



**CANTON ADMINISTRATION BUILDING
1150 S. CANTON CENTER ROAD
CANTON, MI 48188
REGULAR BOARD MEETING
MAY 14, 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:

<https://us02web.zoom.us/j/84078619750>

Or One tap mobile:

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Webinar ID: 840 7861 9750

International numbers available: <https://us02web.zoom.us/j/84078619750>

6:00 P.M.:

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

APPROVAL OF MINUTES: 4/23/24 & 5/7/24

PUBLIC COMMENT ON AGENDA ITEMS ONLY

PAYMENT OF BILLS

PRESENTATION:

- 1) REPORT FROM AIRSPACE LINK - DRONE READINESS IN CANTON

RESOLUTION:

- 1) RESOLUTION DECLARING MAY LUPUS AWARENESS MONTH IN CANTON TOWNSHIP
- 2) RESOLUTION RECOGNIZING THE RETIREMENT OF POLICE CANINE RAGNAR
- 3) RESOLUTION RECOGNIZING THE RETIREMENT OF POLICE OFFICER BRYAN SZOSTAK
- 4) RESOLUTION RECOGNIZING THE RETIREMENT OF POLICE OFFICER PATRICIA ESSELINK

CONSENT CALENDAR:

- 1) CONSIDER APPROVAL OF ANNUAL MAINTENANCE & TECHNICAL SUPPORT AGREEMENT FOR CITYWORKS ASSET MANAGEMENT SOFTWARE (MSD)
- 2) REQUEST RENEWAL OF DELL STORAGE SERVERS SUPPORT AGREEMENT (ITI)

GENERAL CALENDAR:

- 1) CONSIDER APPROVAL OF THE PURCHASE OF ONE 2024 FORD F150 FOR FACILITIES SERVICES (MSD)
- 2) CONSIDER AWARD OF DESIGN FOR THE SIDEWALK GAP PROJECT TO FISHBECK (MSD)
- 3) CONSIDER APPROVAL OF A PURCHASE ORDER TO M1 CONSTRUCTION FOR THE REPLACEMENT OF CEILING TILES AT R FIRE I (MSD)
- 4) CONSIDER APPROVAL OF A PURCHASE ORDER TO MICHIGAN CAT FOR REMOVAL AND REPLACEMENT OF PUBLIC SAFETY AND ADMINISTRATION BUILDING GENERATORS (MSD)
- 5) CONSIDER FIRST READING OF AMENDMENTS TO APPENDIX A- ZONING OF THE CODE OF ORDINANCES TO ADD PROVISIONS FOR ELECTRIC VEHICLE INFRASTRUCTURE (MSD)
- 6) CONSIDER PLANNED DEVELOPMENT DISTRICT FOR INDEPENDENT LIVING ALLIANCE (MSD)
- 7) CONSIDER SPECIAL LAND USE AND SITE PLAN FOR THE LEARNING EXPERIENCE CHILD CARE CENTER (MSD)
- 8) CONSIDER SITE PLAN FOR PLAYGROUND DAYCARE CHILD CARE CENTER (MSD)
- 9) REQUEST APPROVAL TO RENEW EMAIL ARCHIVE SERVICE (ITI)
- 10) CONSIDER APPROVAL TO PURCHASE CIVICCLERK SOLUTION (ITI)
- 11) CONSIDER APPROVAL OF A PURCHASE ORDER INCREASE TO PARTNERS IN ARCHITECTURE, PLC FOR THE CIVIL ENGINEERING SERVICES AND CONTINGENCY FOR THE HISTORIC HENRY FORD FACTORY BUILDING (CD)
- 12) CONSIDER APPROVAL OF AN AMENDED AGREEMENT AND PURCHASE ORDER INCREASE TO OHM ADVISORS FOR ADDITIONAL ITEMS AND CONTINGENCY AT PRESERVATION PARK (CD)
- 13) CONSIDER AUTHORIZATION OF BID AWARD FOR BUS TRANSPORTATION SERVICES 2024-2026 (CD)
- 14) CONSIDER AUTHORIZATION OF 2024 FY SPECIALIZED SERVICES OPERATING ASSISTANCE PROGRAM AGREEMENT WITH SMART (CD)
- 15) CONSIDER APPROVAL OF AGREEMENT WITH DANCIN' FEET AT THE SUMMIT ON THE PARK (CLS)

- 16) CONSIDER APPROVAL OF BID AWARD FOR THE TENNIS COURT RESTORATION AT GRIFFIN PARK AND PICKLEBALL RESTORATION AT FREEDOM PARK (CLS)
- 17) CONSIDER APPROVAL OF A RESOLUTION TO SUPPORT IMPLEMENTATION OF THE GROUND EMERGENCY MEDICAL TRANSPORTATION PROGRAM IN MICHIGAN (FIRE)
- 18) CONSIDER THE ADOPTION OF A REVISED FEE SCHEDULE FOR EMS SERVICE (FIRE)
- 19) CONSIDER APPROVAL OF COLLECTIVE BARGAINING AGREEMENT WITH THE INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS (IAFF) FOR A TERM COMMENCING JANUARY 1, 2024 THROUGH DECEMBER 31, 2028 (SUPERVISOR)
- 20) CONSIDER APPROVAL OF AMENDMENT TO THE FUNDING FORMULA FOR 35TH DISTRICT COURT'S DISTRICT CONTROL AUTHORITY (DCA) INTERLOCAL AGREEMENT BETWEEN CANTON TOWNSHIP, NORTHVILLE TOWNSHIP, PLYMOUTH TOWNSHIP AND THE CITIES OF NORTHVILLE AND PLYMOUTH (SUPERVISOR)

PUBLIC COMMENT
BOARD COMMENT
ADJOURN

ACCESS TO PUBLIC MEETINGS

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

**Charter Township of Canton
Board Proceedings – April 23, 2024**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, April 23, 2024, in-person. The meeting was called to order at 7:00 p.m.

Motion by Ganguly, supported by Borninski to appoint Treasurer Slavens Temporary President Pro Tem for this meeting only. Motion carried unanimously.

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

Adoption of Agenda:

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

Approval of Minutes:

Motion by Siegrist, supported by Borninski to approve the minutes from April 9, 2024. Motion carried unanimously.

Public Comment: Public comment was held.

Payment of Bills:

Motion by Sneiderman, supported by Foster to approve the payment of bills as presented. Motion carried unanimously.

CHARTER TOWNSHIP OF CANTON EXPENDITURE RECAP FOR THE TOWNSHIP BOARD MEETING OF April 23, 2024		
101	GENERAL FUND	577,596.56
204	ROADS FUND	717.54
206	FIRE FUND	229,876.81
207	POLICE FUND	289,498.01
208	COMMUNITY CENTER FUND	56,175.34
219	STREET LIGHTING FUND	25,814.12
230	CABLE TV FUND	10,101.85
246	COMMUNITY IMPROVEMENT FUND	0.00
248	DDA - CANTON	19,830.14
260	INDIGENT DEFENSE FUND	0.00
261	E-911 UTILITY	0.00
265	ORGANIZED CRIME - DRUG ENFORCEMENT	48,878.11
274	CDBG FUND	21,416.03
276	NSP GRANTS FUND	0.00
284	OPIOID SETTLEMENT FUND	1,894.19
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	53,217.21
402	CAP PROJ - WATER & SEWER	0.00
403	CAP PROJ - ROAD PAVING	483.55
404	CAP PROJ - CHV DEVELOPMENT	38,082.75
584	GOLF FUND	25,215.24
592	WATER & SEWER FUND	2,055,688.07
596	GARBAGE & RUBBISH COLLECTIONS	4,254.31
661	FLEET MAINTENANCE FUND	47,181.60
701	TRUST & AGENCY FUND	0.00
702	CUSTODIAL FUND	32,391.00
736	POST EMPLOYMENT BENEFITS FUND	39,872.50
852	SPECIAL ASSESSMENT DEBT SERVICE	0.00
TOTAL - ALL FUNDS		3,578,184.93

Resolution:

Item R-1. Resolution of the Board of Trustees for the Charter Township of Canton Opposing House Bill 4965

Motion by Borninski, supported by Foster to approve the resolution as presented.

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

Resolution of the Board of Trustees for the Charter Township of Canton opposing House Bill 4965

Whereas video/cable franchise fees charged to video/cable providers has resulted in approximately \$100 Million dollars of General Fund Revenue for Local Governments across Michigan for the last several decades;

Whereas franchise fees support Right of Way (ROW) maintenance and local programming in the Canton community and HB 4965 jeopardizes the future capacity for these operations to continue;

Whereas HB 4965 threatens to terminate the revenue stream in its entirety;

Whereas HB 4965 is advanced by Netflix and other Video Streamers, including Satellite Video providers, in an effort to avoid the assessment of these franchise fees on their Streaming Video Services;

Whereas the Michigan Video Service law, 2006 PA 480, carefully protects these Local revenues by providing that all Video Service Providers shall pay a fair rent for use of the Public Rights of Way regardless of the manner of providing their video service, including Internet Protocol

Whereas Netflix and Satellite and other Video “Streamers” do utilize the ROW at least in part and transmit their video streaming product via Internet Protocol and as such, those “Streamers” are subject to Franchise Fees;

Whereas the transition from traditional Cable/Video to Streaming Internet-based Video is rapidly accelerating the last couple of years and it is therefore crucial that Local governments be able to assess franchise fees on Streamers as the new form of Cable/Video Service in order to maintain current levels of Revenue; and

Whereas the loss of \$100 Million Dollars annually in General Fund Revenues will be catastrophic to essential service funding including public safety, street maintenance, general government operations, elections, public engagement, parks, senior services, housing and all other local government services; now, therefore, be it;

Resolved, that the Board of Trustees of the Charter Township of Canton opposes HB 4965 and directs that this resolution be transmitted to State Representatives Puri and Herzberg, Senator Polehanki and Governor Whitmer.

Motion carried unanimously.

Consent Calendar:

Item C-1. Consider Waiving the Purchasing Policy and Approve the Emergency Repair of One Overhead Garage Door at the DPW Facility

Motion by Siegrist, supported by Sneideman to approve the emergency repair of the overhead garage door at the DPW building and to approve the purchase order in the amount of \$23,907 to Raynor Overhead Door 11615 Inkster Rd. Livonia MI 48150. Motion carried unanimously.

Item C-2. Consider Approval of a Purchase Order to Weatherseal Home Improvements for Removal and Replacement of Sheldon School Roof

Motion by Siegrist, supported by Sneideman to approve the contract and purchase order to Weatherseal Home Improvements, 51662 Oro Dr, Shelby Township, MI 48315 in the amount of \$66,570 which includes a \$10,000 contingency for the replacement of Sheldon School Roof. Motion carried unanimously.

Item C-3. Consider Award of a Contract and Authorization of a Purchase Order to Purchase Softballs for Canton Sports Center

Motion by Siegrist, supported by Sneideman to award a contract and submit a purchase order for the purchase of softballs for Canton Sports Center. Motion carried unanimously.

General Calendar:

Item G-1. Consider Appeal of FOIA 24-388

Motion by Sneideman, supported by Borninski to deny the appeal in full. Motion carried unanimously.

Item G-2. Consider Bid Award and Purchase Order Approval for the Professional Design and Landscape Construction of the Summit on the Park West Parking Lot

Motion by Siegrist, supported by Sneideman to award the bid and approve a purchase order to Reliable Landscaping, Inc for the professional design and landscape construction of the Summit on the Park west parking lot islands for a total of \$38,018. Motion carried unanimously.

Motion by Siegrist, supported by Sneideman to approve the requisite budget adjustment referenced in the budget and implications section to allow for the purchase order that was approved. Motion carried unanimously.

Item G-3. Request to Purchase Computer Workstation and Tablet Replacements

Motion by Siegrist, supported by Borninski to waive the purchasing policy Request for Proposal requirement for this purchase, as pricing has already been negotiated by the State of Michigan; further, to approve the creation of new purchase orders to Dell Computers in an amount not to exceed \$90,000 to cover the cost of purchasing the 2024 scheduled computer and tablet replacements. Motion carried unanimously.

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

Adjourn: Motion by Siegrist, supported by Sneideman to adjourn the meeting at 7:30 p.m. Motion carried unanimously.

Michael A. Siegrist, Clerk

Dian Slavens, Temporary President Pro Tem

**Charter Township of Canton
Board Proceedings – May 7, 2024**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, May 7, 2024 in person. Supervisor Graham-Hudak called the meeting to order at 6 p.m.

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

Adoption of Agenda:

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

General Calendar:

Item G-1. Consider Appeal of FOIA 24-371

Motion by Siegrist, supported by Sneideman to grant the appeal in full. Motion carried unanimously.

Study Session:

- 1) CivicPlus Agenda and Meeting Management Select Tool
- 2) United States Army Corps of Engineers Scope of Work Proposal

Public Comment:

Public Comment was held.

Adjourn:

Motion by Ganugly, supported by Foster to adjourn the meeting. Motion carried unanimously.

Michael A. Siegrist, Clerk

Anne Marie Graham-Hudak, Supervisor

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

Resolution declaring May Lupus Awareness Month in Canton Township

Whereas, lupus is an unpredictable and misunderstood autoimmune disease that can cause severe damage to the tissue and organs in the body and, in some cases, death;

Whereas, more than five million people worldwide suffer the devastating effects of this cruel and mysterious disease and each year over a hundred thousand young women, men and children around the world are newly diagnosed with lupus, the great majority of whom are women of childbearing age;

Whereas, medical research efforts into lupus and the discovery of safer, more effective treatments for lupus patients are under-funded in comparison with diseases of comparable magnitude and severity;

Whereas, many physicians worldwide are unaware of symptoms and health effects of lupus, causing people with lupus to suffer for many years before they obtain a correct diagnosis and medical treatment;

Whereas, there is a deep, unmet need worldwide to educate and support individuals and families affected by lupus; and

Whereas, there is an urgent need to increase awareness in communities worldwide of the debilitating impact of lupus; *now, therefore be it*

Resolved the Board of Trustees of the Charter Township of Canton does hereby proclaim the Month of May as Lupus Awareness Month in Canton Township, and joins lupus organizations in the call for increases in public and private sector funding for medical research on lupus, targeted education programs for health professionals, patients and the public, and recognition of lupus as a significant public health issue.

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

Resolution Recognizing the Retirement of Police Canine Ragnar

Whereas the Canton Police Department recognizes the importance of its Canine Unit;

Whereas in 2019, Ragnar partnered with Officer Bryan Szostak and started his career in law enforcement with the Canton Police Department;

Whereas Ragnar and his partner attended weekly training classes and were required to certify bi-annually with the National Association of Professional Canine Handlers;

Whereas for five years, Ragnar and his partner worked full-time on patrol, responding to calls for service, making traffic stops, performing searches, and tracking individuals;

Whereas Ragnar and his partner participated in numerous community special events, demonstrating their skills and abilities as a K-9 team;

Whereas Ragnar retired from the Canton Police Department, but continues to reside with his partner, retired Officer Bryan Szostak;

Resolved, the Board of Trustees of the Charter Township of Canton is appreciative of the commitment to excellent service as demonstrated by Canine Ragnar;

Further Resolved, the Board of Trustees of the Charter Township of Canton upon does hereby recognize Canine Ragnar for his commendable contribution to the Canton community and the Canton Police Department.

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

Resolution Recognizing the Retirement of Police Officer Bryan Szostak

Whereas the Canton Police Department recognizes the importance of its employees;

Whereas Bryan Szostak was hired as a Canton Township Police Officer in 1999;

Whereas Bryan served as a patrol officer on the midnight shift for his entire career, responding to calls for service, providing traffic enforcement, conducting criminal investigations and responding to emergency situations throughout the community;

Whereas in addition to his patrol duties Bryan simultaneously served on several of the department's special units for over 20 years, including the Honor Guard and Explorer Unit.

Whereas for the past 20 years, Bryan committed himself to the department's K-9 Unit, working as a canine handler with his respective partners Poncho, Hoss and Ragnar;

Whereas Bryan selflessly dedicated his personal and professional time to train and care for his canine partners;

Whereas Bryan received numerous department awards and citations throughout his career including Officer of the Year in 2020;

Whereas Bryan has maintained the highest level of professionalism in every aspect of his service with Canton for the past 25 years;

Resolved, the Board of Trustees of the Charter Township of Canton is appreciative of the commitment to excellent service as demonstrated by Police Officer Bryan Szostak;

Further Resolved, the Board of Trustees of the Charter Township of Canton does hereby recognize Bryan Szostak for his commendable contribution to the Canton community and the Canton Police Department.

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

Resolution Recognizing the Retirement of Police Officer Patricia Esselink

Whereas the Canton Police Department recognizes the importance of its employees;

Whereas Patricia Esselink was hired as a Canton Township Police Officer in 2001;

Whereas Patricia served as a patrol officer, responding to calls for service, providing traffic enforcement, conducting criminal investigations and responding to emergency situations throughout the community;

Whereas in addition to her patrol duties Patricia simultaneously served on several of the department's special units, including TEAM, Explorer Unit, Bicycle Unit, and Rapid Response Unit;

Whereas in 2013, Patricia moved into the Detective Bureau and worked as an investigator for two years before transferring into the position of Community Relations Officer;

Whereas Patricia spent the last nine years of her career building an expansive Community Relations program, developing a wide variety of educational events and resources for residents of all ages;

Whereas Patricia received numerous department awards and citations throughout her career including Officer of the Year in 2016;

Whereas Patricia has maintained the highest level of professionalism in every aspect of her service with Canton for the past 23 years;

Resolved, the Board of Trustees of the Charter Township of Canton is appreciative of the commitment to excellent service as demonstrated by Police Officer Patricia Esselink;

Further Resolved, the Board of Trustees of the Charter Township of Canton does hereby recognize Patricia Esselink for her commendable contribution to the Canton community and the Canton Police Department.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 14, 2024

AGENDA ITEM #C-1

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

PRESENTER: David Norwood, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated.

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

Public Works is requesting approval of the annual maintenance and technical support for the Cityworks software application. This year's cost is \$50,930.88

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

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

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

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

Public Works - Water:	#592-536.930_0010	\$24,666.44
- Sewer:	#592-537.930_0010	\$24,665.44
Public Works - Fleet:	#661-530.930_0010	\$ 1,000.00
DDA:	#248-729.930_0010	<u>\$ 600.00</u>
	Total:	\$ 50,930.88

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

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve payment of the Annual Software Maintenance and Technical Support Agreement for Cityworks from Azteca Systems, Inc., 11075 South State St., Suite 24, and Sandy, UT 84070 and approve a purchase order for a not-to-exceed amount of \$ 50,930.88.

ATTACHMENTS:

1. 2024-2025 Quote

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 12, 2024

AGENDA ITEM #C-2

ITEM: Request Renewal of Dell Storage Servers Support Agreement

PRESENTER: Victor Ibegbu, ITI Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: ITI Services is requesting permission to extend our server hardware services and support agreement, which expires on July 1, 2024. The Township utilizes Dell Compellent Storage Servers in conjunction with the VMware virtualization system to provide the environment in which all Township business applications and file services operate. Maintaining access to support and timely updates is critical to the continuity of Township operations and services.

BACKGROUND: Virtualization technologies allow ITI to operate multiple servers on a collection of single servers, which provides for more efficient use of processor, RAM memory, and hard disk resources. The primary benefits of this technology have been the cost savings and increased capability to recover from server failures. That virtual environment is installed on the Dell Storage Servers.

It is critical that ITI maintains timely access to software, security, and product updates along with access to 24/7/365 support, all provided by Dell Computers. ITI is requesting permission to purchase a one-year extended warranty agreement at a cost of \$21,753.26.

STRATEGIC PLAN/GOALS: Quality Infrastructure

ACTION REQUESTED: Approve the request to renew the Township's Maintenance and Support agreement for a one-year period. A purchase order to the original selling vendor, People Driven Technology, Inc, will be made in the amount of \$21,753.26 to facilitate the timely renewal of this support and warranty service.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The renewal of this agreement was budgeted for in 2024. All required funding will be expensed from the ITI Division's 101-228.930_0015 Maintenance & Repair – Software Support account.

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

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the creation of a purchase order in the amount not to exceed \$21,753.26 payable to People Driven Technology, Inc. for a renewal of software support and maintenance services covering a period of one year.

ATTACHMENTS: Dell Compellent SAN Support Renewal Quote

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 14, 2024

AGENDA ITEM #G-1

ITEM: Consider Approval of the Purchase of One 2024 Ford F150 for Facilities Services

PRESENTER: Dave Norwood, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated.

EXECUTIVE SUMMARY: Facilities Services has a 2013 Chevrolet Tahoe that is due for replacement. Currently, this vehicle meets three of the four criteria according to the Fleet Replacement Policy PW:607. It is 11 years old, with 110,000 miles and has rust on the body and frame. Facilities Services has determined that a truck would better serve the needs of the department. If approved by the Board, Facilities Services will purchase a 2024 Ford F150 as a replacement to the 2013 Chevrolet Tahoe.

The Township will utilize the MiDEAL Contract #4WDL-0073a pricing received from Gorno Ford.

The vehicle that is proposed to be purchased has been evaluated for alternative fueling sources including electric. It should be noted that this vehicle will not be a Hybrid or Electric model 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 one (1) 2024 Ford F150 for Facilities Services.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The cost to purchase one (1) 2024 Ford F150 without the recommended options is \$47,059 from Gorno Ford via MI-DEAL Contract # 4WDL-0073a. Funds are budgeted in the 101-265.970_0040 Capital Outlay Vehicles account in the amount of \$47,062.

IMPLEMENTATION PLAN: Upon approval by the Township Board, the purchase order will be created. Delivery can be expected in 30 weeks. The new vehicle will be delivered to the Fleet Service Center.

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 (1) 2024 Ford F150 from Gorno Ford. 22025 Allen Road Woodhaven, Mi 48183 via the MI-DEAL Contract #4WDL-0073a in the amount of \$47,059. Funding for this vehicle will come from the 101-265.970_0040 Capital Outlay Vehicles account.

ATTACHMENTS:

1. Gorno Ford Pricing and spec sheet
2. Fleet Replacement Policy PW:607

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 14, 2024

AGENDA ITEM:G-2

ITEM: Consider Award of Design for the Sidewalk Gap Project to Fishbeck

PRESENTER: David Norwood, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Engineering Services is requesting to issue a Purchase Order to Fishbeck in the amount of \$241,500 for the required design work to related to installing sidewalks in various gaps within the Township. This includes a total fee of \$210,000 for design and permitting, contractor selection, topographic survey and easement exhibits, and construction staking, plus a 15% contingency.

BACKGROUND: On March 26, 2024, Engineering Services received proposals from three of our firms under the existing Master Service Agreement. From those three, Fishbeck was chosen for engineering design and construction administration services for the Sidewalk Gap Project. Filling in sidewalk gaps will result in better connections and improve mobility for all pedestrians and other modes of non-motorized transportation. Completing and improving sidewalk networks can help achieve many economic, social, and environmental goals. Sidewalks provide access for all types of pedestrian travel to schools, parks, government/industrial facilities, commercial areas, and other destinations.

The Sidewalk Gap Project design award for 2024 includes the following locations: Gallimore Elementary School, Tonda Elementary School, Dodson Elementary School, PCCS Campus/High Schools, and Crescent Academy International. This consists of 24 locations totaling 17,900 linear feet of sidewalk to be constructed. Engineering Services is requesting a purchase order be created for Fishbeck in the amount of \$241,500, which includes a fee of \$210,000 and a 15% contingency of \$31,500.

STRATEGIC PLAN/GOALS: To provide safe, barrier-free sidewalk and drive approaches in the community so pedestrians can safely use the sidewalk system

ACTION REQUESTED: Consider approving a purchase order for Fishbeck in the amount of \$241,500 for design services for the Sidewalk Gap Program.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The 403 Capital Projects Fund has Fund Balance available for this expense. The Township is anticipating permission to utilize existing grant dollars from the Michigan Economic Development Corporation (MEDC) to support the costs of filling sidewalk gaps throughout the Township. If received, grant dollars will be utilized prior to using fund balance. The following budget amendment is needed:

Increase Revenue:

403-000.695 Fund Balance Appropriation

\$241,500

Increase Expenditures:

403-444-20.930_0050 Maintenance & Repair Infrastructure \$241,500

IMPLEMENTATION PLAN: Upon Board approval, Finance will issue a purchase order contract with Fishbeck under their Professional Master Services Agreement.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

1. I move approve the budget amendment listed above and to issue a Purchase Order in the amount of \$241,500 to Fishbeck to perform design services for the Sidewalk Gap Project.

ATTACHMENTS:

1. Fishbeck Proposal

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 14, 2024

AGENDA ITEM #G-3

ITEM: Consider Approval of a Purchase Order to M1 Construction for the Replacement of Ceiling Tiles at Fire I

PRESENTER: David Norwood, Director Municipal Services

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: In 2019 the Board of Trustees adopted a Capital Improvement Plan (CIP) and subsequently the Township issued capital improvement bonds to fund the CIP. The CIP included Fire Station I ceiling replacement as they are original to the building. Over time the ceiling pads have become discolored, and the ceiling grid has shifted creating a potential hazard. This project is to replace the west side living corridors of the building, as the east side was completed earlier this year using the proper bidding policy.

BACKGROUND: Earlier this year MSD contracted MI Construction to complete the east side of Fire I ceiling tile replacement. M1 Construction performed to our standards and under the budget for this project. MSD is recommending MI Construction to complete the west side of Fire I ceiling tile replacement as well, this will complete all tile replacement and bring uniformity to the Fire station.

M1 construction group was the low bid for the east side at \$4.09sq ft. a \$1.59sq ft less than next lowest bid. M1 performed very well on the East side and MSD would like to move forward with M1 for the west. For the east side we supplied a majority of the tile. West side M1 is charging \$4.86sq ft but are supplying 100% of the tile. Overall, we are still under the CIP budgeted amount for this project and does not meet Responsible Contracting requirements.

STRATEGIC PLAN/GOALS: Improve Infrastructure, Quality of Infrastructure, Cleanliness, and Safety.

ACTION REQUESTED: Award the bid to M1 Construction Group in the amount of \$17,883 which includes a 15% contingency of \$2,333 for the Fire I ceiling tile installation.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds as follows CIP 220023 Original budget of \$30,437. Used \$7,200 leaving \$23,237 left for west side. Funds are available in account # 401-336.970_0020 Capital Outlay Buildings.

IMPLEMENTATION PLAN: Upon Board approval, a purchase order will be generated and contract will be issued.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve the contract and purchase order to M1 Construction Group, 32553 Schoolcraft Rd Livonia, MI 48150, in the amount of \$17,883 which includes a 15% contingency of \$2,333 for the Fire I ceiling tile installation.

ATTACHMENT:

1. Invitation to Bid
2. Bid Tab

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 14, 2024

AGENDA ITEM #G-4

ITEM: Consider Approval of a Purchase Order to Michigan Cat for Removal and Replacement of Public Safety and Administration Building Generators

PRESENTER: David Norwood, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: Beginning in 2024 the Board of Trustees adopted a new Capital Improvement Plan which included the replacement of the Public Safety generator. Additionally, MSD budgeted for the Administration Building generator to be replaced in 2024 as well. Both generators are over 25 years of age, which has surpassed its recommended lifespan for life safety and emergency backup equipment.

BACKGROUND: Over the last few years MSD, Public Safety, and ITI identified the need for new more reliable generators for the Administration and Public Safety buildings. On multiple occasions MSD has encountered failures with both generators during emergency events. Due to the critical nature of this equipment MSD has worked with MiCat who is affiliated with Sourcewell which is a recognized regional program that meets Canton Township formal bidding requirements to replace the generators. Also, MiCat is currently under contact with Canton Township to conduct preventative maintenance services on all Township wide generators.

For the Administration Building generator budget, MSD has \$100,000 in account 246-265.970_0020 under Mechanical Systems. The additional \$27,769 will come from the same account but will be repurposing the difference from the rooftop unit line item (\$200,000 budget).

STRATEGIC PLAN/GOALS: Quality Infrastructure

ACTION REQUESTED: Award the contract and purchase order to Michigan Cat for Public Safety Generator Replacement in the amount of \$187,000 which includes a contingency of \$16,633.

Award the contact and purchase order to Michigan Cat for Administration Building Generator Replacement in the amount of \$127,769 which includes a 10% contingency of \$11,615.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The Public Safety Generator Replacement Project falls within the budgeted amount of CIP to be paid from account #261-346-50.970_0030.

The Administration Building Generator Replacement Project falls within the budget and to be

paid from account #246-265.970_0020 Capital Outlay Buildings and Improvements.

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

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

- 1) I move to approve the contract and purchase order to Michigan Cat, 7700 Caterpillar Drive, Grand Rapids, Michigan 49548 in the amount of \$187,000 which includes a contingency of \$16,633 for the replacement of Public Safety Generator
- 2) I move to approve the contract and purchase order to Michigan Cat, 7700 Caterpillar Drive, Grand Rapids, Michigan 49548 in the amount of \$127,769 which includes a 10% contingency of \$11,615 and to repurpose \$27,769 of capital budget from rooftop units for the replacement of Administration Building Generator.

ATTACHMENTS:

1. Public Safety Proposal
2. Administration Building Proposal

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 14, 2024

AGENDA ITEM #G-5

ITEM: Consider First Reading of Amendments to Appendix A- Zoning of the Code of Ordinances to Add Provisions for Electric Vehicle Infrastructure

PRESENTER: David Norwood, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None.

EXECUTIVE SUMMARY: Canton Township continues to see an increase in demand to install electric vehicle (EV) charging stations, especially at commercial and industrial sites. As the number and capacity of EV chargers increases, it is appropriate to adopt standards in the Zoning Ordinance that specifically address EV charging stations. Although the Zoning Ordinance does not explicitly address EV charging stations, the charging station applications approved so far have been approved using general standards of the Zoning Ordinance for setbacks, transformer equipment screening, and accessory uses. The proposed ordinance acknowledges some existing administration of the Zoning Ordinance regarding approval of EV charging infrastructure, as well as provides for additional provisions.

BACKGROUND AND ANALYSIS: The Planning Commission first discussed electric vehicle charging standards at its February 6, 2023 meeting. Since that time, draft Zoning Ordinance standards were prepared by staff, and reviewed and discussed by the Planning Commission at several meetings. On November 7, 2023, a Joint Meeting was held between the Township Board and Planning Commission to discuss the E.V. Infrastructure ordinance prior to finalizing the draft ordinance and scheduling a public hearing.

Based on comments made at the November 7th Joint Meeting, the following changes have recently been made to the proposed ordinance:

- In Section 4.03(C)(3), the requirements that EV charging as a principal use be regulated similar to a gasoline service station does not apply to EV charging stations located adjacent to on-street parking in a public right-of-way.
- In Section 4.03(D)(2)(a), the requirement for EV charging stations to be protected by concrete-filled steel bollards or located at least 24 inches from the face of a curb does not apply to EV stations on single-family residential property.

At its meeting on January 8, 2024, the Planning Commission held a public hearing on proposed amendments to Articles 4.00, 17.00, 18.00, 22.00, and 23.00 of the Zoning Ordinance to include provisions for electric vehicle charging infrastructure. However, the motion presented only included the proposed amendments to Article 4.00, and omitting the other articles was a typographical error. At its meeting on May 6, 2024, the Planning Commission adopted a new motion to recommend approval of the proposed amendments to Articles 4.00, 17.00, 18.00,

22.00, and 23.00.

PROPOSED ZONING ORDINANCE SUMMARY: Enclosed for your consideration is the most recent draft amendment to the Zoning Ordinance that addresses Electric Vehicle (EV) Charging Infrastructure. This proposed amendment was drafted based on best practices of other municipal EV ordinances, as well as elements that will be unique to Canton Township. The following is a summary of the proposed ordinance amendment:

- **Zoning Ordinance Article Location.** The proposed amendment is located in Article 4.00, Off-Street Parking and Loading Requirements because EV charging stations are integral to parking, and vice versa.
- **Definitions.** Many definitions are added that are unique to EV charging. Most of these definitions are used almost verbatim in other municipal ordinances.
- **Permitted Locations.** We recommend allowing all EV chargers to be permitted as accessory uses in any zoning district. However, Level-3 chargers will always be subject to Planning Division review due to the mechanical equipment and site changes that are typically involved. Any proposal for EV charging to be the principal permitted use of the site is subject to Special Land Use application review in certain zoning districts.
- **General Requirements.** Provisions are included for permitting, design requirements, parking, accessible spaces, lighting, screening, signage, maintenance (including maintenance in accordance with fire code and electrical code), and usage fees.
- **Required Electric Vehicle Installations.** This sub-section includes provisions for which uses and developments will require EV charging installations. Requirements depend on land use, size of development or parking lot, and whether the installation is EV-Capable (panel capacity and conduit), EV-Ready (panel capacity, conduit and conductor, and termination at a junction box), and EV-Installed (full EV charger installation).
- **Zoning Districts for EV Charging as a Principal Permitted Use.** EV charging stations as a principal permitted use would be a special land use in the following zoning districts: C-3, Regional Commercial; C-4, Interchange Service; LI, Light Industrial, and GI, General Industrial.

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

- **Planning Commission Recommendation:** At its meeting on May 6, 2024, the Planning Commission voted 7-0 to recommend approval of the amendment to the Zoning Ordinance to add Section 4.03 and amend Articles 17.00, 18.00, 22.00, and 23.00, which include provisions for Electric Vehicle Charging Infrastructure, as stated in the ordinance proposal.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Introduce, hold the first reading, and postpone 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 Article 4.00 (Off-Street Parking and Loading Requirements) by adding Section 4.03, Electric Vehicle Infrastructure and amends Article 17 (C-3, Regional Commercial District), Article 18 (C-4, Interchange Service District), Article 22 (LI, Light Industrial District), and Article 23 (GI, General Industrial District) to include land use provisions for retail electric vehicle charging as a principal use.

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 introduce and hold the first reading of the proposed amendments to Appendix A – Zoning of the Code of Ordinances of the Charter Township of Canton as provided in the attached ordinance, which amends Article 4.00 (Off-Street Parking and Loading Requirements) by adding Section 4.03, Electric Vehicle Infrastructure and amends Article 17 (C-3, Regional Commercial District), Article 18 (C-4, Interchange Service District), Article 22 (LI, Light Industrial District), and Article 23 (GI, General Industrial District) to include land use provisions for retail electric vehicle charging as a principal use.
2. Further, I move to postpone consideration of the amendment for a second reading, which will be held at a future meeting of the Board of Trustees.

ATTACHMENTS:

1. Draft Ordinance
2. January 8, 2024 and May 6, 2024 Planning Commission Minutes

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 14, 2024

AGENDA ITEM #G-6

ITEM: Consider Planned Development District for Independent Living Alliance

PRESENTER: David Norwood, Municipal Services Director

OWNER/REPRESENTATIVE: Kevin Heffernan (Stonefield Engineering and Design)/Randall Leslie (Independent Living Alliance)

EXECUTIVE SUMMARY: The applicant proposes to construct an intentional residential community for adults with intellectual and developmental disabilities 51333 Cherry Hill Rd., which is located at the southeast corner of Cherry Hill Rd. and Napier Rd. The proposed intentional community use consists of 40 units within one building on 4.23 acres. The residential units will consist of 30 one-bedroom units and 10 two-bedroom units, which will each have a kitchen. The building will also include multi-purpose rooms, a dining room, a fitness room, a meeting room, and administrative support area. Outdoor amenities are located on the south (rear) side of the building and include bocce courts, a walking path, and outdoor eating areas.

The Cherry Hill Village Overlay District requires all projects to be treated as a Planned Development (PD). Each PD District is required to demonstrate definite benefits to the community. The proposed definite benefits of the site include providing a unique housing option for the area and preserving more open space than is required by a PD.

At its meeting on April 1, 2024, the Planning Commission recommended approval of the PDD, subject to conditions.

BACKGROUND AND ANALYSIS:

Location: 51333 Cherry Hill Road (parcel no. 074-99-0010-704), located on the southeast corner of Cherry Hill Rd. and Napier Rd.

Lot Area: 4.23 acres

Existing Land Use: Former landscape supply business

Existing Zoning: Cherry Hill Village Overlay District (RA underlying zoning district)

Surrounding Zoning and Land Uses:

North – Cherry Hill Village Overlay District RA underlying zoning district); Single-family residential

South – Cherry Hill Village Overlay District (RA underlying zoning district); Single-

family residential (River's Edge)

East - Cherry Hill Village Overlay District (RA underlying zoning district); Single-family residential (River's Edge)

West – Cherry Hill Village Overlay District (RA underlying zoning district); Vacant

Comprehensive Plan Future Land Use Map Classification: Cherry Hill Area

Surrounding Comprehensive Plan Future Land Use Map Classifications:

North – Cherry Hill Area

South – Cherry Hill Area

East – Cherry Hill Area

West – Cherry Hill Area

Land Use: An intentional residential community for adults with intellectual and developmental disabilities is a similar use to a Housing for the Elderly use per the Zoning Ordinance, which includes assisted-living facilities and independent-living facilities. Although intentional communities for adults with intellectual and developmental disabilities is not explicitly listed as a land use in the Zoning Ordinance, Section 2.08 of the Zoning Ordinance states that a land use that is not cited by name as a permitted use in a zoning district may be permitted upon determination by the Planning Official that such use is clearly similar in nature and compatible with the listed or existing uses in that district. In making such a determination on classifying a similar land use, the Planning Official shall determine compatibility by considering specific characteristics of the use and compare such characteristics with those uses which are expressly permitted in the district, such as traffic generation, operations, and building characteristics. Based on these criteria, the Planning Official has determined that the proposed use for an intentional residential community for adults with intellectual and developmental disabilities is a similar use to Housing for the Elderly. The definition of "Housing for the Elderly" in Section 1.03 of the Zoning Ordinance is very similar to the description of the proposed intentional residential community for adults with intellectual and developmental disabilities, with the exception of the age restrictions of the adult residents.

Section 2.08 also states that if the Planning Official determines that the proposed use is compatible with permitted and existing uses in the district, the Planning Official shall decide whether the proposed use shall be permitted by right, as a special land use, or as a permitted accessory use. Because Housing for the Elderly uses are permitted uses in the Cherry Hill Village Overlay District, the proposed use of an intentional residential community for adults with intellectual and developmental disabilities is classified as a permitted use in the district. Section 2.08 states that the proposed use shall be subject to the review and approval requirements for the district in which it is located, and that the Planning Official shall have the authority to establish additional standards and conditions under which a use may be permitted in a district. Because Housing for the Elderly Uses are regulated in accordance with Section 6.03(E) of the Zoning Ordinance, these same standards will be applied to the proposed intentional residential community for adults with intellectual and developmental disabilities. The site is located in the Village Edge area of the Cherry Hill Village Overlay District, and the PD plans are reviewed in accordance with the Cherry Hill Village Overlay

District Design Guidelines.

Schedule of Regulations and Modifications:

- **Front Yard Setback.** Section 2.3.3 of the Cherry Hill Village Overlay District Design Guidelines requires front yard setbacks to vary from 10-20 feet. The proposed front yard setback is 135 feet, and the PDD Agreement includes a modification from the front yard setback requirement. Section 6.03(E)(3) of the Zoning Ordinance requires a minimum front yard setback of 50 feet for 2-story housing for the elderly buildings.
- **Side Yard Setbacks.** Section 2.3.3 of the Cherry Hill Village Overlay District Design Guidelines requires side yard setbacks to vary from 0-10 feet. The proposed side yard setbacks are 50 feet, and the PDD Agreement includes a modification from the side yard setback requirement. Section 6.03(E)(3) of the Zoning Ordinance requires a minimum side yard setback of 50 feet for housing for the elderly buildings.
- **Rear Yard Setbacks.** While minimum rear yard setbacks are not explicitly stated in the Cherry Hill Village Overlay District Design Guidelines, the proposed rear yard setback is 201.7 feet. Section 6.03(E)(3) of the Zoning Ordinance requires a minimum rear yard setback of 50 feet for housing for the elderly buildings.
- **Open Space.** Section 2.4 of the Cherry Hill Village Overlay District Design Guidelines requires 25% of the gross area to be dedicated open space. Section 6.03(E)(13) of the Zoning Ordinance requires 10,000 sq. ft. of usable open spaces. About 31.3% of the site (61,338 sq. ft.) is dedicated as open space, most of which is on the south (rear) side of the site.
- **Building Height.** The proposed building height is 23.75 ft. and is designed as 2 stories, and 2-story buildings are recommended in the Cherry Hill Village Overlay District. Section 6.03(E)(6) of the Zoning Ordinance allows a maximum height of 35 feet for housing for the elderly buildings.
- **Building Length.** The building length is 251.25 ft., and the maximum building length permitted in Section 6.03(E)(1) is 350 ft.
- **Density.** Section 6.03(E)(4) of the Zoning Ordinance requires 2,500 sq. ft. of site area for each 1-bedroom unit and 3,000 sq. ft. of site area for each 2-bedroom unit. Based on 30 one-bedroom units and 10 two-bedroom units, a minimum lot area of 2.42 acres is required. The subject parcel is 4.23 acres.
- **Unit Sizes.** Section 6.03(E)(5) requires 1-bedroom units to be at least 600 sq. ft. and 2-bedroom units to be at least 750 sq. ft. All units meet these requirements, except for 15 one-bedroom units that are between 515-575 sq. ft. The PDD Agreement includes a modification request from minimum unit area requirements of the Zoning Ordinance, and we recommend approval of the modification request.
- **Creek Setbacks.** The Parks Drain runs along the south side of the site. Section 2.24(C) of the Zoning Ordinance requires a 25-foot setback from the edge of the drain easement or the top of bank, whichever is greater. The required 25-foot natural area setback is illustrated on the plans.

Access Management: There is 1 driveway proposed at Cherry Hill Road. The driveway will be 30 feet wide, which is the minimum width required by the Zoning Ordinance. A traffic study is not recommended by the Engineering Services Division based on the low traffic volume expected to be generated by the use.

Sidewalks: There is sidewalk proposed along the site's frontage of Cherry Hill Rd., and a stub is proposed near the area where the River's Edge sidewalk terminates on the east side of the lot. This will leave a gap, and we recommend that ILA and River's Edge coordinate to fill this gap. Sidewalk is also proposed between the Cherry Hill Rd. sidewalk and the proposed building.

Landscaping and Screening: Although landscaping and screening will be addressed in more detail at the time of site plan review, a landscape plan is included and designed to comply with the landscape requirements of the Cherry Hill Village Overlay District and Article 5 of the Zoning Ordinance. The landscape requirements are:

- **Landscaping Adjacent to a Road.** Section 2.1.5 of the Cherry Hill Village Overlay Design Guidelines requires 1 shade tree every 30-38 feet in the right-of-way. There are 3 existing trees and 6 proposed trees to meet this requirement, which are located in the front yard instead of the right-of-way. The front yard area is a more appropriate location for these trees than the road right-of-way.
- **Parking Lot Landscaping.** Section 2.3.5 of the Cherry Hill Village Overlay Design Guidelines requires appropriate landscaping of parking areas but does not include standards. We recommend applying the parking lot landscaping requirements of Section 5.02(C) of the Zoning Ordinance, which requires 25 sq. ft. of interior landscape area per parking space and 1 deciduous or evergreen tree per 300 sq. ft. of interior landscape area. The landscape plan includes the required 1,425 sq. ft. of landscape area and 5 trees.
- **Foundation Landscaping.** Section 5.03(A)(4) of the Zoning Ordinance requires 1 ornamental tree and 5 shrubs per 35 linear feet of building frontage that faces a road or is adjacent to a parking area. The landscape plans include the required 7 trees and 36 shrubs.
- **General Site Landscaping.** Section 5.02(A) of the Zoning Ordinance requires 1 tree per 3,000 sq. ft. of unpaved open area for which other landscaping requirements don't apply. Based on the applicable open space area, 26 trees are required. There are 7 preserved trees and 19 new trees proposed to meet this requirement.
- **Detention Pond Landscaping.** Section 5.02(I) of the Zoning Ordinance requires the detention pond perimeter to have 8 trees and 78 shrubs, which are shown on the landscape plans.

Parking and Loading: For Housing for the Elderly uses, Section 4.01(C)(6) of the Zoning Ordinance requires 1 parking space per 2 dwelling units plus 1 parking space per employee or regular service provider. Based on 40 dwelling units and up to 20 employees or service providers at one time, there are 40 parking spaces required. There are 57 parking spaces proposed. Section 4.01(C)(6) allows the maximum number of parking spaces to exceed the minimum number of spaces by 10%, which would allow for a maximum of 44 spaces. A modification is requested in the PDD Agreement, and Section 4.01(C)(6) allows the Planning Commission to approve a greater number of parking spaces than permitted by the Zoning Ordinance based on demonstrated demand. According to the PDD plan, the facility proposes additional parking to accommodate resident recreational activities and special events, such as Special Olympics programming. Because of the uniqueness of the use and potential for events, we recommend approval of a modification to permit 57 parking spaces.

Section 2.2.5 of the Cherry Hill Village Overlay District Design Guidelines requires parking to be in the rear of a building. The parking lot is located in front of the building, and a modification from this requirement is requested in the PDD Agreement. Locating the parking lot in the rear would be very challenging because it would eliminate or inconveniently relocate the resident activity area in the rear yard. Because the site is located in the Edge area of Cherry Hill Village, and farther from the Core than the Village Arts Factory (which has parking in the front yard), we recommend approval of a modification to permit the parking lot in the front yard.

Loading: Section 4.02(B)(1) of the Zoning Ordinance does not explicitly require a loading area for residential uses or independent/dependent care uses. The PDD Agreement requests a modification to permit a loading area in the front yard (i.e., the 21' x 32' area located in front of the dumpster). We do not recommend requiring a loading area, but the proposed area should be sufficient for any loading vehicles during times when trash removal is not scheduled.

Lighting: Section 2.1.6 of the Cherry Hill Village Overlay District Design Guidelines requires light posts to be 10-foot-high decorative posts. Section 2.13 of the Zoning Ordinance requires 1 light fixture at each side of the entrance, and the required 10-foot-high decorative light fixtures are proposed on each side of the driveway at the entrance.

For the remainder of the site lighting, modern non-decorative fixtures are proposed to provide adequate illumination throughout the site. The photometric plans shows that the minimum illumination standards throughout the site are met and that the light trespass on the common lot lines does not exceed the maximum of 0.1 footcandle. Section 2.13(D) of the Zoning Ordinance does not allow light fixtures to exceed the height of the building unless the Planning Commission approves a modification. The Lighting Plan (Sheet C-5) and PDD Agreement state that the light poles are 20 feet high. The building height is 23.75 feet (i.e., halfway between the eave and ridge), so we recommend a modification from the height requirement of Section 2.1.6, provided the height complies with Section 2.13(D) of the Zoning Ordinance.

Dumpster Enclosure: A dumpster enclosure is proposed on the west side of the parking lot, in front of the building. Section 2.14 of the Zoning Ordinance requires dumpster enclosures to be located in a side yard or rear yard, and the dumpster enclosure is located in the front yard. Locating the dumpster enclosure in the eastern side yard is not feasible due to the narrow area and locating the enclosure in the rear yard would impact the outdoor recreation area for residents. The dumpster enclosure will be screened on the north side by a row of Junipers. The PDD Agreement includes a modification request to locate the dumpster enclosure in the front yard, and we recommend approval if the Planning Commission and Township Board are satisfied with the location and design.

The dumpster enclosure complies with all other requirements of Section 2.14, including an 8-foot-high brick wall with a limestone cap, opaque gates, and bollards inside the enclosure.

Building Design: While the building meets some of the design standards of Section 3.3 of

the Cherry Hill Village Overlay District, including being 2 stories, having a rectangular form, and including some materials compatible with the District, it does not include many of the required details for the styles of roof (mansard and hip roofs are not recommended), porches, windows, and doors. The building is more modern, and is designed like similar buildings located outside of Cherry Hill Village in Canton. The Cherry Hill Village Overlay District Design standards do not include minimum material percentages but recommend asphalt shingles on the roof, brick or beveled wood siding for the walls, and a foundation composed of brick, fieldstone, or other material that emulates natural material. The foundation will be stone, the walls will be a mix of brick and Hardi siding, and the shingles will be asphalt.

The material percentages of the building are: brick (25%), stone (16%), Hardi siding (35%), windows (20%), and doors/trim (4%). The combined percentages of brick and stone are 49% on the north (front) side, 43% on the east side facing River's Edge, and 47% on the west side. Although the combined percentage of brick and stone is 27% on the south side, this wall is inside a courtyard area and buffered with landscaping.

Section 2.26 of the Zoning Ordinance requires roof-mounted mechanical equipment to be screened from view from adjacent property and/or public rights-of-way. The roof is a mansard roof that will be high enough (7.5 feet) to screen the rooftop mechanical equipment.

Signage: Section 2.2.8 of the Zoning Ordinance limits the size of wall signage to 2% of the building's ground-level façade. While wall signage is not illustrated on the elevation renderings, this will be an item administered by the Building & Inspection Services Division during sign permit review.

A ground sign is proposed at the entrance. Because ground signs are not permitted in the Cherry Hill Village Overlay District, the PDD Agreement includes a modification request from the Zoning Ordinance. The size of the ground sign does not exceed the dimensions of the underlying RA zoning district (max. height of 6 feet and max. area of 24 sq. ft.). We recommend approval of a ground sign, provided it complies with Article 6A of the Zoning Ordinance.

Utilities: The site is proposed to connect its water main through the development to the east, River's Edge. Our understanding is that there is not an agreement between the applicant and River's Edge at this time, so this will be an item to be addressed during the site plan review stage.

PDD Agreement: The PDD Agreement is consistent with the Township's template. We recommend that the PDD Agreement be satisfactorily reviewed by Township legal counsel prior to Township Board review of the PDD application.

PDD Agreement. The PDD Agreement is based on Canton's template agreement and has been reviewed by Canton's legal counsel. Except for a few minor modifications, the PDD Agreement is acceptable.

Stormwater Management. Storm water management is under the jurisdiction of Wayne

County and is subject to County review and approval. A stormwater detention pond is proposed in the southwest part of the site, near the Park Drain. The stormwater pond is designed to hold the stormwater to allow infiltration and is proposed to outlet to the Park Drain.

- **Community Planner's Recommendation:** Approval of the Independent Living Alliance Planned Development District at 51333 Cherry Hill Rd. on parcel no. 074-99-0010-704, including the proposed modifications from the Zoning Ordinance, subject to all State, County, and Township requirements, and subject to the following conditions:
 1. That the PDD Agreement be satisfactorily reviewed by Township legal counsel prior to execution and recording;
 2. Coordination with the U.S. Army Corps of Engineers regarding stormwater management, and coordination with the applicant and Wayne County to exceed County stormwater standards, wherever feasible, at the time of Site Plan review.
- **Planning Commission's Recommendation:** At its meeting on April 1, 2024, the Planning Commission voted 8-0 to recommend approval of the Independent Living Alliance Planned Development District at 51333 Cherry Hill Rd. on parcel no. 074-99-0010-704, including the proposed modifications from the Zoning Ordinance, subject to all State, County, and Township requirements, and subject to the following conditions:
 1. That the PDD Plans and PDD Agreement include modifications from the front yard setbacks and side yard setbacks of Cherry Hill Village Overlay District Design Guidelines;
 2. That the light poles be reduced to comply with Section 2.13(D) of the Zoning Ordinance;
 3. That the monument sign design complies with Article 6A of the Zoning Ordinance which includes a masonry base height of 18"-36";
 4. That the PDD Agreement be satisfactorily reviewed by Township legal counsel prior to Township Board review of the PDD application; and
 5. A full and extensive review by the Army Corps of Engineers as well as additional oversight by Wayne County as it relates to water retention and other water matters, and to satisfactorily resolve in conjunction with the Township any outstanding storm and sanitary water conditions prior to Site Plan review.

Since the April 1, 2024 Planning Commission, the applicant has revised the plans and PD Agreement to address the setback modifications, lighting, and sign details. Because a full and extensive view by the Army Corps of Engineers could take longer than the proposed project schedule, we recommend continued coordination with the Army Corps of Engineers through the development process as well as coordination with the applicant and Wayne County to exceed County stormwater standards, wherever feasible, at the time of Site Plan review.

STRATEGIC PLAN/GOALS: N/A

- **ACTION REQUESTED:** Approval of the Independent Living Alliance Planned Development District at 51333 Cherry Hill Rd. on parcel no. 074-99-0010-704 (Planning Application # 074-PDM-8125), including the proposed modifications from the Zoning Ordinance, subject to all State, County, and Township requirements, and subject to the following conditions:
 1. That the PDD Agreement be satisfactorily reviewed by Township legal counsel prior to

- execution and recording; and
2. Coordination with the U.S. Army Corps of Engineers regarding stormwater management, and coordination with the applicant and Wayne County to exceed County stormwater standards, wherever feasible, at the time of Site Plan review.

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 Planned Development District for Independent Living Alliance (ILA)

WHEREAS, the Project Sponsor has requested approval of a Planned Development District for Independent Living Alliance, located at the southeast corner of Cherry Hill Rd. & Napier Rd. at 51333 Cherry Hill Rd.; and,

WHEREAS, the Planning Commission reviewed the 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 Independent Living Alliance Planned Development District in Planning Application #074-PDM-8125 on the subject tax parcel (parcel no. 074-99-0010-704) at 51333 Cherry Hill Rd. as provided in the Planned Development Agreement and plan documents, including the proposed modifications from the Zoning Ordinance, subject to all State, County, and Township requirements, and subject to the following conditions:

1. That the PDD Agreement be satisfactorily reviewed by Township legal counsel prior to execution and recording; and
2. Coordination with the U.S. Army Corps of Engineers regarding stormwater management,

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 14, 2024

AGENDA ITEM #G-7

ITEM: Consider Special Land Use and Site Plan for The Learning Experience Child Care Center

PRESENTER: David Norwood, Municipal Services Director

OWNER/REPRESENTATIVE: Manoj Gandhi (Ganges Properties Group, LLC)/Evan Priest (Michael L. Priest & Associates, Inc.)

EXECUTIVE SUMMARY: The applicant proposes to construct a child care center at the vacant parcel at 8670 N. Canton Center Road, which is located on the east side of N. Canton Center Rd., about 360 feet south of Joy Rd. The site is zoned O-1, Office, and child care centers are special land uses in the O-1 district subject to the land use standards of Section 6.02(E) of the Zoning Ordinance. The proposed building is 10,000 sq. ft. and is proposed to be operated by The Learning Experience, a company that operates child care centers throughout the country. The applicant has concurrently applied for Special Land Use review and Site Plan review.

At its meeting on April 1, 2024, the Planning Commission recommended approval of the Special Land Use and Site Plan, with conditions.

BACKGROUND AND ANALYSIS:

Location: 8670 N. Canton Center Road (parcel no. 010-99-0015-701), located on the east side of N. Canton Center Rd. between Joy Rd. and Sheldon Center Rd.

Lot Area: 1.74 acres

Existing Land Use(s): Vacant

Existing Zoning: O-1, Office

Surrounding Zoning and Land Uses:

North – O-1, Office; Vacant, but previously approved for a mixed-use commercial and office building.

South – O-1, Office; Canton Professional Park medical and professional offices.

East – O-1, Office; Plymouth Canton Montessori School.

West – R-4, Single Family Residential; Plymouth-Canton Educational Park (P-CEP) and single-family residential land uses.

Comprehensive Plan Future Land Use Map Classification: Local Shopping

Surrounding Comprehensive Plan Future Land Use Map Classifications:

North – Local Shopping

South – Local Shopping

East – Local Shopping

West – Local Shopping and Community Facilities

Land Use: Child care centers are special land uses in the O-1 zoning district and subject to the use provisions of Section 6.02(E). The plans meet the standards of Section 6.02(E), which include the following:

- **Outdoor Play Area.** Section 6.02(E)(2) requires a minimum usable outdoor play area of 3,000 sq. ft., which shall be fenced, set back 25 feet from side and rear property lines, and set back 75 feet from any residence. The 5,000-sq. ft. outdoor play area is located in the rear (east) yard, enclosed by a 6-foot-high solid PVC fence, and set back 25 feet from the side and rear lot lines. There are no adjacent residential land uses.
- **Frontage.** Section 6.02(E)(3) requires child care centers to front onto a paved County primary or secondary road, and N. Canton Center Rd. meets this requirement.
- **Setbacks.** Section 6.02(E)(4) requires minimum side yard setbacks of 25 feet, and the building meets these requirements on the north (28.2 ft.) and south (approximately 103 ft.) sides.

Our findings on the special land use criteria of the Zoning Ordinance are addressed at the end of this review letter.

Schedule of Regulations: The plans comply with the dimensional requirements for child care centers in the O-1 zoning district for: maximum building height (30 ft./2 stories), minimum front yard setback (35 ft.), minimum side yard setback (15 ft. in the O-1 district; 25 ft. for child care center uses), and minimum rear yard setback (30 ft.).

Access Management: The site will be accessed from N. Canton Center Rd., a Wayne County public road, and the proposed driveway will be 35 feet wide with two (2) outbound lanes: one (1) left-turn only lane and one (1) right-turn only lane. There is a 75-foot taper on both sides of the driveway, which will provide for some deceleration area inbound and acceleration area outbound.

The applicant's traffic engineering consultant, Fishbeck, prepared a Traffic Impact Assessment (TIA) on September 20, 2023, and a more detailed Traffic Impact Study (TIS) on January 11, 2024. The TIS concludes that the proposed development will not result in any significant impact to the adjacent road network with improvements, which are:

- Optimizing the cycle length of the signal at Canton Center Rd. and Sheldon Center Rd. in the p.m. peak hour, which must be determined by Wayne County; and
- Deferring to Wayne County whether a left-turn lane is required at N. Canton Center Rd. and the site driveway.

Although the TIA notes that a passing lane is warranted along Canton Center Rd. at the site driveway, the more detailed TIS defers this decision to Wayne County.

Wade Trim, Canton Township's traffic engineering consultant, reviewed the TIS and issued a report dated March 12, 2024. Wade Trim agrees with the conclusions and recommendations of the TIS, including advising the Wayne County Engineer of the results of the TIS. Wade Trim notes, "The MDOT guidelines for a left-turn lane indicate that it is not recommended, but the Wayne County standards for a left-turn passing lane indicate that it is the decision of the Wayne County Engineer." We recommend that Wayne County consider requiring a left-turn passing lane due to the potential overlapping peak hours of the child care center (which will operate from 6:30 a.m. to 6:30 p.m.) and high school traffic, and because there is an existing left-turn passing lane adjacent to the office complex to the south.

Parking: The parking requirement for child care centers are 1 space per 400 sq. ft. of usable floor area and 1 per employee. Based on the 19 employees and 8,000 sq. ft. of the building classified as usable, 39 spaces are required and 39 spaces are proposed.

Loading: Section 4.02(B)(1) of the Zoning Ordinance requires one (1) 10' x 50' loading space. There is a loading space in front of the dumpster enclosure. Section 4.02(B)(7) allows the Planning Commission to modify the loading space requirement upon making a determination that another standard would be more appropriate because of the number or type of deliveries experienced by a particular business or use. A child care center use will not receive many deliveries, so we recommended that a loading area not be required though we recommend keeping the loading space area in front of the dumpster area on the plans. In its motion to recommend approval of the Special Land Use and Site Plan, the Planning Commission adopted a condition to not require a loading area.

Architecture: The submitted plans include elevation pages with material and color specifications. The percentage of brick on the building exceeds the minimum of 50% required by Section 26.06 of the Zoning Ordinance. Other materials include glass, vinyl trim, and stucco in the reverse gable in the front that contains the wall sign. Small dormers are proposed on all sides of the building to break up the roof length.

Section 2.26 of the Zoning Ordinance requires roof-mounted mechanical equipment to be screened from view from adjacent property and/or public rights-of-way. The roof is a 7:12 pitch mansard roof that will be high enough to screen the rooftop mechanical equipment (Sheet SA-1.2).

Landscaping, Screening, and Tree Preservation: The landscape plan is designed to comply with the requirements of Article 5 of the Zoning Ordinance for road frontage landscaping, parking lot landscaping, foundation landscaping, general site landscaping, and detention pond landscaping, with a few minor exceptions. Some of the shrubs required around the pond area are located around the parking lot islands and the 4 ornamental trees required for foundation landscaping are located south of the building instead of along the front (west) building foundation. The Planning Commission is permitted to allow certain landscape modifications pursuant to Section 5.07 of the Zoning Ordinance, provided that such adjustments are in keeping with the intent of the Zoning Ordinance. We recommend allowing the required detention pond shrubs located outside of the pond area due to visibility,

but we recommend that the required foundation trees be planted along the western foundation wall of the building. In its motion to recommend approval of the Special Land Use and Site Plan, the Planning Commission adopted a condition that the detention pond shrubs may be located outside of the detention pond perimeter area, pursuant to Section 5.07 of the Zoning Ordinance, but that the required foundation trees be planted along the western foundation wall of the building.

The applicant proposes to mitigate removed trees that are classified as landmark trees and non-landmark regulated trees in accordance with Article 5A of the Zoning Ordinance. Sheet L-1 includes 16 three-inch trees and 4 four-inch trees to mitigate the trees removed. Some existing trees along the east and south sides of the site will be preserved, though additional tree removal around the fenced play area may depend on the conditions of the trees identified during construction.

Fencing. The rear yard area will be enclosed with 6-foot-high solid PVC fence, and the side yard walkway areas will be enclosed with 4-foot-high PVC fence. The proposed fencing complies with the fence standards in the Code of Ordinances.

Sidewalks: Sidewalk is proposed along the site's entire frontage of N. Canton Center Rd. The adjacent parcels to the north and south do not have sidewalks, but they may in the future as the sidewalk network gets built out and gaps get filled. Also, a 5-foot wide sidewalk is proposed between the sidewalk along N. Canton Center Rd. and the sidewalk adjacent to the building.

Lighting: The plans include a photometric plan, which must comply with Section 2.13 of the Zoning Ordinance. Section 2.13(D) does not allow light fixtures to exceed the height of the building unless the Planning Commission approves a modification. The light poles on the plans reviewed by the Planning Commission were 25 feet high and the building height is approximately 17 feet (i.e., halfway between the eave and ridge). We did not recommend a modification unless the applicant could demonstrate that compliance is not feasible based on the light coverage requirements of Section 2.13. Also, Section 2.13(C) of the Zoning Ordinance does not allow light intensity to exceed 20 footcandles, so the light intensity by the front door was required to be reduced accordingly. Since the April 1, 2024 Planning Commission meeting, the applicant has revised the lighting plans to comply with Section 2.13(C) of the Zoning Ordinance.

Section 2.13 requires 1 light fixture at each side of the entrance, and a 12-foot-high decorative light fixture is proposed on each side of the driveway at the entrance.

Signage: Signage will be reviewed by the Building & Inspection Services Division during the building permit review of the signage plan. Section 6A.14 of the Zoning Ordinance limits wall signage in the O-1 district to 50 sq. ft., and the wall sign on the plans reviewed at the April 1, 2024 Planning Commission meeting exceeded this area. The applicant has since reduced the wall sign area accordingly on the plans. Also, Planning Division staff is in the process of drafting amendments to Article 6A of the Zoning Ordinance which may increase the maximum wall sign area in the O-1 district, and it's possible that amendments may take

effect before a sign permit application is made.

The dimensions of the monument sign are designed to comply with Section 6A.14 of the Zoning Ordinance, which allows a monument sign to be up to 6 feet high and 24 sq. ft. in area. Revisions were required to the sign plans reviewed at the April 1, 2024 Planning Commission meeting to comply with Section 6A.25(2) of the Zoning Ordinance, including increasing the masonry base to at least 18 inches. The applicant has since revised the monument sign plan accordingly.

Dumpster Enclosure: A dumpster enclosure is proposed north of the building. The dumpster enclosure is designed to comply with Section 2.14 of the Zoning Ordinance, including an 8-foot-high brick wall with a stone cap, opaque gates, and bollards in the rear of the enclosure.

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

- The proposed child care center use will be compatible with adjacent nonresidential land uses to the north (mixed-use commercial and office building previously approved), east (Plymouth Canton Montessori School), west (P-CEP and single-family residential), and south (professional and medical offices).
- The proposed child care center use will be compatible with the principles and objectives of the Canton Township Comprehensive Plan with regard to the Local Shopping classification on the Future Land Use Map and the surrounding commercial, office, and educational land uses.
- The proposed use will continue to be adequately served by essential public facilities and services, subject to any requirements of the Canton Township Engineering Division regarding necessary installations for water and sanitary sewer facilities and subject to any requirements of Wayne County regarding stormwater management and access management standards along N. Canton Center Rd.
- The site will have access to N. Canton Center Rd., a paved County road, through a new 35-foot wide curb cut.
- The site will have sidewalk along the frontage, along the building, and connecting sidewalk between the frontage and the building, which will allow employees and patrons to walk from the frontage sidewalk to the building without crossing through the parking lot.
- The proposed use is not expected to be detrimental to public health, safety, and welfare.
- The proposed use will enhance the surrounding environment.
- The proposed use will not unreasonably interfere with or discourage the appropriate development and use of adjacent land and buildings.
- 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 a use.

- **Community Planner's Recommendation:** Approval of the Special Land Use and Site Plan for

a child care center at 8670 N. Canton Center Road on parcel no. 010-99-0015-701, subject to all State, County, and Township requirements, and subject to the following conditions:

1. That the required foundation trees be planted along the western foundation wall of the building; and
2. That the Traffic Impact Study be submitted to the Wayne County Department of Public Services, and that Wayne County consider requiring a left-turn passing lane.

- **Planning Commission's Recommendation:** At its meeting on April 1, 2024, the Planning Commission voted 7-1 to recommend approval of the Special Land Use and Site Plan for a day care center at 8670 N. Canton Center Road on parcel no. 010-99-0015-701, subject to all State, County, and Township requirements, and subject to the following conditions:

1. That the detention pond shrubs may be located outside of the detention pond perimeter area, pursuant to Section 5.07 of the Zoning Ordinance, but that the required foundation trees be planted along the western foundation wall of the building;
2. That the light pole heights and illumination comply with Section 2.13 of the Zoning Ordinance;
3. That the loading area is not required, pursuant to Section 4.02(B)(7) of the Zoning Ordinance;
4. That the signage comply with Article 6A of the Zoning Ordinance; and
5. That the Traffic Impact Study be submitted to the Wayne County Department of Public Services, and that Wayne County consider requiring a left-turn passing lane.

Since the April 1, 2024 Planning Commission meeting, the applicant has revised the plans to make the light poles and illumination compliant with Section 2.13 and has revised the signage to comply with Article 6A. The landscape plans must still be revised to show the required foundation trees along the western foundation of the building.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approval of the Special Land Use and Site Plan for a child care center at 8670 N. Canton Center Road on parcel no. 010-99-0015-701 (Planning Application #s 010-SLU-8007 & 010-SPC-8008), 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, and subject to the following conditions:

1. That the required foundation trees be planted along the western foundation wall of the building; and
2. That the Traffic Impact Study be submitted to the Wayne County Department of Public Services, and that Wayne County consider requiring a left-turn passing lane.

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 and Site Plan for The Learning Experience

WHEREAS, the Project Sponsor has requested special land use approval and site plan approval for a child care center use on parcel no. 010-99-0015-701 at 8670 N. Canton Center Road; and

WHEREAS, the Planning Commission reviewed the Special Land Use 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 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 and Site Plan in Planning Application #s 010-SLU-8007 & 010-SPC-8008, respectively, for a child care center use on the subject tax parcel (parcel no. 010-99-0015-701) at 8670 N. Canton Center Road, as the request meets the Special Land Use criteria and development standards of the Canton Township Zoning Ordinance pursuant to the information and plans provided, subject to all State, County, and Township requirements, and subject to the following conditions:

1. That the required foundation trees be planted along the western foundation wall of the building; and
2. That the Traffic Impact Study be submitted to the Wayne County Department of Public Services, and that Wayne County consider requiring a left-turn passing lane.

ATTACHMENTS:

1. Planning Commission Minutes of April 1, 2024
2. Zoning Map and Aerial Map
3. Site Plan Materials

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 14, 2024

AGENDA ITEM #G-8

ITEM: Consider Site Plan for Playground Daycare Child Care Center

PRESENTER: David Norwood, Municipal Services Director

OWNER/REPRESENTATIVE: Jenssie Quintana (Playground Daycare, LLC)/Barbara Potter (Potter Architectural Services)

EXECUTIVE SUMMARY: The applicant proposes to establish a child care center within the existing vacant building at 6512 N. Canton Center Rd., which is located on the east side of N. Canton Center Rd. between Hanford Rd. and Warren Rd. Specifically, the site is located at the southeast corner of N. Canton Center Rd. and Fox Meadow Dr. The site is zoned C-2, Community Commercial and child care centers are permitted principal uses in the C-2 district, subject to the land use standards of Section 6.02(E) of the Zoning Ordinance. The existing building is 3,314 sq. ft. and no building expansion is proposed.

At its meeting on April 1, 2024, the Planning Commission recommended approval of the site plan, subject to conditions. Additionally, at its meetings on March 14, 2024 and April 11, 2024, the Zoning Board of Appeals approved variances for the existing rear yard setback of the building, the front yard setback of the proposed fence from Fox Meadow Rd., and the location of the proposed dumpster enclosure.

BACKGROUND AND ANALYSIS:

Location: 6512 N. Canton Center Road (parcel no. 038-99-0010-703), located on the east side of N. Canton Center Rd. between Hanford Rd. and Warren Rd.

Net Lot Area: 1.08 acres

Existing Land Use(s): Vacant commercial/office building

Existing Zoning: C-2, Community Commercial

Surrounding Zoning and Land Uses:

North – C-2, Community Commercial; Los Tres Amigos restaurant.

South – C-2, Community Commercial; Canton Center Pediatrics and MY Salon.

East – R-5, Single Family Residential; Single family residences (Fox Meadow).

West – C-2, Community Commercial; Beaumont Urgent Care and multi-tenant commercial land uses.

Comprehensive Plan Future Land Use Map Classification: Community Shopping

Surrounding Comprehensive Plan Future Land Use Map Classifications:

North – Community Shopping

South – Community Shopping

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

West – Community Shopping

Land Use: Child care centers are permitted principal uses in the C-2 zoning district and subject to the use provisions of Section 6.02(E). The plans meet the following standards of Section 6.02(E), except where a variance has been approved (underlined):

- **Outdoor Play Area.** Section 6.02(E)(2) requires a minimum usable outdoor play area of 3,000 sq. ft., which shall be fenced, set back 25 feet from side and rear property lines, and set back 75 feet from any residence. The proposed 3,170-sq. ft. outdoor play area is located east of the building, enclosed by a 6-foot-high decorative aluminum fence and set back 25 feet from the side and rear lot lines. The outdoor play area is located 144.5 feet from the eastern lot line, which abuts a single-family residential lot.
- **Frontage.** Section 6.02(E)(3) requires child care centers to front onto a paved County primary or secondary road, and N. Canton Center Rd. meets this requirement.
- **Setbacks.** Section 6.02(E)(4) requires minimum side yard setbacks of 25 feet. The southern lot line is the side yard, and the existing building has a 17'-4" setback in the southwest corner and a 19'-2" setback in the southeast corner. There are no exterior changes to the building that will change the setbacks. On March 14, 2024, the Zoning Board of Appeals approved a variance to permit the existing principal structure to encroach 7ft.-8in. at the southwest corner of the building and 5 ft.-10 in. at the southeast corner of the building into the required 25 ft. side yard setback from the south property line.

Schedule of Regulations: The plans comply with the requirements of the C-2 zoning district for maximum building height (35 ft./3 stories) and minimum rear yard setback (30 ft.).

The minimum front yard setback in the C-2 district is 85 feet, and the existing building has a front yard setback on the west side (facing N. Canton Center Rd.) of 75.5 ft. and a front yard setback on the north side (facing Fox Meadow Dr.) of 60 ft. These are existing nonconformities that will not change, and Section 3.04 of the Zoning Ordinance allows nonconforming structures to continue if the structure remains otherwise lawful and is not enlarged or altered in a way that increases its nonconformity.

Although the minimum side yard setback in the C-2 district is 15 feet, Section 6.02(E) of the Zoning Ordinance requires child care centers to have a minimum side yard setback of 25 feet. As noted above, on March 14, 2024, the Zoning Board of Appeals approved a variance to permit the existing principal structure to encroach 7ft.-8in. at the southwest corner of the building and 5 ft.-10 in. at the southeast corner of the building into the required 25 ft. side yard setback from the south property line.

Access Management: The site will be accessed from N. Canton Center Rd., a Wayne County public road. The driveway is 30 feet wide at N. Canton Center Rd., and narrows to 22 feet once it reaches the parking area. No changes to the site access are proposed.

Parking: The parking requirement for child care centers are 1 space per 400 sq. ft. of usable floor area and 1 per employee. Based on the 6 employees and 2,865 sq. ft. of the building classified as usable, 13 spaces are required and 13 spaces are proposed. There are currently 11 parking spaces along the north side of the site, and 2 parking spaces will be added to the east side of the parking lot.

Loading: Section 4.02(B)(1) of the Zoning Ordinance requires one 10' x 50' loading space. There is a loading space in front of the building on the north side. Section 4.02(B)(7) allows the Planning Commission to modify the loading space requirement upon making a determination that another standard would be more appropriate because of the number or type of deliveries experienced by a particular business or use. A child care center use will not receive many deliveries, so we recommend that a loading area not be required. In its motion to recommend approval of the Site Plan, the Planning Commission adopted a condition to not require a loading area.

Architecture: The submitted plans include photographs of the existing building elevations, and no material changes are proposed. The percentage of brick on the building is 29.2%, less than the minimum of 50% required by Section 26.06 of the Zoning Ordinance. This is a pre-existing nonconformity. If there are building additions proposed in the future, compliance with Section 26.06 will be required.

Landscaping, Screening, and Tree Preservation: The landscape plan is designed to comply with the requirements of Article 5 of the Zoning Ordinance for road frontage landscaping along N. Canton Center Rd., foundation landscaping, and general site landscaping. Additionally, Section 6.02(E)(2) of the Zoning Ordinance requires the outdoor play areas of child care centers to be screened from abutting residential land by a greenbelt landscaping in accordance with Section 5.02(D). The buffer landscaping along the east side of the site complies with Sections 5.02(D) and 5.02(B)(3)(b). We recommend that the frontage along Fox Meadow Drive be supplemented with additional landscaping to meet the frontage landscape requirements where other landscape standards do not apply along that frontage.

Although tree removal is not yet shown, the 2 Cottonwood trees in and around the proposed play area will likely be removed. Cottonwood trees may be removed without replacement, and any tree removal and mitigation, if any, will be addressed on a future Tree Removal Permit application.

Fencing. The outdoor play area east of the building will be enclosed by a 6-foot-high decorative aluminum fence. The proposed fence is 51'-5" from the front lot line to the north (along Fox Meadow Dr.), and Sections 78-129(h) and 78-131(3) of the Code of Ordinances do not permit fences within a required front yard setback. The applicant has applied for a variance from this requirement, which was approved by the Zoning Board of Appeals at its

April 11, 2024 meeting.

Sidewalks: There is existing sidewalk along the frontages of N. Canton Center Rd. and Fox Meadow Dr.

Lighting: The plans include a photometric plan, which must comply with Section 2.13 of the Zoning Ordinance. Section 2.13(C) does not allow illumination to exceed 0.3 footcandles at a lot line, so the fixtures on the south side of the building must be adjusted accordingly.

Section 2.13 of the Zoning Ordinance requires 1 light structure at each side of the entrance at N. Canton Center Road. One 12-foot-high light is located on the north side of the drive. We recommend one (1) light fixture on each side of the driveway and that these fixtures be decorative. These fixtures define the driveway to assist drivers in locating it, and they also illuminate the crosswalk during nighttime hours. Finally, these poles should be located closer to the proposed sidewalk.

Signage: Signage will be reviewed by the Building & Inspection Services Division during the building permit review of the signage plan. Section 6A.17 of the Zoning Ordinance limits wall signage on this C-2-zoned site to 100 sq. ft., and the wall sign proposed on Sheet A-1 is 24 sq. ft.

The dimensions of the monument sign are designed to comply with Section 6A.15 of the Zoning Ordinance, which allows a monument sign to be up to 6 feet high and 24 sq. ft. in area. The monument sign is also designed to comply with the design requirements of Section 6A.25(2) of the Zoning Ordinance, but we will defer to the Building & Inspection Services Division regarding compliance with all sign requirements.

Dumpster Enclosure: A dumpster enclosure is proposed on the east side of the building. The dumpster enclosure is designed to comply with Section 2.14 of the Zoning Ordinance, except that encroaches slightly into the front yard adjacent to Fox Meadow Drive and the dumpster is possibly located closer than 10 feet to the building. Section 2.14 of the Zoning Ordinance requires dumpster enclosures to be located in a side yard or rear yard and at least 10 feet from a building. The applicant has applied for variances from these requirements, which were approved by the Zoning Board of Appeals at its April 11, 2024 meeting. The dumpster enclosure complies with all other requirements of Section 2.14, including an 8-foot-high brick wall with a stone cap, opaque gates, and bollards in the backside of the enclosure. The site plan illustrates some garbage truck circulation encroaching into parking spaces, so the dumpster enclosure may need to be adjusted if the truck length illustrated on Sheet C-3.1 is accurate. We are still in the process of obtaining the wheel turn templates from Canton's new garbage hauler.

- **Community Planner's Recommendation:** Approval of the Site Plan for a day care center at 6512 N. Canton Center Road on parcel no. 038-99-0010-703, subject to all State, County, and Township requirements, and subject to the following conditions:

1. That the frontage along Fox Meadow Drive be supplemented with additional landscaping to meet the frontage landscape requirements of Article 5 of the Zoning Ordinance where

- other landscape standards do not apply along that frontage; and
2. That the lighting comply with Section 2.13 of the Zoning Ordinance.

- **Planning Commission's Recommendation:** At its meeting on April 1, 2024, the Planning Commission voted 8-0 to recommend approval of the Site Plan for a day care center at 6512 N. Canton Center Road on parcel no. 038-99-0010-703, subject to all State, County, and Township requirements, and subject to the following conditions:
1. That the loading area is not required, pursuant to Section 4.02(B)(7) of the Zoning Ordinance;
 2. That the frontage along Fox Meadow Drive be supplemented with additional landscaping to meet the frontage landscape requirements where other landscape standards do not apply along that frontage;
 3. That the lighting comply with Section 2.13 of the Zoning Ordinance;
 4. That any necessary variances for the fencing and dumpster location be obtained prior to Township Board review of the site plan.

The applicant is in the process of revising the plans accordingly.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approval of the Site Plan for a day care center at 6512 N. Canton Center Road on parcel no. 038-99-0010-703 (Planning Application # 038-SPC-8136), subject to all State, County, and Township requirements, and subject to the following conditions:

1. That the frontage along Fox Meadow Drive be supplemented with additional landscaping to meet the frontage landscape requirements of Article 5 of the Zoning Ordinance where other landscape standards do not apply along that frontage; and
2. That the lighting comply with Section 2.13 of the Zoning Ordinance.

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: Approval, subject to conditions.

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

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

Approval of the Site Plan for Playground Daycare

WHEREAS, the Project Sponsor has requested approval of a site plan for a child care center use on parcel 038-99-0010-703 at 6512 N. Canton Center Road; and

WHEREAS, the Planning Commission reviewed the Site Plan application and applicable criteria and voted 8-0 to recommend approval, with conditions, as the request meets the requirements of the Charter Township of Canton Zoning Ordinance;

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the Playground Daycare site plan in Planning Application #038-SPC-8136 on the subject tax parcel (parcel no. 038-99-0010-703) at 6512 N. Canton Center Road, subject to all State, County, and Township requirements, and subject to the following conditions:

1. That the frontage along Fox Meadow Drive be supplemented with additional landscaping to meet the frontage landscape requirements of Article 5 of the Zoning Ordinance where other landscape standards do not apply along that frontage; and
2. That the lighting comply with Section 2.13 of the Zoning Ordinance.

ATTACHMENTS:

1. Planning Commission Minutes of April 1, 2024
2. Zoning Map and Aerial Map
3. Site Plan Materials

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

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 14, 2024

AGENDA ITEM #G-9

ITEM: Request Approval to Renew Email Archive Service

PRESENTER: Victor Ibegbu, Director of Information & Innovation Technology

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: The Township maintains an email archive of all emails sent and received on its Microsoft 365 platform to ensure compliance with established email retention policies and to meet FOIA requirements. ITI seeks to renew the Township's Barracuda Online email archive solution, which it has utilized for the past five years.

BACKGROUND INFORMATION: ITI is responsible for archiving emails in support of established Township email retention policies. Industry best practices highly recommend that archiving exists external of the Township's active email for maximum protection of Township information. The Township's current email archive solution is the Barracuda Networks Message Archiving platform, which is hosted in an Amazon Web Services cloud and satisfies the best practice recommendation.

The Township's current agreement with Barracuda Networks expires later this year, and ITI is looking to renew the subscription now to avoid an interruption of service due to any unexpected delays. ITI solicited 3-year and 5-year renewal quotes from CDW Government, who holds the technology procurement contract with the State of Michigan. The 5-year quote is a 17% savings rate compared to the 3-year quote, and the ITI Director recommends signing the 5-year quote to take advantage of these savings and uninterrupted services.

STRATEGIC PLAN/GOALS: Quality Infrastructure

ACTION REQUESTED: ITI is requesting authorization to create a purchase order for \$75,600 payable to CDW Government. CDW prices are derived from the State Technology Contract, which the State negotiates with various vendors. For this reason, ITI requests to waive the standard RFP process required by Township Policy for purchases of this level.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Sufficient funding was budgeted for and exists in the ITI Department 101-228.930_0015 Maintenance & Repair Software Support account.

IMPLEMENTATION PLAN: This is a service and support agreement renewal only; services to Township Departments will not be interrupted.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the creation of a purchase order for \$75,600 payable to CDW Government for the renewal of email archive services provided by Barracuda Networks covering a period of five (5) years.

ATTACHMENTS: CDW Quote

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 14, 2024

AGENDA ITEM #G-10

ITEM: Consider Approval to Purchase CivicClerk Solution

PRESENTER: Victor Ibegbu, Director of Information Technology & Innovation

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Since its implementation, CivicPlus Agenda Center has been the repository of Township meeting agendas and minutes. With increasing needs for more robust functionality and accessibility, the Supervisor's office, the Clerk's office, Township leadership, and department staff responsible for creating meeting packets participated in a demonstration of CivicClerk. After several meetings, it was determined that the solution would meet the growing digital needs of residents and employees.

BACKGROUND: The Township currently uses the Agenda Center on the CivicEngage platform, which also hosts the Township website. This center displays and stores agendas and minutes for all boards and commissions, while the Document Center archives historical agenda items.

The internal process for creating Board packets relies on Microsoft Word, Adobe Acrobat, and network file servers and is outdated and labor-intensive due to its reliance on firewalls and the lack of collaborative capabilities on traditional file servers. As a result, the process is inefficient in meeting evolving technological demands. CivicClerk will offer a cloud-based solution that enhances agenda creation and collaboration. It features improved minute-taking and management, a public-facing portal, and streamlined publishing integrated with the Township website. Additionally, it will consolidate the storage of agendas and minutes for boards and commissions into a structured and easily searchable format in one location, eliminating the need to store historical meetings and agendas in the Document Center and on the file server.

STRATEGIC PLAN/GOALS: Organizational Climate and Culture

ACTION REQUESTED: To permit the creation of a purchase order to CivicPlus for the purchase of CivicClerk in the amount of \$9,562.55. Annual recurring services will be \$25,906.

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

Increase Revenues:

101-000.695 Fund Balance Appropriation \$9,563.00

Increase Expenditures:

101-228.930_0015 Maintenance and Repair Software Maintenance \$9,563.00

IMPLEMENTATION PLAN: The Information Technology and Innovation department will handle all purchases. For those services where deployment may interrupt operations,

detailed plans will be communicated to the organization ahead of time. ITI will further coordinate the training and implementation of this service to the departments.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to create a new purchase order to CivicPlus in the amount of \$9,562.55 for implementation of CivicClerk. I further move to approve the budget adjustment detailed above.

ATTACHMENTS: Quote from CivicPlus for CivicClerk

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 14, 2024

AGENDA ITEM #G-11

ITEM: Consider Approval of a Purchase Order Increase to Partners in Architecture, PLC for the Civil Engineering Services and Contingency for the Historic Henry Ford Factory Building

PRESENTER: Jon LaFever, Community Development Director

INDIVIDUALS IN ATTENDANCE: N/A

EXECUTIVE SUMMARY: On July 11, 2023, the Board of Trustees approved Item #G-2 for Purchase Order #2023-00001884 to Partners in Architecture, PLC. (PIA) for the Architectural Design, Bid Documents, Engineering, and Owners Representation for the Historic Henry Ford Factory. At that time, the civil engineering cost for the utility connection and minor exterior slab work required for this project were not included in PIA's original scope and bid. As a result, Community Development is recommending an amendment to the agreement to increase the purchase order by \$16,275 to cover the added civil engineering cost. The staff are also requesting an increase in the total purchase order by an additional 15% to include contingency and cover any future, unanticipated costs that may occur during the remainder of the project in the amount of \$18,341.25. If approved, this would result in a combined increase of \$34,616.25 to the existing purchase order.

BACKGROUND INFORMATION: As the first key component in the Town Square project, Canton Township conducted an open Request for Proposal for the engineering, bid process assistance, and owner's representation for the remodel of the Historic Henry Ford Factory located at 50625 Cherry Hill Road, Canton, MI 48188. As a result, Partners in Architecture, PLC (PIA) were recommended to provide these services for an amount not to exceed \$106,000 (PO#2023-00001884).

As the project evolved, it was determined that the utility connection and some exterior work to the concrete slab were not included in the original bid and needed to be added to proceed. To assist in covering any additional, unsuspected items such as this in the future, Community Development is recommending adding a 15% contingency to the total purchase order as well. The intent is to make this a standard operating procedure for these types of projects moving forward.

STRATEGIC PLAN/GOALS: Quality Infrastructure, Welcoming Community

ACTION REQUESTED: To amend the agreement and approve a purchase order increase in the amount of \$34,616.25 for the utility connection, exterior slab work, and 15% contingency for the Historic Factory Building renovations to Partners in Architecture, PLC, 65 Market Street, Suite 200 Mount Clemens, MI 48043.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds are budgeted in Account 404-706.970_0080 Capital Outlay Land Improvements

IMPLEMENTATION PLAN: Upon approval, purchase order #2023-00001884 will be increased.

DIRECTORS RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to amend the agreement with Partners in Architecture, PLC and approve a purchase order increase for the civil engineering services at the Henry Ford Factory Building.

ATTACHMENTS:

Attachment A – Addendum

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 14, 2024

AGENDA ITEM #G-12

ITEM: Consider Approval of an Amended Agreement and Purchase Order Increase to OHM Advisors for Additional Items and Contingency at Preservation Park

PRESENTER: Jon LaFever, Community Development Director

INDIVIDUALS IN ATTENDANCE: N/A

EXECUTIVE SUMMARY: On January 9, 2024, the Board of Trustees approved Item #G-5 for Purchase Order #2024-00000454 to OHM Engineering Advisors for the Bid Documents, Engineering, and Owners Representation for Preservation Park. During the development stage, Canton requested a new storage shed and additional ADA parking near the Bartlett Travis House resulting in OHM to change their original scope. Therefore, Community Development is recommending an amendment to the agreement to increase the purchase order by \$9,400 to cover the added shed and ADA parking. The staff are also requesting an increase in the total purchase order by an additional 15% to include contingency and cover any future, unanticipated costs that may occur during the remainder of the project in the amount of \$26,790. If approved, this would result in a combined increase of \$36,190 to the existing purchase order.

BACKGROUND INFORMATION: Since losing the Cady-Boyer Barn to a fire in May of 2021, a significant amount of time and energy has gone into determining a future for the site. In the fall of 2023, OHM Advisors collaborated with staff and full-time elected officials to develop an analysis of Preservation Park and its historic structures. OHM provided a schematic design, along with a full external building assessment of the historic structures. The design has been reviewed by the Township Board, the Historic District Commission and the Community Planner. Budget for the project is \$1,600,000 and will include an event pavilion, park landscaping, parking configuration, site lighting and accessible pathways. Improvements to the other historic structures will be conducted through maintenance and repair coordination with Municipal Services and approved carpenters. As a result, OHM Advisors were recommended to provide these services for an amount not to exceed \$169,200 (PO#2024-00000454).

As the project evolved, it was determined that a shed and ADA parking be added to the project. To assist in covering any additional, unsuspected items such as this in the future, Community Development is recommending adding a 15% contingency to the total purchase order as well. The intent is to make this a standard operating procedure for these types of projects moving forward.

STRATEGIC PLAN/GOALS: Quality Infrastructure, Welcoming Community

ACTION REQUESTED: To amend the agreement and approve a purchase order increase in the amount of \$36,190 for a shed and ADA Parking, and 15% contingency for Preservation Park to OHM Advisors, 34000 Plymouth Rd., Livonia MI 48150.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds are budgeted in Account 404-706.970_0080 Capital Outlay Land Improvements

IMPLEMENTATION PLAN: Upon approval, the amended agreement will be signed and purchase order #2024-00000454 will be increased.

DIRECTORS RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to amend the agreement and approve a purchase order increase to OHM Advisors for the additional items and contingency added to the Preservation Park project

ATTACHMENTS:

Attachment A – Addendum

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 14, 2024

AGENDA ITEM #G-13

ITEM: Consider Authorization of Bid Award for Bus Transportation Services 2024-2026
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PRESENTER: Jon LaFever, Community Development Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY:

In April 2024, a 3-year bid was solicited for Bus Transportation Services for Leisure Services and Community Development summer camp programs. Three companies submitted, with National Trails, LLC providing the lowest bid in an amount of \$69 per hour without an additional per-trip fee (see table below).

	Per Hour	Additional Fees	Minimum	3 hour trip	7 hour trip
First Student	\$64	\$96 per trip	3 hrs	\$288	\$544
Great Lakes Transportation (Metro Cars)	\$215	\$1 mile after the first 25 miles	3 hrs	\$644	\$1,302
National Trails	\$69	\$1 mile after the first 25 miles	4 hrs	\$276	\$483

Therefore, based on past working experience and the overall pricing proposed, Leisure Services and Community Development is recommending awarding the bid to National Trails, LLC. In addition, based on the projected number of trips planned each year and including an allowance for extra buses needed (such as situations where a wheelchair lift is required), staff are seeking approval of a purchase order in the amount not to exceed \$34,293.

BACKGROUND INFORMATION:

Leisure Services and Community Development annually provides transportation for State-licensed, revenue-generating day camp programs, which include off-site field trips. Associated fees, including bus expenses, are recovered through participant registration fees. In 2023, \$25,322 was expensed on bus transportation.

To allow for emergency situations, such as programs needing an extra bus for wheelchair accommodation, five additional trips have been allocated beyond the planned trips as shown in the above table. These five extra buses have been included in the ‘not to exceed’ amount requested.

2024-2026						
Program Name	# of Buses	Avg. Hours of Trip	Projected Trip Expense	Total Budgeted Expenses	Budgeted Revenue	Projected Net
Camp Canton	19	7	\$9,177	\$169,525	\$173,699	\$4,174
Camp A.B.L.E.	16	7	\$7,728	\$68,960	\$42,480	\$ (26,480)
Leisure Club	16	7	\$7,728	\$107,652	\$ 70,800	\$(36,852)
Canton Activity Crew	5	7	\$2,415	\$83,415	\$30,720	\$(52,695)
BLOCK Junior Outdoor Explorers and Teen Xperience (covered by grant funds, free outreach program)	10	7	\$ 4,830	\$10,000	\$ -	\$ -
Bus Contingency	5	7	\$ 2,415	N/A	N/A	N/A
Total	71	7	\$34,293	\$439,552	\$317,699	\$ (111,853)

STRATEGIC PLAN/GOALS: Welcoming Community

ACTION REQUESTED:

Award the 2024-2026 Transportation Services bid to National Trails, LLC. 11940 Merriman Rd, Livonia MI, 48150, and authorize a purchase order not to exceed \$34,293 each year.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds are available as follows:

101-756-61.762	Enrichment	Camp Canton & Canton Activity Crew	\$11,592
101-756-50-801 0053	BLOCK	BLOCK	\$4,830
101-756-63.860	TR	Camp ABLE & Camp Leisure Club	\$15,456
101-756-63.860	TR	Extra trips if needed	\$2,415
		TOTAL	\$34,293

IMPLEMENTATION PLAN:

Upon Board approval, a purchase order will be generated, and National Trails will be notified.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to award the 2024-2026 Bus Transportation Services to National Trails LLC for summer camp programs in an amount not to exceed \$34,293 each year.

ATTACHMENTS:

Attachment A – Invitation to Bid

Attachment B – Bid Results

Attachment C – National Trails LLC Bid

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 14, 2024

AGENDA ITEM#G-14

ITEM: Consider Authorization of 2024 FY Specialized Services Operating Assistance Program Agreement with SMART

PRESENTER: Jonathan LaFever, Community Development Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY:

The Township submitted its annual Specialized Services application with SMART to provide funding for the Canton Mobility Transportation program. SMART has notified the Township that it is eligible for \$89,723 under the program from October 1, 2023, through September 30, 2024.

Community Development is requesting authorization of the agreement to receive the available funds for the Specialized Services Operating Assistance Program with SMART, pending legal review.

BACKGROUND:

Canton Township applied for and was awarded a Specialized Services Operating Assistance Program grant from the Suburban Mobility Authority for Regional Transportation (SMART). The grant will be utilized for the Canton Mobility Transportation Services program, which provides transportation for seniors and disabled individuals.

- The grant is \$89,723, which is more than the allocation Canton secured in previous years.
- The grant contract covers the period of October 1, 2023, through September 30, 2024.
- These funds are in addition to the \$92,340 Municipal Credit grant, which the Township was awarded for FY2023. In addition, fare box revenue collected from program riders in FY 2023 was \$6,313.
- The total annual contract with Nankin Transit Commission to provide transportation services is not to exceed \$423,348.
- The two grants and fare box revenue offset a portion of the Nankin Transit Commission contract amount. The balance of the contract amount is covered through the Township's General Fund and budgeted in Social Services – Transportation.

STRATEGIC PLAN/GOALS: Financial Stability and Welcoming Community

ACTION REQUESTED: Authorize the FY 2024 Specialized Services Operating Assistance Program Agreement with SMART.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

Grant funds will be reimbursed to the Township. Transportation funds are expended from Social Services-Transportation Account #101-670.860.

IMPLEMENTATION PLAN:

Community Development will process the grant, which is in effect from October 1, 2023 through September 30, 2024. Grant funds will be utilized for the Township's transportation contract with the Nankin Transit Commission.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve the FY 2024 Specialized Services Operating Assistance Agreement between SMART and the Charter Township of Canton for \$89,723 and to authorize the Township Supervisor to sign the contract on behalf of the Township pending legal review.

ATTACHMENTS:

Attachment A: Specialized Services Operating Assistance Agreement

CANTON COMMUNITY
REQUEST FOR BOARD ACTION

MEETING DATE: May 14, 2024

AGENDA ITEM#G-15

<u>ITEM:</u> Consider Approval of Agreement with Dancin' Feet at the Summit on the Park
--

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY:

Dancin' Feet has been a long-standing partner of Canton Township and our resident dance company for many years. The dance studios located on the second floor of Summit on the Park have been used primarily for dance classes provided by Dancin' Feet since the Summit's opening in 1996. Upon expiration of the last amended contract, the Canton Legal Department reviewed and approved a revised contract with Dancin' Feet for the use of the dance studios at the Summit on the Park. Canton Leisure Services is recommending the approval of an agreement with Dancin' Feet for a two-year contract with a one-time option to renew for an additional two years upon mutual agreement. As outlined in the attached agreement, the following terms apply:

- 50% Increase in the annual lease fee to \$60,000.
- Decreased use of space, allowing Canton to host additional programs.
- Upon mutual agreement of the contract extension, a 10% increase in the annual lease fee to \$66,000.
- During the initial 2024 term, an additional capital contribution of up to \$10,000 will be paid towards renovating the common hallway area outside of the studios in coordination with the CLS 2025 renovation plan.

BACKGROUND:

Over the last several years, Canton has worked with Dancin' Feet to amend their initial contract with Summit on the Park due to the COVID-19 pandemic. With the effects of COVID-19, Dancin' Feet had to amend both their 2019-2020 and 2020-2021 agreements due to lost revenue from the pandemic. In December 2020, the Board of Trustees approved Dancin' Feet to amend their 2019-2020 agreement to waive a portion of the guaranteed amounts of \$20,604.50 annually and \$2,627.07 monthly fee owed by Dancin' Feet, Inc. with a total amount to be waived of \$12,291.15. It was also approved at the December 2020 Board Meeting to waive the annual lump sum payment of \$20,913.57 and charge a monthly rental fee in the amount of \$1,066.59 beginning with October, 2020 for the 2020-2021 agreement with Canton Township.

As the Summit on the Park's operating hour restrictions lifted, Dancin' Feet was able to regain momentum and get their participation numbers back to normal. In doing so, a new contract was negotiated with significant increases in revenue to the Township. This contract has been approved by the Canton Legal Department and signed by Dancin' Feet.

STRATEGIC PLAN/GOALS: NA

ACTION REQUESTED: Consider approval of the Dancin' Feet contract for 2024-2025 with the mutual one-time option to extend for an additional two years.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: Upon Board approval, the agreement will be signed by the Supervisor

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve the contract with Dancin' Feet for the fall 2024 - spring 2026 dance season with a one-time option for a 2-year extension upon mutual agreement.

ATTACHMENTS:

Attachment A - Contract

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 14, 2024

AGENDA ITEM #G-16

ITEM: Consider Approval of Bid Award for the Tennis Court Restoration at Griffin Park and Pickleball Restoration at Freedom Park

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: In April 2024, the Leisure Services Department advertised an Invitation to Bid (ITB) for the Tennis Court Restoration at Griffin Park. As a result, 4 companies submitted proposals with Tennis Courts Unlimited, Inc. submitting the lowest bid of \$28,000. Pricing for the restoration came in lower than anticipated, therefore, staff reached out to the low bidder to provide a quote for adding restoration of the 6 pickleball courts at Freedom Park to the scope. Tennis Courts Unlimited, Inc provided a quote of \$19,450 for the pickleball courts for a total cost of \$47,450.

BACKGROUND: Tennis and Pickleball have increasingly become more popular within the Canton Community over the last 10+ years, receiving use for up to 8 months of the year, weather dependent. As with any outdoor amenities in Michigan, weather wear and tear has occurred in addition to the daily extensive use which has slowly worn away the surfacing. The last improvements to the Griffin Park Tennis Courts were in 2015 using Wayne County Park Millage funds for the repairs. The Pickleball Courts at Freedom Park were redeveloped from tennis courts in 2019 due to the growing demand of pickleball. These courts are used daily and have not been repaired since their redevelopment.

STRATEGIC PLAN/GOALS: Quality Infrastructure and Welcoming Community

ACTION REQUESTED: Approve the bid award and purchase order to Tennis Courts Unlimited, Inc. PO Box 156, Watervleit MI 49098 for a total of \$47,450 for the repair and resurfacing of Griffin Park Tennis Courts and Freedom Park Pickleball Courts.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds are budgeted in account #246-750.970_0080 Community Improvement Capital Outlay Land Improvement

IMPLEMENTATION PLAN: Upon approval, the bid will be awarded, and a purchase order will be submitted

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to award the bid and submit a purchase order to Tennis Courts Unlimited, Inc for the Tennis Court Restoration at Griffin Park and Pickleball restoration at Freedom Park

ATTACHMENTS:

Attachment A: Invitation to Bid

Attachment B: Bid results

Attachment C: Tennis Courts Unlimited, Inc. Tennis Proposal

Attachment D: Tennis Courts Unlimited, Inc. Pickleball Proposal

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 14, 2024

AGENDA ITEM # G-17

**ITEM: Consider Approval of a Resolution to Support Implementation of the Ground
Emergency Medical Transportation Program in Michigan**

PRESENTER: Christopher Stoecklein, Director of Fire Services

INDIVIDUALS IN ATTENDANCE: None

EXECUTIVE SUMMARY: The Ground Emergency Medical Transportation (GEMT) program seeks to provide supplemental payments to emergency service providers that provide critical care to Medicaid patients. This in turn will enhance the providers' ability to recruit and retain staff, maintain equipment and infrastructure, and above all, provide quality care for Michigan's Medicaid population.

BACKGROUND INFORMATION: The United States Centers for Medicare and Medicaid Services (CMS) oversees the Ground Emergency Medical Transportation (GEMT) program, which provides funding and support to eligible healthcare providers through state agencies to ensure that individuals without reliable transportation can access emergency medical care.

This program improves access to emergency services for Medicaid beneficiaries, bridging the gap between patients and healthcare facilities during emergencies. Although Michigan is currently not part of the program, it ranks 8th among Medicaid enrollees nationwide.

The GEMT initiative in Michigan aims to address health disparities, promote health equity, and reimburse local agencies and emergency services providers for serving vulnerable populations.

STRATEGIC PLAN/GOALS: Quality Infrastructure

ACTION REQUESTED: Approve the adoption of a resolution to support implementation of the Ground Emergency Medical Transportation Program in Michigan.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funding received from the GEMT program could increase ambulance transport fee revenue \$750,000-\$1,000,000 annually.

IMPLEMENTATION PLAN: Upon approval of this request, a resolution will be prepared and signed by the Township Clerk. The resolution will be forwarded to the Fire Department.

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION: I move that the following resolution be adopted:

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

Resolution in Support of Implementation of the Ground Emergency Medical Transportation
Program in Michigan

Whereas the Charter Township of Canton Fire Department provides Ground Emergency Medical Transportation (GEMT) services for township residents, which includes many Medicaid beneficiaries;

Whereas the GEMT program available through the United States Centers for Medicare and Medicaid Services provides reimbursement to public providers for services provided to Medicaid patients;

Whereas the State of Michigan is not currently participating in the GEMT program, which is a voluntary enrollment program at both the state and local levels;

Whereas the emergency services sector has struggled with workforce retention and recruiting in the wake of the COVID-19 pandemic;

Whereas the GEMT program will help Michigan public agencies including the Township of Canton retain and hire employees;

Whereas the GEMT program has shown to expand access, quality, and sustainability of emergency services for Medicaid recipients for public providers;

Whereas the MI-GEMT coalition is advocating for the passage of legislation directing the Michigan Department of Health and Human Services to enroll in the GEMT program; and

Whereas the MI-GEMT coalition includes the Michigan Association of Fire Chiefs, Michigan Municipal League, Michigan Townships Association; now therefore, be it;

Resolved, that the Board of Trustees of the Charter Township of Canton:

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 14, 2024

AGENDA ITEM # G-18

ITEM: Consider the Adoption of a Revised Fee Schedule for EMS Service

PRESENTER: Christopher Stoecklein, Director of Fire Services

INDIVIDUALS IN ATTENDANCE: None

EXECUTIVE SUMMARY: In order to sustain the high-level of Emergency Medical Service our Canton community has become accustomed to, the Fire Department periodically reviews billing practices to ensure we are recovering the appropriate associated costs, beyond revenue received from taxation. A comprehensive review conducted this year resulted in a report of recommended ranges of acceptable fees by service type. The department is recommending the Township Board adopt a revised fee schedule that provides for the minimum allowable fee to be assessed to resident patients, and the maximum allowable fee to be assessed to non-resident patients. *Note: The majority of patients billed will not see a change as most claims are paid through insurance.* If approved, the proposed fees would become effective May 15, 2024.

BACKGROUND INFORMATION: It is common practice among area fire departments and EMS providers to access a cost-recovery fee to patients receiving emergency medical treatment. The Charter Township of Canton has maintained a long history of charging the minimum amount possible to its residents. Canton first began charging for EMS service upon the formation of its Fire Department in 1968 as a means of cost recovery for the supplies and transportation associated with this service. The fee schedule has been revised only a handful of times since then, shifting from non-residents only, to include residents in the early 1990's, and again in 1997 following the department's upgrade to an Advanced Life Support provider. The final and most recent revision was approved by the Township Board in 2017.

Based on the comprehensive review conducted this year, and the importance of sustaining a high-level of service to patients, the department is recommending its EMS Service Fee Schedule be amended to align with the state, federal, and local insurance carriers' fee schedules.

Service Type	Resident		Non-Resident	
	Current	Proposed	Current	Proposed
ALS Emergency	\$650.00	\$800.00	\$800.00	\$950.00
ALS II Emergency	\$950.00	\$1,150.00	\$1,150.00	\$1,300.00
ALS non-emergency	\$500.00	\$500.00	\$625.00	\$625.00
BLS Emergency	\$425.00	\$700.00	\$650.00	\$800.00
BLS non-emergency	\$425.00	\$425.00	\$535.00	\$535.00
Treatment/No Transport	\$0.00	\$0.00	\$0.00	Charge contingent upon insurance coverage
Oxygen	\$50.00	\$50.00	\$50.00	\$50.00
Mileage	\$16.50	\$17.00	\$16.50	\$20.00
Extrication	\$500.00	\$500.00	\$500.00	\$500.00
NSF Fees	\$25.00	\$25.00	\$25.00	\$25.00

STRATEGIC PLAN/GOALS: Upon approval of the proposed fees, the new fee schedule would take effect May 15, 2024.

ACTION REQUESTED: Approve the adoption of the proposed fee schedule for Emergency Medical Services provided by the Canton Fire Department, beginning May 15, 2024.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Increased Ambulance Fee Revenue, account # 206-000.638.

IMPLEMENTATION PLAN: None

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION: I move to approve the adoption of the proposed fee schedule for Emergency Medical Services provided by the Canton Fire Department, beginning May 15, 2024.

ATTACHMENTS: None

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 14, 2024

AGENDA ITEM# G-19

ITEM: Consider Approval of Collective Bargaining Agreement with the International Association of Fire Fighters (IAFF) for a term commencing January 1, 2024 through December 31, 2028

PRESENTER: Joseph Hawver, Deputy Supervisor

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: The current Collective Bargaining Agreement with the International Association of Fire Fighters (IAFF) expired on December 31, 2023. The parties have come to an agreement on terms for a new, five-year agreement expiring on December 31, 2028. The IAFF has already ratified the new agreement.

BACKGROUND: Canton Township has reached a new agreement with its Fire Department's workforce. The new agreement raises wages 3% annually through the end of 2027 and 1.75% in 2028. The agreement also creates a new retirement plan for members, accelerated pay raises for recruitment and retention, offers educational opportunities for interested firefighters, adds the Juneteenth holiday, testing for promotions to Captain, and maintains other benefits in the existing contract.

The IAFF bargaining unit has voted to ratify the new agreement with the Township.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approve the Collective Bargaining Agreement.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

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

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the Collective Bargaining Agreement between the Charter Township of Canton and the International Association of Fire Fighters (IAFF) with a term ending December 31, 2028, and authorize the Township Supervisor to sign on behalf of Canton Township.

ATTACHMENTS: None.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 14, 2024

AGENDA ITEM # G-20

ITEM: Consider approval of amendment to the funding formula for 35th District Court's District Control Authority (DCA) Interlocal Agreement between Canton Township, Northville Township, Plymouth Township and the cities of Northville and Plymouth.

PRESENTER: Joseph Hawver, Deputy Supervisor

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: The five communities which form the District Control Authority (DCA) for the 35th District Court wish to amend the funding formula which funds court operations. The current formula hasn't been updated in over 30 years, and all of the communities wish to update the formula to better fit today's legal environment. The new funding formula is fairer to all of the communities and the court as it accounts for both the fixed costs of maintaining the court, and variable costs based on court usage. The new funding formula being proposed is:

1. Pro Rata Fixed = (Community Population/Total Population) x (Total Budget x Fixed Portion Percentage)
2. Pro Rata Variable = (Community Caseload/Total Caseload) x (Total Budget x Variable Portion Percentage)

This new formula has been reviewed and approved by the DCA's Finance Committee, the 35th District Court and is now being sent to each community for consideration.

BACKGROUND: Canton Township, City of Plymouth, Plymouth Township, City of Northville, and Northville Township have jointly funded 35th District Court operations for over 30 years. The duties and obligations of each community are defined by an Interlocal Agreement, to which each community is a signatory. The Interlocal Agreement defines, among other things, the financing mechanism for the 35th District Court. This funding mechanism hasn't been updated in over 30 years, and each community to the Agreement has changed significantly since that time.

In 2023, the communities began discussing a possible amendment to the funding formula to better represent today's legal environment. Those discussions progressed and a proposed amended formula was presented to the communities in the fall of 2023. A subcommittee was formed consisting of Finance Committee members and DCA board members to work on the new formula and negotiate an acceptable amendment to the communities. The above, new formula came out of those discussions.

STRATEGIC PLAN/GOALS: Financial Stability.

ACTION REQUESTED: Consider approval of the amendment to the funding formula in the Interlocal Agreement for the 35th District Court's DCA.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The change should financially benefit the Township and the budget will be updated as necessary.

IMPLEMENTATION PLAN: The amendment to the Interlocal Agreement will be signed by the Township Supervisor.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION:

SUPERVISOR'S RECOMMENDATION:

MODEL RESOLUTION:

- (1) I move to approve the amendment to the funding formula in the Interlocal Agreement for the 35th District Court's District Control Authority and authorize the Township Supervisor to execute the agreement on behalf of Canton Township.
- (2) I move that the following resolution be adopted:

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

Resolution Approving the New Financing and Sharing Section of the Interlocal Agreement for the 35th District Court Authority

WHEREAS, the Charter Townships of Canton, Plymouth and Northville and the cities of Plymouth and Northville (collectively, the "Municipalities") all currently utilize the Courthouse for cases originating in their respective jurisdiction and are part of the District Control Unit for the 35th Judicial Court which is housed in the City of Plymouth;

And

WHEREAS, the 35th District Court has been funded by each of the five Municipalities located within the 35th District on a pro rata basis, as defined in an Interlocal Agreement of 1989;

AND

WHEREAS the communities have agreed to amend the pro rata funding as defined in the updated Section 4 Financing: Sharing agreement (Attachment 1);

NOW THEREFORE BE IT RESOLVED THAT

1. The Canton Township Board approves and agrees to the new terms and conditions of the Interlocal Agreement, Section 4 Financing; sharing agreements (Attachment 1) as of January 1, 2024, and further authorizes the Township Supervisor and Township Clerk to execute the Interlocal Agreement on behalf of the Township.

ATTACHMENTS:

1. Proposed Amendment to the Interlocal Agreement