



**CANTON ADMINISTRATION BUILDING
1150 S. CANTON CENTER ROAD
CANTON, MI 48188
REGULAR BOARD MEETING
JUNE 11, 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/81028777829>

Or One tap mobile:

1-305-224-1968 (81028777829#) or 1-309-205-3325 (81028777829#)

Or Telephone:

1-305-224-1968 or 1-309-205-3325

Webinar ID: 810 2877 7829

International numbers available: <https://us02web.zoom.us/j/81028777829>

7:00 P.M.:

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

APPROVAL OF MINUTES: 5/14/24 & 5/21/24

PUBLIC COMMENT ON AGENDA ITEMS ONLY

PAYMENT OF BILLS

PRESENTATION:

- 1) YOUTH ADVISORY COUNCIL

RESOLUTION:

- 1) RESOLUTION RECOGNIZING CADETS IAN FOX AND NATHAN PERRIN

PUBLIC HEARING:

- 1) PUBLIC HEARING FOR APPROVAL OF THE 2024 CDBG PROGRAM YEAR AND
ANNUAL ACTION PLAN

CONSENT CALENDAR:

- 1) CONSIDER SECOND READING AND ADOPTION OF AMENDMENTS TO APPENDIX A-ZONING OF THE CODE OF ORDINANCES TO ADD PROVISIONS FOR ELECTRIC VEHICLE INFRASTRUCTURE (MSD)
- 2) CONSIDER SECOND READING AND ADOPTION OF AMENDMENTS TO THE CODE OF ORDINANCES AND THE ZONING ORDINANCE TO AMEND SEVERAL SECTIONS RELATED TO FENCES, WALLS, AND BORDERS (MSD)
- 3) CONSIDER AWARD OF CDBG HOUSING REHABILITATION CONTRACTS (FBD)
- 4) CONSIDER ADOPTION OF A RESOLUTION FOR APPROVAL OF APPLICATION FOR ADDITIONAL MERS SERVICE CREDIT BY EMPLOYEE (FBD)

GENERAL CALENDAR:

- 1) CONSIDER INCREASING ONE BLANKET PURCHASE ORDER FOR MUNICIPAL SERVICES (MSD)
- 2) CONSIDER WAIVING THE BIDDING PROCESS AND APPROVAL OF THE EMERGENCY REPAIR OF FIRE DEPARTMENT AMBULANCE 22-S3 (MSD)
- 3) CONSIDER AUTHORIZATION OF A PURCHASE ORDER TO DECIMA LLC FOR RE-CONSTRUCTION OF THE ADMINISTRATION AND PUBLIC SAFETY PARKING LOT (MSD)
- 4) CONSIDER ISSUING A PURCHASE ORDER TO LAND MATTERS FOR THE ACQUISITION OF RIGHTS OF WAYS (ROW) AND EASEMENTS TO SUPPORT THE TOWNSHIP'S CONSTRUCTION PROJECTS (MSD)
- 5) CONSIDER AWARD OF CONSTRUCTION FOR ROADWAY REPAIR/REPLACEMENT OF CONCRETE ROADS AFFECTED BY ASR TO MARC ANTHONY CONTRACTING, INC. AND CONSIDER INCREASING PURCHASE ORDER 2024-771 BY \$723,800 (MSD)
- 6) CONSIDER AWARDED A CONTRACT AND PURCHASE ORDER TO REPLACE THE BURNER ASSEMBLY FOR ONE BOILER AT THE ADMINISTRATION BUILDING (MSD)
- 7) CONSIDER FINAL PLANNED DEVELOPMENT DISTRICT AND PRELIMINARY SITE PLAN FOR HARVEST ARBOR (MSD)
- 8) CONSIDER APPROVAL OF FINANCIAL OBLIGATION CERTIFICATION FOR STORM DRAINAGE ASSESSMENT (FBD)
- 9) CONSIDER APPROVAL TO AWARD VENDING CONTRACT TO CONTINENTAL CAFÉ, LLC (CLS)
- 10) CONSIDER APPROVAL TO EXTEND THE CONTRACT OF PRINTING, SORTING AND DISTRIBUTION OF THE DISCOVER BROCHURE (CLS)
- 11) CONSIDER REQUEST TO UPGRADE ADMINISTRATIVE BUILDING AND DISASTER RECOVERY DATA CENTERS (ITI)
- 12) CONSIDER APPROVING A RENEGOTIATED BILLING SERVICE AGREEMENT WITH ACCUMED BILLING, INC. (FIRE)

13) CONSIDER AUTHORIZATION OF PERMIT FOR 2024 LIBERTY FEST FIREWORKS
DISPLAY (FIRE)

14) CONSIDER APPROVAL OF THE CANTON FIRE DEPARTMENT'S FIVE-YEAR
STRATEGIC PLAN (FIRE)

PUBLIC COMMENT

BOARD COMMENT

ADJOURN

ACCESS TO PUBLIC MEETINGS

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

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

Resolution Recognizing Cadets Ian Fox and Nathan Perrin

Whereas the Canton Fire Department recognizes the importance of the cadet program to help assure the availability of competent well-trained individuals to consider for future fire department vacancies;

Whereas Ian Fox and Nathan Perrin became the first cadets for the Canton Fire Department;

Whereas they have both shown great commitment to the fire service with their dual enrollment at the Plymouth Canton Educational Park and Schoolcraft Fire Academy;

Whereas they have represented the Canton Fire Department with respect and dignity;

Resolved, the Board of Trustees of the Charter Township of Canton is appreciative of the commitment demonstrated by Ian Fox and Nathan Perrin;

Further Resolved, the Board of Trustees of the Charter Township of Canton does hereby recognize Ian Fox and Nathan Perrin for their commendable dedication to the fire service and the Canton Fire Department.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: June 11, 2024

AGENDA ITEM #PH-1

ITEM: Public Hearing for Approval of the 2024 CDBG Program Year and Annual Action Plan

PRESENTER: Wendy Trumbull, Finance and Budget Director

INDIVIDUALS IN ATTENDANCE: None anticipated

EXECUTIVE SUMMARY: The CDBG Advisory Council is submitting its recommendations for projects and project funding for the PY 2024 CDBG (Community Development Block Grant) program. The Department of Housing and Urban Development (HUD) requires an annual action plan be submitted for this Program Year (PY). The annual action plan has been available to the public since May 27th for the 30-day public comment period, and this meeting represents our second public hearing.

BACKGROUND: The goal of the CDBG program is to assist low and moderate-income Canton residents. The recommendations provided by the CDBG Advisory Council were formulated following a public hearing on project proposals on May 7, 2024. Council recommendations generally follow the CDBG Five Year Consolidated Plan, especially with regards to the recommendations for human service agencies funding.

This 2024 CDBG program year is consistent with past years' programs and includes a mixture of public service agencies and construction projects. The 30-day public comment period for the 2024 CDBG program will end on June 26, 2024, and all comments will be recorded and submitted to HUD. The total CDBG budget for Program Year 2024 is \$415,240. The recommended projects are First Step Domestic Violence Prevention (\$24,041.35); Neighborhood Legal Services Seniors (\$12,020.55); Wayne Metro Emergency Rental Assistance (\$12,020.55); Canton Youth Connection Program (\$12,020.55); Program Administration (\$80,137); Accessible Pathway at Victory Park (ADA Project) (\$175,000); and Housing Rehabilitation (\$100,000). For full project descriptions and recommended budgets, please see the attached exhibit.

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

ACTION REQUESTED: Hold the public hearing and adopt the CDBG Advisory Council recommendations for projects and project funding ("Annual Action Plan") for the PY 2024 CDBG program.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The PY 2024 CDBG allocation is \$400,685 plus an additional \$14,555 from prior year unused funds.

IMPLEMENTATION PLAN: The program adopted by the Board will be forwarded to HUD as Canton Township's official PY 2024 CDBG Action Plan. Actual program funding begins on July 1, which is the beginning date of the 2024 CDBG fiscal year. The Finance Department administers the CDBG program.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

(1) I move to open the public hearing to hear comment on the Advisory Council recommendations for the PY 2024 Community Development Block Grant Program.

(2) I move to close the public hearing.

(3) I move to adopt the 2024 Annual Action Plan and authorize the submission of the 2024 Annual Action Plan to the Department of Housing and Urban Development (HUD).

ATTCHMENT: PY2024 CDBG Annual Action Plan Project Descriptions

**Charter Township of Canton
Board Proceedings – May 14, 2024**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, May 14, 2024, in-person. The meeting was called to order at 6:00 p.m.

Motion by Sneideman, supported by Foster to appoint Treasurer Slavens Temporary Clerk for this meeting only. Motion carried unanimously.

Members Present: Borninski, Foster, Ganguly, Graham-Hudak, Slavens, Sneideman
Members Absent: Siegrist (arrived at 6:30 pm)

Adoption of Agenda:

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

Approval of Minutes:

Motion by Slavens, supported by Foster to approve the minutes from April 23, 2024 and May 7, 2024. Motion carried unanimously.

Public Comment: Public comment was held.

Payment of Bills:

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

CHARTER TOWNSHIP OF CANTON EXPENDITURE RECAP FOR THE TOWNSHIP BOARD MEETING OF May 14, 2024		
101	GENERAL FUND	1,681,740.27
204	ROADS FUND	367,614.92
206	FIRE FUND	916,475.76
207	POLICE FUND	1,490,398.05
208	COMMUNITY CENTER FUND	145,123.86
219	STREET LIGHTING FUND	0.00
230	CABLE TV FUND	19,743.38
246	COMMUNITY IMPROVEMENT FUND	746.50
248	DDA - CANTON	28,586.71
260	INDIGENT DEFENSE FUND	13,410.00
261	E-911 UTILITY	6,100.00
265	ORGANIZED CRIME - DRUG ENFORCEMENT	44,584.66
274	CDBG FUND	25,940.03
276	NSP GRANTS FUND	0.00
284	OPIOID SETTLEMENT FUND	4,841.67
285	AMERICAN RESCUE PLAN ACT	0.00
301	ENERGY PROJECT DEBT SVCE FUND	215,519.81

302	CAPITAL PROJECT DEBT SERVICE	0.00
401	CAPITAL PROJECTS FUND	1,092,831.92
402	CAP PROJ - WATER & SEWER	0.00
403	CAP PROJ - ROAD PAVING	0.00
404	CAP PROJ - CHV DEVELOPMENT	0.00
584	GOLF FUND	55,547.23
592	WATER & SEWER FUND	317,384.19
596	GARBAGE & RUBBISH COLLECTIONS	394,218.74
661	FLEET MAINTENANCE FUND	67,641.09
701	TRUST & AGENCY FUND	5,065.00
702	CUSTODIAL FUND	566.00
736	POST EMPLOYMENT BENEFITS FUND	1,279,645.34
852	SPECIAL ASSESSMENT DEBT SERVICE	0.00
TOTAL - ALL FUNDS		8,173,725.13

Presentation:

- 1) Report from Airspace Link – Drone Readiness in Canton

Resolution:

Item R-1. Resolution declaring May Lupus Awareness Month in Canton Township

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

**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.

Motion carried unanimously.

Item R-2. Resolution Recognizing the Retirement of Police Canine Ragnar

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

**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, and;

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

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.

Motion carried unanimously.

Item R-3. Resolution Recognizing the Retirement of Police Officer Bryan Szostak

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

**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; now therefore be it;

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.

Motion carried unanimously.

Item R-4. Resolution Recognizing the Retirement of Police Officer Patricia Esselink

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

**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; now therefore be it;

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.

Motion carried unanimously.

Consent Calendar:

Item C-1. Consider Approval of Annual Maintenance & Technical Support Agreement for Cityworks Asset Management Software

Motion by Siegrist, supported by Slavens 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. Motion carried unanimously.

Item C-2. Request Renewal of Dell Storage Servers Support Agreement

Motion by Siegrist, supported by Slavens 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. Motion carried unanimously.

General Calendar:

Item G-1. Consider Approval of the Purchase of One 2024 Ford F150 for Facilities Services

Motion by Siegrist, supported by Slavens 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. Motion carried unanimously.

Item G-2. Consider Award of Design for the Sidewalk Gap Project to Fishbeck

Motion by Siegrist, supported by Borninski to 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. Motion carried unanimously.

Item G-3. Consider Approval of a Purchase Order to M1 Construction for the Replacement of Ceiling Tiles at Fire I

Motion by Siegrist, supported by Slavens 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. Motion carried unanimously.

Item G-4. Consider Approval of a Purchase Order to Michigan Cat for Removal and Replacement of Public Safety and Administration Building Generators

Motion by Siegrist and supported by Sneiderman 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 and 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. Motion carried unanimously.

Item G-5. Consider First Reading of Amendments to Appendix A- Zoning of the Code of Ordinances to Add Provisions for Electric Vehicle Infrastructure

Motion by Siegrist, supported by Sneiderman 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; additionally to postpone consideration of the amendment for a second reading, which will be held at a future meeting of the Board of Trustees. Motion carried unanimously.

Item G-6. Consider Planned Development District for Independent Living Alliance

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

**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, and coordination with the applicant and Wayne County to exceed County stormwater standards, wherever feasible, at the time of Site Plan review.

Motion carried unanimously.

Item G-7. Consider Special Land Use and Site Plan for The Learning Experience Child Care Center

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

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

Approval of the Special Land Use and Site Plan for 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.

Motion carried unanimously.

Item G-8. Consider Site Plan for Playground Daycare Child Care Center

Motion by Siegrist, Supported by Slavens to approve 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.

Motion carried unanimously.

Item G-9. Request Approval to Renew Email Archive Service

Motion by Siegrist, supported by Slavens 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. Motion carried unanimously.

Item G-10. Consider Approval to Purchase CivicClerk Solution

Motion by Siegrist, supported by Slavens 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. Motion carried unanimously.

Item G-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

Motion by Siegrist, supported by Slavens 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. Motion carried unanimously.

Item G-12. Consider Approval of an Amended Agreement and Purchase Order Increase to OHM Advisors for Additional Items and Contingency at Preservation Park

Motion by Siegrist, supported by Sneiderman 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. Motion carried unanimously.

Item G-13. Consider Authorization of Bid Award for Bus Transportation Services 2024-2026

Motion by Siegrist, supported by Sneiderman 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. Motion carried unanimously.

Item G-14. Consider Authorization of 2024 FY Specialized Services Operating Assistance Program Agreement with SMART

Motion by Siegrist, supported by Slavens 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. Motion carried unanimously.

Item G-15. Consider Approval of Agreement with Dancin' Feet at the Summit on the Park

Motion by Siegrist, supported by Sneiderman 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. Motion carried unanimously.

Item G-16. Consider Approval of Bid Award for the Tennis Court Restoration at Griffin Park and Pickleball Restoration at Freedom Park

Motion by Siegrist, supported by Sneiderman 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. Motion carried unanimously.

Item G-17. Consider Approval of a Resolution to Support Implementation of the Ground Emergency Medical Transportation Program in Michigan

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

**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:

1. supports the implementation of the Ground Emergency Medical Transportation Program in Michigan; and
2. urges the Michigan State Legislature to adopt legislation directing the Michigan Department of Health and Human Services to enroll in the GEMT program through the Centers for Medicare and Medicaid Services State Plan Amendment process.

Motion Carried unanimously.

Item G-18. Consider the Adoption of a Revised Fee Schedule for EMS Service

Motion by Siegrist, supported by Slavens to approve the adoption of the proposed fee schedule for Emergency Medical Services provided by the Canton Fire Department, beginning May 15, 2024. Motion carried unanimously.

Item G-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

Motion by Siegrist, supported by Ganguly 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. Motion carried unanimously.

Item G-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.

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

**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;

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.

Motion carried unanimously.

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

Adjourn: Motion by Siegrist, supported by Foster to adjourn the meeting at 9:03 p.m. Motion carried unanimously.

Michael A. Siegrist, Clerk

Dian Slavens, Temporary President Pro Tem

**Charter Township of Canton
Board Proceedings – May 21, 2024**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, May 21, 2024 in person. Supervisor Graham-Hudak called the meeting to order at 6:10 p.m.

Members Present: Foster, Ganguly, Graham-Hudak, Siegrist, Slavens

Members Absent: Sneideman, Borninski

Adoption of Agenda:

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

Resolution:

Item R-1. Resolution Declaring May 2024 as Asian American and Pacific Islander Heritage Month

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

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

Resolution Declaring May 2024 as Asian American and Pacific Islander Heritage Month

Whereas in 1990 Congress voted to expand Asian Pacific Heritage from a week to a month-long celebration and in May 1992, the month of May was permanently designated as Asian American and Pacific Islander Heritage Month;

Whereas understanding Asian and Pacific Islander history is an important part of celebrating Asian American and Pacific Islander Heritage Month;

Whereas even in the face of adversity, generations of Asian Americans, Native Hawaiians, and Pacific Islanders have helped make this country what it is today;

Whereas according to the U.S. Department of Justice, reports of bias incidents and hate crimes against Asian American and Pacific Islander (AAPI) individuals have increased in communities across the country over the past few years;

Whereas the AAPI community is an inherently diverse population, composed of more than 45 distinct ethnicities and more than 100 language dialects;

Whereas according to the Bureau of the Census, the AAPI community comprises of nearly 20% of the population of Canton Township;

Whereas on March 7th, 1834 Canton became a township and was named after a city in China due in part to the enhanced trade relations the United States and China had brokered at that time;

Whereas over 40 different languages are spoken in Canton Township, many of which are of

Asian origin, namely Japanese, Chinese, Korean, Hindi, Urdu, Punjabi, Bengali and Gujarati; and in 2023 Canton township, in collaboration with the community, erected a peace pole in Canton Heritage Park to commemorate some of these languages, and;

Whereas Canton Township is known regionally for our diverse offerings of markets, restaurants, and retail businesses owned by Asian American residents that are an integral part of the diverse history of Canton; now, therefore be it,

Resolved, that the Canton Township Board of Trustees does hereby declare May 2024 Asian American and Pacific Islander Heritage Month in Canton Township and strongly encourages our community to observe, recognize, and celebrate the culture, heritage, and contributions of Asian American and Pacific Islanders to our nation, state and township.

Motion carried unanimously

Study Session:

- 1) WESTERN WAYNE BUILDING RENOVATIONS REVIEW
- 2) CANTON TOWNSHIP ECONOMIC DEVELOPMENT STRATEGY PLAN

Public Comment:

Public Comment was held.

Adjourn:

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

Michael A. Siegrist, Clerk

Anne Marie Graham-Hudak, Supervisor

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: June 11, 2024

AGENDA ITEM #C-1

ITEM: Consider Second Reading and Adoption 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, and includes additional provisions.

The Canton Township Board of Trustees held the First Reading of this Zoning Ordinance amendment on May 14, 2024.

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

Zoning Ordinance Article/Section	Section Title
Article 4.00	Off-Street Parking and Loading Requirements
Section 4.03	Electric Vehicle Infrastructure
Article 17.00	C-3, Regional Commercial District
Article 18.00	C-4, Interchange Service District
Article 22.00	LI, Light Industrial District
Article 23.00	GI, General Industrial District

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

ATTACHMENTS:

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

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: June 11, 2024

AGENDA ITEM #C-2

ITEM: Consider Second Reading and Adoption of Amendments to the Code of Ordinances and the Zoning Ordinance to Amend Several Sections Related to Fences, Walls, and Borders

PRESENTER: David Norwood, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None.

EXECUTIVE SUMMARY: The proposed amendments to Section 1.03 (Definitions) and Section 2.20 (Fences) of the Zoning Ordinance, and proposed amendments to Chapter 78, Article V of the Code of Ordinances will update standards related to fences, walls, and borders by relocating them from the general ordinances to the Zoning Ordinance, modifying definitions, and modifying standards for applications, permits, and construction.

At its meeting on March 26, 2024, the Township Board of Trustees introduced and held the first reading of the proposed amendments to the Code of Ordinances of the Charter Township of Canton. After discussion and deliberations, the Township Board postponed consideration of the amendment for a second reading. The proposed amendments have since been modified to address items discussed at the March 26, 2024 meeting as well as to address items noted by staff in the definitions and development standards.

BACKGROUND AND ANALYSIS: Over time, the Canton Township Zoning Board of Appeals (ZBA) has received recurring variance requests from the fence standards of Chapter 78, Article 5 (Fences, Walls, and Borders) of the Code of Ordinances. Specifically, the recurring variance requests are frequently from Sec. 78-129(h) and Sec. 78-131 which prohibit fences in the front yard setbacks (except on a cul-de-sac), including prohibiting fences in the front yard setbacks of corner lots. The ordinances state that corner lots have a front yard on each street side of the lot, and many of the fence variance applications are from corner lot owners. In most residential zoning districts, the minimum front yard setbacks range from 25-40 feet.

When a ZBA receives recurring variance requests from the same section(s) of an ordinance, it is best practice for the municipality to review the section(s) of the ordinance that are being appealed and determine if amendments are appropriate. As a result, at its meeting on June 9, 2022, the ZBA adopted a motion requesting the Planning Commission to consider initiating amendments to the standards of Chapter 78, Article 5 of the Code of Ordinances. Since then, Planning Services Division staff and the Planning Commission have reviewed the entire fence ordinance, looked at corner lot examples throughout the township, and analyzed how other municipalities regulate fences on corner lots. While there are many unrelated matters addressed in the fence standards, the most significant changes are regarding fences on corner lots.

At its meetings on 10/3/22, 11/14/22, 12/5/22, 1/11/23, 2/6/23, 3/6/23, 11/20/23, and 1/22/24, the Planning Commission reviewed staff reports and discussed ongoing issues with the fence standards of Chapter 78, Article 5 (Fences, Walls, and Borders) of the Code of Ordinances. The Planning Commission reviewed several photographs and ordinance text examples of the development of the proposed standards. On March 4, 2024, the Planning Commission held a public hearing, deliberated on the amendments, and adopted a motion to recommend approval, 7-0. There were no comments received at the public hearing.

Enclosed for your consideration is the proposed amendment to the Zoning Ordinance and Code of Ordinances related to fences, walls, and borders. Also enclosed is a strikethrough version of the proposed amendment, which was included in our memorandum to the Planning Commission prior to its March 4, 2024 meeting.

The Canton Township Board of Trustees held the First Reading of this Zoning Ordinance amendment on March 26, 2024. Since that time, Planning Division staff has made the following changes to the amendments based on items discussed at the March 26, 2024 meeting as well as other items discovered by staff that required clarification:

- In Section 1.03, the definition of “Fence, Decorative” has been modified to exclude cattle/hog panel fence or fences of similar wire-welded appearance.
- In Section 1.03, a definition of “Thoroughfare, Major” has been added to better address the corner lot fence provisions. The term “major thoroughfare” appears throughout the entire Zoning Ordinance, and the proposed definition is consistent with the interpretation.
- In Section 2.20(D)(7) and (11), the requirement for written consent remains, but the requirement that it be notarized has been removed. A notary requirement could still be required administratively by staff if deemed necessary under the circumstances of an individual application.
- In Section 2.20(D)(7), a requirement has been added that the owner maintain the area between the fence and the lot line in accordance with all Township ordinances. In some cases, the inspector may need to require weed prevention measures.
- In Section 2.20(F)(4)(a), sub-section (a) has been separated into 3 sub-sections for easier reading (i.e., Rear Yard Fences, Side Yard Fences, and Front Yard Fences).
- In Section 2.20(F)(4)(b), the text has been modified to only apply to residential subdivisions and condominiums, which is the original intent. Also, rather than “major thoroughfares” being classified by their right-of-way width, which is subject to change and often varying along a corridor, the text of “major thoroughfare” remains and a definition of “Thoroughfare, Major” has been added to the definition section of Section 1.03 as noted above.

PROPOSED ORDINANCE AMENDMENT SUMMARY: The following is a summary of the major changes proposed:

- **Ordinance Location.** The proposed amendment relocates the standards for fences, walls, and borders from the general Code of Ordinances to the Zoning Ordinance.
- **Definitions.** Definitions are modified accordingly and located in the Definitions section of the Zoning Ordinance (Section 1.03).

- **Removal of Unnecessary Text.** Removal of redundant or unnecessary text in many sections which is already addressed elsewhere in the Zoning Ordinance.
- **Survey Requirements.** Adding a requirement for a survey for a fence permit.
- **Materials.** Prohibiting mesh, vinyl slats, and other similar material attached to a fence.
- **Permission of Adjacent Property Owner(s).** Removal of the requirement to obtain the neighbor's permission if the fence is within 3 feet of a lot line. While this requirement has resolved neighbor disputes over fence locations, it has led to disparate rules if neighbors do not consent. A solution to this is to require a survey to verify that the fence is on the owner's property and any disputes over a survey would be a civil matter. However, consent from an adjacent neighbor will be required if the fence is proposed on the lot line or if there are grade changes "near an adjacent lot in a manner that will impact drainage or soil erosion on the adjacent lot." This way, the Township can evaluate the plan and make a determination on the requirement for consent based on the location(s) of any grading changes.
- **Rear Yard Fences:** Section 78-131(4)(a) of the Fence Ordinance states: *All fences and walls constructed or installed between lots shall not exceed a height of six feet above the average grade of the two adjoining lots and shall not extend closer to the front lot line than the rear building line of the building thereon, or to the rear building line of the adjoining lots.* Fences or walls constructed or installed between lots may be extended up to, but not into, the required front yard area provided they do not exceed four feet above the average grade of the two adjoining lots. The underlined portion of this text causes problems when a resident wants to construct a 6-foot privacy fence in their rear yard but can't do so because a home on an adjoining lot extends farther to the rear. The ZBA has previously approved several variances from this provision, and ZBA members have expressed support for this proposed amendment.
- **Side Yard Fences:** Section 78-131(4)(a) above limits the height of fences in the side yard to 4 feet, with the last sentence stating: *"Fences or walls constructed or installed between lots may be extended up to, but not into, the required front yard area provided they do not exceed four feet above the average grade of the two adjoining lots."* While limiting fences to 4 feet in height in the side yard of a property is intended for aesthetic purposes (e.g., visibility from the road), many homeowners have applied for variances to have a 6-foot-high privacy fence in part of the side yard, usually near the back of the home or garage where there are side access doors. Recently, the ZBA has granted variances for some homeowners to have a 6-ft. high privacy fence in the side yard to conceal the side access door, with most being several feet from the front corner of the house to not detract from the front façade of the home. Based on the Planning Commission's previously recommendation (below) to allow certain corner lots to have 6-foot-high fences between the rear lot line and 15 ft. behind the front of the house, the Planning Commission recommends that a similar standard be considered for residential fences in a side yard (i.e., allowing a 6-foot-high fence in a side yard, provided it is not higher than 4 ft. if it is located within 15 ft. of the front corner of the home). ZBA members have expressed support for this proposed amendment.
- **Corner Lot Fences along Major Roads.** The Planning Commission previously discussed fences in the front yard setback of corner lots along major roads, provided the fence is located in the side street (i.e., non-primary) front yard and the lot is not accessed through the major thoroughfare. These lots are commonly referred to as the entrance lots

into a subdivision from the adjacent major road. Currently, fences are not permitted in a front yard setback and in previous Planning Commission meetings it was discussed whether the Ordinance should be amended to allow for some encroachment into the front yard setback on the non-primary road side of the lot. The Planning Commission recommends text allowing a 6-foot-high fence to be located between the rear lot line and 15 feet behind the front corner of that side of the house. Based on the photo examples previously reviewed by the Planning Commission, this would allow privacy behind the house as well as along the side of the house where many homes have side doors.

- **Corner Lot Fences along Non-Major Roads (Subdivision Lots and Condominium Lots Only).** The Planning Commission also discussed standards for corner lot fences on interior residential streets in subdivisions and condominiums only. The Zoning Ordinance classifies any lot line adjacent to a street as a “front lot line,” so corner lots have 2 front lot lines and 2 front yards. The front lot lines differ as follows:
 - The Primary Front Lot Line is the line that separates the lot from the street which is designated as the front street on the plat or which is designated as the front street on the site plan review application or request for a building permit.
 - The Non-Primary Front Lot Line, also referred to as the Side Street Line, is the line that separates the lot from the street which is not designated as the front street on the plat or which is not designated as the front street on the site plan review application or request for a building permit.

For corner lot fences on interior streets, the Planning Commission recommends allowing a 4-foot-high fence in the non-primary front yard, provided the lot is not accessed through the non-primary front yard, the fence is decorative, and that the fence can only be located between the rear lot line and the rear corner of the home. Therefore, this corner fence would not be in front of the building on the lot within the front yard setback. Again, this type of fence allowed in the front yard setback is limited to lots in subdivisions and condominiums, which is where the vast majority of variance requests come from.

There are many non-subdivision and non-condominium corner lots where the provisions may not be appropriate, but Planning Division staff will continue to study this. Also, we recommend limiting the front yard setback fence locations to corner lots and cul-de-sac lots where the rear lot line does not abut a road easement or right-of-way. This is a rare condition, but one that Planning Division staff will continue to study to determine if the standards should be further amended in the future.

- **Community Planner’s Recommendation:** Approval.
- **Planning Commission Recommendation:** At its meeting on March 4, 2024, the Planning Commission voted 7-0 to recommend approval of the amendment to the Zoning Ordinance to amend Section 1.03 (Definitions) and Section 2.20 (Fences), and approval of the amendment to the Code of Ordinances to amend Chapter 78, Article V (Fences, Walls, and Borders), as stated in the attached ordinance proposal, subject to modifications to proposed graphics in accordance with the text.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Remove consideration of the proposed amendment from the table and approve the proposed amendments to the Code of Ordinances of the Charter Township of Canton as provided in the attached ordinance, which amends Appendix A – Zoning, Section 1.03 (Definitions) and Section 2.20 (Fences, Walls, and Borders), and amends Chapter 78, Article 5 (Fences, Walls, and Borders).

BUDGET IMPLICATION & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: N/A

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: Approval

ENGINEERING SERVICES DIVISION'S RECOMMENDATION: N/A

FIRE MARSHAL'S RECOMMENDATION: N/A

BUILDING OFFICIAL'S RECOMMENDATION: N/A

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: N/A

SUPERVISOR'S RECOMMENDATION: Approval

MODEL MOTION:

1. I move to remove from the table and hold the second reading of the proposed amendments to the Code of Ordinances of the Charter Township of Canton as provided in the attached ordinance, which amends Appendix A – Zoning, Section 1.03 (Definitions) and Section 2.20 (Fences, Walls, and Borders), and amends Chapter 78, Article 5 (Fences, Walls, and Borders).
2. Further, I move to adopt and publish the ordinance amending the aforementioned articles and sections of the Code of Ordinances of the Charter Township of Canton.

ATTACHMENTS:

1. Draft Ordinance
2. March 4, 2024 Planning Commission Draft Minutes
3. Staff memorandum to the Planning Commission on February 29, 2024, including an updated strikethrough version of the proposed amendments to the Zoning Ordinance and Code of Ordinances.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: June 11, 2024

AGENDA ITEM #C-3

ITEM: Consider Award of CDBG Housing Rehabilitation Contracts

PRESENTER: Wendy Trumbull, Finance & Budget Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: Under Canton's affordable housing program, federal dollars are used to pay for major and minor repairs to owner-occupied, single-family homes in Canton. The participating families must meet HUD income requirements. Formal bid procedures were followed, and the public bid opening was held on April 4th, 2024 for the CDBG housing rehabilitation program. Four bids were received. We are requesting to approve contracts for HUD/CDBG funded home rehabilitation project that exceed the \$10,000 purchasing threshold.

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

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

<u>Street</u>	<u>Home Type</u>	<u>Contractor</u>	<u>Low Bid/Cap</u>
XXXX Kingsbridge Court	Single Family Home	We Preserve Michigan	\$25,000
XXXX Woodstock	Single Family Home	Optimum Contracting	\$25,000

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

ACTION REQUESTED: Approve the contracts for the projects.

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

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

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the housing rehabilitation contracts to the firms listed below. I further move to reimburse all of the permit fees once the work has been completed and approved by the building department.

<u>Street</u>	<u>Home Type</u>	<u>Contractor</u>	<u>Low Bid/Cap</u>
XXXX Kingsbridge Court	Single Family Home	We Preserve Michigan	\$25,000
XXXX Woodstock	Single Family Home	Optimum Contracting	\$25,000

ATTACHMENTS: ITB – CDBG HOUSING REHABILITATION APRIL 2024

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: June 11, 2024

AGENDA ITEM # C-4

**ITEM: Consider Adoption of a Resolution for Approval of Application for Additional
MERS Service Credit by Employee**

PRESENTER: Wendy Trumbull, Finance & Budget Director

INDIVIDUALS IN ATTENDANCE: None anticipated

EXECUTIVE SUMMARY: Gregory DeGrand has applied to purchase additional service credit with MERS. Although the Board eliminated this practice in May 2016, the employee is in a Union that contractually allows this purchase. Therefore, the Township does not have the option to deny this request. MERS calculates the cost of the purchase with the intent that there be no cost to the Township. However, as certain assumptions are used in calculating that cost (such as interest rate of return, mortality, and final average compensation), the actual cost may fluctuate. These fluctuations are intended to balance themselves out over time.

BACKGROUND INFORMATION: None

STRATEGIC PLAN/GOALS: Organization Climate and Culture

ACTION REQUESTED: Adopt the attached resolutions.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: No budget implications.

IMPLEMENTATION PLAN: Upon approval, the Township will send approved resolutions to MERS.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to adopt the resolution allowing the purchase of additional service credit by Gregory DeGrand.

ATTACHMENTS: Application for Additional Credited Service – Member Certification and Governing Body Resolution

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: June 11, 2024

AGENDA ITEM#G-1

ITEM: Consider Increasing One Blanket Purchase Order for Municipal Services

PRESENTER: Dave Norwood, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated.

EXECUTIVE SUMMARY: Fleet Services staff extensively use blanket purchase orders for acquisition of goods and services that vary in quantity throughout the year. Blanket purchase order limits are generally set once at the beginning of the fiscal year based on historical average costs. Fleet has a need to increase the current blanket purchase order for Halt Fire Inc. due to increased cost of parts and an unforeseen, but necessary, repair that required the purchase of a new foam pump for fire engine 19-E7, at a cost of \$9,337. The purchase of the new foam pump alone accounted for over 62% of the total amount budgeted in the original blanket purchase order. Halt Fire is used for parts to repair 12 different Fire vehicles including engines, heavy rescue trucks, ambulances and the 100-foot ladder truck.

The existing blanket purchase order requires an amendment as follows:

- PO #2024-00000127 Halt Fire Inc. from \$15,000 to \$30,000 using account number 661-530.939 (Inventory Purchased).

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approve the blanket purchase order increase.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Account Number 661-530.939 (Inventory Purchased) will be used to increase the purchase order as noted above. The following Budget Amendment is needed:

Increase Revenue:

661-000.695 Fund Balance Appropriation	\$15,000
--	----------

Increase Expenditure:

661-530.939 Inventory Purchased	\$15,000
---------------------------------	----------

IMPLEMENTATION PLAN: Upon approval by the Township Board, the staff will enter the increase in TYLER.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve the budget amendment listed above and to increase the following purchase order: PO #2024-00000127 Halt Fire Inc. from \$15,000 to \$30,000.

ATTACHMENTS: N/A

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: June 11, 2024

AGENDA ITEM #G-2

**ITEM: Consider Waiving the Bidding Process and Approval of the Emergency Repair
of Fire Department Ambulance 22-S3**

PRESENTER: Dave Norwood, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated.

EXECUTIVE SUMMARY: The Fire Department's ambulance, 22-S3, has significant front-end damage due to being in an accident. 22-S3 is a 2022 Braun Industries ambulance body that is mounted on a Ford F550 chassis. Repair of the vehicle is requested due to the age (2 years old), mileage (40,185 miles) and cost of a replacement. The purchase price of 22-S3 was \$275,025.

Fleet Services obtained two estimates for repair of 22-S3, one from Serra Superior Collision Center and the other from Kodiak Emergency Vehicles. Fleet attempted to get a third estimate from Blackwell Ford, but their facility could not accommodate the repair due to the size of the vehicle. Serra estimated the cost to repair at \$25,164.85. The estimated cost to repair at Kodiak is \$14,903.89. Due to the significant difference in estimates, it is requested that repairs be approved through Kodiak Emergency Vehicles. Fleet would also prefer to use Kodiak for the repairs because Kodiak is a dealer of Braun Industries, the manufacturer of the ambulance body. Time for Kodiak to complete the work is approximately 4-5 weeks.

In addition to the estimate, a 20% contingency equal to \$2980.78 is being requested, as it is possible that the final cost to repair could exceed the estimate due to unforeseen damage and extra labor. This would bring the total repair cost up to an amount not to exceed \$17,884.67.

A sign off on this request was submitted to the MSD, Fire and Finance Directors, and the Township Supervisor for emergency approval. See attached email.

This will be an emergency repair and we are seeking approval to move forward with the repair as this meets the health, safety, or welfare requirements.

3. Emergency a) An emergency is defined as an immediate threat to the health, safety, or welfare of the Township or our citizens. b) Please see WAIVER OF PURCHASING RULES

EMERGENCY above.

BACKGROUND: N/A

STRATEGIC PLAN/GOALS: Ensuring that the Canton Township Fire Department has the vehicles necessary to serve the community.

ACTION REQUESTED: Waive the bidding process and approve the repair of Fire Department ambulance 22-S3.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The estimated cost for Kodiak Emergency Vehicles to repair 22-S3 with contingency amount is \$17,884.67. Funds are budgeted in the 661-530.930_0040 account for Maintenance and Repair of Vehicles.

IMPLEMENTATION PLAN: Upon approval by the Township Board, the purchase order will be created. Fleet Services will coordinate repair with Kodiak Emergency Vehicles.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: Move to waive the bidding process and approve the emergency repair of Fire Department ambulance 22-S3 by Kodiak Emergency Vehicles, 10120 W. Grand River Hwy, Grand Ledge, MI 48837 in the amount of \$14,903.89 plus a 20% contingency of \$2,980.78, for a total amount not to exceed \$17,884.67.

ATTACHMENTS:

1. Kodiak Emergency Vehicles estimate
2. Serra Superior Collision Center estimate
3. Approval emails

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: June 11, 2024

AGENDA ITEM #G-3

ITEM: Consider Authorization of a Purchase Order to Decima LLC for Re-Construction of the Administration and Public Safety Parking Lot

PRESENTER: David Norwood, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Engineering Services is requesting a purchase order in the amount of \$3,123,455.51 to Decima LLC. This includes a bid price of \$2,623,455.51, plus a \$500,000 contingency. This contingency is set at this amount because there were requested plan changes after the bid prices were received that increased some quantities, as well as contingency for unforeseen issues.

BACKGROUND: On March 7, 2024, Engineering Services requested and received two proposals for the re-construction of the administration and public safety parking lot. Both proposals were reviewed by Engineering and Finance staff, and Decima was chosen as the preferred contractor based on the responsible contracting policy review.

The Canton Township administration and public safety parking lot has been part of the proposed Capital Improvement Project since 2020. Engineering Services now desires to move the replacement of this parking lot forward. Engineering Services, Finance, and Public Safety met to discuss the financial responsibilities for the project. An approach was agreed upon on how to split up the cost sharing. The details are provided below.

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

ACTION REQUESTED: Consider approving a purchase order to Decima LLC in the amount of \$3,123,455.51.

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

Increase Revenues		
101-000.695	Fund Balance Appropriation	393,347.00
206-000.695	Fund Balance Appropriation	478,375.00
207-000.695	Fund Balance Appropriation	694,034.00
207-000.699_4010	Transfers In - Capital Projects	755,450.00
401-000.699_1010	Transfers In - General	393,347.00
661-000.695	Fund Balance Appropriation	176,376.00

Decrease Expense		
401-301.970_0080	Capital Outlay Land Improvemer	358,450.00
401-441.970_0050	Capital Outlay Infrastructure	397,000.00
661-530.970_0025	Capital Outlay ADA	10,410.00
Increase Expense		
101-969.995_4010	Transfers Out Capital Projects	393,347.00
206-336-50.970_0050	Capital Outlay Infrastructure	478,375.00
207-301-50.970_0050	Capital Outlay Infrastructure	1,449,484.00
401-441.970_0050	Capital Outlay Infrastructure	393,347.00
401-969.995_2070	Transfers Out Police	755,450.00
661-530.970_0050	Capital Outlay Infrastructure	186,786.00

IMPLEMENTATION PLAN: Upon Board approval, Finance will issue a purchase order to Decima LLC.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

1. Move to approve the above-mentioned budget amendment.
2. Move to issue a purchase order to Decima LLC for the Re-construction of the Administration and Public Safety Parking Lot in the amount of \$3,123,455.51.

ATTACHMENTS:

1. Decima LLC Bid
2. Responsible Contracting Memo

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: June 11, 2024

AGENDA ITEM #G-4

ITEM: Consider Issuing a Purchase Order to Land Matters for the Acquisition of Rights of Ways (ROW) and Easements to Support the Township's Construction Projects

PRESENTER: David Norwood, Municipal Services Director

INDIVIDUAL: None Anticipated

EXECUTIVE SUMMARY: Engineering Services is requesting a Purchase Order be issued to Land Matters to assist in the acquisition of rights of way and easements for future construction projects. Engineering Services requests that the PO be issued for \$50,000.

BACKGROUND: The Township has an ongoing Major Road Replacement Program that is funded through Cantons Road milage. A critical component of the Major Road Replacement Program is to secure rights of way and easements from private property owners to facilitate road improvements, construction access, and sidewalks.

On May 23, 2023, the Canton Township Board of Trustees approved a contract with Land Matters for a period of three (3) years with an option of extending up to two (2) additional years. The proposed vendor agreement with Land Matters arose from the procurement process applied to the State of Michigan Department of Transportation's (MDOT) Ford Road Boulevard Project. MDOT competitively bid for the same services as needed by the Township through a process that complies with the Township's bidding and purchasing policies and Land Matters is proposing the same terms and rates as submitted for the Ford Road Boulevard Project.

STRATEGIC PLANS/GOALS: Quality Infrastructure - Commitment to a proactive approach for reliable Township owned and operated infrastructure.

ACTION REQUESTED: Approve a Purchase Order for Land Matters for securing rights of way (ROW) and easements for the Township's Major Road Replacement Program and other Township construction projects.

BUDGET IMPLICATIONS: The following budget adjustment is needed to cover this and other expenses in the 204 fund account:

Increase Revenue:
204-000.695 Fund Balance Appropriation \$55,000

Increase Expenditure:
204-446-11.970_0050 Capital Outlay Infrastructure \$55,000

IMPLEMENTATION PLAN: A blanket purchase order will be created by Engineering

Services staff for each year of the contractual services.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE & BUDGET DIRECTOR RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

1. I move to approve the above listed budget amendment, to award a contract and issue a purchase order to Land Matters in the amount of \$50,000.

ATTACHMENTS:

1. Land Matters Contract

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: June 11, 2024

AGENDA ITEM: #G-5

ITEM: Consider Award of Construction for Roadway Repair/Replacement of Concrete Roads Affected by ASR to Marc Anthony Contracting, Inc. and Consider Increasing Purchase Order 2024-771 by \$723,800

PRESENTER: David Norwood, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Engineering Services is requesting to issue a Purchase Order to Marc Anthony Contracting, Inc. for the construction and/or replacement of local concrete roads affected by Alkali Silica Reaction, commonly referred to as ASR, in the amount of \$1,558,228.50.

Further, Engineering Services is also requesting to increase Purchase Order 2024-0771 by \$723,800 for Spalding DeDecker to perform construction administration, inspection, testing and staking on the same project and for the remaining subdivisions impacted by ASR.

BACKGROUND: Alkali Silica Reaction (ASR) in concrete is an industry wide, commonly seen, accelerated deterioration of concrete, particularly in roads, curbs, and sidewalks. There are many roads throughout the Township that are affected by ASR. Those affected include local subdivision roads under the jurisdiction of Wayne County. These roads deteriorate quickly and fail before the standard lifespan of concrete roads. The subdivisions identified have experienced the rapid deterioration and failure of the concrete driving surface and must be repaired.

This is the first phase in the construction process. The goal is to make the necessary repairs and/or replacements for five local subdivisions under Wayne County jurisdiction in the Township because of roadway failure due to ASR.

On January 23, 2024, Spalding DeDecker was awarded the design of all local subdivision roads under the jurisdiction of Wayne County for deterioration due to ASR. Below is the list of subdivisions targeted:

1. Brookside Village No. 5
2. Meadowbrook No. 1 and No. 2
3. River Park No. 1 and No. 2
4. Stonegate
5. Sunflower Village No. 8 and No. 12

Design has been completed for Sunflower Village No. 8, and a request for proposal was sent out. These proposals were opened on May 23, 2024. All proposals were evaluated under the responsible contracting policy, and Marc Anthony Contracting, Inc. was chosen as the preferred contractor.

Additionally, it is necessary to award construction administration, inspection, testing and staking

to Spalding DeDecker as a continuation of their design services. The total cost for this work is \$723,800 and is broken down by subdivision in the attached proposal. This cost will cover the construction administration, inspection, testing and staking during construction for all five subdivisions listed above. As was detailed in the January 23, 2024, board action, SDA has already been awarded the design work for all five subdivisions. This is an extension of those services and will cover all remaining SDA work in the five subdivisions.

The remaining ASR impacted subdivisions will be awarded at a later date once the competitive procurement process is completed for the 2025 construction seasons.

STRATEGIC PLAN/GOALS: Board Goal: Quality Infrastructure

ACTION REQUESTED: Approve the budget amendment below.

Issue a Purchase Order to Marc Anthony Contracting, Inc. for the construction and/or replacement of local concrete roads affected by ASR in the amount of \$1,558,228.50. This is a bid price of \$1,358,228.50 plus a \$200,000 contingency.

Approve a Purchase Order 2024-771 Increase of \$723,800 for Spalding DeDecker to perform construction administration, inspection, testing and staking.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: This ASR Roadway project will be funded using state funds secured by the Township Board. The following Budget Amendment is needed:

Increase Revenue:

204-446-12.539 State Grants	\$2,282,029
-----------------------------	-------------

Increase Expenditures:

204-446-12-.970_0050 Capital Outlay Infrastructure	\$2,282,029
--	-------------

IMPLEMENTATION PLAN: Upon Board approval, Engineering Services and Finance will establish the purchase orders with Marc Anthony Contracting, Inc. and Spalding DeDecker and commence work.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTIONS:

1. I move approve the budget amendment listed above.
2. I move to increase Purchase Order 2024-771 in the amount of \$723,800 for Spalding DeDecker to perform construction administration, inspection, testing and staking.
3. I move to award a construction contract to Marc Anthony Contracting, Inc. for the construction and/or replacement of local concrete roads affected by ASR in the amount of

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: June 11, 2024

AGENDA ITEM #G-6

ITEM: Consider Awarding a Contract and Purchase Order to Replace the Burner Assembly for One Boiler at the Administration Building

PRESENTER: David Norwood, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: The Administration Building boilers are 24 years of age with a projected life span of 30 plus years. Recently boiler number one has experienced numerous issues related to the burner assembly system, rather than replacing the entire boiler MSD Facilities is proposing the replacement and upgrade of the burner assembly. Replacing the burner assembly on boiler number one will increase energy efficiency and prolong the life of the equipment.

BACKGROUND:

In 2023 a bid was posted to replace the entire boiler which came back over \$300,000 and did not align with our budget. Knowing the life span of the boiler should be 30 plus years we cannot justify the spend of \$300,000, other than the burner assembly system the boiler operates very well. Investing \$36,229.65 to replace the faulty piece of equipment and upgrade the efficiency is the most economical option at this point.

Staff is recommending award of contract to Rolls Mechanical for the boiler burner replacement on the administration building boiler for \$36,229.65 plus a \$10,000 contingency for possible unforeseen repairs to the refractory and tubes on the fire side of the boiler.

STRATEGIC PLAN/GOALS: Quality Infrastructure- renovating the boiler system will provide more energy efficient equipment, extend the life of the facility, and ensure the patrons have a great experience at the Admin building

ACTION REQUESTED: Award the contract and purchase order for the above-mentioned work to Rolls Mechanical, 1490 Torrey Rd. Suite D Fenton MI 48430 in the amount of \$36,229.65 plus a \$10,000 contingency amount making the total \$46,229.65.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

The estimated cost for Rolls Mechanical to replace the burner assembly with contingency amount is \$46,229.65. Funds are budgeted in the account 246-265.970_0020 for Capital Outlay Buildings and Improvements.

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

to begin project. A project schedule will be established Rolls Mechanical will order all the equipment and parts in order to complete the project.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

- 1) I move to approve the contract and approve a purchase order for Rolls Mechanical, in the amount of \$36,229.65 plus a \$10,000 contingency making the total amount \$46,229.65 to upgrade one of the boilers burner assembly system at the Administration building.

ATTACHMENTS:

- A. Invitation to Bid
- B. Bid Tab
- C. Rolls Mechanical Bid

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: June 11, 2024

AGENDA ITEM #G-7

ITEM: Consider Final Planned Development District and Preliminary Site Plan for Harvest Arbor

PRESENTER: David Norwood, Municipal Services Director

OWNER/REPRESENTATIVE: M/I Homes of Michigan LLC (David Straub)/The Umlor Group (Steve Allen and Mike Noles)

EXECUTIVE SUMMARY: The applicant proposes to develop 51 single-family homes on the 25.5-acre parcel located at the southeast corner of Ford Rd. & Napier Rd. There is one public entrance proposed on Ford Rd. and one emergency vehicle access proposed on Napier Rd.

The property includes a creek in the southwest corner that is a tributary to the Lower Rouge River. The site is vacant and has been used for agriculture for many years. In 2023, the parcel was rezoned from RA, Rural Agricultural to R-2, Single Family Residential.

The applicant proposes to develop the site as a Planned Development District (PDD), which allows for modifications from certain development standards of the Zoning Ordinance and requires the project to result in definite benefits to the site and to the community. The project sponsor proposes the following definite benefits:

- Preservation of heavily-wooded areas along the creek and Napier Rd.;
- Preservation of wetland areas;
- Internal sidewalks in the open space, including connections to Ford Rd. and Napier Rd.;
- Constructing a sidewalk connection to Parkside Estates-South, which will fill a gap along the Ford Rd. frontage of Parkside Estates-South;
- 40% of the site is open space, or 10.71 acres, which exceeds the 25% minimum open space required in a Planned Development;
- A “Welcome” sign at the northwest corner of the site, with enhanced landscaping to define this gateway entrance into Canton;
- More trees are planted than are required by the Zoning Ordinance;
- The homes will be predominantly brick and will have brick to the belt, which means masonry to the first floor ceiling line, including walkout elevations; and
- Construction of a 106-foot-long left turn lane or left turn passing flare on westbound Ford Rd. at the site entrance.

At its meeting on May 6, 2024, the Planning Commission recommended approval of the Final PDD and Preliminary Site Plan, subject to conditions.

BACKGROUND AND ANALYSIS:

Location: Southeast corner of Ford Rd. and Napier Rd., which is adjacent to the western Township boundary. Parcel 070-99-0002-702.

Existing Zoning: R-2, Single Family Residential (2 units per acre)

Net Acres: 25.5 acres

Existing Land Use: Vacant/agricultural

Surrounding Zoning and Land Uses:

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

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

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

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

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

Surrounding Comprehensive Plan Future Land Use Map Classifications:

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

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

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

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

Traffic Impact and Access Management. One entrance is proposed on Ford Rd. There is also one emergency vehicle access proposed on Napier Rd., which will have a gate.

The applicant has submitted a TIS, dated June 1, 2023, from Fishbeck. The TIS concludes the following on page 13:

The analyses conducted for this TIS indicate the proposed development will not result in any significant impact to the adjacent road network operations. The proposed site access configuration is appropriate and will acceptably facilitate site ingress and egress. The intersection of M-153 (Ford Road) and Ridge Road operates with poor LOS and significant queue lengths under existing and background traffic conditions. The intersection of M-153 (Ford Road) and Napier Road operates with poor LOS for Napier Road approaches under existing and background traffic conditions. Capacity improvements are necessary at the study area intersections to achieve acceptable LOS

and queuing results without the proposed development. The additional trips associated with the proposed development will have a negligible impact on overall intersection delay and operations.

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

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

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

Wade Trim recommended a short (50-foot) right-turn lane at the exit driveway, which is included on the plans. This will make the drive near Ford Rd. wide enough for 3 lanes, 2 of which would be outbound (left-only and right-only).

The TIS recommended consideration of a westbound left-turn lane on Ford Rd. and Wade Trim stated, "While the analysis shows very little difference in Level of Service and delay when a left-turn lane is added, it is essential to providing temporary storage for left turning vehicles and reducing the number of rear-end and angle collisions at this site." In the summary, Wade Trim recommends a 100-foot left turn lane. A 106-foot-long left turn passing flare is proposed on Ford Rd., which is a similar treatment for Parkside Estates North located northeast of the site. Regarding whether to require a left turn lane or left turn passing flare, we will defer to MDOT which has jurisdiction along Ford Rd. The applicants have submitted the plans for MDOT review and have stated that they will construct either a dedicated left turn lane or a left turn passing flare in accordance with MDOT standards for construction within its right-of-way. With the installation of a left-turn lane, the site driveway at Ford Rd. will function at a Level of Service (LOS) of D, which is considered acceptable.

All the units will be accessed by the internal road, Ottawa Dr., and will have 2-car front entry garages. The 27-foot-wide private road will allow for on-street parking on one side of the street.

Schedule of Regulations and Modifications. The following modifications to Zoning Ordinance requirements are proposed:

- **Minimum Lot Area (Sec. 26.02).** The R-2 district requires a minimum lot area of 20,000 sq. ft. The minimum lot size proposed in the PDD is 8,400 sq. ft. Many lots are greater than 8,400 sq. ft.
- **Minimum Lot Width (Sec. 26.02).** The R-2 district requires a minimum lot width of 100 ft., with a minimum lot width of 120 ft. for corner lots. The minimum lot width proposed in the PDD is 70 ft., with 85 ft. proposed for corner lots.
- **Minimum Front Yard Setback (Sec. 26.02).** The R-2 district requires a minimum front yard setback of 40 ft. The minimum front yard setback proposed in the PDD is 25 ft., which is sufficient to park vehicles in the driveway without hanging over the sidewalk.
- **Minimum Side Yard Setback (Sec. 26.02).** The R-2 district requires a minimum side yard setback of 15 ft. on one side and a total of 35 ft. for both sides. The minimum side yard setback proposed in the PDD is 5 ft. on one side and a total of 15 ft. for both sides.
- **Minimum Rear Yard Setback (Sec. 26.02).** The R-2 district requires a minimum rear yard setback of 50 ft. The minimum rear yard setback proposed in the PDD is 30 ft.
- **Minimum Deck Setback (Sec. 2.09(A)(3)(b)).** The Zoning Ordinance allows open terraces, porches, and decks to be located in a required rear yard setback, provided that a rear yard setback of at least 25 feet is maintained and that the structure is not greater than 4 feet above the finished grade. The PDD proposes to maintain the 25-foot rear yard setback for decks but proposes to allow a height not greater than the first floor finished elevation, which will allow for rear yard decks where there is a walkout basement or lower grade. This would limit a rear yard deck to 5 feet deep, if the house is built to the limits of the building envelope. We recommend that the applicant consider the future rear yard deck setbacks and ensure future home buyers are aware of this limitation, as it causes difficulties when the homeowner wants to build a large deck or open terrace and have strict limitations. If a further encroachment is proposed, we recommend noting on the plans and in the PDD Agreement.

Sidewalks. Sidewalks are proposed along the site's entire frontages of Ford Rd. (approximately 1,219 ft.) and Napier Rd. (approximately 929 ft.), including a bridge crossing over the creek along Napier Rd. All internal streets will have sidewalks on both sides. There are sidewalk connections to the proposed sidewalk along Napier Rd. from the Ottawa Ct. cul-de-sac and from the open space north of the detention pond. There are also internal sidewalks through the open space areas.

Natural Features. The site consists of 0.8 acres of regulated wetlands, and only the 0.02-acre wetland in the Ford Road right-of-way will be impacted. The property includes a creek in the southwest corner that is a tributary to the Lower Rouge River, and the heavily wooded areas along the creek will be preserved. The applicant has submitted a Wetland Delineation Report, dated May 25, 2023, from Barr.

Most of the trees on the site will be preserved, but 21 regulated trees will be removed. There are 81 regulated trees on the site, and Article 5A of the Zoning Ordinance allows for 25% of

regulated trees (20) to be removed without mitigation. The landscape plan proposes far more trees than are required by the Zoning Ordinance, so the proposed removal is mitigated.

Landscaping. The landscape plan shows compliance with the requirements for frontage landscaping along Ford Rd. and Napier Rd., internal street tree landscaping, and detention pond landscaping. There are 145 more trees proposed than are required by the ordinances, which are dispersed along the eastern boundary, southern boundary, and within the internal open space areas.

Architecture. Section 26.06 of the Zoning Ordinance requires homes to have 50% brick with a 4-foot horizontal offset along the rear elevation. The home models proposed include the minimum brick and the required 4-foot horizontal offset. All house models and lot layouts have front-entry garages. According to the applicant's narrative, the homes will have brick to the belt, which means masonry to the first floor ceiling line, including walkout elevations. The elevations on the plans must be revised accordingly.

Signs. An entranceway monument sign is proposed on the west side of the entrance at Ford Rd. The sign is 24 sq. ft., which is the maximum permitted by Article 6A of the Zoning Ordinance and the monument wall is 6 feet high, which is the maximum height permitted by the Zoning Ordinance.

A "Welcome" sign is proposed at the northwest corner of the site, with enhanced landscaping to define this gateway entrance into Canton. This sign is proposed to match the Canton sign located just west of the site at Parkside Estates South (5.2 ft. high and 8.8 ft. wide).

Lighting. Section 2.13 of the Zoning Ordinance requires one (1) light fixture at each side of the entrance, and the required light fixtures are shown at the entrance at Ford Rd. These lights will be ten (10) feet high and decorative.

Fiscal Impact. The narrative provided by the project sponsor states that the homes will have an estimated market value of \$600,000. The calculations of the applicable tax revenues and budget expenditures indicate a relatively neutral or positive impacts on the General Fund, Library Fund, Police Fund, Fire Fund, and Road Improvement Fund. Based on recently sales prices of new homes of similar size, the average value could far exceed \$600,000 per home.

PDD Agreement, Master Deed, and Bylaws. 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.

Water, Sanitary Sewer, and Stormwater Management. Canton's water engineering consultant, OHM, sent an email on June 26, 2023, that provides an analysis of the available water supply. The analysis concludes that the system is not undersized to support the proposed increased demand, but water pressures will depend on final building elevations and valve closures in the system. Water main connections are proposed in the southeast corner of the site (from Westridge Estates) and north of the site along Ford Rd., and the final utilities will be determined during Final Site Plan review.

Canton's sewer engineering consultant, Wade Trim, sent an email on June 15, 2023, that provides an analysis of the total peak flow of the proposed development. The current model predicts existing capacity and suggests sufficient capacity for the new development at the collection point. A sewer main connection is proposed in the southeast corner of the site (from Westridge Estates), and the final utilities will be determined during Final Site Plan review.

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 creek. The stormwater pond is proposed to outlet to the creek.

- **Community Planner's Recommendation:** Approval of the Harvest Arbor Final PDD and Preliminary Site Plan on parcel no. 070-99-0002-702, as provided in the Planned Development District Agreement and plan documents, subject to all State, County, and Township requirements and subject to the modifications noted in this letter to the building elevations.
- **Planning Commission's Recommendation:** At its meeting on May 6, 2024, the Planning Commission voted 7-0 to recommend approval of the Harvest Arbor Final Planned Development District and Preliminary Site Plan on parcel no. 070-99-0002-702, as provided in the PDD Agreement and plan documents, subject to all State, County, and Township requirements and subject to modifications to the elevations to have masonry to the first-floor ceiling line on all elevations and modifications to the PDD Agreement to the satisfaction of Township Planning Division staff and legal counsel.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approval of the Harvest Arbor Final Planned Development District and Preliminary Site Plan on parcel no. 070-99-0002-702, as provided in the Planned Development District Agreement and plan documents, subject to all State, County, and Township requirements and subject to the applicant revising the building elevations to have masonry to the first-floor ceiling line on all elevations.

BUDGET IMPLICATION & ACCOUNT NUMBER: N/A.

IMPLEMENTATION PLAN: N/A.

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: Approval

ENGINEERING SERVICES DIVISION'S RECOMMENDATION: Approval, subject to conditions.

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 Final Planned Development District and Preliminary Site Plan for Harvest Arbor

WHEREAS, the Project Sponsor has requested Final Planned Development District approval and site plan approval for Harvest Arbor, located at the southeast corner of Ford Rd. & Napier Rd.; and,

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

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

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the Final Planned Development District and Preliminary Site Plan in Planning Applications 070-PDQ-8216 and 070-SPP-8215, respectively, on the subject tax parcel (parcel no. 070-99-0002-702) as provided in the Planned Development Agreement and plan documents, subject to all State, County, and Township requirements and subject to the applicant revising the building elevations to have masonry to the first-floor ceiling line on all elevations.

ATTACHMENTS:

1. May 6, 2024 Planning Commission Draft Minutes
2. Zoning Map and Location Map
3. Final PDD Plan and Preliminary Site Plan
4. Project Description
5. Traffic Impact Study (Fishbeck) and Township Engineering Consultant Review (Wade Trim)
6. Water Data (OHM) and Sewer Data (Wade Trim)
7. Vehicle Crash Data from Canton Township Public Safety Department
8. Email from DTE Service Planner
9. Wetland Delineation Report
10. Proposed PDD Agreement
11. Proposed Master Deed and Bylaws

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: June 11, 2024

AGENDA ITEM #G-8

**ITEM: Consider Approval of Financial Obligation Certification for Storm Drainage
Assessment**

PRESENTER: Wendy Trumbull, Finance & Budget Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: The Township is partnering with the Army Corp of Engineers to perform an assessment of the drainage in various sectors of the Township in light of the recent flooding that has occurred in the Township in the previous few years. In order to perform the assessment, the Army Corp of Engineers is requiring a 50% match by the Township on the total project, which is expected to cost \$300,000. While the Township's match can include in-kind services which will not require additional cash outflow, we are reallocating existing budget dollars to absorb this potential expenditure.

STRATEGIC PLAN/GOALS: Quality Infrastructure

ACTION REQUESTED: Authorize the Finance Director to sign the Self-Certification of Financial Capability required by the US Army Corp of Engineers.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Budget dollars within the Stormwater Department will be reallocated to accommodate this potential expenditure

IMPLEMENTATION PLAN: The Finance Director will sign upon approval by the Township Board.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to authorize the Finance Director to sign the US Army Corp of Engineers Self-Certification of Financial Capability for the Storm Drainage Assessment.

ATTACHMENTS: Non-Federal Sponsor's Self-Certification of Financial Capability for Agreements

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: June 11, 2024

AGENDA ITEM #G-9

ITEM: Consider Approval to Award Vending Contract to Continental Café, LLC

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Modern Vending had previously held the vending machine contract with Canton Township since 2012. In 2023, Modern Vending Services, Inc. was purchased by Continental Café, LLC and the contract has since expired. Canton Township issued an RFP in March, 2023 and two companies responded: Continental Café, LLC and the Bureau of Marches Blind People. A committee was formed to evaluate and score the two companies and as a result, are recommending Continental Café, LLC for the Canton Township facilities Vending Services contract.

BACKGROUND:

Vending machines are located at the Summit on the Park, Parks Building and, in the future, the Police Station lobby. Per contract agreements, Canton Township will receive 18% of the vending sales, which is the same amount received in the previous contract with Modern Vending. The Bureau of Services Blind People only provided a 2.5% return to Canton Township of vending sales. Continental Café, LLC has agreed to update their current machines, located in Township facilities, to new ones with updated technology and payment options.

STRATEGIC PLAN/GOALS: Welcoming Community

ACTION REQUESTED: Award the contract for vending machine services to Continental Café, LLC

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Anticipated revenue is budgeted in 208-757-55.670

IMPLEMENTATION PLAN: Upon Board approval, a contract will be executed.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to award the contract for Canton Township facility vending machine services to Continental Café, LLC pending legal review

ATTACHMENT:

Attachment A – Vending RFP

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: June 11, 2024

AGENDA ITEM #G-10

ITEM: Consider Approval to Extend the Contract of Printing, Sorting and Distribution of the Discover Brochure

PRESENTER: Greg Hohenberger, Director of Leisure Services

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: On May 10, 2022, the Board of Trustees approved RBA #G-2 to award a contract to Grand Blanc Printing Company for the printing, sorting, and distribution of four editions of the Discover Brochure from Fall 2022-February 2024. Grand Blanc Printing Company has provided the Township with quality services as a reliable and trustworthy provider and has agreed to honor the contract extension and prices referenced in the 2022 contract for the following two additional editions of Canton Leisure Services Discover Brochure: Fall 2024/Winter 2025 and Spring/Summer 2025. This detailed program guide includes a comprehensive listing of all of the facility and program offerings Leisure Services will have available.

Based on mutual agreement, Canton Leisure Services is recommending extending the contract for the printing, sorting and distribution of the Discover Brochure that was awarded to Grand Blanc Printing Company for two additional editions at an annual cost of \$31,600.

BACKGROUND INFORMATION:

The Discover Brochure continues to increase community awareness of Canton Leisure Services and its benefits. As illustrated in the 2020 Leisure Services Community Survey, Discover ranked second only to the FOCUS as the most popular way residents received information about Leisure Services.

For each edition, 42,000 brochures are printed with approximately 39,500 delivered by the US Post Office to every household in Canton with the remainder forwarded to Township facilities for distribution to guests. See Attachment A for Bid Specs

The following three companies submitted bids in response to the Township's issued request for the printing, sorting and distribution of the Discover Brochure for 2022 and 2023.

Company	Total Per Edition Cost	Four Edition Total
Grand Blanc Printing Co.	\$ 15,800.00	\$ 63,200.00
Printwell	\$ 22,817.05	\$ 91,268.20
KK Stevens Publishing	\$ 20,945.38	\$ 83,781.52

Grand Blanc was the low bidder for the printing/sorting/distributing of four Discover brochures utilizing cold press production techniques. The combined cost of printing, sorting, and distribution of the Discover brochure reflects a total of \$63,200.00 for the four editions of the 2022/2023 Discover brochures, for a cost of \$31,600.00 per year.

Total costs for the Discover brochure will continue to be offset by ad sales. 2024 and 2025 ad sales are budgeted to bring in \$10,000 per year to offset the expense.

STRATEGIC PLAN/GOALS: Welcoming Community

ACTION REQUESTED:

Award to extend the contract of the printing, sorting, and distribution of the Fall 2024/Winter 2025 and Spring/Summer 2025 editions of the Discover brochure to Grand Blanc Printing, 9449 Holly Road, Grand Blanc, MI 48439.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

Funds are available in the following accounts:

Division	Account #	2024	2025	Total
Senior	101-672-50.900_0040	\$2,370.00	\$2,370.00	\$ 4,740.00
Recreation	101-756-50.900_0040	\$9,322.00	\$9,322.00	\$ 18,644.00
Summit	208-757-50.900_0040	\$2,528.00	\$2,528.00	\$ 5,056.00
CSC	101-755-50.900_0040	\$1,580.00	\$1,580.00	\$ 3,160.00
TOTAL				\$ 31,600.00

IMPLEMENTATION PLAN:

Upon Board approval, a purchase order will be generated and Grand Blanc Printing will be notified.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to extend the contract of the printing, sorting, and distribution to Grand Blanc Printing for two additional editions of the Discover Brochure covering the Fall 2024/Winter 2025 and Spring/Summer 2025 for a total cost of \$31,600.

ATTACHMENTS:

Attachment A: Discover RFP

Attachment B: Grand Blanc Contract

Attachment C: Written Agreement from Grand Blanc

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: June 11, 2024

AGENDA ITEM #G-11

ITEM: Consider Request to Upgrade Administrative Building and Disaster Recovery Data Centers

PRESENTER: Victor Ibegbu, Information Technology and Innovation Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: Most Township applications and data are stored and operated on physical equipment in the Administrative Building data center, which was installed in June 2018. The equipment has reached its end of life and will no longer be supported by Dell Computers after 2024. Attempting to continue utilizing unsupported hardware increases the risks of data loss or severe disruption to employees and residents.

The ITI Department has worked with a Dell Computers Technology partner to design an upgrade plan. This plan not only upgrades existing computer and storage systems at the Administrative Building, but also provides additional equipment to be located at the Township's disaster recovery data center, which is critical if the Administrative Building data center is damaged or rendered unfunctional.

BACKGROUND: The Township's current data center equipment has reached its functional end-of-life, and numerous hardware failures have already occurred in 2024. ITI has worked for many months with a Dell Computers Technology partner to design a modern and resilient upgrade and expansion plan to finally provide for a fully redundant data center to address the severe shortcomings in the current data protection methodologies.

It should be recalled that in 2023, a tornado passed very near the Administration Complex. Had the tornado traveled only 500 yards more eastward and hit the Administration Building, the Township's data center could have had a catastrophic impact. Due to the long lead times needed to procure new computer equipment, returning to operational status after sustaining severe damage to the data center could take months, impacting all Township operations. In addition to the risk of physical damage to the data center, there is also the increasing threat of a crippling cyber-attack. Cyber-attacks have exponentially increased over the past year, and more government entities are becoming targets. A new and redundant data center dramatically improves the ability of the Township to quickly recover in the event of an emergency with less downtime to Township operations compared to the current operational environment.

Implementing a redundant data center will allow ITI to champion an improved "Business Continuity Plan" for the Township. The ability to execute this plan requires the purchase of the following technologies and services:

- 1) Server-grade computer hardware, data storage hardware, and related implementation and testing costs

- 2) Microsoft Windows Server Software and licensing
- 3) VMware Virtualization Software
- 4) Cabling, racking, and wiring remediations

The hardware and software costs in items 1 and 2 are derived from the State of Michigan technology contract with Dell Computers (MHEC-04152022). Therefore, ITI requests that the Board waive the Request for Proposal requirement for these items.

In November of 2023, Broadcom Corp. purchased VMware from Dell Computers. Due to this acquisition, Dell Computers can no longer sell VMware licensing; therefore, there are no more extended state contract provisions with VMware or opportunities for governmental cost savings. Avalon Technologies (the vendor who assisted with migrating email and Office 365 to the .GOV domain name and environment) has been identified as an “authorized reseller” of VMware by Broadcom. Avalon Technologies has a proven track record of providing cost-effective services with superior results for Canton Township and Director Ibegbu while he was the Director of Information Technology at Detroit Public Libraries. Due to VMware’s fixed price and the Township’s positive relationship with Avalon Technologies, ITI requests the Board waive the request for proposal requirement on the implementation costs of items 1 and 2 and the software cost in item 3.

For item 4, ITI is requesting to procure cabling, racking, and wiring remediation from D2 Technologies, which may be needed once implementation begins. D2 Technologies has been the sole network wiring and wiring closet remediation provider for over two years and has provided cost-effective and exceptional service while adhering to the standards ITI gives them. Due to this positive relationship and D2’s knowledge of the Township’s infrastructure, ITI also requests to waive the RFP process for these services.

STRATEGIC PLAN/GOALS: Quality Infrastructure

ACTION REQUESTED: ITI is requesting the Board waive the purchasing policy requirement to issue a request for proposal for the purchases outlined above. ITI is also requesting to purchase and implement the components detailed in the provided attachments.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The funding for this purchase was budgeted for in ITI’s 2024 Budget. All required funding exists and will be expensed from ITI’s 101-228.970_0010 Capital Outlay Computers and Equipment account and 101-228.801_0050 Professional Services account. The cost for each component is as follows:

- 1) Avalon – Physical Server Hardware & Implementation Services \$390,000.00
(\$369,756.07 quote plus contingency)
- 2) Dell – Microsoft SQL & Server Licensing \$69,521.30
- 3) Avalon – VMware Licensing \$62,910.00
- 4) D2 Technologies – Data Centers Physical Enhancements \$20,000.00

Total Project Cost - \$542,431.30

IMPLEMENTATION PLAN: The migration of all existing data and application resources affected by these data center upgrades will be implemented to least impact the operation of Township employees and residents. All plans and schedules will be cleared with the department Director first and communicated to the employee base before any work is completed.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

- 1) I move to approve the creation of a purchase order for \$390,000.00 payable to Avalon Technologies for the purchase of data center hardware and implementation services.
- 2) I further move to approve a purchase order for \$69,521.30 payable to Dell Computers for the purchase of Microsoft SQL Server and Windows Server Licensing for the VMware virtual environment.
- 3) I further move to approve the creation of a purchase order for \$62,910.00 payable to Avalon Technologies for the purchase of VMware licensing.
- 4) I further move to approve a purchase order for \$20,000.00 payable to D2 Technologies for procuring and installing any required structured cabling, cabling management, or rack upgrades for the data centers in support of the new equipment.
- 5) I further move to waive the request for proposal purchasing requirements for all purchases listed above.

ATTACHMENTS:

- 1) Avalon - Hardware and Implementation Services.pdf
- 2) Dell – Microsoft SQL and Windows Server Licensing.pdf
- 3) Avalon – VMware Essentials Licensing Quote.pdf
- 4) D2 Technologies – Data Center Remediations.pdf

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: June 11, 2024

AGENDA ITEM # G-12

ITEM: Consider Approving a Renegotiated Billing Service Agreement with AccuMed Billing, Inc.

PRESENTER: Christopher Stoecklein, Director of Fire Services

INDIVIDUALS IN ATTENDANCE: None

EXECUTIVE SUMMARY: The Fire Department is requesting approval of a renegotiated billing services agreement with AccuMed Billing Inc. This would be a five-year agreement, which would lock in a 5.5% service fee of all invoices collected to AccuMed Billing, Inc. AccuMed Billing, Inc. would also pay an additional \$4,430 toward the Department's Electronic Patient Care Reporting (ePCR), annually.

BACKGROUND INFORMATION: Canton currently contracts with AccuMed Billing, Inc., for the service of invoicing and collecting fees charged for emergency medical services provided by the Fire Department. This agreement provides that AccuMed Billing, Inc., invoices our patients' insurance companies, Medicaid, Medicare, and, if a patient is uninsured, the patient directly, for emergency medical services related to hospital transport.

AccuMed Billing, Inc., collects pre-established fees, and sends monthly cost-recovery checks to Canton. Currently AccuMed Billing, Inc. charges the Fire Department a 6% service fee on collected fees. With this renegotiated agreement, AccuMed Billing, Inc. has agreed to lower their service fee to 5.5%. This service fee is the only fee paid to AccuMed Billing, Inc.

In addition to the reduced service fee, AccuMed Billing, Inc. has agreed to contribute \$11,991 toward the Department's ePCR. This is \$4,430 greater than the current amount they contribute, which is only \$7,561.

Together with the reduced service fee and ePCR contribution, this renegotiated agreement could save the department 2.5% from current AccuMed Billing, Inc. fees. Historically AccuMed Billing, Inc., has provided an exceptional percentage rate of collections. *Last year, Canton received over \$3 million in cost-recovery fees.*

STRATEGIC PLAN/GOALS: Quality Infrastructure

ACTION REQUESTED: Approve a renegotiated billing service agreement with AccuMed Billing, Inc.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Reduced ambulance billing fees and ePCR costs. #206-336-50.801_0050 and #206-336-50.930_0015

IMPLEMENTATION PLAN: N/A

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION: I move to approve a renegotiated billing service agreement between the Canton Fire Department and AccuMed Billing, Inc.

ATTACHMENTS: Attachment A – Billing Service Agreement.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: June 11, 2024

AGENDA ITEM # G-13

ITEM: Consider Authorization of Permit for 2024 Liberty Fest Fireworks Display

PRESENTER: Christopher Stoecklein, Director of Fire Services

INDIVIDUALS IN ATTENDANCE:

EXECUTIVE SUMMARY: The fireworks display permit application and associated documentation from ACE Pyro, LLC, from Saline, Michigan, has been reviewed by the Fire Marshal and was found to be in compliance with all National Fire Prevention Association (NFPA) requirements as well as all state and federal fireworks laws. Therefore, the Fire Marshal is recommending authorization of the 2024 permit for Liberty Fest Fireworks.

BACKGROUND INFORMATION: Canton Fire Department personnel and equipment will be staged in case an emergency arises.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approval for the Canton Township Clerk to sign the permit for fireworks display to be held June 14, 2024.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: RBA for permit authorization only; no fees associated with this request.

IMPLEMENTATION PLAN: Upon board approval and Township Clerk's signature, the Fire Marshal or his designee will transfer the signed permit to a representative from ACE Pyro, LLC.

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION: I move to authorize the Canton Township Clerk to sign the permit for ACE Pyro, LLC, authorizing their permission to possess, transport and display fireworks at Canton's Liberty Fest on June 14, 2024.

ATTACHMENTS: Attachment A – Fireworks permit application

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: June 11, 2024

AGENDA ITEM # G-14

ITEM: Consider Approval of the Canton Fire Department's Five-Year Strategic Plan

PRESENTER: Christopher Stoecklein, Director of Fire Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The Canton Fire Department is requesting the Township Board approve its Five-Year Strategic Plan for 2024-2028. The plan was formally presented to the Board at a study session on June 4th, and final copies have been distributed to the trustees.

BACKGROUND INFORMATION: The Canton Fire Department's Five-Year Strategic Plan was created with input from an outside panel of residents and community members, along with Fire Department leadership and employees. The plan identifies the needs of the department during the next five years, and objectives to meet those needs.

STRATEGIC PLAN/GOALS: Utilize the Canton Fire Department's Five-Year Strategic Plan as a tool to guide the department through the next five years.

ACTION REQUESTED: Approve the Canton Fire Department's Five-Year Strategic Plan 2024-2028, as previously presented to the Canton Board of Trustees.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Budget implications will be presented to the board annually, as needed, for their approval.

IMPLEMENTATION PLAN: n/a

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION: I move to approve the Canton Fire Department's Five-Year Strategic Plan 2024-2028, as previously presented to the Canton Board of Trustees.

ATTACHMENTS: n/a