



**CANTON ADMINISTRATION BUILDING
1150 S. CANTON CENTER ROAD
CANTON, MI 48188
REGULAR BOARD MEETING
JANUARY 11, 2022**

To mitigate the spread of the COVID-19 pandemic, protect the public health, and provide essential protections to Canton Township residents; 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/87998413288>

Or One tap mobile:

1-646-558-8656 (87998413288#) or 1-301-715-8592 (87998413288#)

Or Telephone:

1-646-558-8656 or 1-301-715-8592

Webinar ID: 879 9841 3288

International numbers available: <https://us02web.zoom.us/u/kqmZpZv43>

7:00 P.M.:

CALL TO ORDER

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

ADOPTION OF AGENDA

APPROVAL OF MINUTES: DECEMBER 7 & 14, 2021

PUBLIC COMMENT ON AGENDA ITEMS ONLY

PAYMENT OF BILLS

PRESENTATION:

- 1) STATUS OF CIP PROJECTS WSG PLANTE MORAN CRESA

CONSENT CALENDAR:

- 1) CONSIDER 2022 MEETING DATES FOR THE COMMISSION FOR CULTURE, ARTS & HERITAGE (CLS)
- 2) CONSIDER APPROVING ELECTRIC VEHICLE INFRASTRUCTURE PLANNING PROGRAM (MSD)
- 3) CONSIDER AWARDED CONTRACT AND APPROVE PURCHASE ORDER FOR FIRE I LIGHTING UPGRADES IN CONNECTION WITH THE CAPITAL IMPROVEMENT PROGRAM (MSD)

- 4) CONSIDER AWARDING CONTRACT AND APPROVE PURCHASE ORDER FELLOWS CREEK GOLF COURSE AND SUMMIT PUMP PROJECT IN CONNECTION WITH THE CAPITAL IMPROVEMENT PROGRAM (MSD)
- 5) CONSIDER AUTHORIZATION OF A PURCHASE ORDER TO SPALDING DEDECKER AND ASSOCIATES, INC. FOR PROFESSIONAL ENGINEERING SERVICES FOR THE 2022 RESIDENTIAL ROAD IMPROVEMENT PROGRAM (MSD)

GENERAL CALENDAR:

- 1) CONSIDER APPROVING BUDGET AMENDMENT AND HEADCOUNT ADJUSTMENT FOR THE MUNICIPAL SERVICES BUILDING DIVISION (MSD)
- 2) CONSIDER SPECIAL LAND USE FOR CANTON BANQUET AND CONVENTION CENTER (MSD)
- 3) CONSIDER SPECIAL LAND USE FOR CANTON BUSINESS CENTER (AUTOMOBILE SERVICE STATION) (MSD)
- 4) CONSIDER SPECIAL LAND USE FOR MINI STORAGE DEPOT (MINI-WAREHOUSE) (MSD)
- 5) CONSIDER APPROVAL OF RENEWING FOIA SOFTWARE (CLERK)
- 6) CONSIDER A REQUEST TO APPROVE LETTER OF AGREEMENT BETWEEN CANTON TOWNSHIP AND THE CANTON COMMAND OFFICERS ASSOCIATION POLICE OFFICERS LABOR COUNCIL (CCOA) (SUPERVISOR)
- 7) CONSIDER APPOINTMENTS TO THE CANTON TAX BOARD OF REVIEW (SUPERVISOR)
- 8) CONSIDER APPROVAL TO AMEND THE PREMIUM BONUS TO ESSENTIAL EMPLOYEES OTHER THAN ELECTED OFFICIALS AND THE DEPUTY SUPERVISOR WORKING DURING PANDEMIC (SUPERVISOR)

PUBLIC COMMENT
BOARD COMMENT
ADJOURN

ACCESS TO PUBLIC MEETINGS

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

**Charter Township of Canton
Board Proceedings – December 7, 2021**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, December 7, 2021 in person. Supervisor Graham-Hudak called the meeting to order at 6:04 p.m.

Members Present: Borninski, Foster, Ganguly, Graham-Hudak, Siegrist, Slavens, Sneideman
All members stated their location as Canton Township

Members Absent: None

Adoption of Agenda:

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

Study Session:

- 1) Update on Board Goals Part Two (Continued from 11/30 Study Session)

Public Comment:

Public comment was held.

Adjourn: Motion by Siegrist, supported by Foster to adjourn the meeting at 9:50 p.m. Motion carried unanimously.

Michael A. Siegrist, Clerk

Anne Marie Graham-Hudak, Supervisor

**Charter Township of Canton
Board Proceedings – December 14, 2021**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, December 14, 2021, in-person and virtually. Supervisor Graham-Hudak called the meeting to order at 7:00 p.m.

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

Adoption of Agenda:

Motion by Siegrist, supported by Slavens to adopt the agenda as amended adding C-10, C-11 and G-13. Motion carried unanimously.

Approval of Minutes:

Motion by Siegrist supported by Sneiderman to approve the November 23rd, 2021 and November 30th, 2021 Board minutes as presented. Motion carried unanimously.

Public Comment: Public comment was held.

Payment of Bills:

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

CHARTER TOWNSHIP OF CANTON EXPENDITURE RECAP FOR THE TOWNSHIP BOARD MEETING OF December 14, 2021		
101	GENERAL FUND	1,187,049.18
204	ROADS FUND	626,819.04
206	FIRE FUND	606,027.71
207	POLICE FUND	818,307.07
208	SUMMIT OPERATING (General)	95,536.84
219	STREET LIGHTING	21,722.29
230	CABLE TV FUND	53,503.84
246	TWP (COMMUNITY) IMPROVEMENT	13,750.17
248	DDA - CANTON	63,918.56
261	E-911 UTILITY	20,636.80
265	ORGANIZED CRIME - DRUG ENFORCEMENT	47,605.43
274	CDBG	63.00
276	NSP GRANTS FUND	0.00
285	AMERICAN RESCUE PLAN ACT	187.84
401	CAP PROJ - ENERGY PROJECT	95,754.00
402	CAP PROJ - SUMMIT CONSTR	0.00
403	CAP PROJ - ROAD PAVING	0.00
584	GOLF FUND	36,590.67

592	WATER & SEWER FUND	928,897.81
596	SOLID WASTE	391,121.41
661	FLEET	51,714.32
701	TRUST & AGENCY FUND	7,817.50
702	CONSTRUCTION ESCROW	0.00
736	POST EMPLOYMENT BENEFITS	1,298,547.36
852	SPECIAL ASSESSMENT DEBT	0.00
301	ENERGY PROJECT DEBT SVCE FUND	0.00
302	CAPITAL PROJECT DEBT SERVICE FUND	0.00
TOTAL - ALL FUNDS		6,365,570.84

Presentation:

- 1) **Legislative Update**
Presented by Stephanie Johnson
- 2) **Intern Project Video**
Presented by Sarah Shock

Resolution:

Item R-1. Consider Resolution Encouraging Residents to Decline to Sign the Secure MI Vote Petition

Motion by Siegrist, supported by Foster to approve the resolution as presented encouraging residents to decline to sign the Secure MI Vote petition.

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

Encouraging Residents to Decline to Sign the Secure MI Vote Petition

Whereas constitutional amendments to strengthen voting rights and ballot access were submitted to, and overwhelmingly approved by, Michigan voters as Proposal 18-3 at the November 6, 2018 general election;

Whereas current state legislative efforts in Michigan put ballot access at risk for vulnerable populations and walk back many of the popular reforms that have resulted in historic turnout in Michigan elections;

Whereas the Secure MI Vote ballot initiative seeks to use a portion of the Michigan Constitution to enact proposed legislation without a vote of the electorate. Many Michigan voters may not realize the impact of signing the petition could potentially allow a small minority of voters to help the Legislature pass “veto-proof” legislation, restricting voter rights;

Whereas the Secure MI Vote initiative includes some of the most restrictive portions of a 39-bill election reform package introduced earlier this year in the Michigan Legislature, including restrictions on absentee voting, stricter ID laws and limits on volunteer support of elections; and

Whereas Canton Township supports equitable and easier access to the ballot box through federal and state standards around early voting, absentee voting, and voter registration; now, therefore be it,

Resolved that the Board of Trustees of the Charter Township of Canton does hereby encourage residents to decline to sign the Secure MI Vote petition.

Motion carried unanimously.

Consent Calendar:

Item C-1. Consider Establishing Board of Trustees Meeting Dates for 2022

Motion by Siegrist, supported by Borninski to move to establish the Canton Township Board of Trustees meeting scheduled for the year 2022 as follows: The Township Board shall meet on the first, second, third, fourth, and fifth Tuesdays of each month in regular session, excluding May 17th, July 21st, August 2nd, and November 8th. On the first, third, and fifth Tuesdays, the Township Board shall meet in a work or study session at 6:00 p.m. and all other meetings shall be at 7:00 p.m.

Meetings are normally held in the Board of Trustees meeting room on the First Floor of the Charter Township of Canton Administration Building, 1150 Canton Center South, Canton, Michigan. Meetings may be canceled based on the needs of the Township. All adjustments to this schedule to be posted individually on the Canton Website as well as posted on the Announcement Boards at the Township Administration Building. Motion carried unanimously.

Item C-2. Consider Approval of 2022 Building Board of Appeals Meeting Dates

Motion by Siegrist, supported by Borninski to move to establish the Canton Township's Building Board of Appeals meeting scheduled for the year 2022. Meetings will be scheduled as needed and will be held at the Charter Township of Canton Administration Building, 1150 S. Canton Center Road. Motion carried unanimously.

Item C-3. Consider 2022 Planning Commission Meeting Dates

Motion by Siegrist, supported by Borninski to move to set the 2022 Planning Commission Meeting scheduled at 7:00 p.m. on the following dates: January 3rd, February 7th, March 7th, April 4th, May 2nd, June 6th, July 11th, August 1st, September 12th, October 3rd, November 7th, and December 5th. Motion carried unanimously.

Item C-4. Amend Planning Services and Building & Inspection Services Fee Schedules for Zoning Board of Appeals Fees

Motion by Siegrist, supported by Borninski to move to approve revisions to the Planning Services and Building & Inspection Services Fee Schedules for fees associated with Zoning Board Appeals applications, effective December 15, 2021. Motion carried unanimously.

Item C-5. Consider Approval of an Agreement with Wayne County to Provide Winter Maintenance on 9.28 Miles (18.21 Lane Miles) of County Roads

Motion by Siegrist, supported by Borninski to move to approve the agreement with Wayne County to provide additional winter maintenance for 9.28 miles (18.21 lane miles) of County local roads and authorize the payment of \$27,038.94 from Account #101-447-03.801_0050 (ROW Maintenance - Professional & Contractual Services) and authorize the Township Clerk to sign the agreement resolution on behalf of Canton. Motion carried unanimously.

Item C-6. Authorization to Pay Bills in 2022 when no regular Board Meeting is scheduled

Motion by Siegrist, supported by Borninski to move to authorize the payment of the Township's bills as normally scheduled in 2022, subject to prior review by the Clerk and Treasurer, when no regular Board Meeting is scheduled. Motion carried unanimously.

Item C-7. Consider Renewal of CivicPlus Website Hosting Services & Renewal of AudioEye Website ADA Services

Motion by Siegrist, supported by Borninski to move to approve a purchase order in the amount not to exceed \$38,886.69 payable to CivicPlus, Inc. for a renewal of hosting services, website ADA services, software support, and maintenance services provided by CivicPlus covering a period of one (1) year and authorize the budget adjustment as noted below:

Increase Expenditures: 101-228.801_0050	Professional and Contractual Services	\$7,350
Increase Revenues: 101-000.695	Fund Balance Appropriation	\$7,350

Motion carried unanimously.

Item C-8. Consider Three-Year Agreement and Payment of Annual GIS Software Maintenance Fees to ESRI (Environmental Systems Research Institute, Inc.)

Motion by Siegrist, supported by Borninski to move to approve the 3-year agreement with ESRI for maintenance and support services of the Geographic Information System (GIS) and authorize the payment to ESRI for Maintenance and Support from March 2022 to March 2023 for a total cost not-to-exceed \$55,000. Motion carried unanimously.

Item C-9. Consider Payment of CityView Annual Software Maintenance Fees

Motion by Siegrist, supported by Borninski to move to authorize the payment to Harris Computer Systems for the CityView annual software maintenance fees for a total cost not-to-exceed of \$65,479.26. Motion carried unanimously.

Item C-10. Consider a Request to Relinquish Township-Held Donation Funds to the Canton Firefighters' Charity Foundation

Motion by Siegrist, supported by Borninski to move to approve relinquishing all Township-held donation funds in the cash account # GL 702.006_0009, to the Canton Firefighters' Charity Foundation. The approximately account balance is at or near \$35,000. Motion carried unanimously.

Item C-11. Consider Approval to Schedule Show Cause Hearing for One Property Subject to Dangerous Building Hearing Orders

Motion by Siegrist, supported by Borninski to move to approve the date of January 25, 2022 at 6:15 pm for the purposes of conducting show cause hearings for the properties that failed to comply with the deadlines imposed by the Dangerous Buildings Hearing Officer for those properties. Motion carried unanimously.

General Calendar:

Item G-1. Consider Approval of 2021 Budget Adjustments

Motion by Siegrist, supported by Slavens to move to approve the listing of budget adjustments to the 2021 budget as presented. Motion carried unanimously.

Item G-2. Consider Authorization of a Purchase Order to OHM Advisors for Professional Engineering Services for the 2022 Water System Improvements

Motion by Siegrist, supported by Slavens to move to approve a purchase order contract for the 2022 water main improvements to OHM Advisors in the amended amount of \$107,050. Motion carried unanimously.

Item G-3. Consider Approval to Purchase a Toro Aerator for Pheasant Run Golf Club.

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

Increase Revenue

Green Fees	#584-773-75.607_0001	\$27,755.83
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Increase Expense

Capital Outlay Machinery & Equipment	#584-773-50.970_0030	\$27,755.83
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Further, move to waive the purchasing policy for the purchase of a Toro Aerator for Pheasant Run Golf Club and to award the purchase of a Toro Aerator from Spartan Distributor, 487 West Davidson Street, PO Box 246, Sparta, MI 49345 in the amount of \$27,755.83 to be paid from account #584-773-50.970_0030 Capital Outlay Machinery and Equipment.

Motion carried unanimously.

Item G-4. Consider Approval of Contract with ACE Pyro, LLC

Motion by Siegrist, supported by Slavens to move to waive the bidding policy and approve a 5-year contract with ACE Pyro, LLC, 13001 E. Austin Rd, Manchester, MI 48158, pending approval of the final contractual language by the Township Attorney. Motion carried unanimously.

Item G-5. Consider Extending the Temporary Wage Increase for Part-Time, Seasonal and Variable Employees

Motion by Siegrist, supported by Foster to move to approve extending the \$2.50 per hour wage incentive for all current and new hire Leisure Services and Facilities Maintenance positions in Levels A – 9 on the Part-Time/Seasonal/Variable Wage Scale through March 31, 2022.

And further move to approve extending the referral incentive to any current Canton Township employee who recruits a Part-Time/Seasonal/Variable employee in position Levels A – 9 on the Part-Time Wage Scale through March 31, 2022, to receive \$100 per employee. To qualify for this incentive, the applicant must write the referring employee’s name on their application when they apply and work 250 hours within the first 6 months.

Motion carried unanimously.

Item G-6. Consider Approving the Purchase of a One-Year Service Agreement for the Motorola Radio and Dispatch Console Equipment

Motion by Siegrist, supported by Borninski to move to approve the 2022 purchase of a Motorola Solutions oneyear service agreement for the Motorola radio and dispatch console equipment in the amount of \$33,568. Motion carried unanimously.

Item G-7. Consider Approval of Security Items & Installation for Clerks Office

Motion by Siegrist, supported by Slavens to approve the purchase of security-related items from Interstate Security, not to exceed \$20,000 and to amend the Election Budget as indicated:

Decrease Expenditures:

Operating Supplies: 101-262.760: 101-262.760 **\$12,965.43**

Part Time Wages: 101-262.703_0015: **\$3,030**

Communications: 101-262.850: **\$2,000**

Fringe Benefits FICA: 101-262.724_0010: **\$2,005**

Increase Expenditures:

Professional Contractual Services: 101-262.801_0050: **\$20,000**

Motion carried unanimously.

Item G-8. Consider Approval for the creation of a Temporary Redistricting Auditor Position and Permanent Clerk III Position in the Clerk’s Office.

Motion by Siegrist, supported by Borninski to approve the creation of a Temporary Redistricting Auditor Position and Permanent Clerk III Position in the Clerk’s Office and to amend the 2022 Clerk’s Budget as indicated:

Increase Expenditure:

Salaries and Wages Full-time - Civilian: 101-215.703_0010: **\$44,414**
Fringe Benefits Various: 101-215.724_XXXX: **\$14,657**

Decrease Expenditure:

Salaries and Wages Part-time: 101-215.703_0015: **\$14,500**

Increase Revenue:

Fee Various: 101-000.607_XXXX: **\$20,000**
Fund Balance Appropriation: 101-000.695: **\$24,571**

Motion carried unanimously.

Item G-9. Consider Approval of Two Resolutions Approving Settlement Agreements in the National Opioid Litigation

Motion by Siegrist, supported by Slavens to move to approve Resolution Approving Entry of State Local Government Intrastate Agreement Concerning Allocation of Settlement Proceeds in the National Opioids Litigation and authorize the Township Supervisor to sign any necessary documents in order to effectuate the settlement.

Further, move to approve the Resolution Authorizing Entry of Participation Agreements in Partial Settlement of the National Prescription Opiate Litigation and authorize the Township Supervisor to sign any necessary documents in order to effectuate the settlement.

Motion carried unanimously.

Item G-10. Consider Approval Of 2.00% Across the Board Wage Increase for Merit (Full-Time, Non-Union) Employees and Elected Officials for the 2022 Fiscal Year

Motion by Siegrist, supported by Slavens to move to approve the amended approval of a 2.00% across the board wage scale increase for Merit Employees (full-time nonunion employees) elected officials and appointed officials for the 2022 fiscal year.

Item G-11. Consider a Request to Waive the Bidding Process and Approve an Agreement for Consulting Services Between Canton Township and Capitol Relations, LLC with an Associated Budget Adjustment

Motion by Siegrist, supported by Sneiderman to move to waive the bidding process and approve a two-year agreement with Capitol Services, LLC for consulting services.

Further, move to approve the budget adjustment as follows:

Increase Expenditures:

Professional Services:	101-261.801_0050	\$36,000
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Increase Revenues:

Fund Balance Appropriation:	101-000.695	\$36,000
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Further, move to authorize the Township Supervisor to sign on behalf of Canton Township

Motion carried unanimously.

Item G-12. Consider Approval of Premium Bonus to Essential Employees other than Elected Officials and the Deputy Supervisor Working During Pandemic

Motion by Siegrist, supported by Borninski to move to approve a \$1,000 premium bonus to all full-time employees other than elected officials and the Deputy Supervisor and a \$500 premium bonus to all continuing part-time, part-time staff levels 10 and above not part of the \$2.50/hour premium incentive, and all Public Safety Aides who work during the pay period ending January 22, 2022, and the related budget amendment as listed below:

Increase Revenues:

285-000.528_0003	Other Grants Federal	\$450,000
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Increase Expenditures:

285-706.703_0010	Salaries & Wages Miscellaneous	\$450,000
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Motion carried unanimously.

Item G-13. Consider Appointment and Reappointment to the Planning Commission

Motion by Siegrist, supported by Foster to move to appoint Brian Watkins to the Canton Township Planning Commission, with a term to expire December 31, 2024.

Further, move to reappoint Dawn Zuber to the Canton Township Planning Commission, with a term to expire December 31, 2024.

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 9:36 p.m. Motion carried unanimously.

Michael A. Siegrist, Clerk
December 14, 2021

Anne Marie Graham-Hudak, Supervisor
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**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 11, 2022

AGENDA ITEM #C-1

ITEM: Consider 2022 Meeting Dates for the Commission for Culture, Arts & Heritage

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

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

STRATEGIC PLAN/GOALS: Michigan Law requires local approval.

ACTION REQUESTED: Establish the 2022 dates for the regular meetings of the Canton Commission for Culture, Arts & Heritage.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: None

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

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to establish the 2022 Canton Commission for Culture, Arts & Heritage meeting schedule at 6:00 p.m. either as a hybrid or in-person in the Lower Level Meeting Room E of the Administration Building, 1150 S. Canton Center Road, quarterly on the designated Thursday of the established months.

Meeting Dates: February 10, 2022
 May 12, 2022
 August 11, 2022
 November 10, 2022

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 11, 2022

AGENDA ITEM:#C-2

ITEM: Consider Approving Electric Vehicle Infrastructure Planning Program

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None anticipated

EXECUTIVE SUMMARY: In August of 2021 Canton Township compiled a comprehensive report to submit for an EV planning grant. The SEMCOG grant is specifically designed to assist with funds towards our planning program for transportation equity and sustainable infrastructure for 2022. This includes; Identification of locations, utility survey to assess availability of electrical power supply, assist in review of charger manufactures, evaluation of infrastructure to support current EV usage, benchmarking, public safety considerations, and community engagement. One of the requirements in submitting for the SEMCOG grant was to obtain a planning proposed budget, for this we enlisted the assistance of Mannik Smith Group one of the Townships contracted consulting groups. The goal is to hire Mannik Smith Group to perform the infrastructure planning phase submitted in our grant application to SEMCOG. Through SEMCOG Municipal Services was able to secure grant dollars to help with funding.

One of the visions for Canton Township includes a healthy Ecosystem, the infrastructure and planning phase is the first step in our goal to reduce the carbon footprint. Canton Township recognizes that the switch to all-electric vehicles is on the horizon and that Michigan communities have the opportunity to lead this charge. Many industry-leading auto manufacturers have made commitments to stop production on internal combustion engines and make the switch to all-electric fleets, as soon as 2035 for some.

Municipal Services is recommending the hire of MSG to begin the infrastructure planning phase per the grant we received from SEMCOG.

BACKGROUND INFORMATION: N/A

STRATEGIC PLAN/GOALS: Healthy Ecosystem, align and implement sustainability initiative.

ACTION REQUESTED: Approve Budget adjustment and the MSG contract for the amount of \$40,000.

Grant award: \$28,647.50

Local Match \$11,352.50

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

Increase Revenue:

246-000.539 State Grants	\$28,648
246-000.695 Fund Balance Appropriation	11,352

Increase Expenditures:

246-265.970_0030 Capital Outlay Mach & Equipment \$40,000

IMPLEMENTATION PLAN: Upon Approval, MSD Facilities will work together with MSG to fulfill the EV charging station implementation program

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

1. I move to approve the following Budget Adjustment:

Increase Revenue:

246-000.539 State Grants	\$28,648
246-000.695 Fund Balance Appropriation	11,352

Increase Expenditures:

246-265.970_0030 Capital Outlay Mach & Equipment \$40,000

2. I move to approve a Purchase Order in the amount of \$40,000 to Mannik Smith Group to perform the infrastructure planning per the grant we received from SEMCOG.

ATTACHMENTS:

1. The Mannik & Smith Group, INC. Plan and Scope
2. Planning Assistance Program Award Notice

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 11, 2022

AGENDA ITEM #C-3

ITEM: Consider Awarding Contract and Approve Purchase Order for Fire I Lighting Upgrades in Connection with the Capital Improvement Program

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: In connection with the Capital Improvement Plan, we are recommending the following project be awarded:

Vendor	Project Description	Amount Budgeted	Amount Awarded
Allied Building Services	Lights – Upgrade to LED PROJ#210040	19,800	\$19,800

The project above has gone through the Request for Bid process, with the lowest qualified bid being recommended for award, and fall within the budget amount in the Program. Fire I lighting is made up of primarily fluorescent bulbs with limited controls to reduce lighting when applicable. Converting to LED will reduce our energy consumption with an average Wattage reduction of 27 Watts per bulb which is equivalent to \$26.00 per bulb per year savings. This LED lighting upgrade has a total of 132 lights to be replaced from fluorescent to LED.

BACKGROUND: In 2019, the Township Board approved a 5-year Capital Improvement Plan, which identified a significant amount of needed improvements within the Township. The item being brought forth today has been identified as a priority within that Plan and fall within the budgeted. In February of 2021 Facilities department requested an estimate to complete this lighting project, the first estimate came in at \$34,158.45 which well exceeded our budgeted amount for this project. Knowing this information, the facilities department created the invitation to bid for only the East half of Fire I in order to complete some of the project as well as staying under our budget. Upon conclusion of the bid process we received seven (7) different bids ranging from \$9,200 to \$18,875. Due to the low bidder (Allied Building Services) providing such a cost-effective bid to complete the East half we engaged Allied Building Services to provide a quote as to what it would cost to complete the West half as well in conjunction with the bid to complete the East half. The quote provided was \$8,818, making the grand total for the project \$18,018 which is still under or CIP budgeted amount. Contingency amount of \$1,782 has been added to the project bringing the total to \$19,800 which is the budgeted amount.

STRATEGIC PLAN/GOALS: Improve the infrastructure and efficiency as identified in the Capital Improvement Plan. Some lights at Fire I must remain on due life safety protocols, this consumes approximately 376.68kWh per bulb per year compared to operating with an LED bulb at 140.16kWh per bulb per year. While the difference is only 236.52kWh, keep in mind this is only one bulb while we are replacing approximately 132 lights for this project.

ACTION REQUESTED: Award the contract and purchase order of above-mentioned project to Allied Building Services, 1801 Howard St. Detroit, MI 48216 in the amount of \$19,800 which includes contingency dollars.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

Project #	Description	Account#	Amount
210040	Fire Station #1 LED Lights	401-336.970_0020	\$19,800

IMPLEMENTATION PLAN: Upon Board Approval, a purchase order will be generated and vendor contacted to begin project. A schedule will be established with Allied Building Services as well as equipment to be ordered to complete the project.

MSD DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve the contract and approve a purchase order for Allied Building Services, 1801 Howard St. Detroit, MI 48216 in the total amount of \$19,800 to complete LED lighting upgrades at Fire I as identified in the Capital Improvement Plan:

Project #	Description	Account#	Amount
210040	Fire Station #1 LED Lights	401-336.970_0020	\$19,800

ATTACHMENTS:

1. Bid Summary
2. RFP
3. Quote for West Half
4. Contract

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 11, 2022

AGENDA ITEM #C-4

ITEM: Consider Awarding Contract and Approve Purchase Order Fellows Creek Golf Course and Summit Pump Project in Connection with the Capital Improvement Program

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: In connection with the Capital Improvement Plan, we are recommending the following projects be awarded:

Vendor	Project Description	Amount Budgeted	Amount Awarded
Northern Pump & Well	FCGC Project#210005	\$198,000	\$66,092
Northern Pump & Well	Summit Project # 200019	\$121,071	\$65,648

The projects above have gone through the Request for Bid process, with the lowest qualified bid being recommended for award, and fall within the budget amount in the Program. FCGC has a total of three (3) irrigation pumps and one (1) small jockey pump to serve the golf course greens. Due to the age and normal wear and tear on the pumps all four (4) pumps will be replaced and the rebuild of the three (3) irrigation motors and one (1) jockey motor to take place. Fellows Creek has experienced intermitted issues with each pump and motor causing inconsistent watering of the greens which could potentially lead to costly sod replacement throughout the golf course.

Additionally, the Summit on the Park will be replacing four (4) pumps and four (4) motors that operate the activity pool, lazy river, and waterslide feature. All pumps and motors are original to the building dating back to 1996.

BACKGROUND: In 2019, the Township Board approved a 5-year Capital Improvement Plan, which identified a significant amount of needed improvements within the Township. The items being brought forth today were identified as a priority within that Plan and fall within the budgeted. Creating a Request for Bid to encompass four (4) pumps and motors at FCGC and the four (4) pumps and motors at the Summit on the Park allowed Canton Township to secure the most economical pricing due to bundling like projects with the same company.

Fellows Creek irrigation pumps are a crucial component to the golf course as they provide the watering of all the greens. In the recent years these pumps and motors have operated inconsistently and not at 100% efficiency causing subpar playing conditions for our guests. Summit on the Park pumps are all original to the building from 1996 and each pump and motor has been rebuilt at least twice with some of them being rebuilt three times. When the Summit

was shut down during the initial Covid one out of the two activity pool pumps did now fire back up. This is a cause for concern as we are operating on one activity pool pump that has been rebuilt multiple times with no back up, if the one activity pool pump fails we will be forced to shut down the pool until new pumps can be secured. The projected life span of pumps of this nature is approximately 15 years, meaning the pumps should have been replaced in 2011. Additionally, the current make up of the pumps and motors consists of non-lead based bronze impellers which is no longer recommended for chemical based treated water as they are subject to corrosion which will cause them to seize up and fail.

The new pumps and motors for the Summit on the Park will have 8” discharge heads, stainless-steel impellers, collets, and fasteners, and stainless-steel shafting.

Contingency amounts have been added to each project, Fellows Creek Golf Course irrigation pumps amount is \$50,840 plus \$15,252 in contingency dollars bringing the total to \$66,092. Contingency to cover any unforeseen damage from having a crane set on the course to lift pumps out and set pumps back once replaced and repaired

Summit on the Park pool pumps amount is \$50,499 plus \$15,149 in contingency dollars bringing the total to \$65,648. Contingency to cover concrete base damage when removing current pumps, additional equipment to remove and load new pumps and motors as we do not have access to use a crane at this location.

STRATEGIC PLAN/GOALS: Improve the infrastructure as identified in the Capital Improvement Plan. Provide necessary replacement and repairs of critical equipment in order to operate at optimal performance for our residents and guests. By upgrading our equipment with stainless-steel parts, it will increase performance as well as reduce energy consumption.

ACTION REQUESTED: Award the contract and purchase order of above-mentioned projects to Northern Pump & Well, INC., 6837 W Grand River Ave., Lansing MI 48906 in the amount of \$131,740 which includes contingency dollars.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

Project #	Description	Account#	Amount
210005	Fellow Creek Pump Station	584-772-78.970_0080	\$66,092
200019	Summit Controls / Pumps	401-757.970_0020	\$65,648

IMPLEMENTATION PLAN: Upon Board Approval, a purchase order will be generated and vendor contacted to begin project. A schedule will be established with Northern Pump & Well as well as equipment to be ordered to complete the project.

MSD DIRECTOR’S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR’S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve the contract and approve a purchase order for Northern Pump & Well, 6837 W Grand River Ave., Lansing MI 48906 in the amount of \$131,740 to complete the repairs and replacements of pumps and motors at Fellows Creek Golf Course and Summit on the Park as identified in the Capital Improvement Plan:

Project #	Description	Account#	Amount
210005	Fellow Creek Pump Station	584-772-78.970_0080	\$66,092
200019	Summit Controls / Pumps	401-757.970_0020	\$65,648

ATTACHMENTS:

1. Bid Summary
2. RFP
3. Contract

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 11, 2022

AGENDA ITEM #C-5

ITEM: Consider Authorization of a Purchase Order to Spalding DeDecker and Associates, Inc. for Professional Engineering Services for the 2022 Residential Road Improvement Program

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: In 2018 Canton Township passed the road millage and retained Spalding DeDecker (SDA) through a competitive bidding process to handle the residential program. SDA also serves as the program consultant. Canton Township has now successfully completed three years residential road millage projects with Spalding DeDecker and based on their performance, Engineering Services recommends retaining SDA for design and construction engineering services for the 2022 residential program.

BACKGROUND: The Township is entering the fourth year of the millage program approved by the voters in 2018. In the Spring of 2021, the Township solicited applications from homeowner association and resident groups to participate in the residential “matching” program. Over 35 applications have been received since then, and projects for the 2022 and 2023 construction years have been filled. Current applications are being submitted for the 2024 construction year. On August 10th, 2021 the Township Board approved the residential project lists for 2022 and 2023. Township staff are meeting with all of the applicants initially to determine the scopes of work, and SDA will then complete the detailed engineering, permitting and construction oversight. SDA has provided the attached proposal in the amount of \$400,000 with a contingency of 5% (\$20,000) for a total contract of \$420,000 for the 2022 residential program.

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

ACTION REQUESTED: Consider approving a purchase order for SDA in the amount of \$400,000 with a 5% contingency of \$20,000 for a total of \$420,000 for the design and construction services for the Residential Road Projects for 2022.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The funds for this contract will come from the Road Construction Fund, #204-446-11.970_0050 - Capital Outlay Infrastructure in an amount not-to-exceed \$420,000.

IMPLEMENTATION PLAN: Upon Board approval, Engineering Services and Finance will issue a purchase order contract with SDA under their Professional Master Services Agreement. All budgets will be tracked by subdivision and by project.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve a purchase order contract for the 2022 Residential Road Improvement Projects to Spalding DeDecker Associates, Inc. in the amount of \$400,000 with a five percent contingency of \$20,000 for a total contract amount of \$420,000.

ATTACHMENTS:

1. Proposal Letter from SDA for 2022 Residential Program

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 11, 2022

AGENDA ITEM #G-1

ITEM: Consider Approving Budget Amendment and Headcount Adjustment for the
Municipal Services Building Division

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None anticipated

EXECUTIVE SUMMARY:

The Building Division has seen record setting activity and is already trending at a rate that will surpass the previous year's permit applications, which has been the largest year in Canton's history to date. Over the last calendar year, we have received on average 76 permits a day and overtime is being worked by various staff during the week to keep up with the demands. Other communities, contractors and builders are experiencing this same trend across the region. If you add in our record new home builds in our 16 active subdivisions, along with all the commercial activity that is in the planning stage, including the new Amazon facility, there is a lot of work being generated. We are attributing this growth to the recent issuance of stimulus checks, people working more from home and making home improvements, plus the regular seasonal activity. This trend is expected to stay this way for years to come. With all of these factors noted, there is a request to change the Part Time Electrical Inspector position to an AFSCME Union Full Time Electrical Inspector position in the Building Division of MSD. It is anticipated that the transition of this position from part time to full time be a cost neutral addition as the added revenue collected by the additional permits will offset the salary and benefits.

Additionally, the Electrical Inspectors are currently performing and approaching 3,000 inspections/year/inspector with a team of 1 ½ inspectors. (1 Full Time and 1 Part Time) The Mechanical and Plumbing Inspectors are currently performing 2,300 inspections/year/inspector with a team of 3 Full Time Inspectors that currently cover all of the Mechanical and Plumbing Inspections. With the transition of the Part Time Electrical Inspector position to a Full Time Electrical Inspector position, it is calculated that both of the Electrical Inspectors will be performing over 2,200 inspections/year/inspector, which is more comparable to that of the Mechanical and Plumbing Inspectors existing work load.

There will be no budget amendment for the electrical inspections revenue as the permit requests and activity have surpassed the expenditures for multiple budget years in the past and are expected to remain that way in the future.

BACKGROUND INFORMATION: N/A

STRATEGIC PLAN/GOALS: Organizational Climate and Culture

ACTION REQUESTED: Approve Headcount Adjustments as Presented

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

Decrease Expenditures:

101-371.703_0015	Salaries and wages Part Time	\$ 35,000
101-371.724_0010	Fringe Benefits FICA	<u>\$ 2,678</u>
	Total	\$ 37,678

Increased Revenues:

Increase in permit activities in the last few years.

Increase Expenditures:

101-371.703_0010	Salaries and Wages Full Time	\$ 71,989
101-371.724_XXXX	Various Fringes	<u>\$ 36,138</u>
	Total	\$108,127

IMPLEMENTATION PLAN:

Upon Approval, MSD Director will work with Human Resources to implement the hiring process.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

1. I move the following Budget Amendment:

Increase (Decrease) Expenditures:

101-371.703_0010	Salaries and Wages Full Time	\$71,989
101-371.703_0015	Salaries and wages Part Time	(\$35,000)
101-371.724_XXXX	Various Fringes	\$33,460

Increase Revenue:

101-000.695	Fund Balance Appropriation	\$70,449
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2. I move to approve the addition of a Full Time Electrical Inspector in the AFSCME Union to Municipal Services Division headcount

ATTACHMENTS:

None

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 11, 2022

AGENDA ITEM #G-2

ITEM: Consider Special Land Use for Canton Banquet and Convention Center

PRESENTER: Jade Smith, Municipal Services Director

OWNER/REPRESENTATIVE: William Knighton, Mannik Smith Group (Project Engineer)

EXECUTIVE SUMMARY: The applicant proposes to develop a 36,340-sq. ft. banquet and convention center on 12.3-acre site on the east side of Lotz Road south of Michigan Avenue. The facility will have several banquet rooms with pre-function space, including an outdoor event plaza. The center will also include a second floor with offices and bridal suites. Lotz Road is paved with direct access to Michigan Avenue.

A special land use for a banquet and convention center was previously approved by the Township Board on November 26, 2019. However, the special land use approval expired. Prior to the Township Board's approval of the special land use, the Planning Commission held a public hearing and recommended approval of the special land use on November 4, 2019. Since the special land use expired, the only major change to the special land use plans was the addition of 4 acres on the east side of the site which is proposed for parking and a stormwater pond.

At its meeting on December 6, 2021, the Planning Commission recommended approval of the special land use. If the special land use is approved, the next step will be for the applicant to submit a site plan application, which will be reviewed by the Planning Commission and Township Board.

BACKGROUND AND ANALYSIS:

Location: East side of Lotz Road and South of Michigan Avenue (71-141-99-0027-716; no address)

Net Acres: 12.34 acres

Existing Land Use(s): Vacant.

Existing Zoning: LI, Light Industrial.

Surrounding Zoning and Land Uses:

North – LI, Light Industrial and C-3, Regional Commercial; Super 8 Motel, Clock Tower Plaza, and McDonald's

South – GI, General Industrial; Woodland Meadows Landfill

East – LI, Light Industrial; Michigan Storage

West – C-4, Interchange Service; Holiday Inn Express and vacant

Comprehensive Plan Future Land Use Map Classification: Mixed Use.

Surrounding Comprehensive Plan Future Land Use Map Classifications:

North – Mixed Use

South – General Industrial

East – Mixed Use

West – General Commercial and Light Industrial

Proposed Special Land Use: The proposed use of a banquet and convention center is a special land use in the LI zoning district. There is an area on the south side of the site labeled “Potential Future Development Site,” which does not have a proposed land use at this time. If the proposed use of this area is a convention center or a hotel (which is a special land use in the LI district), the applicant must obtain separate approval at that time.

Schedule of Regulations: The plans submitted illustrate that the proposed development is designed to comply with the dimensional requirements for the LI zoning district for: maximum building height (4 stories/50 feet); front yard setback (40 feet); side yard setback (15 feet on one side and 40 feet total); and rear yard setback (20 feet). The building will be 2 stories and approximately 40 feet in height.

Traffic Impact and Access Management: There are two (2) points of access proposed from Lotz Road. A Traffic Impact Study (TIS) has been submitted by the applicant, which indicates a Level of Service (LOS) “F” during the PM peak hour at the westbound Michigan Ave. & eastbound Michigan Ave. crossover intersection located about 475 feet east of Lotz Road. The LOS F is projected under No-Build conditions. The TIS concluded that the LOS values for the Build condition were largely unchanged from the No-Build condition due to the off-peak traffic use of the subject site. In other words, the proposed development is expected to hold high-capacity events on a typical weekend where traffic volumes on Michigan Ave. are notably lower than during the weekday. Also, the proposed use would likely be less impactful on this crossover intersection than a permitted industrial use with daytime shifts.

Sidewalks: There is an existing sidewalk along the east side of Lotz Road that terminates at the north site boundary. The applicant proposes to extend the sidewalk along the entire site frontage of Lotz Road to connect to the existing sidewalk. Additionally, there is a sidewalk connection between the Lotz Road sidewalk and the building, as well as interior sidewalks throughout the site.

Landscaping and Screening: Although a landscape plan is not required at the time of Special Land Use plan review, the submitted plans illustrate conceptual landscape locations. At the time of site plan review, the landscape plan must include landscaping to meet the following requirements: frontage landscaping along Lotz Road; parking lot landscaping; detention pond landscaping; building foundation landscaping; mechanical equipment

screening; and general site landscaping. Any modification requests will be addressed by the Planning Commission at the time of site plan review.

Parking: The parking calculations are proposed to comply with the requirements of Article 4 of the Zoning Ordinance for assembly halls, which requires 1 parking space per 2 persons based on the building occupancy plus 1 per employee. Based on the applicant's calculations, there are 702 spaces required and there are 702 spaces proposed. The building occupancy will be confirmed by the Fire Marshal during site plan review.

Loading: Section 21.03(A)(9) of the Zoning Ordinance requires loading areas to be located in the side or rear yards. The loading area is shown on the south side of the building near the rear, which is in the side yard.

Lighting: Section 2.13 of the Zoning Ordinance requires one (1) light structure to be installed on each side of each entrance/exit drive at the roads as well as lighting in many areas of the site. Although a lighting plan is not included at this time, it will be required at the time of site plan review. We recommend that the entrance fixtures at the road be decorative and 10'-12' in height.

Dumpster Enclosure: A dumpster enclosure is shown southeast of the proposed building. Although the details are not shown, the dumpster enclosure will be required to comply with Section 2.14 of the Zoning Ordinance at the time of site plan review. The Potential Future Development Site will require additional dumpster location(s), if/when the area is proposed for development.

Architecture: Section 26.06 of the Zoning Ordinance requires a minimum of 50% face brick on commercial buildings. However, Section 26.06, footnote (h) allows the Planning Commission to modify the architectural requirements. Although the architectural rendering on Sheet C-5 does not illustrate compliance with Section 26.06, the architectural standards can be addressed at the time of site plan review.

Signage: Signage will be reviewed at site plan review in accordance with the standards of Article 6A of the Zoning Ordinance.

Stormwater Management: A detention pond is shown on the east side of the site, and the review of the stormwater management plan will be under the jurisdiction of Wayne County at the time of site plan.

Special Land Use Review Standards: Based on the items noted above, we find that the proposed banquet and convention center use in Canton Township meets the Special Land Use criteria of Section 27.03(C) of the Zoning Ordinance as follows, subject to the above items being corrected or otherwise addressed at the time of site plan review:

- The proposed banquet and convention center use will be compatible with adjacent non-residential land uses.
- The proposed banquet and convention center use will be compatible with the principles and objectives of the Canton Township Master Plan regarding the Mixed Use

classification on the Future Land Use Map and its policies to encourage uses that serve the service needs for the entire township and adjacent areas.

- The proposed use will continue to be adequately served by essential public facilities and services, subject to any requirements of the Canton Township Engineering Division regarding necessary installations for water and sanitary sewer facilities.
- The site will have access to Lotz Road, which is a paved County road.
- The site will have a pedestrian circulation system, including new sidewalk along the frontage of Lotz Road and an internal sidewalk system.
- The proposed use is not expected to be detrimental to public health, safety, and welfare.
- The proposed use will enhance the surrounding environment by including required landscaping and not discouraging the appropriate development and use of adjacent land or buildings.
- The proposed use will not unreasonably interfere with or discourage the appropriate development and use of adjacent land and buildings.
- The location of the proposed use will not result in a residential use being surrounded by non-residential uses.
- The proposed use is expected to enhance the economic well-being and welfare of the Township.

- **Community Planner's Recommendation:** Approval of the special land use for a banquet and convention center use on parcel 71-141-99-0027-716 as illustrated on the Special Land Use Plan for the reasons stated in the above analysis, subject to the items noted in this review being addressed or corrected at the time of site plan review.

- **Planning Commission's Recommendation:** At its meeting on December 6, 2021, the Planning Commission voted 8-0 to recommend approval of the special land use for a banquet and convention center use on parcel 71-141-99-0027-716 as illustrated on the Special Land Use Plans, as the request meets the Special Land Use criteria of the Canton Township Zoning Ordinance, subject to specific design criteria being addressed or corrected at the time of site plan review.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approval of the special land use for a banquet and convention center use on parcel 71-141-99-0027-716 as illustrated on the Special Land Use Plan for the reasons stated in the above analysis, subject to the items noted in this review being addressed or corrected at the time of site plan review.

BUDGET IMPLICATION & ACCOUNT NUMBER: N/A.

IMPLEMENTATION PLAN: N/A.

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: Approval

ENGINEERING SERVICES DIVISION'S RECOMMENDATION: Approval.

FIRE MARSHAL’S RECOMMENDATION: Approval, subject to specific comments being addressed during site plan review.

BUILDING OFFICIAL’S RECOMMENDATION: N/A.

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

SUPERVISOR’S RECOMMENDATION: Approval

MODEL RESOLUTION:

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

Approval of the Special Land Use for Canton Banquet and Convention Center

WHEREAS, the Project Sponsor has requested special land use approval for a banquet and convention center on parcel no. 71-141-99-0027-716, located on the east side of Lotz Road south of Michigan Ave.; and

WHEREAS, the Planning Commission reviewed the request and applicable criteria and voted 8-0 to recommend approval, with conditions, as the request meets the criteria of special land use approval in Section 27.03(C) of the Zoning Ordinance;

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the special land use for a banquet and convention center use on parcel 71-141-99-0027-716, as the request meets the Special Land Use criteria of the Canton Township Zoning Ordinance pursuant to the information and plans provided, subject to the items noted by staff being addressed or corrected at the time of site plan review.

ATTACHMENTS:

1. Planning Commission Minutes
2. Zoning Map and Aerial Map
3. Special Land Use Plans
4. Traffic Impact Study
5. Special Land Use Criteria

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 11, 2022

AGENDA ITEM #G-3

ITEM: Consider Special Land Use for Canton Business Center (Automobile Service Station)

PRESENTER: Jade Smith, Municipal Services Director

OWNER/REPRESENTATIVE: Charley Damas (Applicant)

EXECUTIVE SUMMARY: The purpose of this application is to allow for certain tenants of the industrial park at 42000-42040 Koppernick Road to install after-market parts and equipment onto vehicles, such as lights and breath alcohol interlocking devices. The installation of after-market parts and equipment is within the definition of “Automobile Service Station” in the Zoning Ordinance, which is a special land use in the LI, Light Industrial Zoning District. Most of the units in Buildings B-E in the industrial park have a bay door that could allow for indoor minor service.

At its meeting on December 6, 2021, the Planning Commission recommended approval of the special land use.

BACKGROUND AND ANALYSIS:

Location: North side of Koppernick Road, west of Ronda Drive and west of Haggerty Rd. (71-008-99-0001-021; 42000-42040 Koppernick Road)

Net Acres: 9.88 acres

Existing Land Use(s): Industrial park

Existing Zoning: LI, Light Industrial

Surrounding Zoning and Land Uses:

North – LI, Light Industrial; Mettetal Airport

South – LI, Light Industrial; Dy Piston USA

East – LI, Light Industrial; K & Y Manufacturing

West – LI, Light Industrial; NBJX USA

R-6, Single Family Attached Residential; Innsbrook Apartments (located on the opposite side of Tonquish Creek)

Comprehensive Plan Future Land Use Map Classification: Light Industrial

Surrounding Comprehensive Plan Future Land Use Map Classifications:

North – Light Industrial

South – Light Industrial

East – Light Industrial

West – Light Industrial and Office Residential

Proposed Special Land Use: The proposed use of an automobile service station is a special land use in the LI zoning district. The intent of the application is to allow certain automobile service tenants to install after-market parts and equipment onto vehicles, such as lights and breath alcohol interlocking devices. The Zoning Ordinance definition of Automobile Service Station is: “*A place used for the sale of minor accessories (such as tires, batteries, mufflers, brakes, shock absorbers, window glass), quick oil change and lubrication and the servicing of and minor repair of automobiles.*” Because this is a broad definition and the applicant proposes only minor types of service, we recommend the following conditions to ensure that no automobile repair activities are conducted:

- All service installations and/or removals shall be conducted indoors with all overhead doors closed.
- No painting, undercoating, or similar repair or treatment service.
- No oil change, coolant change, transmission fluid change, or similar fluid service.
- No engine, transmission, collision, frame or fender straightening, or similar vehicle repairs or service.
- No installation, maintenance, or repair of tires, brakes, shocks, mufflers, exhaust, or similar equipment.
- No parking of any unlicensed or inoperable vehicles shall be allowed on site.

Schedule of Regulations: The current plans comply with the dimensional requirements for the LI zoning district for: maximum building height (4 stories/50 feet); front yard setback (40 feet); and rear yard setback (20 feet). There are some existing side yard setback encroachments for Buildings B and D, as the minimum side yard setback is 15 feet on one side and 40 feet total.

Automobile service stations must have a minimum front yard setback of 85 feet and a minimum side and rear yard setback of 30 feet. As a result, the following areas are located within the setback and would be ineligible to contain an automobile service station if the special land use is approved:

- Building A, as the southern portion is located in the front yard setback and the northern portion is not well-suited for automobile repair based on its design.
- Units 305 and 306 of Building E, which are located on the south end.
- Unit 410 of Building D, which is located on the southwest end.
- Unit 210 of Building B, which is located on the southeast end.

Parking: To ensure compatibility on site between existing and proposed uses, the number of parked vehicles for automobile service uses should not negatively impact other uses. Therefore, we recommend a condition that not more than one vehicle being serviced shall be parked outside a building at any time.

Special Land Use Review Standards: Based on the items noted above, we find that the proposed automobile service station use in Canton Township meets the Special Land Use criteria of Section 27.03(C) of the Zoning Ordinance as follows, subject to the proposed conditions of approval noted above:

- The proposed automobile service station uses will be compatible with adjacent non-residential land uses.
- The proposed automobile service station uses will be compatible with the principles and objectives of the Canton Township Master Plan regarding the Light Industrial classification on the Future Land Use Map and its policies to encourage light industrial and compatible uses, especially in the northeastern part of the township.
- The proposed use will continue to be adequately served by essential public facilities and services, subject to any requirements of the Canton Township Engineering Division regarding necessary installations for water and sanitary sewer facilities.
- The site will have access to Koppernick Road, which is a paved County road.
- The proposed use is not expected to be detrimental to public health, safety, and welfare.
- The proposed use is not expected to degrade the surrounding environment and it is not expected to discourage the appropriate development and use of adjacent land or buildings.
- The proposed use will not unreasonably interfere with or discourage the appropriate development and use of adjacent land and buildings.
- The location of the proposed use will not result in a residential use being surrounded by non-residential uses.
- The proposed use is expected to enhance the economic well-being and welfare of the Township.

- **Community Planner's Recommendation:** Approval of the special land use for automobile service station uses on parcel 71-008-99-0001-021 at 42000-42040 Koppernick Road for the reasons stated in the above analysis, subject to the conditions noted above regarding allowable locations and use restrictions.

- **Planning Commission's Recommendation:** At its meeting on December 6, 2021, the Planning Commission voted 8-0 to recommend approval of the special land use for automobile service station uses on parcel 71-008-99-0001-021 at 42000-42040 Koppernick Road, as the request meets the Special Land Use criteria of the Canton Township Zoning Ordinance, subject to the following conditions:

- The automobile service station use is prohibited in Building A and prohibited within any areas of Buildings B-E that are within 85 feet of the front lot line or 30 feet of a side or rear lot line.
- Not more than one vehicle being serviced shall be parked outside a building at any time.
- All service installations and/or removals shall be conducted indoors with all overhead doors closed.
- No parking of any unlicensed or inoperable vehicles shall be allowed on site.
- The following automobile services are prohibited:
 - Painting, undercoating, or similar repair or treatment service.
 - Oil change, coolant change, transmission fluid change, or similar fluid service.

- Engine, transmission, collision, frame or fender straightening, or similar vehicle repairs or service.
- Installation, maintenance, or repair of tires, brakes, shocks, mufflers, exhaust, or similar equipment.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approval of the special land use for automobile service station uses on parcel 71-008-99-0001-021 at 42000-42040 Koppnick Road, as the request meets the Special Land Use criteria of the Canton Township Zoning Ordinance, subject to the conditions recommended by the Planning Commission.

BUDGET IMPLICATION & ACCOUNT NUMBER: N/A.

IMPLEMENTATION PLAN: N/A.

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: Approval

ENGINEERING SERVICES DIVISION'S RECOMMENDATION: Approval.

FIRE MARSHAL'S RECOMMENDATION: Approval, subject to an architect verifying that the subject buildings' approved occupancy classification(s) include S-1 (motor vehicle repair).

BUILDING OFFICIAL'S RECOMMENDATION: N/A.

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

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

Approval of the Special Land Use for Canton Business Center

WHEREAS, the Project Sponsor has requested special land use approval for automobile service station uses on parcel 71-008-99-0001-021 at 42000-42040 Koppnick Road; and

WHEREAS, the Planning Commission reviewed the request and applicable criteria and voted 8-0 to recommend approval, with conditions, as the request meets the criteria of special land use approval in Section 27.03(C) of the Zoning Ordinance;

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the special land use automobile service station uses on

parcel 71-008-99-0001-021 at 42000-42040 Koppernick Road, as the request meets the Special Land Use criteria of the Canton Township Zoning Ordinance pursuant to the information and plans provided, subject to the following conditions:

- The automobile service station use is prohibited in Building A and prohibited within any areas of Buildings B-E that are within 85 feet of the front lot line or 30 feet of a side or rear lot line.
- Not more than one vehicle being serviced shall be parked outside a building at any time.
- All service installations and/or removals shall be conducted indoors with all overhead doors closed.
- No parking of any unlicensed or inoperable vehicles shall be allowed on site.
- The following automobile services are prohibited:
 - Painting, undercoating, or similar repair or treatment service.
 - Oil change, coolant change, transmission fluid change, or similar fluid service.
 - Engine, transmission, collision, frame or fender straightening, or similar vehicle repairs or service.
 - Installation, maintenance, or repair of tires, brakes, shocks, mufflers, exhaust, or similar equipment.

ATTACHMENTS:

1. Planning Commission Minutes
2. Zoning Map and Aerial Map
3. Special Land Use Plans
4. Special Land Use Criteria

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 11, 2022

AGENDA ITEM #G-4

ITEM: Consider Special Land Use for Mini Storage Depot (Mini-Warehouse)

PRESENTER: Jade Smith, Municipal Services Director

OWNER/REPRESENTATIVE: Andrew Wozniak (Zeimet Wozniak & Associates)

EXECUTIVE SUMMARY: The applicant proposes to construct a mini-warehouse establishment that will consist of three independent buildings on parcel 131-02-0015-000 at 4985 Research Dr., which is vacant. The subject site is located on the southeast corner of Michigan Ave and Research Dr, between Beck Rd and Belleville Rd., and is located in the Quadrants Industrial Research Park. The subject site is zoned L-1, Light Industrial and mini-warehouse establishments are special land uses in the L-1 zoning district, subject to Section 6.02(M) of the Zoning Ordinance.

At its meeting on December 6, 2021, the Planning Commission recommended approval of the special land use. If the special land use is approved, the next step will be for the applicant to submit a site plan application, which will be reviewed by the Planning Commission and Township Board.

BACKGROUND AND ANALYSIS:

Location: South side of Michigan Ave., located on the east side of Research Dr, between Beck Rd and Belleville Rd. (131-02-0015-000; 4958 Research Dr)

Net Acres: Approximately 3.65 acres

Existing Land Use(s): Vacant

Existing Zoning: L-1, Light Industrial

Surrounding Zoning and Land Uses:

North – C-3, Regional Commercial; multi-tenant commercial center and Huntington Bank

South – LI, Light Industrial; vacant and stormwater ponds

East – LI, Light Industrial; Arctic Edge

West – GI, General Industrial; Mans Lumber

Comprehensive Plan Future Land Use Map Classification: Mixed Use

Surrounding Comprehensive Plan Future Land Use Map Classifications:

North – General Commercial

South – Mixed Use

East – Mixed Use

West – Mixed Use

Proposed Special Land Use: The proposed use of a mini-warehouse establishment is a special land use in the LI zoning district. The proposed use is compatible with the light industrial uses to the east (Arctic Edge of Canton) and west (Mans Lumber Millwork).

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

Schedule of Regulations: The plans submitted illustrate that the proposed development is designed to comply with the dimensional requirements in the LI, Light Industrial zoning district for: minimum lot width (35 ft., as access is provided via private road); maximum building height (40 ft., measured from grade to the top of parapet); front yard setbacks (40 ft. from Michigan Ave., and 25 ft. from Research Dr. because it is an industrial park); side yard setbacks (15 feet); and rear yard setbacks (20 feet). The setback along Michigan Ave. is measured at 50 ft. due to a recorded 50-ft. Landscape Buffer Easement.

Development Standards for Mini-Warehouses: The plans submitted illustrate compliance with the Mini-Warehouse development standards of Section 6.02(M) of the Zoning Ordinance. The subject property meets the minimum lot size (3.65 acres) and all storage is proposed to be contained within an enclosed building. The proposed plans note three (3) independent buildings will be constructed and all materials will be located within the structures. Additionally, the site is proposed to be enclosed by a six-foot-high fence.

Traffic Impact and Access Management: There is one point of access proposed to the site, from Research Dr. There are no curb cuts proposed from Michigan Ave.

Parking: The revised plans provide the parking calculation for mini-warehouse establishments. Based on the total number of units, 23 parking spaces are required pursuant to Section 4.01(C)(6). The submitted plans include nine (9) parking spaces, including one (1) van-accessible barrier-free space.

The applicant notes that, based on their history owning and operating mini-warehouse establishments, the traffic counts are very low for this type of land use. The parking requirement will be reviewed separately during the Site Plan Review, in which the Planning Commission may determine to modify the parking requirement pursuant to Section 4.01(C)(6), based on evidence provided by the applicant.

Loading: Section 4.02(B) of the Zoning Ordinance includes requirements for loading spaces, but the mini-warehouse loading spaces are addressed in Section 6.02(M)(6). There are loading areas adjacent to all 3 buildings.

Architecture: The architectural standards of Section 26.06 of the Zoning Ordinance will be reviewed at the time of site plan review. The applicant has provided elevations with the percentage of materials to be used on each side of each building. Since the December 6, 2021 Planning Commission meeting, the plans have been revised to add masonry on the ends of the rear elevation of the main building so that the corners are wrapped with masonry.

Landscaping, Screening, and Tree Preservation: A landscape plan is not required at the time of Special Land Use plan review. The applicant has provided some details related to landscaping, including a landscape berm located along the northwest corner of the subject site, and information related to a recorded 50-ft. Landscape Buffer Easement located along the north property line. A complete landscape plan will be reviewed during Site Plan Review.

Sidewalks: There are currently no sidewalks along Michigan Ave. or Research Dr. frontages, but sidewalk is proposed along the frontage of Michigan Ave.

Lighting: A photometric plan has not been submitted with the Special Land Use Plan. We will review the proposed lighting and illumination levels during Site Plan Review in accordance with Section 2.13 of the Zoning Ordinance.

Signage: Signage will be reviewed at site plan review in accordance with the standards of Article 6A of the Zoning Ordinance. Since the December 6, 2021 Planning Commission meeting, the ground sign plans have been revised to illustrate a height of 6 feet and an area of 24 sq. ft. The height is measured from the adjacent sidewalk, so the sign can't be located on a berm to artificially raise the height. The signage will be reviewed in more detail during site plan review, and the Building & Inspection Services Division will review sign permit applications.

Dumpster Enclosure: The dumpster enclosure is proposed along the east side of the property in the rear yard, with a notation that it will be used for staff access only. Since the December 6, 2021 Planning Commission meeting, the plans have been revised to show a limestone cap on the dumpster wall, a gate that is the same height as the wall, and the required concrete bollards on the inside of the dumpster. The dumpster enclosure will also be reviewed in accordance with Section 2.14 of the Zoning Ordinance during site plan review.

Special Land Use Review Standards: Based on the items noted above, we find that the proposed mini-warehouse establishment use in Canton Township meets the Special Land Use criteria of Section 27.03(C) of the Zoning Ordinance as follows, subject to the above items being corrected or otherwise addressed at the time of site plan review:

- The proposed mini-warehouse use will be compatible with adjacent nonresidential land uses, and the nearest residential uses (single-family plots on Beck Rd. and Turnbury Park) are both located more than 1,200 feet from the subject site.
- The proposed mini-warehouse use will be compatible with the principles and objectives of the Canton Township Master Plan regarding the Mixed Use classification on the Future Land Use Map and its policies to encourage flexibility of land uses to respond

- to the changes in market demands within a community.
- The proposed use will continue to be adequately served by essential public facilities and services, subject to any requirements of the Canton Township Engineering Division regarding necessary installations for water and sanitary sewer facilities.
 - The site will have access to Michigan Ave. via Research Dr. There will not be direct access to Michigan Ave. from the subject site.
 - The proposed development will enhance the pedestrian circulation system along Michigan Ave. with the proposed construction of the sidewalk.
 - The proposed use is not expected to be detrimental to public health, safety, and welfare.
 - The proposed use will enhance the surrounding environment by including required landscaping and not discouraging the appropriate development and use of adjacent land or buildings.
 - The proposed use will not unreasonably interfere with or discourage the appropriate development and use of adjacent land and buildings.
 - The location of the proposed use will not result in a residential use being surrounded by non-residential uses.
 - The proposed use is expected to enhance the economic well-being and welfare of the Township.

- **Community Planner's Recommendation:** Approval of the special land use for a mini-warehouse establishment use on parcel no. 131-02-0015-000 as illustrated on the Special Land Use Plan for the reasons stated in the above analysis, subject to the items noted in this review being addressed and/or corrected at the time of site plan review.

- **Planning Commission's Recommendation:** At its meeting on December 6, 2021, the Planning Commission voted 8-0 to recommend approval of the special land use for a mini-warehouse establishment use on parcel no. 131-02-0015-000, as the request meets the Special Land Use criteria of the Canton Township Zoning Ordinance pursuant to the information and plans provided, subject to specific design criteria noted in the staff report to be addressed and/or corrected at the time of site plan review.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approval of the special land use for a mini-warehouse establishment use on parcel no. 131-02-0015-000 as illustrated on the Special Land Use Plan for the reasons stated in the above analysis, subject to the items noted in this review being addressed and/or corrected at the time of site plan review.

BUDGET IMPLICATION & ACCOUNT NUMBER: N/A.

IMPLEMENTATION PLAN: N/A.

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: Approval

ENGINEERING SERVICES DIVISION'S RECOMMENDATION: Approval.

FIRE MARSHAL’S RECOMMENDATION: Approval, subject to specific comments being addressed during site plan review.

BUILDING OFFICIAL’S RECOMMENDATION: N/A.

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

SUPERVISOR’S RECOMMENDATION: Approval

MODEL RESOLUTION:

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

Approval of the Special Land Use for Mini Storage Depot

WHEREAS, the Project Sponsor has requested special land use approval for a mini-warehouse establishment use on parcel 131-02-0015-000 at 4985 Research Dr.; and

WHEREAS, the Planning Commission reviewed the request and applicable criteria and voted 8-0 to recommend approval, with conditions, as the request meets the criteria of special land use approval in Section 27.03(C) of the Zoning Ordinance;

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the special land use for a mini-warehouse establishment use on parcel 131-02-0015-000 at 4985 Research Dr., as the request meets the Special Land Use criteria of the Canton Township Zoning Ordinance pursuant to the information and plans provided, subject to the items noted by staff being addressed or corrected at the time of site plan review.

ATTACHMENTS:

1. Planning Commission Minutes
2. Zoning Map and Aerial Map
3. Special Land Use Plans
4. Special Land Use Criteria

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: 01/11/2022

AGENDA ITEM # G - 5

ITEM: Consider Approval of Renewing FOIA Software

PRESENTER: Michael Siegrist

INDIVIDUALS IN ATTENDANCE: N/A

EXECUTIVE SUMMARY:

Implementation of the NextRequest software has proven to be an efficient, secure, and transparent way to manage records requests throughout the organization.

Annual cost sharing is intended to be continued for the renewal. The Clerk s Office and Police Department will share the cost in a 75/25 split.

This year, costs have increased by approximately \$1,008 dollars due to regular cost increases and new features that ensure maximum efficiency and compliance.

BACKGROUND INFORMATION:

Software implementation was smooth and staff have gained confidence with the use of the online portal. Accountability is also increasing as we encourage Departments to run all requests through the transparent portal

STRATEGIC PLAN/GOALS: Maintain transparency, accountability, and efficiency.

ACTION REQUESTED: Approve the renewal of the NextRequest software and services in the amount of \$17,900.04 with 75% of the cost to be covered by the Canton Police Department (\$13,425.03) and the remaining 25% to be covered by the Clerk s Department (\$4,475.01).

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

\$13,425.03 expenditure form Police Department Account # 207-301-50.801_0050

\$4,475.01 expenditure from Clerk Account # 101-215.801_0050

IMPLEMENTATION PLAN: N/A

DIRECTOR'S RECOMMENDATION: Approved

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION:Approved

SUPERVISOR'S RECOMMENDATION: Approved

MODEL RESOLUTIONS:

Motion to approve the NextRequest renewal expenditure in the total amount of \$17,900.04 with 75% being charged to Canton Police Department account 207-301-50.801_0050 and the remaining to the Clerk's Office 101-215.801_0050 account.

ATTACHMENTS:

- Quotes

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 11, 2022

AGENDA ITEM # G-6

ITEM: CONSIDER A REQUEST TO APPROVE LETTER OF AGREEMENT BETWEEN CANTON TOWNSHIP AND THE CANTON COMMAND OFFICERS ASSOCIATION POLICE OFFICERS LABOR COUNCIL (CCOA)

PRESENTER: Anne Marie Graham-Hudak, Supervisor

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Canton Township is always striving for good rapport with its labor force. Toward this end, a Letter of Agreement (LOA) was reached between Canton Township and the CCOA regarding pension contributions and sick time of Police Officers Association of Michigan (POAM) members who are promoted into the CCOA. POAM members promoted into the CCOA during this contract period who are in the Hybrid retirement system shall continue to contribute 6% of their gross pay towards their retirement, not the 10% called for by the CCOA contract for members in the defined benefit retirement plan. POAM members promoted during this contract period may also be awarded additional sick time due to the lack of a short-term disability benefit in the CCOA contract, coupled with the 300 hour sick time cap in the POAM contract. These two factors, taken together, will leave most members promoted into the Command Unit (CCOA) from POAM without the necessary sick time to reach a long-term disability benefit, in the event of a disabling event. The awarded sick time will be proportional to the time needed to reach the long-term disability benefit in the CCOA contract, up to 792 hours. Additionally, annually the contract allows for any earned and unused sick time within a calendar year be paid out. However, the union has agreed to limit this additional pay out for the members who receive the additional sick hours in their bank using the following schedule:

1. End of first calendar year: 25% This shall be prorated based upon the number of months within the CCOA unit.
2. End of second calendar year: 50%.
3. End of third calendar year: 100%.

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

LOAs are not contracts, as they are not “bargained for” exchanges (one promise exchanged for another) and do not have the essential elements of contract formation (the offer, acceptance and consideration). They are simply principled agreements to an area of concern for the parties. If an

LOA differs from the collective bargaining agreement, the collective bargaining agreement controls.

STRATEGIC PLAN/GOALS: Organizational Climate and Culture

ACTION REQUESTED: Approve the request to keep pension contributions of POAM members promoted into the Command Unit (CCOA) at 6%, not 10%, as required in the CCOA contract, as their retirement plans are not the same. Approve the request to award sick time to POAM members promoted into the Command Unit (CCOA) in the proportion necessary to reach long-term disability, up to 792 hours, as a short-term disability benefit is not provided for in the CCOA contract. Approve the request to provide payment of sick time for newly promoted officers into the CCOA on the following schedule:

1. End of first calendar year: 25% This shall be prorated based upon the number of months within the CCOA unit.
2. End of second calendar year: 50%.
3. End of third calendar year: 100%.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: None.

IMPLEMENTATION PLAN: Upon approval, the Township Supervisor and bargaining team will sign the Letter of Agreement.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

1. I move to that we approve the Letter of Agreement between Canton Township and the Canton Command Officers Association Police Officers Labor Council (CCOA).

ATTACHMENTS: None.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 11, 2022

AGENDA ITEM#G-7

ITEM: Appointments to the Canton Tax Board of Review

PRESENTER: Anne Marie Graham Hudak, Supervisor

INDIVIDUALS IN ATTENDANCE: None anticipated

EXECUTIVE SUMMARY: There are currently two vacancies on Canton's Tax Board of Review. A notice was put into the Focus newsletter asking for Canton residents to submit applications. The Boards and Commissions interview committee selected Joseph Opara and Asim Mohammad to fill the vacancies.

The Tax Board of Review members are appointed to two-year terms. Because work for this board begins in March, the term expiration dates have been set at 3/1/24.

BACKGROUND INFORMATION: The Tax Board of Review is a 3-member board required by state law who hear property assessment appeals. Canton has always tried to maintain two 3-member boards plus an alternate member so we can offer more times to the residents who are making appeals. The Tax Board of Review hears appeals two times per year: March and December.

In early 2020, Canton began a new process for filling vacancies on boards and commissions. People interested in appointment or reappointment must fill out an online application and go through an interview process with three of Canton's Trustees (referred to as the Boards and Commissions interview committee). The interview committee makes selections and provides information at board meetings when appointments are on the agenda.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approve the appointments of Joseph Opara and Asim Mohammad.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: There are funds built into the budget each year to cover the work of the Tax Board of Review members.

IMPLEMENTATION PLAN: Supervisor's office will let Joseph and Asim know of their approval and set up Board of Review training for each of them.

DIRECTOR'S RECOMMENDATION: N/A

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: N/A

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move that the Canton Board of Trustees approve the appointments of Joseph Opara and Asim Mohammad to the Canton Tax Board of Review for two-year terms to expire on 3/1/24.

ATTACHMENTS:

1. Bio for Joseph Opara
2. Bio for Asim Mohammad

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 11, 2022

AGENDA ITEM #G-8

ITEM: Consider Approval to Amend the Premium Bonus to Essential Employees other than Elected Officials and the Deputy Supervisor Working During Pandemic

PRESENTER: Anne Marie Graham-Hudak, Supervisor

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: On December 14th, the board voted to approve a premium bonus to Essential Employees other than Elected Officials and the Deputy Supervisor Working During the Pandemic. The RBA as written did not include a few employees below Level 10, who should have also qualified. This RBA amendment adds those employees below level 10, other than interns, who did not receive the \$2.50 premium incentive. The budget amendment of \$450,000 accomplished on December 14th will cover this amendment.

STRATEGIC PLAN/GOALS: Organizational Climate and Culture - Recognize Township Personnel for their personal sacrifices, hard work and dedication while potentially exposing themselves to Covid-19 during the pandemic

ACTION REQUESTED: Consider approval of \$1,000 premium bonus of to all full-time employees, and \$500 for continuing part time, part time staff levels 10 and above and those below level 10 who did not receive the \$2.50/hour incentive, other than interns, and the public safety aides who work during the pay period ending January 22, 2022.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: A previous budget adjustment of \$450,000 with in the ARPA Grant Fund is approved.

IMPLEMENTATION PLAN: If Board Approve's, payroll will issue the appropriate premium based on the levels on the January 27, 2022 pay date.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION:

SUPERVISOR'S RECOMMENDATION:

MODEL RESOLUTION: I move to amend the previously approved \$1,000 premium bonus to all full-time employees other than elected officials and the Deputy Supervisor, and a \$500 premium bonus to all continuing part-time, part time staff levels 10 and above and those not part of the \$2.50/hour premium incentive, and all Public Safety Aides who work during the pay period ending January 22, 2022 to include part-time employees below level 10, other than interns, who did not receive the \$2.50/hour premium incentive

ATTACHMENTS: None