



**CANTON ADMINISTRATION BUILDING
1150 S. CANTON CENTER ROAD
CANTON, MI 48188
REGULAR BOARD MEETING
MARCH 12, 2024**

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:

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Webinar ID: 871 9198 7922

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6:00 P.M.:

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

**CLOSED SESSION: UPDATE ON UNION NEGOTIATIONS & DISCUSS PENDING
LITIGATION**

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

ADOPTION OF AGENDA

APPROVAL OF MINUTES: 2/13/24 & 2/20/24

PUBLIC COMMENT ON AGENDA ITEMS ONLY

PAYMENT OF BILLS

PRESENTATION:

- 1) FEMA

CONSENT CALENDAR:

- 1) CONSIDER THE PURCHASE OF TWO LAZER X-SERIES 801 KAW 60" DECK MOWER'S
AND FOUR TRACTUS TIRES (MSD)

- 2) CONSIDER WAIVING THE BIDDING PROCESS AND APPROVE THE PURCHASE OF ONE 7X18 TILT BED EQUIPMENT TRAILER (MSD)
- 3) CONSIDER SECOND READING OF AN AMENDMENT TO APPENDIX A- ZONING OF THE CODE OF ORDINANCES TO AMEND SEVERAL SECTIONS RELATED TO VARIANCES, INTERPRETATIONS, APPEALS, AND RELATED STANDARDS (MSD)
- 4) REQUEST APPROVAL TO ENTER A ONE-YEAR ANNUAL MAINTENANCE AGREEMENT FOR TYLER TECHNOLOGIES NEW WORLD SYSTEMS ERP (FBD)
- 5) CONSIDER ACCEPTING THE SIGNED PRIVATE PROPERTY TRAFFIC ENFORCEMENT AGREEMENT FOR WALMART LOCATED AT 45555 MICHIGAN AVENUE (POLICE)
- 6) CONSIDER APPROVING A SIX-MONTH CONTRACT EXTENSION WITH MICHIGAN POLICE LEGAL ADVISOR GROUP, INC. (POLICE)

GENERAL CALENDAR:

- 1) CONSIDER APPROVAL OF BUDGET AMENDMENT FOR BOARD IDENTIFIED PRIORITIES (FBD)
- 2) CONSIDER AUTHORIZATION OF A PURCHASE ORDER INCREASE FOR MANNIK & SMITH GROUP FOR PROFESSIONAL ENGINEERING SERVICES FOR THE ADMINISTRATION AND PUBLIC SAFETY PARKING LOT (MSD)
- 3) CONSIDER ISSUANCE OF PURCHASE ORDERS TO R&R ASPHALT INC FOR PHEASANT RUN GOLF COURSE CART PATH IMPROVEMENTS (MSD)
- 4) CONSIDER AWARD OF A CONTRACT AND PURCHASE ORDER TO VERDETERRE CONTRACTING FOR THE 2024 MAJOR ROAD IMPROVEMENT PROGRAM – SHELDON ROAD RECONSTRUCTION, AND APPROVE A PURCHASE ORDER WITH FISHBECK FOR CONSTRUCTION ENGINEERING AND PROJECT MANAGEMENT (MSD)
- 5) CONSIDER AWARD OF CONTRACT AND PURCHASE ORDER FOR CRIMBOLI NURSERY, INC. FOR TREE PLANTING SERVICES (MSD)
- 6) CONSIDER FOURTH AMENDMENT TO THE PLANNED DEVELOPMENT DISTRICT FOR WALMART AT MICHIGAN AVE (MSD)
- 7) RECEIVE AND FILE THE PLANNING COMMISSION 2023 ANNUAL REPORT AND 2024 WORK PLAN (MSD)
- 8) CONSIDER APPROVAL OF CONFERENCE EXPENSE FOR PLANNING SERVICES DIVISION (MSD)
- 9) CONSIDER SPECIAL LAND USE AMENDMENT AND SITE PLAN AMENDMENT TO CONSTRUCT A PAVILION AT FAITH BAPTIST CHURCH (MSD)
- 10) CONSIDER APPROVAL OF THE PURCHASE OF TWO 2024 CHEVROLET COLORADOS AND TWO 2024 FORD F250S FOR PARKS (MSD)
- 11) CONSIDER APPROVAL OF THE PURCHASE OF SEVEN (7) POLICE VEHICLES FOR 2024 WITH AN ASSOCIATED AMENDMENT TO THE 2024 POLICE BUDGET (MSD)

- 12) CONSIDER ACCEPTANCE OF MASCO CORPORATION LEAD #LIKEAGIRL SPONSORSHIP OF \$10,000 AND TRANSPIRE SPONSORSHIP OF \$5,000 AND CONSIDER APPROVAL OF RELATED BUDGET ADJUSTMENTS (CD)
- 13) CONSIDER APPROVAL OF A BUDGET AMENDMENT FOR THE SPECIALTY CROP BLOCK GRANT MDARD AGREEMENT (CLS)
- 14) CONSIDER APPROVAL TO INCREASE PART-TIME STAFF WAGE EXPENSES AND MEMBERSHIP REVENUE AT THE SUMMIT ON THE PARK (CLS)
- 15) CONSIDER APPROVAL TO AWARD THE HERITAGE PARK SOUTH PAVILION CONSTRUCTION AND SOUTH RESTROOM AND STORAGE BUILDING ROOF REPLACEMENT (CLS)
- 16) CONSIDER APPROVAL TO PURCHASE PICNIC TABLES AND TRASH RECEPTACLES (CLS)
- 17) CONSIDER AUTHORIZATION OF YOUTH SPORTS AGREEMENTS (CLS)
- 18) CONSIDER RENEWING A ONE-YEAR CONTRACT FOR GRANT WRITING SERVICES WITH DAVIS KIRKSEY ASSOCIATES, INC. (POLICE)
- 19) CONSIDER APPROVING THE PURCHASE OF LA-Z-BOY RECLINERS FOR THE FIRE AND POLICE DEPARTMENTS (FIRE)
- 20) CONSIDER WAIVING THE BIDDING PROCESS AND APPROVE THE PURCHASE OF MOTOROLA RADIOS FOR THE FIRE AND POLICE DEPARTMENTS WITH AN ASSOCIATED AMENDMENT TO THE E/911 BUDGET (FIRE)

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 – February 13, 2024**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, February 13, 2024, in-person. Supervisor Graham-Hudak called the meeting to order at 6:00 p.m.

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

Study Session:

- 1) ERP

Regular Board Meeting Begins at 7:00 p.m.:

Adoption of Agenda:

Motion by Siegrist, supported by Foster to adopt the agenda as amended removing item G-16. Motion carried unanimously.

Approval of Minutes:

Motion by Siegrist, supported by Borninski to approve the minutes from January 16 & 23, 2024. Motion carried unanimously.

Public Comment: Public comment was held.

Payment of Bills:

Motion by Siegrist, supported by Sneideman to approve the payment of bills as presented. Motion carried unanimously.

CHARTER TOWNSHIP OF CANTON EXPENDITURE RECAP FOR THE TOWNSHIP BOARD MEETING OF February 13, 2024		
101	GENERAL FUND	689,281.02
204	ROADS FUND	1,309,827.05
206	FIRE FUND	628,539.62
207	POLICE FUND	1,214,531.70
208	COMMUNITY CENTER FUND	85,632.44
219	STREET LIGHTING FUND	26,228.09
230	CABLE TV FUND	11,633.04
246	COMMUNITY IMPROVEMENT FUND	0.00
248	DDA - CANTON	26,972.82
260	INDIGENT DEFENSE FUND	36,030.00
261	E-911 UTILITY	51,830.21
265	ORGANIZED CRIME - DRUG ENFORCEMENT	42,826.76
274	CDBG FUND	137,007.50

276	NSP GRANTS FUND	0.00
284	OPIOID SETTLEMENT FUND	2,614.88
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	916,478.87
402	CAP PROJ - WATER & SEWER	0.00
403	CAP PROJ - ROAD PAVING	0.00
404	CAP PROJ - CHV DEVELOPMENT	0.00
584	GOLF FUND	63,461.87
592	WATER & SEWER FUND	1,574,197.29
596	GARBAGE & RUBBISH COLLECTIONS	348,827.38
661	FLEET MAINTENANCE FUND	65,421.33
701	TRUST & AGENCY FUND	5,057.50
702	CUSTODIAL FUND	436.00
736	POST EMPLOYMENT BENEFITS FUND	214,748.83
852	SPECIAL ASSESSMENT DEBT SERVICE	0.00
TOTAL - ALL FUNDS		7,451,584.20

Presentation:

- 1) Youth Advisory Council

Consent Calendar:

Item C-1. Request Budget Amendment for the Carryover of Fiscal Year 2023 Open Purchase Orders to Fiscal Year 2024

Motion by Siegrist, supported by Borninski to approve the carryover of 2023 open purchase orders and their subsequent budget amendments subject to the review and approval of the Finance and Budget Director and Township Supervisor. Motion carried unanimously.

Item C-2. Consider Approval of an Extension of the Contract with ARC Document Solutions for Continuous Scanning of the Building & Inspection Services Division Documents

Motion by Siegrist, supported by Borninski to approve an extension of the professional services contract with ARC Document Solutions for continuing scanning services of the Building & Inspection Services Document Scanning Project and to issue a 2024 blanket purchase order in an amount not-to-exceed \$30,000 per year. Motion carried unanimously.

Item C-3. Consider Approval of the Purchase of One 2024 Ford Transit for Facilities Services

Motion by Siegrist, supported by Borninski to approve the purchase of one (1) 2024 Ford Transit with optional safety bulkhead from Gorno Ford. 22025 Allen Road Woodhaven, Mi 48183 via the MI-DEAL Contract #VAN-0124a in the amount of \$52,938. Funding for this vehicle will come from the 101-265.970_0040 Capital Outlay Vehicles account. Motion carried unanimously.

Item C-4. Consider Approval of a Three-year Contract Extension with HydroCorp Incorporated to Continue Canton's Commercial Cross Connection Control Program and Purchase Order Increase

Motion by Siegrist, supported by Borninski to approve a three-year contract extension with HydroCorp, Inc. to provide management services and inspections for the Township's Commercial Cross Connection Control Program in the amount of \$37,944 per year. Total three-year contract extension amount is \$113,832 and also approve an increase in PO#24-55 in the amount of \$2,904. Motion carried unanimously.

Item C-5. Consider Award of Design for Heritage Park and Maintenance Facility to Wade Trim

Motion by Siegrist, supported by Borninski to waive the Township bidding policy based on the information provided above, further, to approve the above listed budget amendment and to issue a Purchase Order in the amount of \$43,890 to Wade Trim to perform survey, design, permitting, and bidding of the Heritage Park paving and maintenance yard updates. Motion carried unanimously.

Item C-6. Consider Approval for Elevator Maintenance Service Agreement with Otis Elevator Company

Motion by Siegrist, supported by Borninski to approve the contract and approve a purchase order to OTIS Elevator Company, 25365 Interchange Court., Farmington Hills, MI 48335 in the amount of \$15,120. Motion carried unanimously.

General Calendar:

Item G-1. Consider Award of a Contract to Berkshire Development for the Demolition of a Dangerous Building at 1822 Sheldon Rd. North

Motion by Siegrist, supported by Borninski to confirm the order of the hearing officer, and the Township Board to approve the demolition of 1822 Sheldon Rd. North; further, to authorize the Building Official to award a contract to Berkshire Development for an amount not to exceed \$21,430. Motion carried unanimously.

Item G-2. Consider First Reading of an Amendment to Appendix A- Zoning of the Code of Ordinances to Amend Several Sections Related to Variances, Interpretations, Appeals, and Related Standards

Motion by Siegrist, supported by Sneiderman to introduce and hold the first reading of the proposed amendment to Appendix A – Zoning of the Code of Ordinances of the Charter Township of Canton as provided in the attached ordinance, which amends the Preamble, Ordinance Title, Section 1.03 (Definitions), Section 2.18 (Signs), Article 3.00 (Nonconformities), Section 4.01 (Off-Street Parking Requirements), Article 6.00 (Site Development Standards Applicable to Specific Uses), Article 6A.00 (Signs), Article 7.00 (Performance Standards), Article 8.00 (Establishment of Zoning Districts and Map), Article 27.00 (General Procedures and Related Standards), and Section 29.04 (Zoning Board of Appeals), and to add Section 27.12 (Public Hearings) and Section 27.13 (Public Notices), further, to postpone consideration of the amendment for a second reading on March 12, 2024. Motion carried unanimously.

Item G-3. Consider Amendment to Appendix A – Zoning of the Code of Ordinances Regarding IMAC Properties, LLC Rezoning

Motion by Siegrist, supported by Foster to deny of the application to rezone the eight (8) subject parcels in Planning Application #049-RZ-8027 from MRD, Mid-Rise Development and Corporate Park Overlay District to C-4, Interchange Service District, as the proposal does not meet the following standards of Section 27.06(D)(4) of the Zoning Ordinance:

1. The proposed amendment is not in accordance with the basic intent and purpose of the Zoning Ordinance.
2. The proposed amendment is inconsistent with Canton's Comprehensive Plan, which recommends the subject site to be C-3, Regional Commercial and CBD Overlay.
3. While conditions have changed since the Zoning Ordinance was adopted, the Comprehensive Plan recommends C-3 and CBD Overlay on the subject site to replace the Corporate Park Overlay District and the MRD, Mid-Rise Development District.
4. Rezoning the subject site to C-4 would grant special privileges because it is not supported by the Comprehensive Plan and there are no C-4-zoned properties without an overlay district (CPOD or CBD) anywhere along Ford Rd.
5. The proposed amendment will set an inappropriate precedent, especially for commercially-zoned parcels in the CPOD, because it is contrary to the policies of the Comprehensive Plan and could be a precursor for other owners in the CPOD to make the same application.
6. The C-4 district is inconsistent with the existing land uses of surrounding property and is inconsistent with the trends in land development in the general vicinity, including commercial properties developed under the design standards of an overlay district.

Motion carried unanimously.

Item G-4. Consider Preliminary Planned Development for Harvest Arbor

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

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

Approval of the Preliminary Planned Development District for Harvest Arbor

Whereas, the Project Sponsor has requested preliminary approval of a Planned Development District for Harvest Arbor, located at the southeast corner of Ford Rd. & Napier Rd.; and

Whereas, the Planning Commission reviewed the Preliminary Planned Development Plan and Planned Development Agreement, and voted 7-0 to recommend approval of the request, with conditions, as the request meets the criteria for a Planned Development and results in definite benefits to the community; now therefore be it;

Resolved, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the Harvest Arbor Preliminary Planned Development District in Planning Application #070-PDP-7975 on the subject tax parcel (parcel no. 070-99-0002-702) as provided in the Planned Development Agreement and plan documents, subject to any required modifications to the landscape plan and PDD Agreement prior to Final PDD review.

Motion carried unanimously.

Item G-5. Consider Purchase Orders for PPM Tree Service & Arbor Care for Tree Removal and Pruning Services

Motion by Siegrist, supported by Borninski to approve the issuance of purchase orders from expenditure account #101-585.930_0070 to PPM Tree Service & Arbor Care for an amount not to exceed \$100,000. Motion carried unanimously.

Item G-6. Consider Approval of a 5 Year Residential Solid Waste Collection, Recycling & Disposal Services Contract with Priority Waste

Motion by Siegrist, supported by Sneideman to approve a 5 Year contract for solid waste collection services with Priority Waste and authorize the Township Supervisor to sign the contract on behalf of Canton Township. Motion carried unanimously.

Item G-7. Consider Preliminary Planned Development for Top Canton, LLC

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

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

Approval of the Preliminary Planned Development District for Top Canton

Whereas, the Project Sponsor has requested preliminary approval of a Planned Development District for Top Canton, which consists of six (6) parcels located between Ford Rd. & Warren Rd. and between I-275 and Lotz Rd; and

Whereas, the Planning Commission reviewed the Preliminary Planned Development Plan and Planned Development Agreement, and voted 8-0 to recommend approval of the request, with conditions, as the request meets the criteria for a Planned Development and results in definite benefits to the community; now therefore be it;

Resolved, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the Top Canton Preliminary Planned Development District in Planning Application #047-PDP-7876 on the six (6) subject tax parcels (parcel nos. 047-99-0018-703; 048-99-0008-000; 048-99-0010-000; 048-99-0012-003; 048-99-0012-004; and 046-99-0002-004) as provided in the Planned Development Agreement and plan documents, subject to the following conditions:

1. Traffic improvements, including traffic signal and signal optimizations, must comply with the recommendations of the Traffic Impact Study and Wade Trim, as well as the requirements of MDOT;
2. Each fast food drive-through restaurant must have one (1) loading space that complies with Section 4.02 of the Zoning Ordinance;
3. A final decision on the installation of sidewalk along the Warren Rd. frontage will be deferred to Final PDD review;
4. A final decision on the proposed modifications to the sign standards of Article 6A of the Zoning Ordinance will be deferred to Final PDD review, and the PDD Agreement must explicitly state that the signs are on-premise signs that can only advertise on-site uses within the PDD;
5. A final decision on the proposed modification to the lighting standards of Section 2.13 of the Zoning Ordinance will be deferred to Final PDD review.

Motion carried unanimously.

Item G-8. Consider Approval of Pheasant Run Golf Course Restroom Remodel

Motion by Siegrist, supported by Borninski to approve the above listed budget amendment, to award a contract and issue a purchase order to Compass Construction Solutions, 130 Moross, Mount Clemens, MI 48043 in the amount of \$55,459.50 which includes a 10% contingency of \$5,041. Motion carried unanimously.

Item G-9. Consider Creating and Filling a Technical Support Coordinator Position

Motion by Siegrist, supported by Sneiderman to approve a temporary headcount increase with the creation and filling of a Technical Support Coordinator position in the ITI department for a period not-to-exceed five years, with the maximum budget impact being \$150,000 per year; further, to approve the budget adjustment outlined in the Budget Implications section above. Motion carried unanimously.

Item G-10. Consider Approving a Resolution to Accept the Michigan Public Safety Communications System (MPSCS) Amended and Restated Integration Agreement

Motion by Siegrist, supported by Borninski to approve the Michigan Public Safety Communications System Amended and Restated Integration Agreement; further, to approve a resolution accepting this agreement, with Canton Supervisor Anne Marie Graham-Hudak as signature representative for the township.

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

Approve the Michigan Public Safety Communications System Amended and Restated Integration Agreement

Whereas, the State of Michigan has requested the Charter Township of Canton to sign an Amended and Restated Integration Agreement;

Whereas, Charter Township of Canton's Supervisor Anne Marie Graham-Hudak will be the authorizing signature on said Agreement; and

Whereas, the original signed Agreement will be forwarded to the State of Michigan along with a certified copy of this resolution; now therefore be it;

Resolved, the Board of Trustees of the Charter Township of Canton, Michigan does hereby APPROVE the MPSCS Integration Agreement. The Board of Trustees of the Charter Township of Canton, Michigan further authorizes the Township Supervisor to sign the MPSCS Agreement on behalf of the board.

Motion carried unanimously.

Item G-11. Consider Approval to Award the Architectural Design for Summit PDC Room Renovations

Motion by Siegrist, supported by Sneideman to approve the award and purchase order of Architectural Services to A3C Collaborative Architecture for the Summit PDC renovations for a total of \$29,100. Motion carried unanimously.

Item G-12. Consider Approval to Purchase Two Mowers and a Field Groomer for Canton Parks

Motion by Siegrist, supported by Borninski to award the purchase of two lawn mowers from Weingartz for a total cost of \$41,132 and another purchase order for one field groomer from Revels Turf & Tractor, LLC for a total cost of \$47,025.94. Motion carried unanimously.

Item G-13. Consider Approval to Purchase One Parks Utility Vehicle

Motion by Siegrist, supported by Sneideman to approve the purchase of one Parks Utility Vehicle from Deere & Company for a total amount of \$38,923.17. Motion carried unanimously.

Item G-14. Consider Appointments to the Commission for Culture, Arts & Heritage

Motion by Siegrist, supported by Borninski that the Board of Trustees of the Charter Township of Canton approve the appointments of James Bryan and Brian Mabie to the Commission for Culture, Arts & Heritage for a three-year term to expire December 31, 2026. Motion carried unanimously.

Item G-15. Consider Approval of a Purchase Order to Carey & Paul Group for Entertainment and Sound at the Thursday Night LIVE Concert Series

Motion by Siegrist, supported by Borninski to approve a purchase order in an amount not to exceed \$16,000 to Carey & Paul Group, to provide the entertainment and sound for the 2024 Thursday Night LIVE Concert Series. Motion carried unanimously.

Item G-16. (removed)

Item G-17. Consider Approval of Application for the Ralph C. Wilson Jr. Trail Maintenance Fund Grant

Motion by Siegrist supported by Borninski to authorize the submission of the application to the Ralph C. Wilson Jr. Trail Maintenance Fund Grant for the trail maintenance and to accept the funds if approved. Canton has committed to matching up to \$400,000 for a total of \$800,000; further, to approve the attached resolution. Motion carried unanimously.

Item G-18. Consider Reappointment to the Canton Tax Board of Review

Motion by Siegrist, supported by Sneideman that the Canton Board of Trustees approve the reappointment of Lewis Smith to the Canton Tax Board of Review for a two-year term to expire on 3/1/26. Motion carried unanimously.

Item G-19. Consider the Approval of the Proposal from Management Advisory Group International, Inc. for the Merit Employees Job Classification and Salary Study

Motion by Siegrist, supported by Sneideman to approve the proposal from Management Advisory Group, Inc. to complete the Job Classification and Salary Study for Merit Employees; further, to approve the above-mentioned budget amendment. Motion carried unanimously.

Item G-20. Consider combining the continuing part-time positions from the Supervisor's Office and the Human Resources Division into one full-time Clerk III position.

Motion by Siegrist, supported by Sneideman to approve the combining of the continuing part-time positions from both the Supervisor's Office and the Human Resources Division into one full-time Clerk III position. Furthermore, I move to approve the included budget adjustment. Motion carried unanimously.

Item G-21. Consider Approving Merit Commission Recommendation for Position Reclassification

Motion by Siegrist, supported by Sneideman to approve the Merit Commission recommendation to reclassify the position of Deputy Clerk/Assistant, Grade 8 to Grade 10 and to be retitled Deputy Clerk and Elections Manager with the attached budget adjustment. Motion carried unanimously.

Item G-22. Consider the Amendment of the Elections Operation Policy

Motion by Siegrist, supported by Sneideman to approve the Amendment of the Elections Operation Policy to allow Merit exempt employees to buy out their compensatory time earned during any election service. Motion carried unanimously.

Item G-23. Request Approval to Increase ERP Replacement Project Professional Services Purchase Order

Motion by Siegrist, supported by Sneideman to approve an increase of purchase order 2023-790 by \$36,000 to extend the ERP Replacement Project professional services contract with Plante Moran. Motion carried unanimously.

Additional Public comment was held.

Additional Board comment was held.

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

Michael A. Siegrist, Clerk

Anne Marie Graham-Hudak, Supervisor

**Charter Township of Canton
Board Proceedings – February 20, 2024**

A listening session of the Board of Trustees of the Charter Township of Canton was held Tuesday, February 20, 2024 in person at Gurduwara, Sikh Place of Worship Darbar Sri Guru Granth Sahib Ji, 48055 Michigan Avenue, Canton, MI 48188. Supervisor Graham-Hudak called the meeting to order at 6:07 p.m.

Members Present: Borninski, Foster, Ganguly, Graham-Hudak, Siegrist, Slavens, Sneideman
Members Absent: None

Town Hall Listening Session:

- 1) Board Goals Presentation
- 2) Moderated Question and Answer Session

Public Comment:

Public Comment was held.

Michael A. Siegrist, Clerk

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 12,2024

AGENDA ITEM:C-1

ITEM: Consider the Purchase of Two Lazer X-Series 801 Kaw 60” Deck Mower’s and Four Tractus Tires

PRESENTER: David Norwood, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Since 2011, Public Works has been mowing the right-of-way along Michigan Avenue from Hannan Road to Rawsonville Road under contract with MDOT. Additionally, Public Works mows vacant parcels and noxious weeds to ensure compliance with Township ordinances. These tasks have traditionally been completed using residential “zero-turn” mowers. Adding these new LazerX-Series mowers will improve our mowing efficiencies with our mowing operations. The addition of these mowers is in the planned Five-Year Capital Improvement Program.

The Department of Public Works has budgeted \$33,000 for the purchase of these Lazer X-Series Mowers. The quote received from Weingartz is Omnia Bid Pricing Contract No.20469

STRATEGIC PLAN/GOALS: Ongoing maintenance operations includes maintaining present assets and replacing aging equipment when necessary.

ACTION REQUESTED: Accept the single source Omnia quote from Weingartz and award a purchase order contract in the amount of \$29,594 The Public Works Division proposes to purchase Two new Lazer X-Series 60” mowers and Four Tractus Tires.

BUDGET IMPLICATIONS & ACCOUNT NUMBER Funding as follows:

\$14,797 form Account #592-536.9700_0030

\$14,797 from Account #592-537.9700_0030

IMPLEMENTATION PLAN: Upon approval by the Township Board of Trustees, the Department of Public Works Division will create a purchase order and place the order with Weingartz 39050 Grand River Farmington Hills, MI

MUNICIPAL SERVICES DIRECTOR’S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR’S RECOMMENDATION: Approval

SUPERVISOR’S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to authorize the purchase order contract to Weingartz in the amount of \$29,594 for the purchase of Two new Lazer X-Series 60'' mowers and 4 Tractus Tires.

ATTACHMENTS:
1. Weingartz Quote

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 12, 2024

AGENDA ITEM #C-2

ITEM: Consider Waiving the Bidding Process and Approve the Purchase of One 7x18 Tilt Bed Equipment Trailer

PRESENTER: David Norwood, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated.

EXECUTIVE SUMMARY: The Department of Public Works is asking to waive the bidding process and seek approval for the purchase of one 7 x 18 Tilt Bed Equipment trailer from Kelly & Sons Trailer as they were the lowest quote we received and Kelly and Sons has the trailer in stock to meet the needs of the department. The Department has reached out to three vendors in total for pricing. This 7x18 Tilt trailer will provide safe transportation and security for the equipment used by Public Works Staff. Kelley & Sons Trailers has provided a quote of \$8200 which the trailer is immediately available to Canton Township.

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

ACTION REQUESTED: Authorize the purchase of one 7 X 18 Tilt Bed Equipment Trailer from Kelley & Sons Trailers.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The funds are budgeted and will come from the following accounts:

Water Account #592-536.970_0030. \$4,100

Sewer Account #592-537.970_0030. \$4,100

IMPLEMENTATION PLAN: Upon approval by the Township Board, Public Works will enter a purchase order to Kelley & Sons Trailers in the amount of \$8,200.

MUNICIPAL SERVICE DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the purchase of one 7 x 18 Tilt Bed Equipment Trailer from Kelley & Sons Trailers, 12620 N Telegraph Rd Carleton, MI 48117 for an amount not to exceed \$8,200.

ATTACHMENTS:

1. Kelly Trailers Quote
2. Grandville Trailer Quote
3. Michigan Trailer Quote

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 12, 2024

AGENDA ITEM #C-3

ITEM: Consider Second Reading of an Amendment to Appendix A- Zoning of the Code of Ordinances to Amend Several Sections Related to Variances, Interpretations, Appeals, and Related Standards

PRESENTER: David Norwood, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None.

EXECUTIVE SUMMARY: The proposed amendment to the Canton Township Zoning Ordinance will update and streamline standards related to variances, interpretations, and appeals, as well as modify other areas of the Zoning Ordinance related to the Zoning Board of Appeals, modifications, and nonconformities.

The Canton Township Board of Trustees held the First Reading of this Zoning Ordinance amendment on February 13, 2024.

BACKGROUND AND ANALYSIS: Planning Services Division staff have worked with the Zoning Board of Appeals (ZBA) and the Planning Commission to identify many items in the Zoning Ordinance that require updates, especially standards related to variances, interpretations, and appeals. Staff also identified several related items in the Zoning Ordinance that include incorrect or outdated cross-references and terms.

The most significant change proposed is the number of decision criteria that the ZBA must apply when determining whether to grant a variance or appeal. The Zoning Ordinance currently has 18 decision criteria, and we recommend streamlining them to 7 criteria while still maintaining consistency with State law, case law, and similar criteria in other communities. The proposed streamlining will make the application process easier for applicants, the ZBA, and staff.

From September 2023 through December 2023, the Planning Commission and ZBA reviewed the proposed amendments and discussed revisions. On January 8, 2024, the Planning Commission held a public hearing, deliberated on the amendments, and adopted a motion to recommend approval, 8-0. There were no comments received at the public hearing.

The Canton Township Board of Trustees held the First Reading of this Zoning Ordinance amendment on February 13, 2024. Since that time, Planning Division staff has made one minor change to the ordinance text in proposed Section 27.05(D)(6): Instead of requiring *all* variance approvals to have a notice recorded with the Register of Deeds, we recommend allowing the Community Planner or Zoning Board of Appeals to determine whether to require a notice of variance approval to be recorded with the Register of Deeds. This way, formal notices of minor

variances (especially for single-family homeowners) may not need to be recorded with the Register of Deeds; however, more significant variances and variances affiliated with a site plan may need to have a notice recorded with the Register of Deeds for future reference.

PROPOSED ZONING ORDINANCE SUMMARY: Enclosed for your consideration is the proposed amendment to the Zoning Ordinance related to Zoning Board of Appeals, variances, modifications, appeals, references, public hearings, and the Michigan Zoning Enabling Act. Also enclosed is a strikethrough version of the proposed amendment, which was included in our memorandum to the Planning Commission on January 8, 2024.

The following is a summary of the major ordinance amendments proposed:

§1.03 Definitions

Definitions related to the Zoning Board of Appeals are either added or amended.

§2.18 Signs

This text references a previous sign ordinance, which has since been repealed and replaced with Article 6A Signs of the Zoning Ordinance. It is deleted and reserved for future use.

§3.03 Substitution (*Nonconformities*)

Changes are proposed to make the language more user friendly, to make language more consistent with other sections of the Zoning Ordinance, and to provide clearer guidance for reversion of nonconforming uses.

The first responsibility for reviewing/approving changes or substitution of legally nonconforming uses is moved from the Zoning Board of Appeals to the Community Planner. This is consistent with Redevelopment Ready Community best practices. The Zoning Board of Appeals would still be able to review changes or substitutions if a party is unsatisfied with the Community Planner's decision.

§3.05 Nonconforming lots of record

Language requiring structures on nonconforming lots of record to comply with developmental standards unless a variance has been granted has been deleted. All structures need to comply with developmental standards unless a variance or other type of modification has been granted.

§4.01(A)(2) Change in use or intensity (*off-street parking*)

Language changed to acknowledge that the Planning Commission can grant a modification of parking standards as part of site plan review, not a variance.

§6.02(C)(4)(a)(1) Driveway spacing modification (*automobile uses*)

Language revised to reflect that the Planning Commission can grant a modification of driveway spacing, not a variance.

§6.08(F)(2)(b)(1) Driveway spacing modification (*Corporate Park Overlay District*)

Language revised to reflect that the Planning Commission can grant a modification of driveway spacing, not a variance.

§6.10(E)(2)(b)(1) Driveway spacing modification (*Central Business District Overlay District*)

Language revised to reflect that the Planning Commission can grant a modification of driveway spacing, not a variance.

Article 6A Signs

Language removed as unnecessary once sign regulations were moved from a standalone police power ordinance into the Zoning Ordinance.

§7.02(A)(7) Variance from sound level provisions

Language deleted. A variance is still possible, but it would be subject to the same decision criteria as any other variance request.

§7.03 Appeals

All actions taken in the administration or enforcement of the Zoning Ordinance are appealable, unless specifically allowed by state law and noted in the Zoning Ordinance. Unnecessary language referencing appeal has been removed.

§8.03 Interpretation of District Boundaries

Change to appoint the Community Planner as the entity responsible for interpreting zoning district boundaries. This decision can be reviewed by the Zoning Board of Appeals.

§27.05 Variances/Appeals of Decision/Interpretations

There has been significant revision to this portion, and there has been further work done to help organize it better in future iterations. All of these sections are integrated into a single section in the draft.

Variances

The current Zoning Ordinance has 18 decision criteria that the Zoning Board of Appeals must find to be true in order to approve a variance. That is a significantly higher number of decision criteria than most other zoning ordinances.

The draft amendment would instead have 7 decision criteria that are consistent with case law and criteria in similar communities.

The draft amendment would change the period that an approved variance is valid for. Currently, they are valid for 2 years. The draft amendment would reduce that to one year, but once a permit or site plan has been approved with that variance, the approval would remain valid as long as the permit or site plan approval is valid.

Procedure language has also been revised.

Appeals of Decisions

The Zoning Ordinance currently lacks language and guidance for how to decide appeals of decisions. Decision criteria consistent with case law have been added.

Interpretations

The Zoning Ordinance currently lacks language and guidance for how to decide certain types of interpretations. Decision criteria consistent with case law and other sections of the Zoning Ordinance have been added.

§27.06 Amendments

Language related to noticing of zoning text amendments has been relocated to a new section in the ordinance.

§27.12 Public hearings

New section to provide consistency for all reviews or approvals that require public hearings (e.g., variances, appeals, special land uses, rezonings, PDDs).

§27.13 Public notices

New section to provide consistency for all reviews or approvals that require public notices.

Additional revisions made to address notices for multiple-family developments and zoning map amendment signs.

§28.04 Zoning Board of Appeals

Significant revisions to add language related to membership, authority and jurisdiction, and other administrative items.

The Zoning Enabling Act requires language related to zoning board of appeals organization and membership.

- **Community Planner's Recommendation:** Approval.
- **Planning Commission Recommendation:** At its meeting on January 8, 2024, the Planning Commission voted 8-0 to recommend approval of the amendment to the Zoning Ordinance to amend the Preamble, Ordinance Title, Section 1.03 (Definitions), Section 2.18 (Signs), Article 3.00 (Nonconformities), Section 4.01 (Off-Street Parking Requirements), Article 6.00 (Site Development Standards Applicable to Specific Uses), Article 6A.00 (Signs), Article 7.00 (Performance Standards), Article 8.00 (Establishment of Zoning Districts and Map), Article 27.00 (General Procedures and Related Standards), and Section 29.04 (Zoning Board of Appeals), and to add Section 27.12 (Public Hearings) and Section 27.13 (Public Notices), as stated in the attached ordinance proposal.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Remove consideration of the proposed amendment from the table and approve the proposed amendment to Appendix A – Zoning of the Code of Ordinances, which proposes amendments to the Preamble, Ordinance Title, Section 1.03 (Definitions), Section 2.18 (Signs), Article 3.00 (Nonconformities), Section 4.01 (Off-Street Parking Requirements), Article 6.00 (Site Development Standards Applicable to Specific Uses), Article 6A.00 (Signs), Article 7.00 (Performance Standards), Article 8.00 (Establishment of Zoning

Districts and Map), Article 27.00 (General Procedures and Related Standards), and Section 29.04 (Zoning Board of Appeals), and to add Section 27.12 (Public Hearings) and Section 27.13 (Public Notices).

BUDGET IMPLICATION & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: N/A

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: Approval

ENGINEERING SERVICES DIVISION'S RECOMMENDATION: N/A

FIRE MARSHAL'S RECOMMENDATION: N/A

BUILDING OFFICIAL'S RECOMMENDATION: N/A

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: N/A

SUPERVISOR'S RECOMMENDATION: Approval

MODEL MOTION:

1. I move to remove from the table and hold a second reading of the proposed amendment to Appendix A – Zoning of the Code of Ordinances of the Charter Township of Canton as provided in the attached ordinance, which amends the articles and sections of the Zoning Ordinance summarized in the table below:

Zoning Ordinance Article/Section	Section Title
Preamble	Preamble
Ordinance Title	Ordinance Title
Section 1.03	Definitions
Section 2.18	Signs
Article 3.00	Nonconformities
Section 4.01	Off-Street Parking Requirements
Article 6.00	Site Development Standards Applicable to Specific Uses
Article 6A.00	Signs
Article 7.00	Performance Standards
Article 8.00	Establishment of Zoning Districts and Map
Article 27.00	General Procedures and Related Standards
Section 27.12	Public Hearings
Section 27.13	Public Notices
Section 29.04	Zoning Board of Appeals

2. Further, I move to adopt and publish the ordinance amending the aforementioned articles and sections of Appendix A – Zoning of the Code of Ordinances of the Charter Township of Canton.

ATTACHMENTS:

1. Draft Ordinance
2. January 8, 2024 Planning Commission Draft Minutes
3. Staff memorandum to the Planning Commission on January 8, 2024, including a strikethrough version of the proposed amendments to the Zoning Ordinance.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 12, 2024

AGENDA ITEM # C-4

ITEM: Request Approval to Enter a One-Year Annual Maintenance Agreement for Tyler Technologies New World Systems ERP

PRESENTER: Wendy Trumbull, Finance & Budget Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: The Township has been using the New World Systems (NWS) ERP as our integrated financial management system since 2008. This program is essential to the daily operation of payroll, utility billing, accounts payable, purchasing, budgeting, financial management, and community development, among other functions. The proposed agreement includes a 6% price increase from last year's contract and will expire on 4/30/2025, at which time the Township can choose to renew again for an agreed upon timeframe depending on the implementation status of the new Tyler Munis ERP system.

BACKGROUND INFORMATION: The New World ERP annual maintenance is allocated between the General and Water & Sewer Funds. It is integral to the daily functions of the Township.

The Township is currently undergoing negotiations with Tyler Technologies for implementation of their Tyler Munis ERP solution. These negotiations are expected to take 3 months to complete. Although the implementation timeline is not currently known, it is safe to say that the new ERP solution will not be fully implemented before the requested renewal period expires on 4/30/2025. In addition, there will be a need for us to concurrently run Tyler New World and Tyler Munis software during implementation to ensure proper functionality. With these needs in mind, the Finance department is asking for a one-year renewal of the New World software with the knowledge that a shorter renewal period may be needed next year depending on the Tyler Munis implementation schedule.

Related to the ongoing ERP replacement project, the Board approved the renewal of CityView (the Township's Community Development software that is being replaced by BS&A) at the 12/12/2023 Board meeting for similar reasons that Finance is requesting to renew Tyler New World.

STRATEGIC PLAN/GOALS: Financial Stability

ACTION REQUESTED: To approve a one-year maintenance agreement with Tyler Technologies for the New World Systems ERP.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Costs are split between the General and Water & Sewer Funds. The one-year costs are anticipated not to exceed \$141,214.86:

\$111,345.97 General 101-210.930_0015 Software Maintenance

\$29,868.89 Water & Sewer 592-560.930_0015 Software Maintenance

This expense is budgeted for in these accounts.

IMPLEMENTATION PLAN: Finance will enter a PO and send the appropriate documentation and payment to Tyler Technologies.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the one year renewal of annual maintenance services from Tyler Technologies for the New World Systems ERP for an amount not to exceed \$141,214.86.

ATTACHMENTS: Tyler New World ERP Renewal Quote

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 12, 2024

AGENDA ITEM #C-5

ITEM: Consider Accepting the Signed Private Property Traffic Enforcement Agreement for Walmart Located at 45555 Michigan Avenue

PRESENTER: Chad Baugh, Director of Police Services

INDIVIDUALS IN ATTENDANCE: None anticipated

EXECUTIVE SUMMARY: It was recently discovered the attached, signed, Private Property Traffic Agreement for Walmart South located at 45555 Michigan Avenue is not on the Township's master list of approved private property enforcements. Therefore, Legal is requesting the agreement be approved for placement on master list.

BACKGROUND: Consistent with Traffic Enforcement on Private Property Ordinance, Chapter 70, Section 70-1 Adoption of the Uniform Traffic Code, R28.1212, Rule 212, all requests for private property traffic enforcement must be presented by the owner, or representative for the owner, to the Charter Township of Canton Board of Trustees. The Board of Trustees will then pass a resolution allowing enforcement by the Canton Police Department. Based on the attached signed agreement, this process appears to have occurred in 2011. This approval will allow for placement onto the Township's master enforcement list.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approve the attached private property traffic enforcement document for Walmart South to be placed on the Township's master private property enforcement list.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: n/a

IMPLEMENTATION PLAN: Effective immediately, upon approval by the Canton Township Board of Trustees, Walmart South, 45555 Michigan Avenue, will be placed on the Township's master private property enforcement list.

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION: I move to approve placing the signed private property enforcement

agreement with Walmart South, 45555 Michigan Avenue, on the Township's master private property enforcement list, as permitted by Canton's Traffic Enforcement on Private Property Ordinance, Chapter 70, Section 70-1 Adoption of the Uniform Traffic Code, R28.1212, Rule 212.

ATTACHMENTS: Attachment A – Signed consent for Private Property Traffic Enforcement

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 12, 2024

AGENDA ITEM #C-6

ITEM: Consider Approving a Six Month Contract Extension with Michigan Police Legal Advisor Group, Inc.

PRESENTER: Chad Baugh, Director of Police Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The Police Department is requesting a six-month contract extension with the Michigan Police Legal Advisor Group, Inc. (MPLAG), for legal advice on administrative and operational issues, department policies, legal update training and legal advising on the police oversight committee, PTAG. The contract renewal is based on 12 hours per month, paid in monthly installments of \$2,880, for a total six-month cost of \$17,280.

BACKGROUND INFORMATION: The Police Department has maintained various contracts with MPLAG since 2018, validating the importance of legal services and consultation specific to law enforcement.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approve a six-month contract extension for legal services with Michigan Police Legal Advisor Group LLC, in the total amount of \$17,280.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds are budgeted in the 2024 Police Contracted Legal Services Account #207-301-50.801_0020 to accommodate this purchase.

IMPLEMENTATION PLAN: Upon Board approval, the addendum to the agreement will be signed.

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION: I move to Approve a six-month contract extension for legal services with Michigan Police Legal Advisor Group LLC, in the total amount of \$17,280.

ATTACHMENT: Attachment A - Extension to Agreement

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 12, 2024

AGENDA ITEM #G-1

ITEM: Consider Approval of Budget Amendment for Board Identified Priorities

PRESENTER: Wendy Trumbull, Finance & Budget Director

INDIVIDUALS IN ATTENDANCE: None

EXECUTIVE SUMMARY: In 2023, a number of priorities were identified by departments and the Board for 2024 that were not previously incorporated into the 2024 Adopted Budget. The requested budget amendment will provide funding for the following items in 2024:

- **Board Identified:** Renovation of a breakroom for employees and pre-funding outstanding pension obligations. Additionally, the previously set aside balance for the District Court study has been reprogrammed to fund a Broadband study for the community.
- **Department Identified:** Succession Planning/Additional assistance for the Finance department.

Two of the previously requested items from the Municipal Services Department (the addition of CAD licenses and software technology for building permit fees and forms) will not be implemented in 2024 and therefore are not included in this amendment. The Municipal Services Director will include these projects in future budgets when the ability to implement them changes is anticipated.

STRATEGIC PLAN/GOALS: Quality Infrastructure/Financial Stability

ACTION REQUESTED: Approve the recommended budget amendments

BUDGET IMPLICATIONS & ACCOUNT NUMBER: See attached listing

IMPLEMENTATION PLAN: Upon approval, the Finance Department will make necessary budget adjustments.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the attached budget amendments for Board Identified Priorities.

ATTACHMENTS: Budget Amendment for Board Identified Priorities

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 12, 2024

AGENDA ITEM #G-2

ITEM: Consider Authorization of a Purchase Order Increase for Mannik & Smith Group for Professional Engineering Services for the Administration Parking Lot West

PRESENTER: David Norwood, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: On March 9, 2021, the Township Board awarded design services to Mannik and Smith Group for a detailed alternatives analysis, costs estimate, and a final design for a contract amount of \$95,000 of which \$31,000 was allocated to the Admin West Lot. That work was completed, and the parking lot was publicly bid. The parking lot reconstruction was never completed, and in that time, some design changes were made per the Townships' request. At the end of 2023 the Admin Parking Lot West portion of the purchase order for Mannik and Smith was exhausted, with 3 outstanding invoices that still required payment in the amount of \$7,032.41. In addition, Engineering Services is requesting a new Purchase Order be issued to Mannik and Smith for the completion of the additional design services in the amount of \$4,000.

BACKGROUND: The Canton Township Administration Parking Lot has been part of the proposed Capital Improvement Project since 2020. Engineering Services now desires to move the replacement of this parking lot forward by completing the revised design and sending out a Request for Proposal for Construction. The design is mostly complete, based on changes that have been made since the original plan, and now requires some final design implementation and cost estimates. A Purchase Order was issued to Mannik and Smith in 2021. The original Purchase Order (2021-1016) the Admin Parking lot West portion was exhausted during the previous design iterations. Once work began on the revisions, additional invoices were generated in 2023, and were paid without prior Board approval, for which we are now requesting approval. Further, to finalize the new designs, create bid documents, and assist with contractor selection, Engineering services is requesting a new Purchase Order be created for Mannik and Smith group in the amount of \$4,000.

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

ACTION REQUESTED: Consider approving a purchase order for Mannik and Smith Group in the amount of \$4,000 for design services for the Administration Building Parking lot. Including the understanding that \$7,032.41 was paid by account with the 2023 expenditures.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The following budget amendment is needed to cover the 2024 expenses:

Increase Revenue:

401-000.695	Fund Balance Appropriation	\$4,000
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Increase Expenditures:

401-441.970_0050	Capital Outlay Infrastructure	\$4,000
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IMPLEMENTATION PLAN: Upon Board approval, Finance will issue a purchase order contract with MSG under their Professional Master Services Agreement.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve the additional payment of \$7,032.41 for work that was completed in 2023 for the Admin Parking Lot West design work.

Additionally, I move approve the above listed budget amendment, to award a contract and issue a purchase order for the Administration Parking Lot West design to the Mannik and Smith Group in the amount of \$4,000 from account 401-441.970_0050.

ATTACHMENTS:

1. Existing Mannik and Smith invoices
2. Proposal from Mannik and Smith Group – Proposal for Design Services

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 12, 2024

AGENDA ITEM: #G-3

ITEM: Consider Issuance of Purchase Orders to R&R Asphalt Inc for Pheasant Run Golf Course Cart Path Improvements

PRESENTER: David Norwood, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Engineering Services is requesting issuance of a Purchase Order to R&R Asphalt Inc. in the amount of \$1,149,783 for the Pheasant Run Golf Course cart path improvements.

BACKGROUND: On August 9, 2022, the Township Board awarded construction and rehabilitation of the golf cart paths at the Pheasant Run Golf Course (PRGC) to Al's Asphalt. In the fall of 2022, Al's Asphalt successfully repaired and replaced cart paths along the north nine holes at PRGC. Engineering Services has since released an RFP for the 2024 Pheasant Run Golf Course Path Paving West and South Nine.

Engineering Services published the remaining 18-hole paving work on January 11, 2024, and opened proposals on January 25, 2024. Six proposals were received, with prices ranging from \$1.7 million to \$3.5 million. Engineering Services and Finance reviewed all the proposals based on the responsible contracting policy and calculated a total score for each proposal. The results are attached.

Due to budget constraints, Engineering Services requested alternative proposals from the three highest scoring contractors with the direction to bring the cost down. Those three alternative proposals are attached. Engineering Services evaluated those three alternative proposals, and selected R&R Asphalt Inc. to complete the work using a pulverize and pave method, for a contract price of \$999,812, with a contingency of \$150,000, for a total award of \$1,149,812.

ACTION REQUESTED: Consider approving a Purchase Order for R&R Asphalt Inc. for the 2024 Pheasant Run Golf Course Path Paving West and South Nine for a contract price of \$999,812, with a contingency of \$150,000, for a total award of \$1,149,812.

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

Increase Revenues:

101-000.695	Fund Balance Appropriation	\$575,000
584-773-50.695	Fund Balance Appropriation	\$574,812
584-773-50.699_1010	Transfers in General	\$575,000

Increase Expenditures:

101-969.995_5840	Transfers out Golf Course	\$ 575,000
584-773-50.970_0080	Capital Outlay Land Improvements	\$1,149,812

IMPLEMENTATION PLAN: Upon Board approval, Engineering Services and Finance will issue a Purchase Order to R&R Asphalt Inc. Paving Company for the 2024 Pheasant Run Golf Course Path Paving West and South Nine.

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTIONS: Move to approve the above listed budget amendment, to award a contract and issue a purchase order to R&R Asphalt Inc. for the 2024 Pheasant Run Golf Course Path Paving West and South Nine for a contract price of \$999,812, with a contingency of \$150,000, for a total award of \$1,149,812.

ATTACHMENTS

- 1 RFP Score Sheet
- 2 Alternative Proposals

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 12, 2024

AGENDA ITEM #G-4

ITEM: Consider Award of a Contract and Purchase Order to Verdeterre Contracting for the 2024 Major Road Improvement Program – Sheldon Road Reconstruction, and Approve a Purchase Order with Fishbeck for Construction Engineering and Project Management

PRESENTER: David Norwood, Director – Municipal Services

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: The design for the planned 2024 Sheldon Road Reconstruction Project was completed in January 2024, and the Request for Proposal (RFP) was issued to the public on January 25, 2024. Three contractors submitted proposals for this work on February 15, 2024, ranging from \$3,180,555.21 to \$3,427,536.71. Verdeterre Contracting was chosen contractor after evaluating all three proposals based on the Responsible Contracting Policy.

Fishbeck has been working under the Master Service Agreement for their design of Sheldon Road. Engineering Services wishes to retain their services for construction engineering and project management. Their fee for this work is \$442,457.50.

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

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

ACTION REQUESTED:

1. Consider issuance of a Purchase Order to Verdeterre Contracting for Sheldon Road Reconstruction Project in the amount of \$3,342,152.40 plus a 15% contingency of \$500,000 for a total of \$3,842,152.40.
2. Consider issuance of a Purchase Order to Fishbeck to perform the construction engineering and project management for the Sheldon Road Reconstruction Project in the amount of \$442,487.50.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

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

Increase Revenue:

204-000.695 Fund Balance Appropriation

\$884,639

Increase Expenditure:

204-446-11.970_0050 Major Roads Capital Outlay Infrastructure \$884,639

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

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the following:

1. I move to approve the following Budget Amendment:

Increase Revenue:

204-000.695 Fund Balance Appropriation \$884,639

Increase Expenditure:

204-446-11.970_0050 Major Roads Capital Outlay Infrastructure \$884,639

2. I move to approve issuance of a Purchase Order to Verdeterre Contracting for Sheldon Road Reconstruction Project in the amount of \$3,342,152.40 plus a 15% contingency of \$500,000 for a total of \$3,842,152.40.
3. I move to approve issuance of a Purchase Order to Fishbeck to perform the construction engineering and project management for the Sheldon Road Reconstruction Project in the amount of \$442,487.50.

ATTACHMENTS:

1. Proposal from Verdeterre Contracting
2. CE Proposal from Fishbeck
3. Responsible Contracting Proposal Evaluation

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 12, 2024

AGENDA ITEM:G-5

ITEM: Consider Award of Contract and Purchase Order for Crimboli Nursery, Inc. for Tree Planting Services

PRESENTER: David Norwood, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: N/A

EXECUTIVE SUMMARY: The Planning Services Division received five (5) qualified bids for the Street Tree Planting Program for trees along major roads and on Township property. Based on the selection, available sizes, and volume of planting that will be proposed by Canton Township, Crimboli Nursery, Inc. had the lowest overall bid for tree planting. Planting services include proper mulching, watering, and staking at the time of planting, as well as follow-up watering and a 1-year warranty. The Invitation to Bid is for 2024 and 2025, with an option for automatic renewals for additional 1-year periods upon mutual agreement between Canton Township and Crimboli.

BACKGROUND: Canton Township maintains several thousands of trees located along major roads and on Township property. Part of the program includes planting of new trees. Canton Township issued an Invitation to Bid for Street Tree Planting Services, and the bid specifications called for unit prices dozens of street tree species, which have been reviewed by the Township's landscape architect consultant. Crimboli Nursery, Inc. has previously performed tree planting services in Canton Township, and the planting and warranty services have been satisfactory. Canton Township issued an Invitation to Bid for Street Tree Planting Services in 2024 and 2025, and the bid specifications called for unit prices dozens of street tree species, which were reviewed by the Township's landscape architect consultant.

Services for tree planting will be paid by the Municipal Services Department. Bid prices were submitted for 2024-2025, with an option for automatic renewals for additional 1-year periods upon mutual agreement between Canton Township and Crimboli, provided that cost increases not exceed 3% annually or more than the published annual Consumer Price Index for the Detroit-Warren-Dearborn area, whichever is lower. Crimboli's prices for 2025 are \$10 per tree more than the prices for 2024.

While another bidder (Davis Tree Service) provided lower unit prices for 2" caliper trees, Davis had a very limited selection for trees larger than 2". If the Municipal Services Department proposes to plant a high volume of 2" caliper trees in the future, we might request a contract award to Davis at that time for 2" trees upon favorable reference checks and confirmation of project capacity.

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

ACTION REQUESTED: Approve a contract and purchase order for Crimboli Nursery, Inc. for Street Tree Planting Services for 2024 in the amount of \$100,000.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The funds for this project are available in the Professional and Contractual Services Professional expenditure account #101-585.801_0050 (Municipal Services Department; \$100,000 balance in 2024). A purchase order in the amount of \$100,000 is requested for 2024.

IMPLEMENTATION PLAN: Planning Services will notify Crimboli Nursery, Inc. and make arrangements to execute the contract for tree planting work.

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the 2024-2025 Street Tree Planting bid from Crimboli Nursery, Inc. and to issue a purchase order from expenditure account #101-585.801_0050 to Crimboli Nursery, Inc. in the amount of \$100,000.

ATTACHMENTS:

1. Bid Sheet
2. Bid Tab

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 12, 2024

AGENDA ITEM #G-6

ITEM: Consider Fourth Amendment to the Planned Development District for Walmart at Michigan Ave.

PRESENTER: David Norwood, Municipal Services Director

OWNER/REPRESENTATIVE: Steve Kendall, Carlson Consulting Engineers, Inc. (Project Sponsor)

EXECUTIVE SUMMARY: The applicant proposes to reduce the number of parking spaces at the Walmart site from 625 to 594 – a reduction of 31 spaces. The reason for the reduction is to account for cart corrals and to add pickup spaces. The outline of the parking lot and landscape islands will remain the same. The PDD Agreement and its subsequent amendments required a minimum number of parking spaces. Therefore, the proposed reduction in the number of parking spaces requires a PDD amendment.

At its meeting on February 5, 2024, the Planning Commission held a public hearing and recommended approval of the PDD Amendment, subject to conditions. At the same meeting, the Planning Commission approved a Site Plan amendment for building elevation changes, subject to conditions.

BACKGROUND AND ANALYSIS:

Location: 45555 Michigan Ave., located on the south side of Michigan Ave., between Belleville Rd. and Beck Rd. (parcel nos. 132-99-0003-703, 132-99-0003-707, 132-01-0005-702, 132-01-0009-702, 132-01-0012-702, 132-01-0014-702, 132-01-0016-702, 132-01-0017-702, 132-01-0021-702, 132-99-0003-704, and 132-99-0003-706).

Existing Zoning: C-3, Regional Commercial and PDD

Net Acres: Approximately 26.88 acres (Walmart site)

Existing Land Use: Walmart Supercenter

Surrounding Zoning and Land Uses:

North – C-3, Regional Commercial (Shopping Center with Home Depot, Dick’s Sporting Goods, and other commercial uses)

South – LI, Light Industrial (single family residential and Motor City Electric)

East – C-3, Regional Commercial (Tim Hortons)
LI, Light Industrial (Heritage Collision)

West – C-3, Regional Commercial (Panera)
GI, General Industrial (Tantara Transportation Group)

Existing Comprehensive Plan Future Land Use Map Classification: General Commercial

Surrounding Comprehensive Plan Future Land Use Map Classifications:

North – General Commercial

South – Mixed Use

East – General Commercial and General Industrial

West – General Commercial and Mixed Use

Land Use. The site is zoned C-3, and retail superstores are special land uses in the C-3 district. The retail superstore was previously approved as a PDD.

Schedule of Regulations and Modifications. The plan meets the Zoning Ordinance requirements of the C-3 district for: front yard setback (85 feet minimum); side yard setback (15 feet minimum); rear yard setback (30 feet minimum), and building height (35 feet maximum). The awning changes to the building that were approved by the Planning Commission on February 5, 2024 are far outside of the minimum setback areas.

Parking and Loading. The First Amendment to the Walmart PDD allowed Walmart's parking lot to be reduced from 811 spaces to 761 spaces. The Panda Express application and Chipotle application were the Second and Third Amendments to the PDD, respectively, and reduced the number of parking spaces at the Walmart PDD site to 760. Excluding Chipotle and Panda Express, the number of parking spaces allocated to Walmart in the current PDD is **625 spaces**. Walmart proposes to lower the number of parking spaces to **594 spaces** to include cart corrals and pickup spaces.

Based on the size of the Walmart building (172,298 sq. ft.), number of employees (104), and parking requirements for supermarkets and retail (1 space per 150 sq. ft. plus 1 space per employee), **1,253 parking spaces** are required by the Zoning Ordinance. Our review of 37 aerial photographs taken at various times from 2014-2023 indicate that parking demand levels are far less than the parking lot's capacity.

Section 4.01(C)(6) of the Zoning Ordinance allows the Planning Commission to approve a modification to the minimum number of parking spaces. According to the Parking Generation Manual, 6th Edition, published by the Institute of Transportation Engineers, the peak demand for a 172,298-sq. ft. Free-Standing Discount Superstore on a Saturday is **489 spaces**. Therefore, we believe that the proposed 594 spaces are sufficient for Walmart. The PDD Agreement specifies a parking ratio of 3.44 spaces per 1,000 square feet of building space, which is approximately 593 parking spaces. Based on the above, we recommend approval of this parking ratio for the site. We would also support the further reduction of parking spaces to remove the 35 spaces located north of the main circulation drive in the northeast portion of the site.

Architecture. At its meeting on February 5, 2024, the Planning Commission approved plans to add a canopy over a door on the east side of the front of the building, near the lawn & garden area, add 3M film over the EIFS areas, and paint several areas. The areas approved for painting are the metal siding, canopies, rooftop piping, bollards, light fixtures, and fencing. The Planning Commission did not approve painting the integrally-colored split-face block on the building and monument sign, and the plans have since been revised to remove painting from those areas.

PDD Agreement. The PDD Agreement has been reviewed and approved by Township legal counsel.

- **Community Planner's Recommendation:** Approval of Amendment Number 4 to the Walmart PDD in Planning Application #132-PDDA-8072 to reduce the number of parking spaces to 3.44 parking spaces per 1,000 sq. ft. of building area. As noted above, we would also support the further reduction of parking spaces to remove the 35 spaces located north of the main circulation drive in the northeast portion of the site. However, this may take place in a future redevelopment application.
- **Planning Commission's Recommendation:** At its meeting on February 5, 2024, the Planning Commission voted 8-0 to recommend approval of Amendment Number 4 to the Walmart PDD in Planning Application at 45555 Michigan Ave. on the subject parcels (Amendment and Site Plan on parcel no. parcel nos. 132-99-0003-703, 132-99-0003-707, 132-01-0005-702, 132-01-0009-702, 132-01-0012-702, 132-01-0014-702, 132-01-0016-702, 132-01-0017-702, 132-01-0021-702, 132-99-0003-704, and 132-99-0003-706), including approval of 3.44 parking spaces per 1,000 sq. ft. of building area, subject to approval of the PDD Agreement by Township legal counsel and staff prior to review by the Township Board.

The Township legal counsel has since reviewed and approved the PDD Agreement.

In a separate action, the Planning Commission also approved the Site Plan amendment for building elevation changes in Planning Application #132-DIR-8112 at 45555 Michigan Ave., subject to conditions.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approve Amendment Number 4 to the Walmart PDD in Planning Application at 45555 Michigan Ave. on the subject parcels (Amendment and Site Plan on parcel no. parcel nos. 132-99-0003-703, 132-99-0003-707, 132-01-0005-702, 132-01-0009-702, 132-01-0012-702, 132-01-0014-702, 132-01-0016-702, 132-01-0017-702, 132-01-0021-702, 132-99-0003-704, and 132-99-0003-706), including approval of 3.44 parking spaces per 1,000 sq. ft. of building area.

BUDGET IMPLICATION & ACCOUNT NUMBER: N/A.

IMPLEMENTATION PLAN: N/A.

MUNICIPAL SERVICES DIRECTOR’S RECOMMENDATION: Approval

ENGINEERING SERVICES DIVISION’S RECOMMENDATION: Approval.

FIRE MARSHAL’S RECOMMENDATION: Approval.

BUILDING OFFICIAL’S RECOMMENDATION: N/A.

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

SUPERVISOR’S RECOMMENDATION: Approval

MODEL RESOLUTION:

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

Approval of Walmart Planned Development District Amendment No. 4

WHEREAS, the Project Sponsor has requested approval of Amendment No 4 to the Walmart Planned Development District, located on the south side of Michigan Avenue between Belleville Road and Beck Road; and,

WHEREAS, the Planning Commission reviewed the Amended Planned Development Plan and Planned Development Agreement, and voted 8-0 to recommend approval of the request, with conditions, as the request meets the criteria for a Planned Development and complies with the applicable site design requirements of the Zoning Ordinance except where modifications are approved;

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the Amendment No. 4 to the Walmart Planned Development District in Planning Application #132-PDDA-8072 on the subject tax parcels as provided in the Planned Development Agreement and plan documents, including approval of 3.44 parking spaces per 1,000 sq. ft. of building area.

ATTACHMENTS:

1. February 5, 2024 Planning Commission Draft Minutes
2. Zoning Map and Location Map
3. Proposed PDD Agreement and PDD Plans

NEXT STEPS: If the PDD Amendment is approved, the PDD Amendment Agreement will be signed and recorded.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 12, 2024

AGENDA ITEM #G-7

<u>ITEM:</u> Receive and File the Planning Commission 2023 Annual Report and 2024 Work Plan
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PRESENTER: David Norwood, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None

EXECUTIVE SUMMARY: The Michigan Planning Enabling Act (Public Act 33 of 2008) requires the Planning Commission to make an annual written report to the Township Board concerning its operations and the status of planning activities, including recommendations regarding actions by the Township Board related to planning and development. At its meeting on February 5, 2024, the Planning Commission approved the enclosed 2023 Annual Report and 2024 Work Plan.

BACKGROUND: Included in the Planning Commission 2023 Annual Report and 2024 Work Plan is a summary of activity for applications reviewed by the Planning Services Division and the Planning Commission during 2023. A summary of the general development trends and of the various activities and programs in which the Planning Services Division is involved is also provided in this report. This report is summarized as follows:

1. Planning Division Background
2. Planning Commission Meetings in 2023
3. Zoning Board of Appeals Meetings in 2023
4. Plans Reviewed in 2023 and the Status of Ongoing Development
5. Master Plan Update
6. Planning Services Division Operations Updates and Accomplishments
7. Community Strategic Plan 2021 - 2024
8. 2024 Work Plan

STRATEGIC PLAN/GOALS: Organizational Climate and Culture, Quality Infrastructure, and Healthy Ecosystem

ACTION REQUESTED: To receive and file the Planning Commission 2023 Annual Report and 2024 Work Plan.

BUDGET IMPLICATION & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: N/A

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: Approval

ENGINEERING SERVICES DIVISION'S RECOMMENDATION: N/A

FIRE MARSHAL'S RECOMMENDATION: N/A

BUILDING OFFICIAL'S RECOMMENDATION: N/A

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to receive and file the Planning Commission 2023 Annual Report and 2024 Work Plan, which was adopted by the Planning Commission on February 5, 2024, in accordance with the Michigan Planning Enabling Act.

ATTACHMENTS:

1. 2023 Annual Planning Commission Activity Report and 2024 Work Plan

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 12, 2024

AGENDA ITEM #G-8

ITEM: Consider Approval of Conference Expense for Planning Services Division

PRESENTER: David Norwood, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None anticipated

EXECUTIVE SUMMARY: The Community Planner, Senior Planner, and Associate Planner are interested in attending the American Planning Association (APA) Annual Conference from April 12-16, 2024 in Minneapolis, MN. The cost to register is \$785 per person, excluding travel expenses such as flights and hotel. 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: The American Planning Association (APA) national conference was first held in 1909, and has been held in a different city each year. In 2024, the APA National Conference will be held in Minneapolis, MN. The APA National Conference is a prestigious event that brings together thousands of experts, thought leaders, and professionals in the field of planning.

This year's conference will focus on crucial topics that impact our communities and the planning profession as a whole, including: sustainability, climate action, and resiliency; innovative zoning practices; housing affordability, availability, and accessibility; mobility, including air mobility; public health; diversity, equity, and inclusion; and much more. Therefore, the conference is an opportunity to not only attend these sessions, but to also speak directly with other planners who are implementing successful programs that could benefit Canton.

STRATEGIC PLAN/GOALS: Welcoming Community, Healthy Ecosystem, and Quality Infrastructure

ACTION REQUESTED: Approve an expense of up to \$7,000 for the Community Planner, Senior Planner, and Associate Planner to attend the 2024 American Planning Association National Conference.

BUDGET IMPLICATION & ACCOUNT NUMBER: 101.701-811, Conference & Seminars, which has a balance of \$6,000. If the cost exceeds \$6,000 there are other eligible accounts in the Planning Services budget from which funds can be transferred.

IMPLEMENTATION PLAN: N/A

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMEDATION: Approval

MODEL RESOLUTION: I move to approve an expense of up to \$7,000 for the Community Planner, Senior Planner, and Associate Planner to attend the 2024 American Planning Association National Conference April 12-16, 2024.

ATTACHMENTS: None

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 12, 2024

AGENDA ITEM #G-9

ITEM: Consider Special Land Use Amendment and Site Plan Amendment to Construct a Pavilion at Faith Baptist Church

PRESENTER: David Norwood, Municipal Services Director

OWNER/REPRESENTATIVE: Randall Menzer (Project Sponsor)

EXECUTIVE SUMMARY: Faith Baptist Church is a religious institution land use located at the northwest corner of Warren Rd. and Beck Rd. Religious land uses are special land uses in the RR, Rural Residential zoning district, and Faith Baptist Church previously obtained Special Land Use approval on the site at 47500 Warren Rd. Faith Baptist Church proposes a 36' x 50' pavilion located north of the existing church building for outdoor events. Section 10.02(B)(12) of the Zoning Ordinance states that all accessory structures of a special land use are also subject to special land use review.

At its meeting on February 5, 2024, the Planning Commission recommended approval of the Special Land Use amendment and Site Plan amendment, with conditions.

BACKGROUND AND ANALYSIS:

Location: 47500 Warren Rd. (parcel 020-99-0009-000), located at the northwest corner of Warren Rd. and Beck Rd.

Lot Area: Approximately 6.16 acres

Existing Land Use(s): Faith Baptist Church is a religious institution, which is a special land use in the RR zoning district.

Existing Zoning: RR, Rural Residential

Surrounding Zoning and Land Uses:

North – RR, Rural Residential; single-family residences

South – R-1, Single Family Residential; single-family residences

East – R-2, Single Family Residential; single-family residences (Lyndon Village)

West – R-2, Single Family Residential; single-family residences (Heritage Farms)

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

Surrounding Comprehensive Plan Future Land Use Map Classifications:

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

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

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

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

Special Land Use and Site Development: Section 10.02(B)(12) of the Zoning Ordinance states that structures accessory to a special land use in the RR zoning district are special land uses. Therefore, the proposed pavilion requires special land use review by the Planning Commission and Township Board.

The proposed pavilion is located north of the church, which is in a rear yard in a lawn area. There is no proposed removal of landscaping, parking, or structures. There are no additional utilities, lighting, or walkways proposed.

There are additional details on the pavilion that we have requested of the applicant, including foundation details, clearly showing the pavilion, dimensions, and setbacks on the site plan, and including additional architectural details such as precise height, materials, and color elevations.

Like any outdoor assembly use, the use must meet the noise standards of Section 7.02(A) of the Zoning Ordinance.

Schedule of Regulations: The previously approved plans and the submitted plans illustrate that the proposed pavilion will meet the dimensional requirements for religious land uses in the RR zoning district for: front yard setback (50 feet); side yard setbacks (25 feet); and rear yard setback (50 feet). Precise measurements are required on the plans, but the proposed pavilion is far from any required setback area. The pavilion is approximately 15 feet high, which is less than the maximum height of 35 feet in the RR district. The lot coverage of the pavilion is far less than the maximum allowable lot coverage of detached accessory structures per Section 2.03(D) of the Zoning Ordinance.

Access Management: The proposed pavilion is near an existing grass paver surface, which is required by the Fire Department. The Fire Department has recommended approval of the location of the proposed pavilion, and the final plan review and inspection is subject to Fire Department approval.

While there are no additional walkways proposed, we recommend that sidewalk be added east of the pavilion to connect it with the parking lot sidewalk.

Special Land Use Review Standards: Based on the items noted above, we find that the proposed pavilion meets the Special Land Use criteria of Section 27.03(C) of the Zoning Ordinance as follows:

- The proposed pavilion at 47500 Warren Rd. (parcel 020-99-0009-000) will be compatible with adjacent residential land uses, provided it maintains the standards of the previously approved site plans and meets the noise standards of Section 7.02(A) of

the Zoning Ordinance.

- The proposed pavilion will be compatible with the principles and objectives of the Canton Township Comprehensive Plan. Although the site is classified as Low Density Residential (up to 2 dwelling units per acre), the RR zoning district allows religious institution land uses as a special land use.
- The use will continue to be adequately served by essential public facilities and services.
- The site will maintain its access to Warren Rd., and no changes to site access are proposed.
- The site will maintain the existing pedestrian circulation system, but a sidewalk connection is recommended to the pavilion to improve accessibility.
- The proposed use is not expected to be detrimental to public health, safety, and welfare, provided it maintains the standards of the previously approved site plans and meets the noise standards of Section 7.02(A) of the Zoning Ordinance.
- The proposed use is expected to enhance the surrounding environment and not discourage the appropriate development and use of adjacent land or buildings, provided it maintains the standards of the previously approved site plans and meets the noise standards of Section 7.02(A) of the Zoning Ordinance.
- The proposed use will not unreasonably interfere with or discourage the appropriate development and use of adjacent land and buildings, provided it maintains the standards of the previously approved site plans and meets the noise standards of Section 7.02(A) of the Zoning Ordinance.
- The location of the proposed use will not result in a residential use being surrounded by non-residential uses.
- The proposed use is expected to enhance the economic well-being and welfare of the Township and is not expected to result in excessive duplication of this service in the community.

- **Community Planner's Recommendation:** Approval of the special land use and site plan amendment at 47500 Warren Rd. (parcel 020-99-0009-000) for a pavilion as illustrated on the Special Land Use Plans and Site Plan for the reasons stated in the above analysis, subject to compliance with all State, County, and Township requirements.

- **Planning Commission's Recommendation:** At its meeting on February 5, 2024, the Planning Commission voted 7-1 to recommend approval of the Special Land Use amendment and Site Plan amendment at 47500 Warren Rd. (parcel 020-99-0009-000) for a pavilion as illustrated on the Special Land Use Plans and Site Plan for the reasons stated in the staff analysis, subject to the following conditions:

1. Revising the plans in accordance with the comments in the Planning Division staff report prior to Township Board review of the applications;
2. Construction of a sidewalk between the pavilion and the sidewalk to the east;
3. Compliance with all State, County, and Township requirements.

Since the February 5, 2024 Planning Commission meeting, the applicant has revised the plans to include a sidewalk between the pavilion and the sidewalk to the east.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approval of the Special Land Use amendment and Site Plan amendment at 47500 Warren Rd. (parcel 020-99-0009-000) in Planning Application #s 020-SLU-8048 and 020-DIR-8047 for the pavilion at Faith Baptist Church as illustrated on the Special Land Use Plans and Site Plan, as the request meets the Special Land Use and Site Plan criteria of the Canton Township Zoning Ordinance based on the information and plans provided, subject to all State, County, and Township requirements.

BUDGET IMPLICATION & ACCOUNT NUMBER: N/A.

IMPLEMENTATION PLAN: N/A.

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: Approval

ENGINEERING SERVICES DIVISION'S RECOMMENDATION: Approval.

FIRE MARSHAL'S RECOMMENDATION: Approval.

BUILDING OFFICIAL'S RECOMMENDATION: N/A.

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

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

Approval of the Special Land Use Amendment and Site Plan Amendment for Faith Baptist Church

WHEREAS, the Project Sponsor has requested special land use amendment approval and site plan amendment approval for a pavilion at Faith Baptist Church at 47500 Warren Rd.; and

WHEREAS, the Planning Commission reviewed the Special Land Use amendment application and applicable criteria and voted 7-1 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 amendment application and applicable criteria and voted 7-1 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 amendment and Site Plan amendment at 47500 Warren Rd. in Planning Application #s 020-SLU-8048 and 020-DIR-8047, respectively, for the pavilion at Faith Baptist Church as illustrated on the Special Land Use Plans and Site Plan, as the request meets the Special Land Use and Site Plan criteria of the Canton Township Zoning Ordinance based on the information and plans provided, subject to all State, County, and Township requirements.

ATTACHMENTS:

1. Planning Commission Minutes of November 6, 2023
2. Zoning Map and Aerial Map
3. Site Plan Materials

NEXT STEPS: If the Special Land Use amendment and Site Plan amendment are approved, the next step will be for the applicant to submit plans to the Engineering Services Division and Building & Inspections Services Division for review prior to any construction.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 12, 2024

AGENDA ITEM #G-10

ITEM: Consider Approval of the Purchase of Two 2024 Chevrolet Colorados and Two 2024 Ford F250s for Parks

PRESENTER: Dave Norwood, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated.

EXECUTIVE SUMMARY: In 2022 Parks had two 2006 GMC Sierra work trucks taken out of service and sold because the overall poor condition and age of the vehicles did not warrant repair. Parks also has two additional work trucks that need to be replaced. A 2000 and a 2008 GMC Sierra. Currently both trucks are in very poor condition. The 2000 GMC Sierra is 24 years old and has 153,820 miles and the 2008 GMC Sierra is very badly rusted from being used as a salt truck. Portions of the cab are missing, including the floor on the driver's side. The rust is so bad that the cab has started to collapse in on itself, which prevents the doors from closing properly. At the time they were taken out of service, the vehicles met all four of the criteria for replacement according to the Fleet Replacement Policy PW:607.

If approved by the Board, Parks will purchase two (2) Chevrolet Colorados and two (2) Ford F-250s as replacements. The F-250s will come with straight blade plows, the option for V-blade plows was not selected. The Township will utilize a General Motors Municipal Discount received from LaFontaine Automotive Group to purchase the Colorados and MiDeal contract 4WDL-0078 from Gorno Ford to purchase the F-250s.

The vehicles that are proposed to be purchased have been evaluated for alternative fueling sources including electric. It should be noted that these vehicles will not be Hybrid or Electric models due to the limited availability of fully Electric Vehicles or Hybrid Vehicles at this time.

BACKGROUND: The Fleet Replacement Policy PW:607 has four criteria to establish replacement of an existing vehicle; 1) Vehicle Age, 2) Vehicle Mileage, 3) Maintenance & Repair Costs, and 4) Physical Appearance/Condition.

STRATEGIC PLAN/GOALS: Ensuring that the Canton Township fleet includes hybrid and or electric vehicles and maintaining the assets, to extend the useful life cycle until replacement is necessary.

ACTION REQUESTED: Approve the purchase of two (2) 2024 Chevrolet Colorados and two (2) Ford F-250s for Parks.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The cost to purchase two (2) 2024 Chevrolet Colorados is \$74,490 from LaFontaine Automotive Group using the General Motors Municipal Discount. The cost to purchase two (2) Ford F-250s is \$128,426 from Gorno Ford using MiDeal contract 4WDL-0078. The total cost to purchase all four trucks is \$202,916. Funds are budgeted in the Parks 101-752-50.970_0040 Capital Outlay Vehicles account in the amount of \$210,000.

IMPLEMENTATION PLAN: Upon approval by the Township Board, the purchase orders will be created. Delivery can be expected in 4 to 6 months. The new vehicles will be delivered to the Fleet Service Center.

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve the purchase of two (2) 2024 Chevrolet Colorados from LaFontaine Automotive Group 40875 Plymouth Road, Plymouth, MI 48170 via General Motors Municipal Discount in the amount of \$74,490 and to approve the purchase of two (2) Ford F-250s from Gorno Ford 22025 Allen Rd, Woodhaven, MI 48183 via MiDEAL contract 4WDL-0078 in the amount of \$128,426. Funding for the vehicles will come from the Parks 101-752-50.970_0040 Capital Outlay Vehicles account.

ATTACHMENTS:

1. Gorno Ford pricing and spec sheet
2. LaFontaine Automotive Group pricing and spec sheet
3. Fleet Replacement Policy PW:607

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 12, 2024

AGENDA ITEM:G-11

ITEM: Consider Approval of the Purchase of Seven (7) Police Vehicles for 2024 with an Associated Amendment to the 2024 Police Budget

PRESENTER: Dave Norwood, Municipal Services Director
Chad Baugh, Police Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated.

EXECUTIVE SUMMARY: On February 8, 2022, agenda item G-5 was approved for Police to purchase seven (7) vehicles, six (6) hybrid patrol vehicles and one (1) hybrid administrative vehicle. This order was submitted through Signature Ford of Owosso. Ford has since been unable to produce the cars as ordered due to supply chain issues with the hybrid batteries. On February 2, 2024, Fleet Services was contacted about this order. Per Ford, if the order was kept for the seven (7) hybrid vehicles, they would not be produced, and the order would be resubmitted for the 2025 model year with an indefinite date of production. The alternative would be to change the engine option to a non-hybrid, gas only version. In which case, Ford will produce the vehicles and they will be delivered this year at 2023 pricing.

Even though the Police Department purchased 10 vehicles from Brannen Motors in 2023, there is still a significant need. Currently, there are an additional 9 patrol vehicles either out of service because of accidents or mechanical failure, already eligible for replacement, or will be eligible for replacement before the end of 2024, per the Fleet Replacement Policy PW:607.

The Police Department will use the administrative vehicle for a Task Force Officer position being reinstated in 2024 that is currently vacant and does not have an assigned vehicle.

Signature Ford has changed ownership and is now Lunghamer Ford. The Township will utilize existing publicly bid government pricing contracts administered through the State of Michigan and Macomb County for the purchase of six (6) non-hybrid patrol vehicles and one (1) non-hybrid administrative vehicle at 2023 pricing from Lunghamer Ford (formerly Signature Ford).

The units taken out of service will be rotated elsewhere in the fleet and/or be auctioned off using our online auction site, RangerBid, for disposal.

The vehicles that are proposed to be purchased have all been evaluated for their compatibility with alternative fueling sources including electric and hybrid. It should be noted that none of these police vehicles will be electric or hybrid models due to the limited availability from Ford Motor Company at this time.

The total value of the purchases for 2024 is \$305,250. The Police Department has \$292,600 budgeted and is requesting an amendment to use Traffic Forfeiture for the remaining \$12,650.

BACKGROUND: The Fleet Replacement Policy PW:607 has four criteria to establish replacement of an existing vehicle; 1) Vehicle Age, 2) Vehicle Mileage, 3) Maintenance & Repair Costs, and 4) Physical Appearance/Condition.

STRATEGIC PLAN/GOALS: Ensuring that the Canton Township fleet includes hybrid and or electric vehicles and maintaining the assets, to extend the useful life cycle until replacement is necessary.

ACTION REQUESTED: Approve the purchase of seven (7) Police vehicles for 2024 from Lunghamer Ford of Owosso in the amount of \$305,250 utilizing State of Michigan contract #071B7700180 and Macomb County contract #21-18 and an associated budget amendment to the 2024 Police Budget.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds in the amount of \$292,600 will be expensed from the 2024 Police Capital Vehicles Account #207-301-50.970_0040. In addition, this RBA includes a request for the following 2024 Police budget amendment:

<i>Increase 2024 Police Revenues:</i>		
Fund Balance Appropriation Traffic Forfeiture:	#207-000.655_0002	\$12,650

<i>Increase 2024 Police Appropriations:</i>		
Capital Outlay Vehicles:	#207-301-50.970.0040	\$12,650

IMPLEMENTATION PLAN: Upon approval by the Township Board, the purchase orders will be created. Delivery can be expected in 4 to 6 months from the order date. The new vehicles will be delivered to the Fleet Service Center. Any usable equipment will be transferred over to the new units from the old units being taken out of service.

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: 1) I move to approve the purchase of seven (7) vehicles from Lunghamer Ford of Owosso, 1960 E Main St, Owosso, MI 48867, in the amount of \$305,250; and 2) Approve the above listed budget amendment to the 2024 Police Budget.

ATTACHMENTS:

1. Lunghamer Ford pricing and spec sheet
2. Fleet Replacement Policy PW:607

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 12, 2024

AGENDA ITEM #G-12

ITEM: Consider Acceptance of Masco Corporation Lead #LikeAGirl Sponsorship of \$10,000 and Transpire Sponsorship of \$5,000 and Consider Approval of Related Budget Adjustments.

PRESENTER: Jon LaFever, Community Development Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: For the fifth year in a row, Canton Leisure Services and the B.L.O.C.K. Youth & Teen Center were awarded a \$10,000 sponsorship from Masco Corporation. This sponsorship applies to the 2024-2025 school year to support the implementation of the Lead #LikeAGirl Program, and an additional \$5,000 sponsorship for the 2024-2025 school year to support the implementation of the Transpire Program. Due to previous donations from Masco Corporation, \$15,000 has already been budgeted as revenue for 2024. Leisure Services is requesting acceptance of the sponsorship and approval of the associated budget amendments.

BACKGROUND: Since 2016, the Lead #LikeAGirl leadership initiative through The B.L.O.C.K. Youth and Teen Center aims to inspire young women to rethink what it means to do something #LikeAGirl. A group of 15 women are selected through an application process at The B.L.O.C.K. every fall. Applications require permission from parents and school administrators for consideration. Programs are held at various community facilities to increase knowledge of, and exposure to local resources. Workshops, activities, and conversations are centered around self-esteem, healthy living and relationships, women in the media, service learning, women who wow and so much more! Participants who complete the 9-month commitment graduate from the program in front of family and friends, celebrating their new understanding of what it really means to Lead #LikeAGirl.

The Transpire program has been in operation since 2020, in partnership with Plymouth-Canton PFLAG. LGBTQ+ and ally students are invited to attend "Transpire Nights" at the BLOCK Youth and Teen Center from 5:50-7 pm in a safe, affirming, and inclusive environment. Workshops covering a variety of topics such as: LGBTQ 101, inclusive schools, overcoming adversity are led by a certified professional and are followed by a varying social opportunity.

STRATEGIC PLAN/GOALS: Financial Stability

ACTION REQUESTED: Approve the acceptance of the Masco Corporation Sponsorship for Lead #LikeAGirl and Transpire program and approve the budget adjustment for 2024.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: \$15,000 in grant revenue will help to offset the program expenses.

The following budget amendment is necessary:

Increase Expenses:

101-756-62.760	Operating Supplies	\$15,000
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IMPLEMENTATION PLAN: Upon Board approval, the Youth Recreation budgets will be amended, and the Masco Corporation will be notified. The Recreation Specialist and Recreation Supervisor will monitor the budget, staff wages, and the purchase of program supplies.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

- 1) I move to approve the budget amendment stated in the Budget Implications & Account Number section of the RBA.
- 2) I further move to accept the sponsorship from the Masco Corporation for the B.L.O.C.K. Youth and Teen Center programs for the sum of \$15,000.

ATTACHMENTS:

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 12, 2024

AGENDA ITEM #G-13

ITEM: Consider Approval of a Budget Amendment for the Specialty Crop Block Grant MDARD Agreement

PRESENTER: Greg Hohenberger, Director of Leisure Services

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: In 2022, the Leisure Services Department applied for a grant through the Michigan Department of Agriculture and Rural Development (MDARD) for the purchase of fruit trees and bushes to be planted in community gardens throughout the Township. Through this application, Canton has been awarded \$19,410 for the purchase of 20 fruit trees and 25 fruit bushes to be used for community consumption and educational purposes. In 2023, Canton Leisure Services paid a deposit to Nash Nursery for the fruit trees in the amount of \$2,064 and to be delivered and installed in the spring of 2024. Therefore, Canton Leisure Services is recommending approval of a 2024 budget amendment to carry over the funds for the MDARD Specialty Crop Block Grant for a total of \$19,410.

BACKGROUND: The Charter Township of Canton Leisure Services Department strives to increase the access to and consumption of specialty crops by planting and harvesting fruit trees and bushes that will be planted in designated community gardens. Leisure Services' Parks and Recreation staff and volunteers will plant and care for crops, disseminate educational materials and share crops to targeted areas. Beneficiaries of the nutrition program and produce will include seniors, food assistance recipients, Farmers Market attendees and community event participants. By increasing access and awareness of nutritious foods, Canton looks forward to reducing food insecurity and improving community health.

STRATEGIC PLAN/GOALS: Financial Stability and Welcoming Community

ACTION REQUESTED: Amend the 2024 budget for the MDARD Specialty Crop Block Grant

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

The following budget amendment is necessary:

Increase Revenue:

101-000.501

Federal Grants

\$19,410

Increase Expenses:

101-756.49.801_0050	Professional and Contractual Services	\$4,343
101-752-99.760	Operating Supplies	\$15,067

IMPLEMENTATION PLAN: Upon approval, a budget amendment will be made.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve the 2024 budget amendment as stated in the Budget Implications & Account Number section of the RBA.

ATTACHMENT:

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 12, 2024

AGENDA ITEM #G-14

ITEM: Consider Approval to Increase Part-Time Staff Wage Expenses and Membership Revenue at the Summit on the Park

PRESENTER: Greg Hohenberger, Director of Leisure Services

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: The COVID-19 pandemic created many obstacles for the Canton Leisure Services facilities. While some areas thrived, many areas were not as fortunate. The Summit on the Park was one of the most affected facilities during the pandemic by having to limit their hours of operations, to losing the majority of their part time staff during the pandemic shut down. Over the last few years patrons are beginning to feel more and more comfortable coming to a public facility, causing the Summit to experience an overwhelming demand. To accommodate this increased demand, the Summit on the Park is recommending to increase the part-time staff wage expenses and increase membership revenue for a total of \$64,600, to allow the facility to extend their closing time back to pre-pandemic hours which is 10:00pm. Additionally, a Facility Supervisor will be added to the weeknights from 5pm-10pm and weekends noon-5pm to help manage the facility due to the high usage. A budget amendment is necessary.

BACKGROUND: Since the pandemic, the demand at the Summit on the Park has been climbing steadily as patrons become more comfortable in a public setting. As the demand grows, the Summit has been experiencing numerous issues due to overcrowding and limited staffing. To accommodate this demand and minimize issues, the Summit is recommending extending the facility hours back to pre-pandemic hours closing at 10pm. In doing so, members will have more hours in the day to visit the facility which will help spread out the overall use of the facility. To assist with any issues and help manage the facility on nights and weekends, a Facility Supervisor will also be added to the staff.

STRATEGIC PLAN/GOALS: Welcoming Community

ACTION REQUESTED: Upon approval, a budget amendment will be made to increase part-time employee wage expenses and increase membership revenue

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The Following Budget amendment is necessary:

Increase Revenue:

Annual Pass	208-757-55.653	\$64,600
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Increase Expenses:

Salaries & Wages Part Time	208-757-75.703_0015	\$30,000
	208-757-51.703_0015	\$30,000

Fringe Benefits FICA	208-757-75.724_0010	\$2,300
	208-757-51.724_0010	\$2,300

IMPLEMENTATION PLAN: Upon approval, a budget amendment will be made, the Summit on the Park will extend their hours to close at 10pm, and a Facility Supervisor will be hired for night and weekend management

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the budget amendment for the part time wage expense increase and membership revenue increase stated in the Budget Implications & Account number section of the RBA to cover the costs of extending the facility hours to 10pm at the Summit on the Park. The wage increase will include an additional nights and weekend Facility Supervisor.

ATTACHMENTS:

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 12, 2024

AGENDA ITEM #G-15

ITEM: Consider Approval to Award the Heritage Park South Pavilion Construction and South Restroom and Storage Building Roof Replacement
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PRESENTER: Greg Hohenberger, Director of Leisure Services

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: During the tornado that occurred on the evening of August 24, 2023, three pavilions in Heritage Park South were destroyed beyond repair along with major roof damage to the Heritage Park South Restroom and Storage Garage. Since this loss is covered by insurance, MMRMA provided a bid from their contractor, Icon Restoration & Construction, LLC for a total cost of \$369,115.76. This total includes the rebuilding of the 3 South Pavilions and the two roof repairs of the restroom and storage garage.

Canton Leisure Services is requesting to waive the bidding process as MMRMA solicited the quote and will fully reimburse the Township. Additionally, we are requesting approval to exceed the purchase order for any change orders that are fully approved and covered by MMRMA. Changes requested by the Township and not covered by MMRMA would require Board approval. Award of the contract will be pending based on legal review and approval. A budget amendment is necessary.

BACKGROUND: The three pavilions are located near the Heritage Park wooden playscape and are used daily from May through September by summer camps, family reunions and other community rentals.

After the 2023 tornado, MMRMA came to Canton to assess the damage with the majority taking place in Heritage Park. Their final assessment included the rebuilding of the three Heritage Park South Pavilions as well as a complete roof replacement of the Heritage Park South Restroom and Storage Garage. MMRMA contacted their contractor, Icon Restoration & Construction, LLC., to provide a cost for these two projects to rebuild to exact prior conditions.

STRATEGIC PLAN/GOALS: Welcoming Community and Financial Stability

ACTION REQUESTED: Upon approval, a budget amendment will be made, a contract will be signed, and a purchase order will be submitted to Icon Restoration & Construction, LLC.

2523 Product Ct., Rochester Hills, MI 48309 for the amount of \$369,115.76.

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

Increase Revenue

101-000.698	Insurance Settlements	\$369,116
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Increase Expenditures

101-752-99.970_0020	Capital Outlay Buildings & Improvements	\$369,116
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IMPLEMENTATION PLAN: Amend the budget, approve the contract, and submit a purchase order

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

- 1) I move to approve the budget amendment stated in the Budget Implications & Account Number section of the RBA
- 2) I further move to approve a contract pending legal review, and purchase order to Icon Restoration & Construction, LLC for the construction of the three Heritage Park South Pavilions and the roof replacement of the Heritage Park South Restroom and Storage Garage to cover all costs covered by MMRMA including change orders approved by MMRMA in advance.

ATTACHMENTS:

Attachment A – Icon Proposal
Attachment B – Draft Contract

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 12, 2024

AGENDA ITEM #G-16

ITEM: Consider Approval to Purchase Picnic Tables and Trash Receptacles

PRESENTER: Greg Hohenberger, Director of Leisure Services

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: As a result of the August 23, 2023 tornado, many park items were destroyed beyond repair including 18 picnic tables and 16 trash receptacle bins. MMRMA has agreed to reimburse the township on these amenities identical to what was lost. Therefore, Canton Leisure Service is requesting to purchase 3 ADA picnic tables, 15 non-ADA picnic tables, and 16 trash receptacles from Midstates Recreation, a Sourcewell provider who is a recognized regional purchasing cooperative that meets Canton's purchasing policy requirements, of Wabash Valley. The replacement cost of these items including shipping totals \$28,619.52. A budget amendment will be necessary. The Parks staff will assemble once received.

BACKGROUND: After the August 23, 2023 tornado that touched down in Heritage Park, many of the park's picnic tables and trash bins were destroyed beyond repair. As staff worked to clean up the mess, staff recorded a loss of 18 picnic tables and 16 trash bins. This loss was reported to Canton's insurance provider, MMRMA, who has agreed to reimburse Canton to replace the exact items lost.

STRATEGIC PLAN/GOALS: Welcoming Community and Financial Stability

ACTION REQUESTED: Upon approval, the budget will be amended, and Canton Leisure Services will purchase the picnic tables and trash receptacles from Midstates Recreation, 1279 Hazelton-Etna Road SW, Pataskala, OH 43062, for a total cost of \$28,619.52. The purchases will be reimbursed by MMRMA.

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

Increase Revenue
101-000.698

Insurance Settlements

\$28,620

Increase Expenses:

101-752-99.970_0020 Capital Outlay Buildings & Improvements \$28,620

IMPLEMENTATION PLAN: Upon approval, amend the budget and submit a purchase order

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

- 1) I move to approve the budget amendment stated in the Budget Implications & Account Number section of the RBA
- 2) I further move to approve a purchase order to Midstates Recreation for a total amount of \$28,619.52

ATTACHMENTS:

A: Midstates Recreation Quote

CANTON COMMUNITY
REQUEST FOR BOARD ACTION

MEETING DATE: March 12, 2024

AGENDA ITEM#G-17

<u>ITEM:</u> Consider Authorization of Youth Sports Agreements
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PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY:

Canton Leisure Services works directly with identified youth sports groups in the Canton Community as partners to ensure programming and administrative standards are upheld at a superior level for over 6,000 participants and families in hockey, baseball/softball, football and soccer. The agreements describe how the programs will be administered each year in regards to policies, voting, fiduciary and safety standards. Based on each youth sports group completing the requirements for the agreement, we recommend renewing three (3) year agreements with each group.

BACKGROUND:

Canton has entered into contracts with the youth sports groups since 2003. The four basic requirements of these agreements include background checks for each coach, provide financial information annually, allow one Canton representative a voting seat on their board and provide a transition plan for the board. The groups (GCYBSA, Canton Lions and Canton Soccer Club) that utilize the Township outdoor facilities during their seasons provide an annual contribution of dollars and/or materials used to offset Township Park field and maintenance expenses.

The attached agreements outline the responsibilities and support required for each youth sports group, including Canton Victory Hockey Association (CVHA), Greater Canton Youth Baseball and Softball Association (GCYBSA), Canton Lions Football and Canton Soccer Club. All agreements remain unchanged except for the Canton Soccer Club, who will be increasing their annual contribution from \$20,000 to \$25,000 as well as investing \$10,000 in a military recognition project in 2024.

STRATEGIC PLAN/GOALS: Welcoming Community

ACTION REQUESTED: Approve Youth Sports Agreements with Canton Victory Hockey Association, Greater Canton Youth Baseball and Softball Association, Canton Lions Football Club and Canton Soccer Club.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: Upon Board approval, each group will be notified immediately to

formally execute their agreement.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to authorize the Township Supervisor to sign the attached Youth Sports Agreements with each agreement being valid through December 31, 2026.

ATTACHMENTS:

- A - Canton Victory Hockey Association Youth Sports Agreement
- B - Greater Canton Youth Baseball and Softball Association Youth Sports Agreement
- C - Canton Lions Football Club
- D - Canton Soccer Club

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 12, 2024

AGENDA ITEM #G-18

ITEM: Consider Renewing a One-Year Contract for Grant Writing Services with Davis Kirksey Associates, Inc.

PRESENTER: Chad Baugh, Director of Police Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The Township is requesting the board approve a one-year contract renewal for grant writing services with Davis Kirksey Associates, Inc., in the amount of \$36,000.

The Township of Canton would like to maintain the experienced grant writer for the immediate availability and exclusivity of the function of seeking and obtaining grant dollars for visions and projects to provide public services and improve services for Canton citizens, visitors, and businesses. Grants support critical recovery initiatives, innovative research, and many other programs to help move Canton forward.

BACKGROUND INFORMATION: This contracted service brings the expertise needed to competitively and aggressively acquire grant dollars to achieve community goals.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approve a one-year contract renewal for grant writing services with Davis Kirksey Associates, Inc., in the amount of \$36,000 using funds budgeted in the Police, Fire, and General Funds.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds for this contract will be expensed as budgeted/listed below:

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

IMPLEMENTATION PLAN: Upon Board approval, the contract will be forwarded to the Township Supervisor for signature.

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION: I move to approve a one-year contract for grant writing services with David Kirksey Associates, Inc., in the amount of \$36,000.

ATTACHMENTS: Proposed contract with Davis-Kirksey Associates, Inc.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 12, 2024

AGENDA ITEM # G-19

**ITEM: Consider Approving the Purchase of La-Z-Boy Recliners for the Fire and Police
Departments**

PRESENTER: Christopher Stoecklein, Director of Fire Services

INDIVIDUALS IN ATTENDANCE: None

EXECUTIVE SUMMARY: The Fire Department is requesting to purchase fourteen (14) replacement recliners, from La-Z-Boy, in the amount of \$18,312. These recliners will replace the current recliners at Fire Station 1 and Fire Station 3. Funds budgeted in the 2024 Fire Budget will be utilized for this purchase. In addition, the Police Department is requesting to purchase two (2) recliners, in the amount of \$2,616 for their Trauma Recovery Room. Funds budgeted in the 2024 Police Budget will be utilized.

BACKGROUND INFORMATION: The Fire Department is requesting to purchase fourteen (14) replacement recliners, from La-Z-Boy, in the amount of \$18,312. These recliners were budgeted in 2024, to replace the worn-out recliners in the living area at Fire Station 1 and Fire Station 3.

The department obtained a quote from La-Z-Boy, which priced the recliners at \$1,305 each, which was 40% off the list price. The Fire Department, along with the assistance of the Finance Department, put out an Invitation to Bid for the recliners. One bid was received, which quoted a similar recliner at \$2,035 each. Due to the cost savings, the department has chosen to proceed with a purchase from La-Z-Boy, in Canton MI. Funds for the fourteen (14) recliners will come out of the 2024 Fire Budget.

In addition, the Police Department is requesting to purchase two (2) recliners for their Trauma Recovery Room, in the amount of \$2,616. Funds for these two (2) recliners will come out of the 2024 Police Budget.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approve the purchase of sixteen (16) recliners for the Fire and Police Departments in the amount of \$20,928.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds for this purchase will come from the following accounts:

Fire - Capital Outlay Office Equipment and Furniture: #206-336-50.970 0060	\$18,312
Police – Omnibus Forfeiture: #206-301-50.763 0020	\$2,616

IMPLEMENTATION PLAN: The Fire Department will enter a purchase order in the amount of \$20,928 to La-Z-Boy, with funds utilized from the 2024 Fire and Police Budget

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION: I move to approve the purchase of sixteen (16) recliners for the Fire and Police Departments in the amount of \$20,928 from La-Z-Boy.

ATTACHMENTS: Attachment A – La-Z-Boy Quote – Station 1
Attachment B – La-Z-Boy Quote – Station 3
Attachment C – La-Z-Boy Quote – Police Department
Attachment D – Invitation to Bid

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: March 12, 2024

AGENDA ITEM # G-20

**ITEM: Consider Waiving the Bidding Process and Approve the Purchase of
Motorola Radios for the Fire and Police Departments with an Associated
Amendment to the E/911 Budget**

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

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The Fire and Police Departments are requesting the purchase of Motorola radios in the amount of \$342,590.11. Due to the necessity of continuity in radio equipment, purchasing Motorola radios, as currently owned, is imperative; therefore, the departments request to waive the bidding process and purchase the radios from Motorola Solutions (a sole-source vendor). Along with the purchase of the radios, the State of Michigan will require payment of \$13,750, to cover radio activation fees to join the radios to the Michigan Public Safety Communications System (MPSCS).

The departments are also requesting an amendment to the 2024 E/911 budget for this purchase.

BACKGROUND INFORMATION: In response to the FCC's narrow banding requirements, on March 12, 2012, the Township Board approved Canton Fire and Police Departments transition to the State of Michigan's MPSCS Radio System. This project included a multitude of components, including all new radios for police/fire vehicles, and individual officer/firefighter portable radios. Twelve years have passed, and now the Fire Department portables, the APX7000XEs, and the Police Department portables, the APX6000 'AN' model, have reached their end of life and are no longer supported by Motorola. These radios continue to function; however, they are not eligible for repair when they break down due to age and/or damage.

Turn around time from ordering radios, until they are deployed in the field, is approximately one year. Both the Fire and Police Departments need to start working toward supplementing their current radio fleets and creating a phased replacement plan for their unsupported radios. By placing a joint order through Motorola, both departments are able to save 35% off the list price of portable and mobile radios.

The Motorola radios that are being requested for purchase are compatible with the current fleet of radios. Both departments are requesting to continue to purchase Motorola radios due to the ability to utilize the same programming that is in the current radios. This means that the radios will function the same way, with the same button and switch placements as before. Mixing the radio fleet with various radio brands would cause inconsistencies and could cause confusion during an emergency situation.

Below is a breakdown of the various radios needed by each department:

MODEL	NUMBER OF RADIOS	DEPARTMENT	PURPOSE	COST
APX6000XE	20	FIRE	Replace APX7000XE and add to radio fleet for increased staffing for Station No 4	\$127,346.20
APX6500-Dual CH	3	FIRE	Dual control head mobiles needed for three new squads	\$19,138.44
APX6500-Single CH	2	FIRE	Single control head mobiles needed for two new engines	\$11,711.16
XPR5550E	3	FIRE	Backup VHF radio needed for three new squads	\$2,877.21
APX Console	1	FIRE	Console Station radio for Station No 4	\$12,259.28
APX6000 'BN' Model	25	POLICE	Replace aging radio fleet of 'AN' models that have reach end of support	\$143,505.00
APX6500-Single CH	3	POLICE	Spare mobile radios to replace end of support radios as they fail	\$18,531.99
APX6500- O3 CH	1	POLICE	Mobile with hand-held control head for new admin vehicle	\$6,336.58
O3 CH	1	POLICE	Hand-held control head to be able to switch out patrol radio to admin radio	\$884.25
			Total	\$342,590.11

In addition to the cost of the radios, the State of Michigan will charge a \$250 fee for each radio that needs to be activated on the MPSCS. This fee will apply to 55 radios, for a total of \$13,750.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Waive the bidding process and approve a purchase order for the purchase of Motorola radios for both the Fire and Police Departments, from Motorola Solutions, Inc., in the amount of \$342,590.11. Approve a purchase order to the State of Michigan for \$13,750 for radio activation fees. Additionally, approve the below listed amendment to the 2024 E/911 Budget.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: We would utilize \$40,000 from E/911 Account #261-346-50.970_0010, Capital Outlay Computers and Equipment toward this purchase. The departments are requesting the below listed amendments to the 2024 E/911 Budget for the remainder of funds:

<i>Increase Revenues:</i>		
Fund Balance Appropriation:	#261-000.695	\$316,341

<i>Increase Appropriations:</i>		
Capital Outlay Computers and Equipment:	#261-346-50.970 0010	\$302,591
Professional and Contractual Services:	#261-346-50.801 0050	\$13,750

IMPLEMENTATION PLAN: The Fire Department will submit a purchase order to be issued to Motorola Solutions Inc in the amount of \$342,590.11 and a purchase order in the amount of \$13,750 to be issued to the State of Michigan.

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION:

- (1) I move to waive the bidding process and approve the purchase of Motorola radios for both the Fire and Police Departments, from Motorola Solutions, Inc., in the amount of \$342,590.11.
- (2) Further, I move to approve a purchase order to the State of Michigan for \$13,750 for radio activation fees.
- (3) Additionally, I move to approve the above listed amendment to the 2024 E/911 Budget.

ATTACHMENTS: Attachment A - Motorola Price Quote - Mobile and Portable Radios
Attachment B - Motorola Price Quote - Console Radio