	Annual Payment
January 1, 2024-December 31, 2024	\$40,167.00
January 1, 2025-December 31, 2025	\$42,175.00
January 1, 2026-December 31, 2026	\$44,284.00

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approve the purchase of the 2024 Motorola dispatch radio equipment service agreement renewal in the amount of \$40,167.00.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds are budgeted in the 2024 E-911 Professional & Contracted Services Account #261-346-50.801_0050.

IMPLEMENTATION PLAN: Upon approval, a 2024 Purchase Order will be requested for the seamless transition from the 2023 to 2024 service agreements.

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION: I move to approve the purchase of the 2024 Motorola dispatch radio equipment service agreement renewal in the amount of \$40,167.00.

ATTACHMENTS: Attachment A – Motorola Service Agreement

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: December 12, 2023

AGENDA ITEM # G-6

ITEM: Consider a Request to Approve a Letter of Agreement Between Canton Township and the IAFF Local 2289.

PRESENTER: Christopher Stoecklein, Director of Fire Services

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Canton Township is always striving for good rapport with its labor force. Toward this end, a Letter of Agreement (LOA) was reached between Canton Township and the IAFF Local 2289, to recognize how the conversion of leave time and future earn rate shall be converted upon transfer between Administration/Prevention and Suppression. The LOA will be retroactive to March 7, 2022.

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

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.

The LOA between Canton Township and the IAFF Local 2289 outlines how the conversion of leave time and future earn rate shall be converted upon transfer between Administration/Prevention and Suppression. The LOA will be retroactive to March 7, 2022. Employee, Shawn Skelly, was promoted to Training Chief on March 7, 2022. Therefore, it is understood he will earn time not credited nor lose time as outlined in the agreement for the period of March 7, 2022, until present.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approve the LOA between Canton Township and the IAFF Local 2289 to recognize how the conversion of leave time and future earn rate shall be converted upon transfer between Administration/Prevention and Suppression

BUDGET IMPLICATIONS & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: Upon approval, the Township Supervisor will sign the Letter of Agreement that the bargaining team has already agreed upon.

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION: I move that we approve the Letter of Agreement between Canton Township and the IAFF Local 2289 to recognize how the conversion of leave time and future earn rate shall be converted upon transfer between Administration/Prevention and Suppression.

ATTACHMENTS: Attachment A - Letter of Agreement.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: December 12, 2023

AGENDA ITEM # G-7

ITEM: Consider Award of Contract and Issue a Purchase Order to GHD for Submission of the LOMC to FEMA for Fire Station No. 2

PRESENTER: Christopher Stoecklein, Director of Fire Services

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: The Canton Fire Department is requesting to issue a Purchase Order to GHD for preparation and submission of a Letter of Map Change (LOMC) to the Federal Emergency Management Agency (FEMA) on behalf of Canton Township for the new Fire Station No. 2.

BACKGROUND INFORMATION: The engineering and site design for Fire Station No. 2 formally began in 2019. Part of this design required the analysis and modification of the existing floodplain and floodway (as described by the Flood Insurance Rate Maps and administered by FEMA) to accommodate the new station. Under the original contract for construction of the station, GHD was a subconsultant that studied the impacts of the project and proposed earthworks within the floodway and floodplain of the Tonquish Creek. GHD provided the hydraulic report that was part of the Joint Permit Application (JPA) to the Michigan Department of Environment, Great Lakes, and Energy (EGLE). This JPA was approved by EGLE on December 11, 2019.

Once Canton received the necessary permitting through the JPA, construction began. At that point GHD was given authorization to submit the Letter of Map Change (LOMC) application. Following FEMA's review of the LOMC, FEMA determined that the modest rise in the 100-year flood elevation that resulted from the construction of the station was not acceptable. FEMA presented its findings in an April 4, 2022, letter to the Township (enclosed) and requested either a no-rise certification be provided, or the site grading be revised to remediate the condition to achieve a no-rise certification. A no-rise certification, supported by technical data, must state that any encroachment of the floodway results in a no-rise (0.00 ft) of the 100-year event water surface elevation and be signed by a registered professional engineer.

The Canton Fire Department is requesting award of contract to GHD to accomplish this goal: either update the hydraulic modeling to prove there is no increase of the 100-year event water surface elevation, or model what earthworks are required to achieve no increase of the 100-year even water surface elevation.

The process outlined above is required as final close out of the site and grading work for Fire Station No. 2. The result of this work proposed will be a submission to FEMA requesting that the LOMC be approved. This approval requires certification to FEMA that the new Fire Station No. 2 construction will have resulted in a 0.00 ft rise of the 100-year event water surface.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Issue a Purchase Order to GHD in the amount of \$45,850 for tasks 1 through 3 as described in their proposal, and the below related budget amendment.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Fund balance will be utilized.

<i>Increase Revenues:</i>		
Fund Balance Appropriation:	#206-000.695	\$45,850

<i>Increase Appropriations:</i>		
Professional Contracted Services Professional	#206-336-50.801__0050	\$45,850

IMPLEMENTATION PLAN: Upon Board approval, the Canton Fire Department and Finance will establish the purchase order with GHD and commence work.

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION: I move to issue a Purchase Order to GHD in the amount of \$45,850 for tasks 1 through 3 as described in their proposal and the above related budget amendment.

ATTACHMENTS: Attachment A – GHD Proposal
Attachment B – FEMA Letter

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: December 8, 2023

AGENDA ITEM #G-8

ITEM: Approval of Resolution Setting Full-time Elected Official Salary Rates to Follow Merit System Scale

PRESENTER: Michael Siegrist, Clerk

INDIVIDUALS IN ATTENDANCE:

EXECUTIVE SUMMARY: Elected Officials in Canton serve as Department Heads, or Supervisor of all Department Heads, however the salary has been determined separately from those they supervise and manage. A community as large as Canton requires a compensation system that acknowledges the professional requirements of each department and position. In Canton, a Department Head rate of pay is set at Grade 13 on the Merit Scale for all classified employees. It is recommended that full-time Elected Official pay for Clerk and Treasurer be set upon election as Department Heads (Grade 13, Step 1) and increase incrementally with the Non-Union Classified Employee – Salary Grade System annually. It is recommended that full-time Elected Official pay for the Supervisor be set as Department Head (Grade 13, Step 4) and increase incrementally with the Non-Union Classified Employee – Salary Grade System annually.

BACKGROUND: The Clerk and Treasurer are Department Heads:
Clerk's Department and Elections Division
Treasurer's Department and Water Billing Division

and the Supervisor is the supervisor of all employees in the Township including:

- Municipal Services Director
- Police Services Director
- Fire Services Director
- Leisure Services Director
- ITI Director
- Community Development Director
- Finance & Budget Director
- Deputy Supervisor

and directly supervises the division managers for:

- Human Resources Division
- Communications Division

Legal Services Division

ACTION REQUESTED: Approve a resolution establishing Full-time Elected Official Salary rates and set the rates for Elected Officials for 2024.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Necessary budget adjustments will come forth for Board approval at a future meeting should this be approved. The total impact to the changes approximates an increased cost of \$33,100 to the general fund.

IMPLEMENTATION PLAN: Finance and Budget Department and Human Resources Division will use this resolution as the base level of pay for future Elected Officials and will set the wages accordingly for 2024 for existing elected officials.

DIRECTOR'S RECOMMENDATION:

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION:

SUPERVISOR'S RECOMMENDATION:

MODEL RESOLUTION:

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

Resolution Setting Full-time Elected Official Salary Rates to Follow Merit System Scale

Whereas Elected Officials in Canton serve as Department Heads, or Supervisor of all Department Heads;

Whereas all Department Heads in Canton are compensated at a Grade 13 level on the Merit System scale;

Whereas Elected Officials compensation has been determined separately from Merit positions resulting in fifteen employees making more than the Township Supervisor and twenty tree employees making more than the Clerk and Treasurer;

Whereas the Michigan Association of Municipal Clerks recently sent a communication asking jurisdictions to acknowledge the increased professionalism and workload requirements for appointed and elected Clerks in Michigan and setting their compensation in line with other department heads; and

Whereas salaries for full-time Elected Officials in neighboring communities have increased substantially larger than in Canton, while population, taxable value, and public services are exponentially larger; now, therefore, be it;

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: December 12, 2023

AGENDA ITEM #G-9

ITEM: Consider Approval of Architectural & Engineering Services for Barchester Park CDBG Project to MCSA Group, Inc.
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PRESENTER: Jon LaFever, Community Development Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: On November 28, 2023, the Board of Trustees approved to award \$234,000 in CDBG funds (Item C-5) to be used towards the purchase of design services, environmental review services and equipment to remove and install new playground equipment at Barchester Park.

Canton Leisure Services currently holds a service contract with MCSA Group, Inc. for Playground Design Consulting and is the preferred consultant for these services. MCSA Group, Inc. has assisted the Township with numerous playground designs providing dependable, professional, and quality service. Therefore, Community Development is recommending awarding the architectural and engineering services to MCSA Group, Inc. for a total amount of \$21,412. MCSA Group, Inc. has provided a timeline of the Barchester Park Project with an anticipated completion date of spring, 2024.

BACKGROUND:

On October 11, 2022, the Board of Trustees approved Canton Leisure Services' recommendation to award a 3-year contract with the option to extend 3-years upon expiration, to MCSA Group, Inc. MCSA Group, Inc. has been providing services for Canton's parks and development since 2019, having performed admirably. Previous projects have included Kopper Park, the expansion of the north pavilion playground to include new, accessible features, upgrades to Independence and Griffin Parks, and others.

The Barchester Park playground, originally built in 1997 and is in fair condition. The proposed upgrades will add new amenities and fall surfacing, allowing the park location to continue serving neighboring residents in Canton's northeast quadrant while utilizing CDBG funding. Once a concept has been developed, bid documents will be prepared and a formal request will go out for bid or proposal. The final awarding of the project will come before the Board at the appropriate time.

STRATEGIC PLAN/GOALS: Welcoming Community, Quality Infrastructure, Financial Stability

ACTION REQUESTED: Consider approval of Architectural and Engineering services for Barchester Park to MCSA Group, Inc 529 Greenwood Ave., S.E., Grand Rapids, MI 49506.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds are available in account #274-694.970_0080 CDBG Capital Outlay Land Improvements

IMPLEMENTATION PLAN: If approved, a purchase order will be created for MCSA Group, Inc. 529 Greenwood Ave., S.E., Grand Rapids, MI 49506 for the Architectural and Engineering Services of Barchester Park.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to award the Architectural and Engineering services of Barchester Park to MCSA Group, Inc. for a total amount of \$21,412.

ATTACHMENTS:

Attachment A: MCSA Group, Inc. Proposal

Attachment B: MCSA Group, Inc. Agreement

**CANTON COMMUNITY
REQUEST FOR PLANNING BOARD ACTION**

MEETING DATE: December 12, 2023

AGENDA ITEM # G-10

ITEM: Consider New Appointment and Two Reappointments to the Planning Commission

PRESENTER: Anne Marie Graham-Hudak, Supervisor

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Three Planning Commissioners have terms that will expire on December 31, 2023. Two of those Commissioners, Harpreet Sachdeva and Doug Weber, are interested in continuing to serve. The third, Alan Okon, is retiring from Commission service.

Harpreet Sachdeva and Doug Weber are being recommended for reappointment. Clarence Lee, Jr., a current member of the Zoning Board of Appeals, is being recommended to replace Mr. Okon on the Planning Commission and also to act as the Planning Commission representative on the Planning Commission. Clarence also recently served on the Master Plan Advisory Board.

BACKGROUND INFORMATION:

Doug Weber and Harpreet Sachdeva were appointed to the Planning Commission in 2020, and both have served Canton Township well over their first term.

Alan Okon served on the Zoning Board of Appeals since 2014, and on the Planning Commission since 2016. The Board of Trustees is grateful to Mr. Okon for his many years of excellent service to Canton Township.

Clarence Lee, Jr. has a degree in architecture and over 30 years of experience in planning and development.

ACTION REQUESTED: Approve the appointment of Clarence Lee, Jr. to the Planning Commission, and approve the reappointments of Doug Weber and Harpreet Sachdeva to the Planning Commission.

STRATEGIC PLAN/GOALS: Welcoming Community: A township in which all residents can fully and effectively access services, influence policy and direction, and feel a sense of belonging and safety.

BUDGET IMPLICATIONS & ACCOUNT #: NA

IMPLEMENTATION PLAN: The Planning Services Division will inform Mr. Lee of his

appointment and begin orientation. Mr. Weber and Mr. Sachdeva will be notified of their reappointments.

DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTIONS:

1. I move that the Canton Township Board of Trustees appoint Clarence Lee Jr. to the Planning Commission for a term to expire on 12/31/26.
2. I move that the Canton Township Board of Trustees reappoint Doug Weber and Harpreet Sachdeva to the Planning Commission for terms to expire on 12/31/26.

ATTACHMENTS: None

**CANTON COMMUNITY
REQUEST FOR PLANNING BOARD ACTION**

MEETING DATE: December 12, 2023

AGENDA ITEM # G-11

ITEM: Consider Two Appointments to the Zoning Board of Appeals

PRESENTER: Anne Marie Graham-Hudak, Supervisor

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY:

A vacancy will be created on the Zoning Board of Appeals due to Alan Okon retiring from Planning Commission service at the end of his term on December 31, 2023. Alan has also served as the Planning Commission representative on the Zoning Board of Appeals.

Clarence Lee, Jr., a regular member of the Zoning Board of Appeals for almost 2 years, is recommended for appointment to the Planning Commission to replace Mr. Okon and is also recommended for appointment as the Planning Commission representative on the Zoning Board of Appeals. Tareq Rahman, who has served as the ZBA alternate since November of 2022, is being recommended to fill the vacancy as a regular member to the Zoning Board of Appeals.

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

Alan Okon has served on the ZBA since 2014. The Board is grateful for his excellent service over the years.

Tareq Rahman has served as the ZBA Alternate since November of 2022. He has 25 years of technology leadership experience in healthcare and telecommunication companies. His education background includes a Master's degree in Computer Information Systems, a Master's degree in Administration, and a Bachelor's degree in Business Administration. He also was a member of the Facility Master Plan Committee for North Andover, MA. Tareq has done a great job as the alternate, and it is recommended he be appointed as a full member of the ZBA.

ACTION REQUESTED: Approve the appointment of Tareq Rahman to the Zoning Board of Appeals, and approve the appointment of Clarence Lee, Jr. to the Zoning Board of Appeals as the Planning Commission representative.

STRATEGIC PLAN/GOALS: Welcoming Community: A township in which all residents can fully and effectively access services, influence policy and direction, and feel a sense of belonging and safety.

BUDGET IMPLICATIONS & ACCOUNT #: NA

IMPLEMENTATION PLAN: The Planning Services Division will inform Mr. Rahman of his appointment.

DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTIONS:

1. I move that the Canton Township Board of Trustees appoint Tareq Rahman from the Alternate position to a full position on the Zoning Board of Appeals, with a term to expire on 12/31/26.
2. I move that the Canton Township Board of Trustees appoint Clarence Lee, Jr. to the Zoning Board of Appeals as the Planning Commission representative, with a term concurrent with his term on the Planning Commission.

ATTACHMENTS: None

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: December 12, 2023

AGENDA ITEM #G-12

ITEM: Consider Appointment to the Historic District Commission

PRESENTER: Anne Marie Graham-Hudak, Supervisor

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY:

Due to the resignation of Gregg King, there is one opening on the Historic District Commission.

Ellen Thomas is being recommended to fill the vacancy. Ellen served as the employee liaison to the HDC in the past and has knowledge of HDC policies and processes.

BACKGROUND:

Per MCL 399.204 Historic District Commission consists of not less than 7 or more than 9 members. Canton's Historic District Commission consists of 8 members, one of which is a representative of the Canton Historical Society.

Long term commitment to this commission and community is the foundation of the historical prospective that is requisite for the review and implementation of the U.S. Department of Interior - Secretary of the Interior's Standards for the Treatment of Historic Properties whose recommendations guide this commission. Without a solid historical perspective, the commission loses its ability to maintain and safeguard the heritage of the township.

STRATEGIC PLAN/GOALS:

Welcoming Community: A township in which all residents can fully and effectively access services, influence policy and direction, and feel a sense of belonging and safety.

ACTION REQUESTED:

Approve the appointment of Ellen Thomas for a three-year term on the Historic District Commission.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

Historic District Commissioners are unpaid.

IMPLEMENTATION PLAN:

The Supervisor's office, with the aid of Facilities Services, will handle all communications regarding the reappointments.

DIRECTOR'S RECOMMENDATION:

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION:

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve the appointment of Ellen Thomas to the Canton Historic District Commission for a three-year term effective through December 13, 2026.

ATTACHMENTS: None

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: December 12, 2023

AGENDA ITEM # G-13

ITEM: Consider Reappointments to the Canton Cares Fund Committee

PRESENTER: Anne Marie Graham-Hudak, Supervisor

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY:

The Canton Cares Committee is recommending the reappointment of Tammy Haggerty and Kristina Wilson whose current terms expire on 11-17-23. Tammy has been an active member since 2019 and currently holds the Vice Chair position of the committee. Kristina has been an active member since the committee began in 2017, serving the first two years of her term as Vice Chair. Both members are very strong advocates of this committee, often securing vendors and sponsors for the two large fundraisers put on by the committee each year, as well as playing a lead role in organizing and volunteering their time to help run these two events. Tammy and Kristina both hold a 3-year commitment which, if reappointed, will expire on 11/17/2026.

BACKGROUND: The Canton Cares Fund is a 501(c)(3) non-profit agency fund held within the Canton Community Foundation established in 2017 to provide funding and support for not only Canton employees and individuals who exceed our expectations, but most importantly programs that fill critical needs in our community.

STRATEGIC PLAN/GOALS: Financial Stability

ACTION REQUESTED: Request to approve the reappointment of Tammy Haggerty and Kristina Wilson to the Canton Cares Fund Committee.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: The candidate will be notified of their reappointment.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION:

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the reappointment of Tammy Haggerty and Kristina Wilson to the Canton Cares Fund Committee for a three-year term to expire November 17, 2026.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: December 12, 2023

AGENDA ITEM# G-14

ITEM: Consider Approval of Conference Expense for Supervisor and Economic Development Manager

PRESENTER: Anne Marie Graham Hudak, Supervisor

INDIVIDUALS IN ATTENDANCE: None anticipated

EXECUTIVE SUMMARY: The Township Supervisor and the Economic Development Manager are interested in attending the Mackinac Policy Conference May 28-31, 2024. The cost to register for the conference is \$2,950 per person. Canton's Travel Policy states that Board approval is required for all schooling, seminars, training or conferences which cost in excess of \$2,001 per individual.

BACKGROUND INFORMATION:

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

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

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

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approve the expense of \$5,900 for the Supervisor and Economic Development Manager's attendance at the Mackinac Policy Conference.

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

IMPLEMENTATION PLAN: Supervisor's office will complete the Conference registration.

DIRECTOR'S RECOMMENDATION: N/A

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve the expense of \$5,900 for the Supervisor and Economic Development Manager to attend the Mackinac Policy Conference May 28-31, 2024.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: December 12, 2023

AGENDA ITEM: G-15

ITEM: Consider Approval of Wage Increases for Merit (Full-Time, Non-Union) Employees; Full-Time Elected and Appointed Officials; and Part-Time Employees, for the 2024 Fiscal Year.

PRESENTER: Anne Marie Graham-Hudak, Supervisor

INDIVIDUALS IN ATTENDANCE: None anticipated

EXECUTIVE SUMMARY: This RBA is intended to address wage increases for Merit employees, Full-time Elected and Appointed Officials, and Part-Time Employees in 2024.

Merit Employees:

At the Merit Commission meeting held on November 27, 2023, a proposed 3.00% wage increase was recommended for approval by the Merit Commission. Additionally, a one-time inflationary increase of 3.00%, was also proposed. Under Ordinance 85, the wages and benefits of classified employees shall be recommended by the Merit Commission but shall not take effect until approved by the Township Board.

Part-Time Employees:

The Part-Time Wage Scale underwent significant revision and modification in 2022. A substantial component of the modification was to ensure that part-time staff could be retained and inflationary adjustments were made to the scale at that time. Therefore, a 3% increase is being proposed for Part-Time employees that is consistent with the annual increase proposed for Merit employees.

BACKGROUND INFORMATION: In accordance with the Ordinance 85 (Merit Ordinance), and the Merit System Commission Administrative Manual, the three-member Merit Commission is charged with recommending the wages and fringe benefits for Merit (Full-time, Non-union) employees. Per the RBA dated December 8, 2020, Elected Officials increases will follow Merit annual increases. Additionally, per the RBA dated February 22, 2022, Part-Time employees also follow Merit annual increases.

STRATEGIC PLAN/GOALS: Keeping Canton financially stable while prioritizing organizational climate and culture.

ACTION REQUESTED: Request to approve a 3.00% wage scale increase for Merit Employees, Full-Time Elected and Appointed Officials; and Part-Time Employees. Request to approve a one-time inflationary increase of 3.00% for Merit Employees, Full-Time Elected and Appointed Officials.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The 2024 budget is able to absorb and sustain the 3% proposed increase for Merit Employees, Full-Time Elected and Appointed Officials, and Part-Time Employees. If necessary, a 2024 budget amendment will be requested to absorb and sustain a one-

time inflationary increase for Merit Employees and Full-Time Elected and Appointed Officials. The total cost impact of the additional 3% approximates \$235,000 across the entire Township, of which \$200,000 impacts the General Fund.

IMPLEMENTATION PLAN: If approved, the wage scales for Merit Employees, Full-Time Elected, and Full-Time Appointed Officials will be updated, and a 6.00% increase will become effective on January 1, 2024. If approved, the wage scale for Part-Time employees will be updated by 3.00% and will become effective January 1, 2024.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTIONS:

I move to approve a 3.00% across the board wage scale increase for Merit Employees, Full-Time Elected and Appointed Officials, and Part-Time Employees for the 2024 fiscal year. I further move to approve a 3% one-time inflationary increase for Merit Employees, Full-Time Elected, and Full-Time Appointed Officials.

ATTACHMENTS: 2023 Merit Employee Wage Scale and 2023 Part-Time Employee Wage Scale

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: December 12, 2023

AGENDA ITEM #G-16

ITEM: Consider a request to approve service agreement between Canton Township and The Partnership for The Arts & Humanities

PRESENTER: Anne Marie Graham-Hudak, Supervisor

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Canton Township is committed to giving all of its residents the opportunity to experience the arts and humanities, and supporting local businesses. Pursuant to this commitment, the Township wishes to provide events that support and foster the arts community in Canton Township by partnering with the Partnership for the Arts & Humanities. This service agreement with the Partnership, which is for \$225,000.00 annually, establishes roles, responsibilities, cost-sharing and revenue-sharing for events and activities in the Township to grow the arts community.

The service agreement will also support economic development in the Township, particularly in Cherry Hill Village, where the Partnership is located. The agreement will support economic development by bringing events, arts programming and people into the Village core on a regular basis, which will in turn support local businesses. The Partnership will provide the Board of Trustees with an annual report each year. Furthermore, this agreement will make the Partnership the de-facto administrator and overseer of Cherry Hill Village, with assistance from the Township. In addition to the above-mentioned programs, events and outreach, the Partnership shall facilitate the following tasks and responsibilities:

- i. Community murals;
- ii. Art installations;
- iii. Street and pedestrian improvements;
- iv. Stewardship (monitoring and reporting to the Township) of infrastructure in the Canton Town Square and Cherry Hill Village broadly;
- v. Neighborhood and street lighting

BACKGROUND INFORMATION: Canton's Partnership for the Arts & Humanities is a local nonprofit organization formed in 1998 with a focus in raising funds for a performing arts center in the Township. Over the following six years, the Partnership raised more than \$5 million towards the construction of The Village Theater, a 400-seat premiere performing arts center. The Village Theater opened to the public in 2004 and is now home to several Western Wayne County performing arts organizations, including an orchestra, a band, a choral group, youth, adult, and senior drama theater, and more.

Since opening the theater, the Partnership, along with Canton Township, the Commission for Culture, and Arts and Heritage have worked together to expand art and culture programs in the Township.

In 2012, the Partnership purchased a 14-acre parcel in Canton's historic Cherry Hill Village District with the mission of developing the Village Arts Factory and the purpose of producing a regional visual arts complex.

In 2019, Canton Township approved the building permit for the Arts Warehouse and renovations began, including: roof, façade, plumbing, fire suppression, exterior windows & foundation repair. The development of this property is ongoing, but the Partnership has completed and opened its Warehouse building, which is home to 14 local small businesses. The Partnership also acquired its first Arts Warehouse tenant, the Cherry Hill Potter's Guild for a 4,000 square foot studio with a 10-year lease.

In 2021, the Partnership was able to offer housing to four disabled Veterans at the historic Veterans Dormitory.

As of 2022, the Village Arts Factory is now 100% occupied with a variety of small, local businesses ranging from visual and craft artists, to dance and fitness studios. The art gallery hosts regular exhibits of local fine art and the Shaw Gathering Place serves as both a community room and rental space. The Partnership's original vision of incubating a local arts community is now nearing a reality, which will benefit every resident of Canton.

STRATEGIC PLAN/GOALS: Welcoming Community

ACTION REQUESTED: Approve the request to form a service agreement with the Partnership for the Arts & Humanities.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The following budget amendment is required to accommodate this request:

Increase Revenues: 101-000.695	Fund Balance Appropriation	\$125,000
Increase Expenditures: 101-728.801_0050	Professional Services	\$125,000

IMPLEMENTATION PLAN: Upon approval, the Township Supervisor will sign the service agreement with the Partnership for the Arts & Humanities.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approved.

SUPERVISOR'S RECOMMENDATION: Approved.

MODEL RESOLUTION: I move that we approve the service agreement with the Partnership for the Arts & Humanities and to authorize the Supervisor to sign the agreement upon legal review. I further move to approve the budget amendment in 2024 included in the amount of \$125,000 to accommodate this cost.

ATTACHMENTS:

1. Service Agreement between Canton Township and the Partnership for the Arts & Humanities.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: December 12, 2023

AGENDA ITEM #G-17

ITEM: Consider Increase of a Blanket Purchase Order for BS & A Software for the Treasury Department
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PRESENTER: Dian Slavens, Treasurer

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY:

At the January 24, 2023 meeting of the Township Board of Trustees a blanket purchase order in the amount of \$12,500.00 was approved for software support for BS & A software. The Treasurer's Office is requesting to increase the blanket purchase order amount for software support agreements with BS & A Software from \$12,500.00 to \$13,355.00. An increase of \$855.00.

BACKGROUND:

Annual support agreements are required for the following BS & A modules: Tax, Assessing, Special Assessments and Delinquent Personal Property. \$12,500.00 was originally approved under a blanket purchase order for the calendar year of 2023. The actual cost for the support agreements was \$13,355.00.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED:

Approve an increase of the Blanket order request for BS & A to go from \$12,500.00 to \$13,355.00.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

Funds are available in account # 101-253.930_0015 Maintenance and Repair Software Support.

IMPLEMENTATION PLAN:

Upon Board approval a purchase will be entered for BS & A Software.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve a total blanket purchase to BS & A Software 14965 Abbey Lane, Bath, MI 48808 in the amount of \$13,355.00 to be paid from account 101-253.930_0015 Maintenance and Repair Software Support.

ATTACHMENTS: N/A