



REGULAR MEETING OF THE BOARD OF TRUSTEES

February 23, 2021

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 are conducting all meetings by video teleconference.

Public comments may be submitted to Michael.Siegrist@Canton-mi.org at any time prior to the meeting. Additionally, a public drop box is located outside of the Township Administration Building at 1150 S Canton Center Rd. Canton, MI 48188. The Clerk will read comments submitted within the Rules of the Township Board during the meeting. Members of the public who attend by telephone or video may address the Board during the public comment period via videoconference.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89476542930>

Or iPhone one-tap:

1-301-715-8592 (89476542930#) or 1-312-626-6799 (89476542930#)

Or Telephone:

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Webinar ID: 894 7654 2930

International numbers available: <https://us02web.zoom.us/j/89476542930>

6:30 P.M.:

CALL TO ORDER

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

CLOSED SESSION TO DISCUSS PENDING LITIGATION: MARINELLI V CANTON AND BOYLAN V CANTON

ADOPTION OF AGENDA

APPROVAL OF MINUTES: FEBRUARY 2, 9, 13, 14, and 16, 2021

PUBLIC COMMENT

PAYMENT OF BILLS

PRESENTATION: CANTON CARES FUND

DISCUSSION: PLANNING AND LANDSCAPE ARCHITECTURE SERVICES

GENERAL CALENDAR:

- 1) REQUEST BUDGET AMENDMENT FOR THE CARRYOVER OF FISCAL YEAR 2020 OPEN PURCHASE ORDERS TO FISCAL YEAR 2021 (FBD)

- 2) RECEIVE AND FILE THE PLANNING COMMISSION 2020 ANNUAL REPORT (MSD)
- 3) CONSIDER APPROVAL OF SPECIAL LAND USE FOR PURE DEVELOPMENT DELIVERY STATION (MSD)
- 4) CONSIDER APPROVAL OF RENEWING FOIA SOFTWARE (CLERK)
- 5) CONSIDER REQUEST TO WAIVE THE BIDDING PROCESS AND APPROVE THE PURCHASE OF TEN DELL LAPTOPS (POLICE)
- 6) CONSIDER APPROVING A ONE-YEAR CONTRACT RENEWAL WITH MICHIGAN POLICE LEGAL ADVISOR GROUP, INC. AND ASSOCIATED AMENDMENTS TO THE 2021 POLICE & FIRE BUDGETS (POLICE)
- 7) CONSIDER ACCEPTING TWO JUSTICE ASSISTANCE GRANTS AND AN ASSOCIATED AMENDMENT TO THE 2021 POLICE BUDGET (POLICE)
- 8) CONSIDER APPROVING PAYMENT OF THE 2020-21 LICENSING AND SUPPORT RENEWAL FOR THE PRIORITY DISPATCH SYSTEM (FIRE)
- 9) CONSIDER SALE OF CANTON PROPERTY AND AUTHORIZE SUPERVISOR GRAHAM-HUDAK TO SIGN ALL DOCUMENTS NECESSARY TO CLOSE ON THE SALE (SUPERVISOR)
- 10) CONSIDER ORGANIZATIONAL ASSESSMENT OF THE TOWNSHIP'S STRUCTURE AND AN ASSOCIATED AMENDMENT TO THE 2021 GENERAL FUND (SUPERVISOR)
- 11) CONSIDER APPROVAL OF PURCHASE ORDER INCREASE TO MID-AMERICAN GROUP FOR THE FELLOWS CREEK GOLF CLUB POND DREDGING (CLS)

PUBLIC COMMENT
OTHER
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 Kerreen Conley, Human Resources Manager, at 734-394-5260. Reasonable accommodations can be made with advance notice. A complete copy of the Access to Public Meetings Policy is available at www.canton-mi.org.

**Charter Township of Canton
Board Proceedings – February 2, 2021**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, February 2, 2021 virtually. Supervisor Graham-Hudak called the meeting to order at 7:01 p.m.

Members Present: Borninski, Foster, Ganguly, Graham-Hudak, Siegrist, Slavens, Sneiderman
Location of all members is Canton Township, Michigan
Members Absent: None
Staff Present: Director Smith, Manager Serchak

Adoption of Agenda:

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

Study Session:

1) Canton Road Improvement Update

Public Comment:

Public comment was held.

Adjourn: Motion by Sneiderman, supported by Foster to adjourn the meeting at 8:27 p.m. Motion carried unanimously by roll call vote.

Michael A. Siegrist, Clerk

Anne Marie Graham-Hudak, Supervisor

**Charter Township of Canton
Board Proceedings – February 9, 2021**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, February 9, 2021 virtually. Supervisor Graham-Hudak called the meeting to order at 6:30 p.m.

Members Present: Borninski, Foster, Ganguly, Graham-Hudak, Siegrist, Slavens & Sneiderman
All members stated their location is Canton Township
Members Absent: None
Staff Present: Director Hohenberger, Director Smith, Director Trumbull, Director Baugh, Director Stoecklein, Corporation Counsel Kolb

Closed Session:

Discuss Pending Litigation (Marinelli v Canton and Boylan v Canton).

Motion by Siegrist, supported by Slavens to move to closed session regarding pending litigation discussion. Motion carried unanimously by roll call vote.

Motion by Siegrist, supported by Slavens to return to the open meeting. Motion carried unanimously by roll call vote.

Adoption of Agenda:

Motion by Siegrist, supported by Sneiderman to adopt the agenda with the updated version of item G-3. Motion carried unanimously by roll call vote.

Approval of Minutes:

Motion by Siegrist supported by Borninski to approve the January 26, 2021 Board minutes as presented. Motion carried unanimously by roll call vote.

Public Comment: Public comment was held.

Payment of Bills:

Motion by Slavens supported by Siegrist to approve the payment of bills as presented. Motion carried unanimously by roll call vote.

CHARTER TOWNSHIP OF CANTON EXPENDITURE RECAP FOR THE TOWNSHIP BOARD MEETING OF February 9, 2021		
101	GENERAL FUND	504,580.96
204	ROADS FUND	134,961.91

206	FIRE FUND	516,878.03
207	POLICE FUND	266,231.28
208	SUMMIT OPERATING (General)	38,075.51
219	STREET LIGHTING	22,057.53
230	CABLE TV FUND	11,429.25
246	TWP (COMMUNITY) IMPROVEMENT	3,100.00
248	DDA - CANTON	9,731.62
261	E-911 UTILITY	472.68
265	ORGANIZED CRIME - DRUG ENFORCEMENT	44,540.70
274	CDBG	59,547.16
276	NSP GRANTS FUND	0.00
401	CAP PROJ - ENERGY PROJECT	55,843.00
402	CAP PROJ - SUMMIT CONSTR	0.00
403	CAP PROJ - ROAD PAVING	0.00
584	GOLF FUND	29,680.85
592	WATER & SEWER FUND	941,089.80
596	SOLID WASTE	308,802.43
661	FLEET	25,736.24
701	TRUST & AGENCY FUND	3,775.00
702	CUSTODIAL FUND	0.00
736	POST EMPLOYMENT BENEFITS	111,559.78
852	SPECIAL ASSESSMENT DEBT	0.00
301	ENERGY PROJECT DEBT SVCE FUND	0.00
		0.00
TOTAL - ALL FUNDS		3,088,093.73

General Calendar:

Item G-1. Consider Adopting Tax Board of Review Poverty Policy and Guidelines

Motion by Siegrist, supported by Foster to move that the Canton Board of Trustees adopt the Tax Board of Review Poverty Policy and Guidelines in compliance with Public Act 253 of 2020. Motion carried unanimously by roll call vote.

Item G-2. Consider Reappointments to Canton Cares Advisory Committee

Motion by Siegrist, supported by Slavens to move to reappoint four members to the Canton Cares Advisory Committee: Laura Mortier and Tammy Brown, with terms expiring 11/17/22, and Tammy Haggerty and Kristina Wilson with terms expiring 11/17/23. Motion carried unanimously by roll call vote.

Item G-3. Request Budget Amendments to the 2021 Capital Improvement Plan

Motion by Siegrist, supported by Sneideman to move to approve the attached budget amendments required for the 2021 CIP bond projects.

Increase Expense	206-336-50.970_0025	Fire - ADA Improvements	2,932.00
Increase Revenue	206-000.695	Fund Balance Appropriation	2,932.00
Increase Expense	401-261.970_0020	General Govt - Buildings & Improvements	202,929.00
Increase Expense	401-261.970_0025	General Govt - ADA Improvements	2,074.00
Increase Expense	401-301.970_0020	Police - Buildings & Improvements	1,130,474.00
Increase Expense	401-301.970_0025	Police - ADA Improvements	71,014.00
Increase Expense	401-301.970_0080	Police - Land Improvements	575,000.00
Increase Expense	401-441.970_0050	Public Works - Infrastructure	1,250,073.00
Increase Expense	401-750.970_0025	CLS Admin - ADA Improvements	22,387.00
Increase Expense	401-752.970_0020	Parks - Buildings & Improvements	72,960.00
Increase Expense	401-752.970_0025	Parks - ADA Improvements	196,358.00
Increase Expense	401-752.970_0080	Parks - Land Improvements	104,500.00
Increase Expense	401-755.970_0020	CSC - Buildings & Improvements	194,422.00
Increase Expense	401-755.970_0080	CSC - Land Improvements	1,351,400.00
Decrease Expense	401-757.970_0020	Summit - Buildings & Improvements	(65,897.00)
Increase Expense	401-761.970_0020	Village Theater - Buildings & Improvements	200,472.00
Increase Expense	401-772.970_0020	Fellows Creek - Buildings & Improvements	36,768.00
Decrease Expense	401-772.970_0050	Fellows Creek - Infrastructure	(6,500.00)
Increase Expense	401-772.970_0080	Fellows Creek - Land Improvements	203,550.00
Increase Expense	401-773.970_0020	Pheasant Run - Buildings & Improvements	34,222.00
Increase Expense	401-773.970_0080	Pheasant Run - Land Improvements	468,152.00
Increase Revenue	401-000.695	Fund Balance Appropriation	6,044,358.00
Increase Expense	592-536.970_0020	W&S - Buildings & Improvements	22,736.00
Increase Expense	592-537.970_0020	W&S - Buildings & Improvements	22,736.00
Increase Revenue	592-000.695	Fund Balance Appropriation	45,472.00
Increase Expense	661-530.970_0020	Fleet - Buildings & Improvements	22,375.00
Increase Expense	661-530.970_0025	Fleet - ADA Improvements	11,340.00
Increase Revenue	661-000.695	Fund Balance Appropriation	33,715.00

Motion carried unanimously by roll call vote.

Item G-4. Request Approval to Pay Employees for COVID Expense Relief

Motion by Siegrist, supported by Foster to approve a COVID Expense Relief bonus in the amount of \$125 to all full-time and continuing part-time employees employed by the Township as of February 9, 2021. Motion carried unanimously by roll call vote.

Item G-5. Consider Approval of the Purchase of Vehicles for 2021 and an Associated Amendment to the 2021 Fire Budget

Motion by Siegrist, supported by Slavens

- 1) move to approve the purchase of eight (8) vehicles totaling \$292,905 as depicted in the spreadsheet.

2) further move to approve the following budget amendment to the 2021 Fire Budget:

Decrease Expenditures:

Fire – Transfer to Fund Balance Account #206-336-50.999 \$10,500

Increase Expenditures:

Fire – Capital Outlay Vehicles Account #206-336-50.970_0040 \$10,500

Motion carried unanimously by roll call vote.

Item G-6. Consider Approval of a Contract Extension with HydroCorp Incorporated to Continue Canton’s Commercial Cross Connection Control Program

Motion by Siegrist, supported by Slavens to approve the professional services contract with HydroCorp, Inc. to provide management services and inspections for the Township’s commercial cross connection control program for an amount of \$35,040 per year subject to approval of contract by Township attorney. Motion carried unanimously by roll call vote.

Item G-7. Consider Authorization of a Purchase Order to Fishbeck, Inc. for Professional Engineering Services for the 2021 Road Improvement Program

Motion by Siegrist, supported by Slavens to approve to approve a purchase order contract for the 2021 Major Road construction projects to Fishbeck, Inc. in the amount of \$126,033.

Increase Expenditure:

204-446-11.801_0040 Professional Services \$126,033

Decrease Expenditure:

204-446-11.970_0050 Capital Outlay Infrastructure \$126,033

Motion carried unanimously by roll call vote.

Motion carried unanimously by roll call vote.

Item G-8. Consider Approval of an Extension of the Contract with Rotondo Construction Corporation for the 2021 Sidewalk Repair Program

Motion by Siegrist, supported by Slavens to approve an extension of the contract with Rotondo Construction Corporation for the completion of the 2020 sidewalk repair program and the 2021 sidewalk repair program in the amount of \$885,000. Motion carried unanimously by roll call vote.

Item G-9. Consider Approving the Purchase of a Key Card Access System for Fire Station #3

Motion by Siegrist, supported by Slavens to approve the purchase of a Key Card Access System for Fire Station #3 from Interstate Security, Inc., in the amount of \$20,000, utilizing funds budgeted in the 2021 Fire Capital Outlay Buildings Account. Motion carried unanimously by roll call vote.

Item G-10. Appointments to the Commission for Culture, Arts & Heritage

Motion by Siegrist, supported by Borninski to move that the Board of Trustees of the Charter Township of Canton approve the appointments of Husain Haidri, Neha Rao, Jason Davis, and Cornelis VanSpronsen to the Commission for Culture, Arts & Heritage for a three-year term to expire December 31, 2024. Motion carried unanimously by roll call vote.

Motion by Siegrist, supported by Slavens to move that the Board of Trustees approve the appointment of Tania Ganguly as the Canton Board of Trustees representative to the Canton Commission for Culture, Arts & Heritage. Motion carried unanimously by roll call vote.

Item G-11. Consider Awarding Contract and Approve a Purchase Order for Indoor Track Surface Replacement at Summit on the Park

Motion by Siegrist, supported by Slavens to award the contract and approve a purchase order for the Indoor Track Surface Replacement at Summit on the Park to Foster Specialty Floor, 30681 Wixom Rd., PO Box 930382, Wixom, MI 48393 in the amount of \$27,940 with funds to be paid from account #401-757.970_0020 Capital Improvement Plan. Motion carried unanimously by roll call vote.

Item G-12. Consider Awarding Contract and Approve a Purchase Order for Locker Replacement at Summit on the Park

Motion by Siegrist, supported by Slavens to award the contract and approve a purchase order for the Locker Replacement at Summit on the Park to Carpentry Concepts and Ceilings, LLC, 18786 Susanna, Livonia, MI 48152 in the amount of \$75,354 with funds to be paid from account #401-757.970_0020 Capital Improvement Plan. Motion carried unanimously by roll call vote.

Additional Public comment was held.

Adjourn: Motion by Siegrist, supported by Slavens to adjourn the meeting at 8:15 p.m. Motion carried unanimously by roll call vote.

Michael A. Siegrist, Clerk

Anne Marie Graham-Hudak, Supervisor

**Charter Township of Canton
Board Proceedings – February 13 & 14, 2021**

A special meeting of the Board of Trustees of the Charter Township of Canton was held Saturday, February 13 & Sunday, February 14, 2021 at Summit on the Park, 46000 Summit Parkway, Canton, MI 48188. Supervisor Graham-Hudak called the meeting to order at 8:16 a.m.

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

Members Absent: None

Staff Present: None

Adoption of Agenda:

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

Board of Trustees Strategic Visioning

Public comment was held.

Adjourn: Motion by Siegrist, supported by Slavens to adjourn the meeting until Sunday February 14, 2021. Motion carried unanimously by roll call vote.

Sunday, February 14, 2021, Supervisor Graham-Hudak called the meeting to order at 8:05 a.m.

Continued Discussion of Board of Trustees Strategic Visioning

Public comment was held.

Adjourn: Motion by Siegrist, supported by Slavens to adjourn the meeting at 3:54p.m. Motion carried unanimously by roll call vote.

Michael A. Siegrist, Clerk

Anne Marie Graham-Hudak, Supervisor

**Charter Township of Canton
Board Proceedings – February 16, 2021**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, February 16, 2021 virtually. Supervisor Graham-Hudak called the meeting to order at 6:00 p.m.

Members Present: Borninski, Foster, Ganguly, Graham-Hudak, Siegrist, Slavens, Sneideman
Location of all members is Canton Township, Michigan
Members Absent: None
Staff Present: Director Smith, Director Trumbull,

Adoption of Agenda:

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

Study Session:

1) Recycling

Presenter: Jade Smith, Director of Municipal Services

2) Municipal Finance and Accounting Rules

Presenters: Wendy N. Trumbull, Director of Finance and Budget Alisha Watkins, Plante Moran, Partner Keith Szymanski, Plante Moran, Senior Manager

Overview of governmental accounting and financial reporting; the audit process; fund balance; revenue, expenditures, and budgeting; and legacy costs.

Public Comment:

Public comment was held.

Adjourn: Motion by Siegrist, supported by Sneideman to adjourn the meeting at 8:00 p.m. Motion carried unanimously by roll call vote.

Michael A. Siegrist, Clerk

Anne Marie Graham-Hudak, Supervisor

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 23, 2021

AGENDA ITEM #G-1

ITEM: Request Budget Amendment for the Carryover of Fiscal Year 2020 Open Purchase Orders to Fiscal Year 2021

PRESENTER: Wendy Trumbull, Finance & Budget Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: The Finance & Budget Department is requesting to carryover prior year purchase orders not complete during the fiscal year 2020. This will require the Board to approve an increase of the 2021 budget.

BACKGROUND INFORMATION: At the end of each fiscal year, there are numerous open purchase orders for goods and services budgeted and ordered in that fiscal year. A majority of these open purchase orders are for items received in that fiscal year but paid for in the subsequent year; the expense is recorded as an accounts payable at the end of that year and these purchase orders are closed.

However, some of the open purchase orders are for items that were not received by the end of the fiscal year, and these purchase orders carry over into the succeeding fiscal year to complete the transactions. A fund balance reserve is made at the end of the year for these purchase commitments. And, in many cases, there are not sufficient budget funds in the line item budgets for these items, so the succeeding fiscal year's budget must be amended.

A listing of the 2020 purchase orders carried over into fiscal year 2021 follows the model resolution.

STRATEGIC PLAN/GOALS: Demonstrate fiscal responsibility.

ACTION REQUESTED: Budget amendments in several funds for purchase orders that were open at the end of 2020 and carried over to 2021. Amounts have been rounded up to the next dollar for the budget amendments as Canton Township's budget is in whole dollars. As a result of this rounding up, some totals may exceed the actual purchase order totals.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Numerous accounts in the General, Roads, Fire, Police, Community Center, Community Improvement, Downtown Development Authority, Community Development Block Grant, Capital Projects, Capital Projects-Roads, Water & Sewer, Fleet Maintenance.

IMPLEMENTATION PLAN: If approved, the budget amendments will be posted by Finance.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the following 2021 budget amendment increases for purchase order commitments carried over from 2020: General Fund (101) increase of \$271,393; Roads Fund (204) increase of \$910,960; Fire Fund (206) increase of \$1,939,654; Police Fund (207) increase of \$253,349; Community Center Fund (208) increase of \$6,079; Community Improvement Fund (246) increase of \$520,341; Downtown Development Authority Fund (248) increase of \$7,400; Community Development Block Grant Fund (274) increase of \$311,857; Capital Projects Fund (401) increase of \$800,261; Capital Projects – Roads Fund (403) increase of \$235,527; Water & Sewer Fund (592) increase of \$484,103; Fleet Maintenance Fund (661) increase of \$53,466.

ATTACHMENTS: 2020 Purchase Orders Carryover List

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 23, 2021

AGENDA ITEM #G-2

ITEM: Receive and File the Planning Commission 2020 Annual Report

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None

EXECUTIVE SUMMARY: The Michigan Planning Enabling Act (Public Act 33 of 2008) requires the Planning Commission to make an annual written report to the Township Board concerning its operations and the status of planning activities, including recommendations regarding actions by the Township Board related to planning and development. At its meeting on February 1, 2021, the Planning Commission approved the enclosed Annual Report

BACKGROUND: Included in the Planning Commission 2020 Annual Report is a summary of activity for applications reviewed by the Planning Services Division and the Planning Commission during 2020. A brief summary of the general development trends and of the various activities and programs in which the Planning Services Division is involved is also provided in this report. This report is summarized as follows:

1. Planning Commission Meetings
2. Plans Reviewed in 2020 and the Status of Ongoing Development
3. Planning Services Division Operations Updates

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: To receive and file the Planning Commission 2020 Annual Report.

BUDGET IMPLICATION & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: N/A

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: Approval

ENGINEERING SERVICES DIVISION'S RECOMMENDATION: N/A

FIRE MARSHAL'S RECOMMENDATION: N/A

BUILDING OFFICIAL'S RECOMMENDATION: N/A

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMEDATION: Approval

MODEL RESOLUTION: I move to receive and file the Planning Commission 2020 Annual Report, which was adopted by the Planning Commission on February 1, 2021, in accordance with the Michigan Planning Enabling Act.

ATTACHMENTS:

1. 2020 Annual Planning Commission Activity Report

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 23, 2021

AGENDA ITEM # G-3

ITEM: Consider Approval of Special Land Use for Pure Development Delivery Station

PRESENTER: Jade Smith, Municipal Services Director

OWNER/REPRESENTATIVE: Richard Rattner (Representative)

EXECUTIVE SUMMARY: The project sponsor proposes to construct a 183,130 sq. ft. warehouse and material distribution center on seven (7) contiguous parcels located on the north side of Michigan Ave. between Denton Rd. and Beck Rd. The subject site is zoned LI-R, Light Industrial Research, which allows warehousing and material distribution centers via Special Land Use. At its meeting on January 26, 2021, the Township Board of Trustees rezone six (6) of the subject parcels LI-R from R-3, R-1, and RR at the request of the applicant. However, for one of these parcels (parcel 71-127-99-009-000) only the east 896 feet was rezoned LI-R and the remaining western part of the parcel adjacent to Denton Road remains as R-1. The project sponsor has concurrently applied for site plan review, which will be reviewed by the Planning Commission and Township Board when the site plan is deemed complete.

At its meeting on February 1, 2021, the Planning Commission recommended approval of the Special Land Use, subject to conditions.

BACKGROUND AND ANALYSIS:

Location: North side of Michigan Ave. and east side of Denton Road.

Existing Zoning: LI-R, Light Industrial Research, except that the western 896 feet of parcel 71-127-99-009-000 adjacent to Denton Road is zoned R-1.

Net Acres: Approximately 73 acres

Existing Land Use: Single-family residence on parcel nos. 71-127-99-0020-000; vacant on parcel no. 71-127-99-0019-000, 71-127-99-0018-002, 71-125-99-0002-706, 71-127-99-0017-000, 71-127-99-0016-000, and 71-127-99-009-000.

Surrounding Zoning and Land Uses:

North – R-1, Single-family residences and R-6, Woodbridge Estates attached condominiums

South – GI, Michigan Avenue Business Park and Michigan Topsoil, and C-3; Tucker Insurance Agency; Van Buren Township: C-1 (General Business), Gas station

East – LI-R, Vacant and industrial (Canton Business Park, Repair Clinic, and Kingfa)

West – R-1 and R-3, Single-family residential

Comprehensive Plan: Mixed Use

Proposed Special Land Use: The proposed use of a warehousing and material distribution center is a special land use in the LI-R zoning district. The proposed use is similar to the adjacent uses to the east (i.e., Repair Clinic and Kingfa). 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 for warehousing and material distribution centers in the LI-R zoning district for: minimum site size (10 acres); minimum lot width (100 feet); minimum front yard setback from Michigan Ave. (50 feet); minimum rear yard setback (50 feet); minimum side yard setback (25 feet); minimum setback adjacent to an agricultural or residential zone (100 feet); and maximum building height (4 stories/50 feet). Some grading and portions of the parking lot and driveway on the north and west sides of the site are located within the 25-foot wetland and drain setbacks. Therefore, the applicant have applied to the ZBA for variances from these encroachments, and public hearing is scheduled for March 11, 2021.

Traffic Impact and Access Management: There are four (4) points of access proposed: one (1) point of access is from an existing boulevard between Repair Clinic and Kinfa; and three (3) points of access are proposed on Michigan Ave. Of the three (3) curb cuts proposed on Michigan Ave., one (1) of these curb cuts is existing and two (2) curb cuts are new. Because Michigan Ave. is under the jurisdiction of the Michigan Department of Transportation (MDOT), MDOT must review and approve any access points and may require additional conditions.

Based on the size of the proposed development, and traffic impact study (TIS) has been submitted. The TIS recommends a full right-turn lane on Michigan Ave. at the west driveway, a right-turn lane at the east driveway, consideration of a right-turn taper at the center driveway, and signal timing adjustments by MDOT at the intersection of Michigan Ave. & Denton Road. The TIS was reviewed by Canton Township's transportation engineering consultant (WadeTrim), and WadeTrim recommends approval subject to any conditions by MDOT. Therefore, we recommend that a condition be included requiring that the TIS and special land use plans be subject to approval by MDOT, including any required upgrades to the site and/or Michigan Ave.

Parking: Based on the floor area and estimated number of employees during the largest work shift, 195 parking spaces are required. Section 4.01(C)(6) of the Zoning Ordinance allows a maximum number of parking spaces to be 10% greater than the minimum number of spaces required, so the maximum number of spaces permitted is 215. There are 265 proposed associate parking spaces and 90 proposed personal van spaces. Section 4.01(C)(6) allows the Planning Commission to increase the parking requirement based on the level of current or future traffic. Based on the proposed warehousing and distribution center use for

an online retailer, the nature of the use will require more parking spaces based on the use. In addition, there are 966 delivery van spaces proposed that are 11' wide and 27' deep. Because these vans are fleet vehicles for the proposed use, they are not subject to the maximum parking space requirements. Many of the van parking spaces will have access to an electric vehicle charging station.

Loading: Section 21.03(A)(9) of the Zoning Ordinance requires loading areas and truck and trailer parking to be located in the side or rear yards. The loading area for large trucks/trailers is illustrated on the east side of the building in the side yard. In front of the front building wall (and underneath a canopy) on the south side of the building is "Van Loading" where packages being sent out for delivery are transported from the building into the delivery van. Because these spaces are dedicated to delivery vans, the requirements for trucks and trailers don't apply and the van spaces are smaller than a typical loading space. Additionally, because the "Van Loading" is under a canopy and a canopy is classified under the definition of "building" in the Zoning Ordinance, the "Van Loading" area is not located within a yard.

Architecture: In 2018, three (3) large buildings for light research/industrial use were approved by the Township on parcel 71-125-99-0002-706, including an exterior material modification approved by the Planning Commission on March 5, 2018 to allow for more pre-formed concrete panels on the industrial portion of the building than the Zoning Ordinance permitted. However, these buildings were never constructed and the project sponsor for Pure Development proposes to occupy this parcel and the six (6) LI-R-zoned parcels to the west. At the time of site plan review for the proposed building, the applicants will propose a modification to the building material standards of Section 26.06 of the Zoning Ordinance, which requires at least 75% brick on the office portion of an industrial building and a maximum of 50% concrete panels on the entire building. The applicant will propose final elevations renderings at site plan review.

Landscaping, Screening, and Tree Preservation: Although a landscape plan is not required at the time of Special Land Use plan review, the applicants have submitted a landscape plan on their concurrent site plan application. While we are still in the process of verifying corrections to the tree and shrub counts, the landscape plans are designed with intent of meeting the requirements of Article 5 Zoning Ordinance for: landscaping along Michigan Ave.; parking lot landscaping; divider median landscaping; building foundation landscaping; detention pond landscaping; general site landscaping; and mechanical equipment screening. Any modification requests will be addressed by the Planning Commission at the time of site plan review. Additionally, the applicant proposes to comply with the tree replacement standards of Article 5A of the Zoning Ordinance.

Sidewalks: A 5-foot wide sidewalk is proposed along the site's frontage adjacent to Michigan Ave. The plans illustrate the proposed sidewalk continuing westward along Michigan Ave. in Van Buren Township. A sidewalk connection is proposed from the Michigan Ave. sidewalk to the main entrance on the west side of the building. Additionally, internal sidewalks and crosswalks are proposed throughout the associate parking lot and van parking lots.

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 Michigan Ave., so this lighting will be required on the plans during site plan review.

Signage: Although signage is not reviewed until site plan review, signage details are on Sheets G0.03 and G0.08. The ground sign must meet the standards of Article 6A of the Zoning Ordinance, requirements for legibility, design, and a masonry base.

Dumpster Enclosure: One dumpster is proposed on the east side of the building. Section 2.14 of the Zoning Ordinance includes requirements for the dumpster enclosure, so the required enclosure details will be required on the plans during site plan review.

Fencing. The proposed fencing on the east and north sides of the building must exclude the mesh or be changed to solid fencing.

Special Land Use Review Standards. Based on the items noted above, we find that the proposed warehousing and materials distribution 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 warehousing and distribution center use will be compatible with adjacent nonresidential land uses to the east and south, as well as the residential uses to the west due to the proposed 100'+ setback on the east side and preservation of existing trees in that area.
- The proposed warehousing and distribution center use will be compatible with the principles and objectives of the Canton Township Master Plan with regard to the Mixed Use classification on the Future Land Use Map and the industrial land use policies along Michigan Ave.
- The proposed uses 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. as well as an existing boulevard to the east, and compliance with the traffic impact criteria is subject to approval by Canton Township's transportation engineering consultant and MDOT, including any required upgrades to the site or Michigan Ave.
- The site will have a pedestrian circulation system, including sidewalk along Michigan Ave., and internal sidewalks and crosswalks for employees and visitors.
- The proposed use is not expected to be detrimental to public health, safety, and welfare.
- The proposed uses will enhance the surrounding environment by preserving over half of the existing wooded area of the site and proposing tree replacement in accordance with Article 5A of the Zoning Ordinance.
- 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 Uses application, for the reasons stated in the above analysis, subject to the items noted in this review being addressed and corrected at the time of site plan review, and that the special land use plans and traffic impact study are subject to approval by MDOT, including any required upgrades to the site or Michigan Ave.
- **Planning Commission's Recommendation:** At its meeting on February 1, 2021, the Planning Commission voted 7-0 to recommend approval of the special land use for a warehousing and materials distribution center use on parcel nos. 127-99-0020-000, 127-99-0019-000, 127-99-0018-002, 125-99-0002-706, 127-99-0017-000, 127-99-0016-000, and 127-99-0009-000, 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 to be addressed and corrected at the time of site plan review, and that the special land use plans and traffic impact study are subject to approval by Canton Township's transportation engineering consultant and MDOT, including any required upgrades to the site or Michigan Ave.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approve the special land use for a warehousing and materials distribution center use on parcel nos. 127-99-0020-000, 127-99-0019-000, 127-99-0018-002, 125-99-0002-706, 127-99-0017-000, 127-99-0016-000, and the LI-R-zoned portion of 127-99-0009-000, subject to specific design criteria to be addressed and corrected at the time of site plan review, and that the special land use plans and traffic impact study are subject to approval by MDOT, including any required upgrades to the site and/or Michigan Ave.

BUDGET IMPLICATION & ACCOUNT NUMBER: N/A.

IMPLEMENTATION PLAN: N/A.

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: Approval

ENGINEERING SERVICES DIVISION'S RECOMMENDATION: Approval, subject to additional requirements at the time of Site Plan Review.

FIRE MARSHAL'S RECOMMENDATION: Approval, subject to additional requirements at the time of 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 Pure Development Delivery Station

WHEREAS, the Project Sponsor has requested special land use approval for a warehousing and materials distribution center use on the north side of Michigan Ave., between Denton Rd. and Beck Rd.; and

WHEREAS, the Planning Commission reviewed the request and applicable criteria and voted 7-0 to recommend approval, with conditions, as the request meets the 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 request for a warehousing and materials distribution center use on parcel nos. 127-99-0020-000, 127-99-0019-000, 127-99-0018-002, 125-99-0002-706, 127-99-0017-000, 127-99-0016-000, and the LI-R-zoned portion of 127-99-0009-000, 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 to be addressed and corrected at the time of site plan review, and that the special land use plans and traffic impact study are subject to approval by MDOT, including any required upgrades to the site and/or Michigan Ave.

ATTACHMENTS:

1. Planning Commission Minutes
2. Zoning Map
3. Special Land Use Criteria
4. Special Land Use Preliminary Site Plan
5. Traffic Study and WadeTrim Review

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: 02/23/2021

AGENDA ITEM # G-4

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. All FOIA Admins have concurred that they would like to continue the utilization of this software.

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.

FOIA Coordinator Anthony Essmaker was able to navigate a discount due to delayed implementation caused by COVID-19.

BACKGROUND INFORMATION:

Software implementation was smooth and staff have gained confidence with the use of the online portal. Adding the payment module allowed the Township the ability to receive payments and complete requests with deposits in nearly instant fashion. This is something that could have delayed requests by several days in the past. 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 \$14,392.15 with 75% of the cost to be covered by the Canton Police Department (\$10,794.12) and the remaining 25% to be covered by the Clerk s Department (\$3,598.03).

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

\$10,794.12 expenditure form Police Departme Account # 207-301-50.801_0050
\$3,598.03 expenditure from Clerk Account # 101-215.801_0050

IMPLEMENTATION PLAN: N/A

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTIONS:

Motion to approve the NextRequest renewal expenditure in the total amount of \$14,392.15 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: February 23, 2021

AGENDA ITEM #G-5

**ITEM: Consider Request to Waive the Bidding Process and Approve the Purchase of
Ten Dell Laptops**

PRESENTER: Chad Baugh, Director of Police Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The Police Department is requesting to waive the bidding process and purchase ten Dell Latitude 5424 Rugged laptops to be equipped with all CLEMIS dispatch, investigations and records management software. Dell brand is required for compatibility with the Oakland County CLEMIS products, and by purchasing through Dell Premier we are quoted an Oakland County pre-negotiated, discounted rate of \$22,840.40 for this total purchase. Drug Forfeiture funds will be utilized for this purchase.

BACKGROUND INFORMATION: Three of the ten laptops will replace outdated units currently assigned to the School Resource Officers. The remaining seven laptops will be new-issue for officers assigned to the department's investigations unit. The laptops are integral for the transfer of information to and from officers working in the field without access to a desktop or in-car computer. This laptop request has been reviewed by the Public Safety Department's IT Services staff who will evaluate the three outdated laptops for possible downgraded use with less demanding programs.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Waive the bidding process and purchase ten Dell Latitude 5424 Rugged Laptops from Dell, LP, in the total amount of \$22,840.40.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds will be utilized from the 2021 Police Program Expenses DEA Forfeiture Account #201-301-50.763_0021 for this purchase.

IMPLEMENTATION PLAN: n/a

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION: I move to waive the bidding process and approve the purchase of ten Dell Latitude 5424 Rugged Laptops from Dell, LP, in the amount of \$22,840.40, utilizing drug forfeiture funds.

ATTACHMENTS: Attachment A – Dell, LP, Price Quote

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 23, 2021

AGENDA ITEM #G-6

ITEM: Consider Approving a One-Year Contract Renewal with Michigan Police Legal Advisor Group, Inc., and Associated Amendments to the 2021 Police & Fire Budgets

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

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The Police and Fire Departments are requesting to renew their contract with the Michigan Police Legal Advisor Group, Inc., for legal advice on administrative and operational issues, department policies, and legal update training. The contract renewal is based on 192 hours per year, and is paid in month installments for a total cost of \$30,000.

In addition, the departments are requesting amendments to the Police and Fire Budgets for this purchase.

BACKGROUND INFORMATION: The Public Safety Department has maintained this contract since 2018, validating the importance of legal services and consultation specific to police and fire agencies. In addition to training and policy recommendations, the contract provides for 24/7 access to legal advice for management of all public safety-based scenarios with potential legal implications such as employee management, critical incidents and legislative actions. The contract was originally split in half between Police and Fire, but after reviewing use history, it has been updated to reflect a 2/3 Police, 1/3 Fire split, due to Police relying on the services significantly more than Fire.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approve a one-year contract renewal for police and fire legal services with Michigan Police Legal Advisor Group LLC, in the amount of \$30,000, utilizing funds budgeted in the 2021 Police and Fire budgets.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The departments are requesting an amendment to the 2021 Police Budget to increase Fund Balance Appropriation Account #207-000-695 by \$20,000, and to increase Professional & Contractual Services - Legal Account #207-301-50.801_0020 by \$20,000.

Additionally, they are requesting an amendment to the 2021 Fire Budget to increase Fund

Balance Appropriation Account #206-000-695 by \$10,000 and to increase Professional & Contractual Services – Legal Account #206-336-50.801_0020 by \$10,000.

IMPLEMENTATION PLAN: n/a

DIRECTOR’S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR’S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION:

- 1) I move to approve a one-year contract renewal for police and fire legal services with Michigan Police Legal Advisor Group LLC, in the amount of \$30,000.
- 2) In addition, I move to approve the below amendments to the Police and Fire 2021 Budgets:

<i>Increase 2021 Revenues:</i>		
Police: Fund Balance Appropriation	#207-000.695	\$20,000
Fire: Fund Balance Appropriation	#206-000.695	\$10,000

<i>Increase 2021 Appropriations:</i>		
Police: Professional & Contractual Services - Legal	#207-301-50.801 0020	\$20,000
Fire: Professional & Contractual Services – Legal	#206-336-50.801_0020	\$10,000

ATTACHMENTS: Attachment A – MPLAG Contract Proposal

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 23, 2021

AGENDA ITEM #G-7

**ITEM: Consider Accepting Two Justice Assistance Grants and an Associated
Amendment to the 2021 Police Budget**

PRESENTER: Chad Baugh, Director of Police Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The Canton Police Department has been awarded two Justice Assistance Grants (JAG) for specified equipment through the U.S. Department of Justice. JAG 2018-DJ-BX-0620 is for Surveillance Equipment in the amount of \$8,704, and JAG 2019-DJ-BX-0930 is for Tasers in the amount of \$8,518.

A budget amendment to the 2021 Police Budget is included in this request, should the Board choose to accept these grants.

BACKGROUND INFORMATION: The Wayne County Department of Homeland Security is the applicant and fiscal agent for JAG grants in our community. Once the authorized purchases are made, they will be submitted to Wayne County for grant reimbursement to the Police revenue account. The Township purchasing policy will be followed for purchases resulting from the acceptance of these grants.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approve the acceptance of two Justice Assistance Grants for specified equipment through the U.S. Department of Justice, including a 2018 JAG in the amount of \$8,704, and a 2019 JAG in the amount of \$8,518.

Additionally, approve an amendment to the 2021 Police Budget to increase Federal Grant Revenue by \$17,222, and increase Program Expense Expenditures by \$17,222.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: A 2021 Police budget amendment is requested to increase Federal Grant Revenue Account #207-000-501 by \$17,222; and to increase Program Expense Account #207-301-50.763_0012 by \$8,704 and to increase Program Expense Account #207-301-50.763_0013 by \$8,518.

IMPLEMENTATION PLAN: n/a

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION:

- 1) I move to approve the acceptance of two Justice Assistance Grants for specified equipment through the U.S. Department of Justice, including a 2018 JAG in the amount of \$8,704 and a 2019 JAG in the amount of \$8,518.

- 2) Additionally, I move to approve the below listed amendment to the 2021 Police Budget:

<i>Increase 2021 Police Revenues:</i>		
Federal Grants -	#207-000.501	\$17,222

<i>Increase 2021 Police Appropriations:</i>		
Program Expenses 2018 JAG -	#207-301-50.763_0012	\$8,704
Program Expenses 2019 JAG -	#207-301-50.763_0013	\$8,518

ATTACHMENTS: Attachment A – JAG 2018-DJ-BX-0620
Attachment B – JAG 2019-DJ-BX-0930

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 23, 2021

AGENDA ITEM #G-8

**ITEM: Consider Approving Payment of the 2020-21 Licensing and Support Renewal
for the Priority Dispatch System**

PRESENTER: Chris Stoecklein, Director of Fire Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The Fire Department is requesting approval for payment of the 2020-21 annual licensing and support renewal for the Priority Medical Dispatch System in the amount of \$10,240, to Priority Dispatch Corporation.

BACKGROUND INFORMATION: In March, 2019, The Board of Trustees approved the purchase of a comprehensive medical dispatching software system. This system assists dispatchers through case entry and key questioning, allowing them to quickly identify the appropriate call type and then providing them with a clear display response configuration specifically assigned to that call type. The system also includes the AQUA Quality Assurance software which automates the entire emergency dispatch case review process. AQUA is a Q1 program that measures, analyzes, improves, and protects the department from liability lawsuits and ensures that citizens are receiving the safest and best possible dispatch service.

The Priority Medical Dispatch System requires an annual renewal for licensing, service, and support.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approve the payment of the 2020-21 annual licensing and support renewal for the Priority Medical Dispatch System in the amount of \$10,240, to Priority Dispatch Corporation.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds for this purchase will be utilized from the E/911 Professional & Contractual Services Account #261-346-50.801_0050.

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 payment of the 2020-21 annual licensing and support renewal for the Priority Medical Dispatch System in the amount of \$10,240, to Priority Dispatch Corporation.

ATTACHMENTS: Attachment A – Priority Dispatch Corp. Invoice

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 23, 2021

AGENDA ITEM # G-9

ITEM: Consider sale of Canton property and authorize Supervisor Graham-Hudak to sign all documents necessary to close on the sale.

PRESENTER: Anne Marie Graham-Hudak, Canton Supervisor

INDIVIDUALS IN ATTENDANCE: None

BACKGROUND: On November 13, 2020, Canton's Economic Development Manager received a Letter of Intent from Ana Rodriguez (1217 N. Willard), offering \$5,600 for approximately 0.117 acres west of Willard Street and immediately north of the ITC corridor (060-01-0612-000).

Ms. Rodriguez has taken care of the property for the last 13 years, and intends to continue.

The Letter of Intent has been reviewed by Kristin Kolb, and should the Board approve the Letter of Intent, a formal Purchase Agreement will be drafted then signed by Supervisor Graham-Hudak.

ACTION REQUESTED: Accept the Letter of Intent to purchase above property.

BUDGET IMPLICATIONS: The proceeds from the sale would be placed in the Community Improvement Fund (246-000.671).

IMPLEMENTATION PLAN: With Board approval, Supervisor Graham-Hudak will complete the sale of property located west of Willard Street and to the north of the ITC corridor.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move that Canton accept the Letter of Intent from Ana Rodriguez and authorize Supervisor Graham-Hudak to sign the formal Purchase Agreement and any other documents necessary to complete the sale of the parcel located west of Willard Street and to the north of the ITC corridor.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 23, 2021

AGENDA ITEM # G-10

ITEM: Consider Organizational Assessment of the Township's Structure and an Associated Amendment to the 2021 General Fund

PRESENTER: Anne Marie Graham-Hudak, Supervisor

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: The Canton Township Board is seeking a professional consultant to assist with an organizational assessment of the Township departments in order to strengthen the way the organization serves the public. The goal of this engagement is to identify opportunities for improved efficiency and effectiveness of operations, staffing, structure, technology, processes, and policies based upon the township board's strategy goals and objectives. This assessment will exclude police and fire departments.

The approach specifically addresses the Township's needs and goals and will provide a high-level organizational scan and assessment. The assessment involves soliciting and collecting information on the Township's Responsibilities, Resources, Requirements, and Results from employees, in order to identify possible organizational and operational Revisions with an associated Roadmap to implement positive change.

We are asking the Board to waive the bidding process and award the contract to the Novak Consulting Group. The Novak Consulting Group works solely for public-sector organizations and has been successful in completing such assessments locally for cities such as Rochester Hills and Saline, as well as strategic objectives for Ann Arbor, Ferndale in addition to a multitude of local governments nation-wide.

The total value of the contract for 2021 is \$47,125 and this amount is available in the general fund. The evaluation will take 3 months from kickoff.

BACKGROUND: An Organizational Needs Assessment provides a framework for conducting a basic Essential Skills needs assessment in the organization. This tool will help us determine whether Essential Skills gaps are affecting the organization's performance and identify which skills may require upgrading.

The Novak Consulting Company works to strengthen organizations for the communities they serve and the people who work in them. Novak's strength includes the ability to build on existing capabilities and resources and to help organizations see things from a different perspective. Novak understands the importance of respecting the staff who are in place to serve the public. Novak assumes good intent and will work with the Township to collaboratively develop

recommendations for improvement. Without this, implementation of recommendations and lasting improvements are not typically successful. This intentional approach, coupled with extensive expertise in all facets of public operations, makes them uniquely qualified to assist the Township on this project within the timeframe requested.

STRATEGIC PLAN/GOALS: Organizational culture & Climate – Review township organizational structure

ACTION REQUESTED: Waive the bidding process and award a contract to the Novak Consulting Company (a part of Raftelis) for \$47,125 to be paid from the general fund.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: A budget amendment of \$47,125 is needed and is being requested in account 101-261.801_0050 using available fund balance.

IMPLEMENTATION PLAN: Upon approval by the Township Board, the purchase order will be created. The Assessment will begin the first week of March.

FINANCE AND BUDGET DIRECTOR’S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: 1) I move to waive the bidding process and approve the awarding of an organizational assessment contract to Novak Consulting Group for \$47,125 and approve the following budget amendment:

Increase Revenues: 101-000.695 Fund Balance Appropriation	\$47,125
Increase Expenditures: 101-261.801_0050 Professional and Contractual Services	\$47,125

ATTACHMENTS:

1. Novak Consulting Group Proposal

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 23, 2021

AGENDA ITEM: #G-11

**ITEM: Consider Approval of Purchase Order Increase to Mid-American Group for
the Fellows Creek Golf Club Pond Dredging**

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None anticipated

EXECUTIVE SUMMARY:

Per the recommendation of the Capital Improvement Plan (CIP) team, we are requesting a purchase order increase to PO #2020-2316 in the total amount of \$36,774.32 to fund the extra costs of project #200013 Fellows Creek Golf Club Pond Dredging. The remaining balance of \$36,774.32 for this project will be paid using extra bond proceeds from completed projects from account #401-772.970_0080.

On October 13, 2020 the Board approved to award a contract to Mid-American Group in the amount of \$158,000 which included a \$30,000 allowance for unforeseen conditions due to the construction being under water (Item G-10.)

Approximately 5 feet of sediment was removed from the pond in accordance with the base bid of \$158,000. Once the sediment was removed an inspection of the underwater intake pipe system was performed through a dive operation. During the pipe inspection process, Mid-American Group discovered the 30 year old corrugated steel pipe has significant rust and deterioration. The deterioration is significant enough that the old pipe can no longer be used for water intake purposes. To fix this, a smaller pipe will need to be inserted into larger pipe, as a sleeve to run the water through. In addition, based on depth and shape of the lagoon, it has been recommended to extend the pipe by 55 additional feet to allow for better water flow intake. Photos provided in Attachment A.

BACKGROUND:

As an approved Capital Improvement Plan item with a budget of \$180,000, the pond at Fellows Creek is recommended to be dredged. Over 30 years ago, the pond was installed as an irrigation system for the Golf Club. Throughout the years, as much as 5 feet of sediment has built up on the bottom of the pond restricting the irrigation water intake system. The sediment build up is requiring annual localized sediment removal around the intake screen. Additionally, corroded steel pipe has allowed sediment and debris into the intake pipe system. This project was designed and permitted to remove that sediment to reinstate a proper irrigation water supply flow.

Three options were presented to the Directors as a solution to the problem. Ultimately, the directors approved to insert a 12” pipe into the current failing intake pipe system. This would allow the sediment removal and dive operation team who is already available and fully understands scope of work, to complete the project before first irrigation in spring 2021. For a full scope of work, refer to proposal provided in Attachment B.

This option will require a purchase order increase and Board approval of \$36,774.32.

STRATEGIC PLAN/GOALS: Improve Infrastructure

ACTION REQUESTED: Approve a purchase order increase to PO #2020-2316 in the amount of \$36,774.32 for the Fellows Creek Golf Club Pond Dredging to be paid from account #401-772.970_0080 - Capital Improvement Plan.

BUDGET ACCOUNT NUMBERS: Purchase Order #2020-2316 will be increased \$36774.32 using remaining bond money from leftover projects to be paid from account #401-772.970_0080 - Capital Improvement Plan.

IMPLEMENTATION PLAN: Upon Board approval a purchase order increase will be submitted.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve an increase to purchase order #2020-2316 for the Fellows Creek Golf Club Pond Dredging to Mid-American Group, 8475 Port Sunlight Rd., Newport MI 48166 in the amount of \$36,774.32 with funds to be paid from account #401-772.970_0080 Capital Improvement Plan

ATTACHMENTS:

Attachment A – Photos

Attachment B - Mid-American Group Proposal