



**CANTON ADMINISTRATION BUILDING  
1150 S. CANTON CENTER ROAD  
CANTON, MI 48188  
REGULAR BOARD MEETING  
AUGUST 24, 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 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/85216871457>

Or One tap mobile:

1-301-715-8592 (85216871457#) or 1-312-626-6799 (85216871457#)

Or Telephone:

1-301-715-8592 or 1-312-626-6799

Webinar ID: 852 1687 1457

International numbers available: <https://us02web.zoom.us/u/keryJ7qaly>

**7:00 P.M.:**

CALL TO ORDER

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

ADOPTION OF AGENDA

APPROVAL OF MINUTES: AUGUST 10, 2021

PUBLIC COMMENT

PAYMENT OF BILLS

**PRESENTATION:**

- 1) INTERN PRESENTATIONS
  - a. PLANNING
  - b. SUPERVISOR
  - c. ENGINEERING
  
- 2) AMERICAN RESCUE PLAN ACT

**CONSENT CALENDAR:**

- 1) REQUEST FOR RESOLUTION OF LOCAL BODY OF GOVERNMENT TO RECOGNIZE "EDF PARENT BOOSTER" AS A NONPROFIT IN THE COMMUNITY FOR PURPOSES OF MAKING AN APPLICATION FOR A "CHARITABLE GAMING LICENSE" TO THE BUREAU OF STATE LOTTERY. (CLERK)

- 2) CONSIDER AUTHORIZATION OF PERMIT FOR 2021 TOWNSHIP FIREWORKS DISPLAY (FIRE)
- 3) CONSIDER APPROVING PAYMENT OF THE 2021-22 LICENSING AND SUPPORT RENEWAL FOR THE PRIORITY DISPATCH SYSTEM (FIRE)
- 4) CONSIDER APPROVING THE ANNUAL LICENSING RENEWAL OF POWER DMS (POLICE)
- 5) CONSIDER THE PURCHASE OF A ONE-YEAR EXTENDED WARRANTY FOR 800 MHZ RADIOS (POLICE)

**GENERAL CALENDAR:**

- 1) CONSIDER APPROVAL OF SITE PLAN FOR AUTOMOBILE WASH ESTABLISHMENT (QUICK PASS CAR WASH) FOR CANTON CROSSINGS (MSD)
- 2) CONSIDER FINAL APPROVAL OF THE MONARK GROVE PLANNED DEVELOPMENT DISTRICT (MSD)
- 3) CONSIDER APPROVAL FOR A PURCHASE ORDER FOR ADDITIONAL COSTS FOR THE EMERGENCY UNDERGROUND LINE SERVICE REPAIR AT HERITAGE PARK IN MAY (MSD)
- 4) CONSIDER APPROVAL OF 2021 BUDGET ADJUSTMENTS (FBD)
- 5) CONSIDER APPROVAL FOR A PURCHASE ORDER INCREASE TO HARRELL'S LLC FOR GROUNDS TREATMENT AT PHEASANT RUN GOLF CLUB (CLS)
- 6) CONSIDER ACCEPTING A FEMA ASSISTANCE TO FIREFIGHTERS GRANT FOR THE PURCHASE OF FIREFIGHTER PHYSICALS AND CANCER SCREENINGS AND AN ASSOCIATED AMENDMENT TO THE 2021 FIRE BUDGET (FIRE)
- 7) CONSIDER APPROVING THE PURCHASE OF CABINETS AND FURNITURE FOR THE TRAINING ROOM AT FIRE STATION #1 (FIRE)
- 8) CONSIDER APPROVING THE PURCHASE OF AUDIO-VISUAL TRAINING EQUIPMENT FOR FIRE STATION #1 (FIRE)
- 9) CONSIDER APPROVING A REQUEST FOR PARTICIPATION IN FARO TECHNOLOGIES CERTIFIED TRAINING COURSE (POLICE)
- 10) CONSIDER SALE OF CANTON PROPERTY AND AUTHORIZE SUPERVISOR GRAHAM-HUDAK TO SIGN ALL DOCUMENTS NECESSARY TO CLOSE ON THE SALE (SUPERVISOR)
- 11) CONSIDER APPROVAL OF DEPUTY SUPERVISOR EMPLOYMENT CONTRACT (SUPERVISOR)
- 12) CONSIDER APPROVAL OF CREATION OF INFORMATION TECHNOLOGY (ITI) DEPARTMENT AND ITI DIRECTOR POSITION (SUPERVISOR)
- 13) CONSIDER APPROVAL OF MUNICIPAL SERVICES DEPUTY DIRECTOR POSITION (SUPERVISOR)

14) CONSIDER APPROVING ADDITIONAL SERVICES TO THE PHASE II CONTRACT FOR ARCHITECTURAL & ENGINEERING SERVICES FOR RENOVATIONS TO THE PUBLIC SAFETY HEADQUARTERS BUILDING AND ASSOCIATED AMENDMENTS TO THE 2021 POLICE AND FIRE BUDGETS (FIRE)

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](http://www.canton-mi.org).

**Charter Township of Canton  
Board Proceedings – August 10, 2021**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, August 10, 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  
Members Absent: None  
Staff Present: Director Smith, Director Stoecklein, Director Hohenberger

**Adoption of Agenda:**

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

**Approval of Minutes:**

Motion by Siegrist supported by Sneideman to approve the July 27 & 30, 2021 Board minutes as presented. Motion carried unanimously by roll call vote.

**Public Comment:** Public comment was held. State Representative Matt Kolezar gave a legislative update and Sam Caramagno from GFL gave an update on waste and recycling issues.

**Payment of Bills:**

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

<b>CHARTER TOWNSHIP OF CANTON EXPENDITURE RECAP FOR THE TOWNSHIP BOARD MEETING OF August 10, 2021</b>		
101	GENERAL FUND	544,516.85
204	ROADS FUND	94,100.00
206	FIRE FUND	227,405.48
207	POLICE FUND	280,597.78
208	SUMMIT OPERATING (General)	70,799.90
219	STREET LIGHTING	0.00
230	CABLE TV FUND	6,055.51
246	TWP (COMMUNITY) IMPROVEMENT	16,525.00
248	DDA - CANTON	23,634.94
261	E-911 UTILITY	2,074.68
265	ORGANIZED CRIME - DRUG ENFORCEMENT	47,558.97
274	CDBG	8,621.42
276	NSP GRANTS FUND	0.00

401	CAP PROJ - ENERGY PROJECT	44,172.05
402	CAP PROJ - SUMMIT CONSTR	0.00
403	CAP PROJ - ROAD PAVING	0.00
584	GOLF FUND	91,239.17
592	WATER & SEWER FUND	1,395,214.74
596	SOLID WASTE	388,361.25
661	FLEET	41,962.97
701	TRUST & AGENCY FUND	753.12
702	CUSTODIAL FUND	4,341.12
736	POST EMPLOYMENT BENEFITS	53,681.06
852	SPECIAL ASSESSMENT DEBT	0.00
301	ENERGY PROJECT DEBT SVCE FUND	0.00
302	CAPITAL PROJECT DEBT SERVICE FUND	0.00
<b>TOTAL - ALL FUNDS</b>		<b>3,341,616.01</b>

**Presentation:**

**1) Capital Improvement Plan**

Presented by Project and Facilities Manager John Szlinis and Andy Fountain Plante Moran Cresa

**Item C-1. Consider Second Reading of an Amendment to Appendix A – Zoning of the Code of Ordinances Regarding Anderson Rezoning**

Motion by Siegrist, supported by Borninski to remove consideration of the proposed amendment from the table and approve the proposed rezoning amendment to Appendix A – Zoning of the Code of Ordinances, which proposes to rezone a 3.8-acre portion of parcel no. 024-99-0010-000 from RR, Rural Residential to R-1, Single Family Residential, which is described in the enclosed Proposed Parcels Survey dated April 2, 2021 as an area measuring 330 ft. by 495 ft. in the southeast corner of the subject parcel. Motion carried unanimously.

**Item C-2. Consider Approval for the Purchase Order Increase to Miracle Recreation for Playground Equipment**

Motion by Siegrist, supported by Borninski to approve an increase to PO #2021-00000725 in the amount of \$4,599 for the playground repairs to Miracle Recreation Equipment Company, P.O. Box 734154, Dallas, TX 75373 to be paid from Account #101-752-50.930\_0070 Parks Maintenance and Repair Grounds. Motion carried unanimously.

**Item C-3. Consider WTUA Annual Budget Approval**

Motion by Siegrist, supported by Borninski to approve the resolution as presented, affirming approval of WTUA’s proposed budget for the fiscal year ending September 30, 2022.

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

**Approval of WTUA Annual Budget**

Whereas, Western Townships Utilities Authority has prepared a proposed budget for the fiscal year ending September 30, 2022, which has been reviewed by the Finance Committee on July 15, 2021 and the Board of Commissioners on July 2, 2021;  
And

Whereas, the Authority is required to submit a budget to each of the member Townships for approval in August of each year; now therefore be it

*Resolved*, that the departmental budget for the Authority as presented on page 1 of the Proposed Annual Budget for the fiscal year ending September 30, 2022, in the amounts presented, is hereby approved.

Motion carried unanimously.

**Item G-1. Consider Entering into Contracts with Home Owner Groups for the 2022 and 2023 Residential Road Millage Program**

Motion by Siegrist, supported by Sneiderman to approve Canton Township to enter into contracts with the following subdivisions for the 2022 and 2023 residential matching program:

- 2022 List
- Cobblestone Ridge
- Sierra Heights
- Buckingham Place
- Willow Creek
- Stonegate-Oakvale
- Glengarry Village #1
- Huntington Place #2
- Kimberly Meadows
- Fox Run
- Savannah Pointe
- Parkview Estates Phase 2
- Sunflower Village
- Fairways West
- Pickwick Village

Motion carried unanimously.

**Item G-2. Request approval of Cisco VoIP Licensing & Support Renewal**

Motion by Siegrist, supported by Slavens to approve the renewal of Cisco VoIP Telephone system licensing which provides the Township's telephone system in an amount not to exceed \$53,950.

Motion carried unanimously.

**Item G-3. Consider Approval to Accept the Shuttered Venue Operators Grant**

Motion by Siegrist, supported by Borninski to amend the budget as follows:

Increase in Revenue		
101-761-50.501_0009	Federal Grants- COVID 19	\$187,512
Decrease in Revenue		
101-000.695	Fund Balance Appropriation	\$187,512

Motion carried unanimously by roll call vote.

Motion by Siegrist, supported by Borninski to accept the Shuttered Venue Operations Grant in the amount of \$187,512.26 to be used toward covering costs of staff wages/fringes, utilities and deposits on shows for the upcoming season at the Village Theater. Motion carried unanimously.

**Item G-4. Consider Approval of Clerk’s Request to Pursue Certificate in Election Administration from Humphrey School of Public Affairs at the University of Minnesota**

Motion by Siegrist, supported by Borninski to approve the Clerk’s request to pursue the Certificate in Election Administration from the Humphrey School of Public Affairs at the University of Minnesota and authorize the total expenditure of up to \$12,000 over a two-year period in accordance with tuition rates and billing schedule. Motion carried unanimously.

**Item G-5. Consider Appointments to Canton Cares Advisory Committee**

Motion by Siegrist, supported by Slavens to appoint Akil Kapuswala, Joyce Jones and Carole Allard to the Canton Cares Advisory Committee for a three-year term to expire on 8/10/24. Motion carried unanimously.

Additional Public comment was held.

**Adjourn:** Motion by Siegrist, supported by Foster to adjourn the meeting at 8:59 p.m. Motion carried unanimously.

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Michael A. Siegrist, Clerk

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Anne Marie Graham-Hudak, Supervisor

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** August 24, 2021

**AGENDA ITEM# C-1**

**Item: C-1 Request for Resolution of Local Body of Government to Recognize "EDF Parent Booster" As a Nonprofit in the Community for Purposes of Making an Application for a "Charitable Gaming License" to the Bureau of State Lottery. (Clerk)**

**PRESENTER:** Michael Siegritst, Clerk

**INDIVIDUALS IN ATTENDANCE:** Howard Lew

**BACKGROUND:** The application to the Bureau of State Lottery requires the organization to get a resolution passed by the Canton Board of Trustees stating that the organization is recognized as a non profit in the community "EDF Parent Booster" 9654 Shearson Ct., Plymouth, MI 48170, which does fund raising for "Elite Dance Force" 8150 Rhonda Dr., Canton, MI 48187, is exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

This organization is in the process of making application to the Michigan Charitable Gaming Division for a gaming license. The organization is planning to hold an event whereas it intends to sell raffle tickets.

A resolution passed by the local body of government stating the organization is recognized as a non-profit organization in the community is required. A copy of the required resolution is attached.

**STRATEGIC PLAN/GOALS:** To meet the service needs of a changing community.

**ACTION REQUESTED:**To approve the attached resolution.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** None

**IMPLEMENTATION PLAN:** A certified resolution will be forwarded to the State of Michigan and the applicant.

**DIRECTOR'S RECOMMENDATION:** Approval

**FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION:**



**SUPERVISOR’S RECOMMENDATION:**

**\*MODEL RESOLUTION:** I move to approve the resolution for the “EDF Parent Booster”, 9654 Shearson Ct, Plymouth, MI 48170 fundraising for the dancers or "Elite Dance Force", 8150 Rhonda Dr., Canton, MI 48187 to be recognized as a non-profit organization for the purpose of obtaining a charitable gaming license.

**ATTACHMENTS:**

**Charitable Gaming License Application**

**EDF Parent Booster Club 501(c)**

**EDF Parent Bosster Club By-laws**

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** August 24, 2021

**AGENDA ITEM # C-2**

**ITEM: Consider Authorization of Permit for 2021 Township Fireworks Display**

**PRESENTER:** Christopher Stoecklein, Director of Fire Services

**INDIVIDUALS IN ATTENDANCE:** n/a

**EXECUTIVE SUMMARY:** Canton Township is requesting to hold a fireworks display in Heritage Park on September 24, 2021 (alternate rain date of September 25, 2021). The fireworks display permit application and associated documentation from ACE Pyro, LLC, has been reviewed by the Fire Marshal and was found to be compliant with all National Fire Prevention Association (NFPA) requirements as well as all state and federal fireworks laws.

**BACKGROUND INFORMATION:** Canton Fire Department personnel and equipment will be staged at the fireworks location in case an emergency situation arises.

**STRATEGIC PLAN/GOALS:** n/a

**ACTION REQUESTED:** Approval for the Canton Township Clerk to sign the permit for a fireworks display to be held September 24, 2021 (alternate rain date of September 25, 2021).

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

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

**DIRECTOR'S RECOMMENDATION:** Approve

**FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION:** Approve

**SUPERVISOR'S RECOMMENDATION:** Approve

**MODEL RESOLUTION:** I move to authorize the Canton Township Clerk to sign the permit for ACE Pyro, LLC, authorizing their permission to possess, transport and display fireworks at Canton's Heritage Park on September 24, 2021 (alternate rain date September 25, 2021).

**ATTACHMENTS:** Attachment A – Fireworks permit application

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** August 24, 2021

**AGENDA ITEM #C-3**

**ITEM: Consider Approving Payment of the 2021-22 Licensing and Support Renewal  
for the Priority Dispatch System**

**PRESENTER:** Christopher Stoecklein, Director of Fire Services

**INDIVIDUALS IN ATTENDANCE:** n/a

**EXECUTIVE SUMMARY:** The Fire Department is requesting approval for payment of the 2021-22 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 2021-22 annual licensing and support renewal for the Priority Medical Dispatch System in the amount of \$10,240, to Priority Dispatch Corporation.

**ATTACHMENTS:** Attachment A – Invoice from Priority Dispatch Corp.

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** August 24, 2021

**AGENDA ITEM #C-4**

**ITEM: Consider Approving the Annual Licensing Renewal of Power DMS**

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

**INDIVIDUALS IN ATTENDANCE:** n/a

**EXECUTIVE SUMMARY:** The Police and Fire Departments are requesting to renew their shared account of 224 licenses to the Power DMS policy management system, in the amount of \$11,785.72.

**BACKGROUND INFORMATION:** Power DMS is a policy and compliance management platform that lets users create, edit, organize and distribute content from a secure, cloud-based site. Included are key features such as automatic workflows, signature capture and tracking, side-by-side comparison and Public-Facing Documents.

**STRATEGIC PLAN/GOALS:** n/a

**ACTION REQUESTED:** Approve the annual licensing renewal of Power DMS for Police and Fire, in the amount of \$11,785.72.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** \$7,785.72 will be expensed from the Police Professional & Contracted Services Account #207-301-50.801\_0050; and \$4,000 will be expensed from the Fire Professional & Contracted Services Account #206-336-50.801\_0050.

**IMPLEMENTATION PLAN:** The renewal period covers 09/11/2021 – 09/11/2022.

**DIRECTOR'S RECOMMENDATION:** Approve

**FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION:** Approve

**SUPERVISOR'S RECOMMENDATION:** Approve

**MODEL RESOLUTION:** I move to Approve the annual licensing renewal of Power DMS for Police and Fire, in the amount of \$11,785.72, utilizing funds in the Police and Fire Professional & Contracted Services Account.

**ATTACHMENTS:** Attachment A – Power DMS Price Quot

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** August 24, 2021

**AGENDA ITEM #C-5**

**ITEM: Consider the Purchase of a One-Year Extended Warranty for 800 MHz Radios**

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

**INDIVIDUALS IN ATTENDANCE:** n/a

**EXECUTIVE SUMMARY:** The Police and Fire Department are requesting to renew their extended warranty for 222 Motorola 800 MHz mobile and portable radios in the amount of \$18,851.50, from ComSource Inc., the local authorized Motorola service vendor in Michigan.

**BACKGROUND INFORMATION:** In 2012, the Public Safety Department purchased a comprehensive new 800 MHz radio system. The original investment in 800 MHz mobile and portable radios was just over \$1 million, and included a five-year warranty which has since expired. Motorola continues to offer a one-year extended warranty through their local authorized repair vendor, ComSource, Inc.. The warranty includes on-site service, pick-up and delivery. Based on the replacement cost of these radios, service coverage is recommended. The price quote remains the same as paid in 2021, no increase.

Motorola is a sole-source provider of their product, utilizing ComSource Inc., as their contracted local service vendor.

**STRATEGIC PLAN/GOALS:** n/a

**ACTION REQUESTED:** Approve the purchase of a Motorola one-year extended warranty for 222 portable and mobile radios in the amount of \$18,851.50, from ComSource, Inc., the local authorized repair vendor for Motorola products.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Funds in the amount of \$25,000 are budgeted for this expense in the 2021 E/911 Professional & Contracted 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 purchase of a one-year extended warranty for Motorola 800 MHz mobile and portable radios in the amount of \$18,851.50, from ComSource Inc., 41271 Concept Drive, Plymouth, Michigan, the local authorized repair vendor of Motorola products.

**ATTACHMENTS:** Attachment A: Price Quote from ComSource Inc.

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: August 24, 2021**

**AGENDA ITEM #G-1**

**ITEM: Consider Approval of Site Plan for Automobile Wash Establishment (Quick Pass Car Wash) for Canton Crossings**

**PRESENTER:** Jade Smith, Municipal Services Director

**OWNER/REPRESENTATIVE:** Scott Griffin (Canton Crossings)/Jamie Burke (Quick Pass)

**EXECUTIVE SUMMARY:** The project sponsor proposes to construct a carwash on the east side of the vacant portion of the subject parcel. The site is located between Canton Center Road and Old Canton Center Road, just north of Michigan Ave., which is north of 7-Eleven and Comerica Bank. The site is zoned C-3, Regional Commercial, and automobile wash establishments are special land uses in the C-3 zoning district subject to Section 6.02(D) of the Zoning Ordinance. The Township Board of Trustees previously approved the Special Land Use for the car wash on March 23, 2021.

Although the plan shows multiple commercial buildings on the site, this site plan application is for the car wash use only; therefore, the other buildings shown on the plan are illustrative only and will be considered on a future Site Plan Review application.

At its meeting on July 12, 2021, the Planning Commission recommended approval of the Site Plan for the proposed car wash, subject to conditions.

**BACKGROUND AND ANALYSIS:**

**Location:** North side of Michigan Ave., located on the east side of Canton Center Rd. and west side of Old Canton Center Rd. (71-129-99-0002-710; 45490 Michigan Ave.)

**Existing Zoning:** C-3, Regional Commercial.

**Net Acres:** Approximately 5.98 acres

**Existing Land Use:** Vacant in the subject portion, with 7-Eleven and Comerica Bank located to the south.

**Surrounding Zoning and Land Uses:**

**North** – C-1, multi-tenant commercial center; R-4, Single-family residences (Kimberly Meadows Subdivision)

**South** – C-3, 7-Eleven and Comerica Bank



**East** – C-1, multi-tenant commercial center; C-2 and O-1, vacant; and C-3, Chase Bank  
**West** – C-3, Kroger

**Comprehensive Plan Future Land Use Map Classification:** General Commercial.

**Surrounding Comprehensive Plan Future Land Use Map Classifications:**

**North** – Community Shopping and Medium Density Residential (up to 4 dwelling units per acre)  
**South** – General Commercial  
**East** – Community Shopping  
**West** – General Commercial

**Special Land Use:** The proposed use of an automobile wash establishment is a special land use in the C-3 zoning district. The Planning Commission recommended approval of the Special Land Use on March 1, 2021, and the Township Board of Trustees approved the Special Land Use on March 23, 2021.

**Schedule of Regulations:** The proposed development is designed to comply with the dimensional requirements for automobile wash establishments in the C-3 zoning district for: minimum site size (15,000 sq. ft.) and maximum building height (3 stories/35 feet). The proposed building and vacuum structures are located within the required 85-foot front yard setback from the right-of-way of Old Canton Center Road. At its meeting on December 21, 2020, the Zoning Board of Appeals (ZBA) granted an 18-foot front yard setback variance to allow the building to have a 67-foot front yard setback from the right-of-way of Old Canton Center Road and granted a 40.5-foot front yard setback variance to allow the vacuums to have a 44.5-foot front yard setback from the right-of-way of Old Canton Center Road.

**Development Standards for Automobile Wash Establishments:** The plans submitted comply with the Automobile Wash Establishment development standards of Section 6.02(D)(2) of the Zoning Ordinance, except that the vacuum facilities are located in the front yard (Old Canton Center Road side). At its meeting on December 21, 2020, the Zoning Board of Appeals (ZBA) granted a variance to allow the vacuum facilities to be located in the front yard of Old Canton Center Road. The reasons for the variance included the triangular configuration of the lot, the two (2) front yard setbacks on the west and east sides which create a double frontage lot, and having Old Canton Center Road on the east side serving as a secondary frontage.

**Traffic Impact and Access Management:** There are four (4) points of public access proposed, two (2) of which are proposed to an existing internal access drive to the south, which has existing direct access to Michigan Ave., Canton Center Road, and Old Canton Center Road. The two (2) new access points are proposed on Canton Center Road (aligned with driveway at Kroger) and Old Canton Center Road. Canton Center Road and Old Canton Center Road are under the jurisdiction of Wayne County, so the new access points are subject to Wayne County review and approval. Finally, there is an additional access in the southeast portion of the site for emergency vehicles only, which is recommended by the Fire Marshal.

Due to the number of one-way drives on the site, the applicant has added several “Do Not Enter” signs and “One Way” signs to assist with circulation. After the July 12, 2021 Planning Commission meeting, the applicant also added painted arrows near the northeast site entrance at Old Canton Center Road to better direct incoming and outgoing traffic.

**Parking:** The parking calculations comply with the requirements of Article 4 of the Zoning Ordinance. Section 4.01(C)(6) requires 25 stacking spaces for the wash lane, 1 space per 20 linear feet of wash operation (7 spaces), and 1 per employee (2 spaces). There are 25 stacking spaces and 12 parking spaces proposed (excluding the vacuuming and drying stations). Section 4.01(C)(6) of the Zoning Ordinance allows the number of parking spaces to exceed the minimum number of required spaces by more than 10% if approved by the Planning Commission. Because some of the parking spaces on the north end will also be used by future buildings, the Planning Commission approved the proposed number of parking spaces at its July 12, 2021 meeting.

**Loading:** Section 21.03(A)(9) of the Zoning Ordinance requires loading areas to be located in the side or rear yards. The northernmost loading area on the plan shows a loading area encroaching into the front yard along Canton Center Road. At its May 13, 2021 meeting, the Zoning Board of Appeals approved a variance to allow this loading area to be located in the front yard.

**Architecture:** Section 26.06 of the Zoning Ordinance requires a minimum of 50% face brick on the proposed carwash building, although alternative masonry materials can be considered to meet this requirement. The applicant proposes half high concrete masonry units (C-Brick) as the predominant building material, which has the appearance of brick. This concrete brick product will be smooth faced.

**Landscaping, Screening, and Tree Preservation:** The landscape plan is designed to comply with the requirements of Article 5 of the Zoning Ordinance for frontage landscaping, parking lot landscaping, detention pond landscaping, and general site landscaping. Section 5.03(A)(4) of the Zoning Ordinance requires a 10-foot deep foundation landscaping area adjacent to any side of building that faces a road or parking area. Section 5.07 of the Zoning Ordinance allows the Planning Commission to modify this requirement. While the required foundation landscaping is not proposed on the east side of the building due to the depth of 6.5 feet and the potential parking overhang into this area, the required foundation trees and shrubs are proposed in other areas of the site. At its July 12, 2021 meeting, the Planning Commission modified the foundation landscape requirements to not require the foundation landscaping to be adjacent to the east side of the building.

**Sidewalks:** There is existing sidewalk along the Canton Center Road frontage and a portion of the Old Canton Center Road frontage on the south side. Sidewalk is proposed along the entire frontage of Old Canton Center Road, and a sidewalk connection is proposed from Old Canton Center Road to the building.

**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. The required lighting is shown on the plan in accordance with Section 2.13. The architectural plans include a note that states “Blue LED Accent Lighting” along the top line of the building. The revised designs submitted after the July 12, 2021 Planning Commission meeting indicate that the light source of this lighting is designed to concealed and downward-facing.

**Signage:** Wall signage is illustrated on the architectural plans and no monument sign is proposed on the plans at this time. Signage is subject to Article 6A of the Zoning Ordinance and is reviewed by the Building & Inspection Services Division. The wall signage appears to comply with the requirements of Article 6A, but that determination will be made by the Building & Inspection Services Division when a sign application is made.

**Dumpster Enclosure:** The northernmost dumpster enclosure on the plan is located within the front yard area adjacent to Old Canton Center Road. Section 2.14 of the Zoning Ordinance does not permit dumpster enclosures in a front yard area. At its May 13, 2021 meeting, the Zoning Board of Appeals approved a variance to allow this dumpster enclosure to be located in the front yard.

- **Community Planner’s Recommendation:** Approval of the Site Plan application for an automobile wash establishment on parcel no. 71-129-99-0002-710, for the reasons stated in the above analysis, subject to all State, County, and Township requirements.
- **Planning Commission’s Recommendation:** At its meeting on July 12, 2021, the Planning Commission voted 7-1 to recommend approval of the site plan for an automobile wash establishment use on parcel no. 71-129-99-0002-710, subject to: (1) the concrete brick product being smooth faced; (2) the LED Accent Lighting being concealed pursuant to Section 2.13 of the Zoning Ordinance; (3) a landscape modification pursuant to Section 5.07 of the Zoning Ordinance to not require the foundation landscape area on the east side of the building and to allow the required foundation trees and shrubs to be planted elsewhere on the site, and (4) for the petitioner to work with Planning Staff to eliminate or come to a better solution to all the Do Not Enter signs on the property. Since the July 12, 2021 Planning Commission meeting, the applicant has revised the plans to address all of these conditions.

**STRATEGIC PLAN/GOALS:** N/A

**ACTION REQUESTED:** Approve the site plan for an automobile wash establishment on parcel no. 71-129-99-0002-710 as proposed in the plan documents for the reasons stated in the above analysis, subject to the conditions recommended by the Planning Commission and all applicable State, County, and Township requirements.

**BUDGET IMPLICATION & ACCOUNT NUMBER:** N/A.

**IMPLEMENTATION PLAN:** N/A.

**MUNICIPAL SERVICES DIRECTOR’S RECOMMENDATION:** Approval

**ENGINEERING SERVICES DIVISION'S RECOMMENDATION:** Approval.

**FIRE MARSHAL'S RECOMMENDATION:** Approval.

**BUILDING OFFICIAL'S RECOMMENDATION:** N/A.

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

RESOLUTION OF  
BOARD OF TRUSTEES  
CHARTER TOWNSHIP OF CANTON, MICHIGAN

**Approval of the Site Plan for Canton Crossings Automobile Wash Establishment**

**WHEREAS,** the Project Sponsor has requested site plan approval for an automobile wash establishment use on the north side of Michigan Ave., between Canton Center Rd. and Old Canton Center Rd.; and

**WHEREAS,** the Planning Commission reviewed the site plan for Canton Crossings Car Wash and voted 7-1 to recommend approval of the site plan, with conditions, as the site plan is consistent with the approved Special Land Use Plan and meets the requirements of the Zoning Ordinance;

**NOW THEREFORE BE IT RESOLVED,** the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the site plan for an automobile wash establishment on parcel no. 71-129-99-0002-710 as proposed in the plan documents, subject to the conditions recommended by the Planning Commission and all applicable State, County, and Township requirements.

**ATTACHMENTS:**

1. Planning Commission Minutes
2. Zoning Map and Location Map
3. Site Plan

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: August 24, 2021**

**AGENDA ITEM #G-2**

**ITEM: Consider Final Approval of the Monark Grove Planned Development District**

**PRESENTER:** Jade Smith, Municipal Services Director

**OWNER/REPRESENTATIVE:** David Endres (Kirco Development)

**EXECUTIVE SUMMARY:** The applicant proposes a Planned Development District to construct a housing for the elderly use at the southwest corner of Ford Rd. and Gorman Rd., located between Beck Rd. and Canton Center Rd. The proposed housing for the elderly use consists of 225 units on 17.25 acres, which are proposed as follows: 53 units of independent living, 102 units of assisted living (60 in phase one and 42 in phase 2), 32 units of memory care, and 38 attached elderly cottages.

Each Planned Development District is required to demonstrate definite benefits to the community. While several benefits are noted in the application materials, the following definite benefits are the most consistent with Section 27.04 of the Zoning Ordinance:

- Architectural design of the buildings;
- Paving of Gorman Road to the site's entrance, including reconstruction of the approach to 3 lanes, with dedicated right- and left-turn lanes from Gorman Rd. onto Ford Rd.;
- Extending the sidewalk along the south side of Ford Rd. eastward about 620 feet to connect to the existing sidewalk in front of Belle Tire;
- Adding northbound and southbound right turn lights at the intersection of Canton Center Rd. and Ford Rd. to permit overlap phases for northbound and southbound right turns;
- Maintaining over 25% of the site as open space; and
- Including outdoor recreation areas for residents of the development that will include pickleball and bocce.

Preliminary approval of the Planned Development was granted by the Township Board of Trustees on January 12, 2021.

## **BACKGROUND AND ANALYSIS:**

**Location:** Southwest corner of Ford Rd. and Gorman Rd., located between Beck Rd. and Canton Center Rd. The site consists of 8 parcels.

**Existing Zoning:** R-1 and R-3, Single Family Residential

**Net Acres:** 17.25 acres

**Existing Land Use:** Residential and vacant

### **Surrounding Zoning and Land Uses:**

**North** – R-1 (Vacant, single-family residential, and Ford RD Auto Clinic)

**South** – R-1 (Single-family residential) and R-3 (Cobblestone Ridge)

**East** – R-1 and R-3 (Single-family residential)

**West** – R-1 (Single-family residential) and R-3 (Cobblestone Ridge)

**Comprehensive Plan:** Medium-Low Density Residential (up to 3 dwelling units/acre)

**Land Use.** Housing for the elderly is a Special Land Use in the existing R-1 and R-3 districts. Although the R-1 and R-3 districts require housing for the elderly use to comply with Section 6.03(A) (Multiple-Family and Single-Family Attached Residential Requirements), we recommend also applying the requirements of Section 6.03(E) (Housing for the Elderly) which are more comprehensive and appropriate for the use. The applicable standards and proposed modifications are noted below.

**Schedule of Regulations and Modifications.** The following modifications to Zoning Ordinance requirements are proposed on the PD plans and are required in the PD Agreement:

- Maximum building length (464 ft. proposed for the main building; 150 ft. permitted by Sec. 6.03(A) and 350 ft. permitted by Sec. 6.03(E)). Although 464 ft. is the longest dimension between any 2 ends, the longest uninterrupted building wall is under 200 ft. long due to the variations in the wall angles. At Preliminary PDD review, a building length of 461 feet was approved, and the building length on the Final PDD Plan is 3 feet longer.
- Maximum building height (42.50 feet proposed for 3-story portion of the main building; a maximum height of 3 stories/35 feet permitted by Section 6.03(E) and the R-1 zoning district). The building height is calculated by the average height between the eave (about 34 feet) and the ridge at its highest point (about 51 feet). The portion of the main building that is 3 stories will be located 157.50 feet from the Ford Road right-of-way, 110 feet from the Gorman Road right-of-way, about 190 feet to the southern lot line, and about 170 feet from the western lot line. At Preliminary PDD review, a building height of 42.83 feet was approved, so the proposed building height on the Final PDD Plan is 4 inches lower.
- Masonry percentage on the building elevations (33.1% brick proposed for the main building and 30% brick proposed for the cottage buildings on the elevation plans labeled as Option 1; 50% masonry required). The remainder of the buildings will consist of fiber-cement lap siding, windows, doors, and louvers. During Preliminary PDD review,

the Planning Commission and Township Board recommended that the architectural plans include a minimum 50% brick; therefore, the applicant has included compliant elevations labeled Option 2. Our specific architectural comments are noted below. The architectural elevations labeled as Option 1 include more masonry than the applicant proposed at Preliminary PDD review, and the applicant proposes them for consideration as an alternative to the 50% brick requirement.

- Wetland setbacks (less than 25 feet proposed from any wetlands that will remain).
- Minimum side-to-rear building spacing (24.2 ft. proposed between cottage units 9/10 and 11, and 30 feet proposed between cottage units 4 and 5/6; a minimum side-to-rear building separation distance of 60 feet is required).
- Minimum side-to-side building spacing (27 ft. proposed between cottage units 30-37; a minimum side-to-side building separation distance of 30 feet is required). The remaining units will meet the 30-foot side-to-side spacing requirements.

The main building will meet the minimum front yard setbacks (60 feet) and rear yard setbacks (60 feet) for a 3-story housing for the elderly use, which are greater than the required setbacks of the underlying R-1 and R-3 zoning district. The elderly cottage buildings will meet the minimum driveway length (22 feet) and the minimum rear yard setbacks (50 feet) for a 1-2-story housing for the elderly use.

**Traffic Impact.** The site will be accessed by a single drive via Gorman Road, with an emergency drive proposed along Ford Road. The project sponsor has submitted a Traffic Impact Assessment (TIA). The TIA has been reviewed by Canton Township's transportation engineering consultant (WadeTrim). The TIA is dated October 9, 2020, with supplements dated October 29, 2020 and November 23, 2020, and WadeTrim's letter is December 3, 2020. Because of the closures of schools and many other facilities when the TIA was prepared, traffic counts were based on a traffic impact study that was prepared in 2019 for a different development nearby. Therefore, the preparer used the latest counts available and made adjustments according to traffic engineering standards. Based on the TIA materials and WadeTrim's letter, the number of AM/PM peak hour trips of the proposed housing for the elderly use appear to be comparable to the number of AM/PM peak hour trips of the site if it were developed for single-family residential use at 3 units per acre in accordance with the Comprehensive Plan. WadeTrim's review letter concludes that the traffic generated by the proposed facility is minor, its impact on the surrounding roadways is minimal, and that capacity deficiencies currently exist throughout the Ford Road corridor west of Canton Center Road and are considered regional and beyond the scope and context of the study.

The applicant has also submitted its plan materials to Wayne County and the Michigan Department of Transportation (MDOT), and we recommend that any recommendation of Final PDD approval include a condition that all requirements of Wayne County and MDOT be satisfied.

Finally, as previously noted, the applicant proposes the following definite benefits:

- Addition of northbound and southbound right turn lights at the intersection of Canton Center Rd. and Ford Rd. to permit overlap phases for northbound and southbound right turns as a definite benefit; and

- Reconstruction of the Gorman Road approach at Ford Road to 3 lanes, with dedicated right- and left-turn lanes from Gorman Rd. onto Ford Rd.

**Density.** The proposed housing for the elderly use consists of 225 units on 17.25 acres, which are proposed as follows: 53 units of independent living, 102 units of assisted living (60 in phase one and 42 in phase 2), 32 units of memory care, and 38 attached elderly cottages. Overall, this is 1 more unit than the 224 units approved at Preliminary PDD, with the Final PDD Plan consisting of 10 fewer independent living units, 7 more assisted living units, and 4 more elderly cottage units. While there is not a specific project density called for in Section 6.03(A) of the Zoning Ordinance, Section 6.03(E) (Housing for the Elderly) requires 2,500 sq. ft. of site area for each efficiency/1-bedroom unit and 3,000 sq. ft. of site area for each 2-bedroom unit. Based on the proposed unit calculations on Sheet SP-1, the net site area of 17.25 acres is larger than the required site area for the proposed 225 units. The residential density of Monark Grove is within the range of recently-approved housing for the elderly uses (Bickford on Canton Center Rd., Hampton Manor on Ford Rd., and Antioch on Sheldon Rd.).

**Market Analysis.** The applicant's market analysis shows a need and demand for senior housing in Canton, including independent living, assisted living, and memory care services.

**Sidewalks and Pedestrian Access.** In addition to the required sidewalks along the parcel frontages of Ford Rd. and Gorman Rd., the plans propose sidewalks along the internal drive (including sidewalks directly in front of each cottage unit). There are also interior sidewalks that connect the main building to the sidewalks along the roads. Finally, as previously noted, the applicant proposes to extend the sidewalk along the south side of Ford Rd. eastward about 620 feet to connect to the existing sidewalk in front of Belle Tire. This extension will allow residents of Monark Grove to walk to the Village Centre commercial development.

**Architecture and Lot Layout.** The architectural renderings submitted show a mix of brick and fiber-cement lap siding, with windows, doors, and louvers composing the remaining materials. According to the materials, the applicant is proposing a French country architectural theme. At the Preliminary PDD stage, the applicant proposed the following material percentages: 25% masonry; 25% vinyl siding; and 50% Hardie siding. During Preliminary PDD review, the Planning Commission and Township Board recommended that the architectural plans include a minimum 50% brick. For Final PDD, the applicant has submitted the following two (2) architectural renderings of the main building for consideration:

- Option 1 (Sheet 15-1), which proposes 33.1% brick, 50.4% fiber-cement lap siding, and 16.5% windows, doors, and louvers. However, these renderings illustrate 46% brick on the Ford Road façade and 43% brick on the Gorman Road façade.
- Option 2 (Sheet 15-2), which illustrates compliance with the minimum 50% masonry requirement for the main building (50% masonry; 33.5% fiber cement lap siding; and 16.5% windows, doors, and louvers).

At its meeting on August 2, 2021, the Planning Commission recommended approval of Option 2, with at least 50% masonry.



For the cottage buildings, the following two (2) architectural renderings are proposed for consideration:

- Option 1 (Sheets 23.1 24.1, 25.1, 26.1), which proposes 30%-32% brick.
- Option 2 (Sheets 23.2, 24.2, 25.2, and 26.2), which proposes 50%-51% brick.

At its meeting on August 2, 2021, the Planning Commission recommended approval of Option 2, with at least 50% masonry.

**Landscaping and Natural Features.** Although a landscape plan is not required at the time of Planned Development review, a landscape plan has been submitted with the PD plans. At the time of site plan review, the landscape plan must be revised to meet the requirements of Section 5.03(C) of the Zoning Ordinance, which are specific to Housing for the Elderly per Section 6.03(E)(12) and have different requirements for frontage landscaping, parking lot landscaping, and general site landscaping. All other applicable standards of Article 5 must also be met. Any proposed modifications from the landscape requirements can be addressed at the time of site plan review pursuant to Section 5.07.

The applicant proposes compliance with the Tree Preservation standards of Article 5A of the Zoning Ordinance. A tree survey is included in the PD plans, and the tree removal and replacement requirements will be addressed during site plan review. The applicant proposes to preserve several trees along the west and south sides of the site adjacent to single-family residential areas. At the time of site plan review, we will recommend that the exempt species and dead/dying trees in these areas be removed so that additional trees required by Section 5.03(C)(1) can be planted.

Due to proposed grading and filling in wetland areas, the applicant must obtain approval from the Michigan Department of Environment, Great Lakes, and Energy (EGLE).

**Parking.** The proposed parking lots include 43 more spaces than the minimum number of spaces required by the Zoning Ordinance. However, 40 of the proposed spaces are labeled as “landbank parking” along Ford Road. The PD Agreement states that the landbank parking will not be permitted without the explicit approval from the Planning Commission at site plan approval.

The cottage buildings include an attached 2-car garage for each unit, which are required by Section 6.03(A) of the Zoning Ordinance, and the driveway depths allow for additional parking in the driveway without overhanging onto the sidewalk. Additionally, the 30-foot width of the internal road is wide enough to allow on-street parking where permitted.

**PD Agreement.** The PD Agreement is consistent with the Township’s template Agreement, and the Township Attorney has reviewed the Agreement. The Agreement includes the definite benefits, proposed modifications, and a requirement that all units are age-restricted for 55+ residents. The Exhibits must be completed and PD Agreement must address how the definite benefits will be completed to the satisfaction of the Township Attorney and Township Engineer.

- **Community Planner's Recommendation:** Final approval of the Monark Grove Planned Development District, subject to the requirements of Wayne County and MDOT being satisfied, that the PD Agreement address how the definite benefits will be completed to the satisfaction of the Township Attorney and Township Engineer, and that the building architecture comply with the Planning Commission's recommendation.
- **Planning Commission's Recommendation:** At its meeting on August 2, 2021, the Planning Commission voted 7-0 to recommend final approval of the Monark Grove Planned Development on tax parcel nos. : 062-99-0004-000, 062-99-0005-000, 036-01-0003-003, 036-01-0003-005, 036-01-0003-006, 036-01-0004-001, 036-01-0004-002, and 036-01-0005-000, as provided in the Planned Development Agreement and plan documents, as provided in the Planned Development Agreement and plan documents, subject to the requirements of Wayne County and MDOT being satisfied, that the PD Agreement address how the definite benefits will be completed to the satisfaction of the Township Attorney and Township Engineer, and that the building architecture meet the requirements of the Zoning Ordinance for 50% masonry (i.e., Option 2).

**STRATEGIC PLAN/GOALS:** The proposed sidewalk construction along Ford Road, Gorman Road, and within the site will fulfill the goals of a Healthy Ecosystem (eliminate sidewalk gaps) and Quality Infrastructure (create more accessibility via walking and biking), including the extension of the sidewalk along the south side of Ford Rd. eastward about 620 feet to connect Monark Grove to the Village Centre commercial development.

**ACTION REQUESTED:** Approve the Monark Grove Final Planned Development District on tax parcel nos. : 062-99-0004-000, 062-99-0005-000, 036-01-0003-003, 036-01-0003-005, 036-01-0003-006, 036-01-0004-001, 036-01-0004-002, and 036-01-0005-000, as provided in the Planned Development Agreement and plan documents, subject to the requirements of Wayne County and MDOT being satisfied, that the PD Agreement address how the definite benefits will be completed to the satisfaction of the Township Attorney and Township Engineer, and that the building architecture meet the requirements of the Zoning Ordinance for 50% masonry (i.e., Option 2).

**BUDGET IMPLICATION & ACCOUNT NUMBER:** N/A.

**IMPLEMENTATION PLAN:** N/A.

**MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION:** Approval

**ENGINEERING SERVICES DIVISION'S RECOMMENDATION:** Approval of Final PDD, subject to outside agency permitting and engineering plan review.

**FIRE MARSHAL'S RECOMMENDATION:** Approval of Final PDD, subject to water supply and flow requirements being satisfied during site plan review and engineering 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 Final Planned Development District for Monark Grove**

**WHEREAS,** the Project Sponsor has requested final approval of a Planned Development District for Monark Grove, located at the southwest corner of Ford Rd. and Gorman Rd. which is located between Beck Rd. and Canton Center Rd.; and,

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

**NOW THEREFORE BE IT RESOLVED,** the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the Monark Grove Final Planned Development District on tax parcel nos. : 062-99-0004-000, 062-99-0005-000, 036-01-0003-003, 036-01-0003-005, 036-01-0003-006, 036-01-0004-001, 036-01-0004-002, and 036-01-0005-000, as proposed in the Planned Development Agreement and plan documents, subject to the requirements of Wayne County and MDOT being satisfied, that the PD Agreement address how the definite benefits will be completed to the satisfaction of the Township Attorney and Township Engineer, and that the building architecture meet the requirements of the Zoning Ordinance for 50% masonry.

**ATTACHMENTS:**

1. Planning Commission Minutes
2. Zoning Map and Location Map
3. PDD Plan
4. Applicant Project Description
5. Traffic Impact Assessment and WadeTrim Review
6. Market Analysis & Fiscal Impact Analysis
7. Proposed PDD Agreement
8. Sanitary Sewer Study and Capacity Analysis

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** August 24, 2021

**AGENDA ITEM #G-3**

**ITEM: Consider Approval for a Purchase Order for Additional Costs for the  
Emergency Underground Line Service Repair at Heritage Park in May**

**PRESENTER:** Jade Smith, MSD Director & Greg Hohenberger, Leisure Services Director

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:**

On Friday, May 7, 2021, Facility Services was notified that the Parks/Golf Maintenance Building was experiencing issues with their power. Upon investigation, Facility Services staff determined that two of the three legs were reading at 75% and noticed that the COVID Testing site was also experiencing power issues. Corby Energy Services, Inc., a preferred contractor who was on site for the emergency generator final inspection at Fire 1, was contacted immediately to investigate where they confirmed that the power was being interrupted. Corby supplied generators to temporarily get the power back running and then called Utilities Instrumentation Service (UIS) to determine the cause of the issue.

On May 26, 2021 Corby Energy and UIS each submitted an invoice for their services totaling \$22,577.42 which was approved by the Board on June 8, 2021 – Agenda Item G-5.

Due to the urgency of this matter, a memo was sent to the Supervisor and Finance Director requesting to waive the bidding process for the emergency repair. Upon their approval, the purchase orders were submitted.

The emergency repairs were made however the repair cost came in over the initial estimate by \$2,562.70 for fuses that were necessary and that had not been billed by UIS at the time of their initial invoicing.

**BACKGROUND:**

Corby Energy Services Inc., who was on site for the emergency generator final inspection at Fire 1, was contacted immediately to investigate the power outage at the Parks/Golf Maintenance Building as well as the COVID Testing site. Corby confirmed that the power was being interrupted and supplied both locations with generators. Corby Energy then contacted UIS to evaluate and repair the issue.

Since this was an urgent matter and the nature of the cause was unknown, costs for the items and services were undetermined until the issue was fixed. On May 18, 2021, a memo was provided to the Township Supervisor and Director of Finance & Budget informing them of the issue with a timeline detailing the steps taken for repair.

**STRATEGIC PLAN/GOALS:** Improve Infrastructure

**ACTION REQUESTED:** Authorize purchase order to Utilities Instrumentation Service 2290 Bishop Circle East, Dexter MI 48130 in the amount of \$2,562.70 for additional cost of the repair of underground service lines in Heritage Park.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Funds are available in the following accounts:

<u>Contractor</u>	<u>Account</u>	<u>Amount</u>
Utilities Instrumentation Service	#246-750-970.0020 Community Improvement Fund	\$2,562.70

**IMPLEMENTATION PLAN:** Upon Board approval, the purchase orders will be entered for \$2,562.70 to Utilities Instrumentation Service for the additional cost of repair of underground service lines at Heritage Park.

**DIRECTOR'S RECOMMENDATION:** Approval

**FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION:** Approval

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

I move to approve a purchase order to Utilities Instrumentation Service 2290 Bishop Circle East, Dexter MI 48130 in the amount of \$2,562.70 for the additional cost of repair of underground service lines in Heritage Park to be paid from the Community Improvement Fund 246-750-970.0020.

**ATTACHMENT:**

1. Invoice dated July 20, 2021 from Utilities Instrumentation Service
2. Original RBA dated June 8, 2021 – Agenda Item G-5

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** August 24, 2021

**AGENDA ITEM #G-4**

**ITEM: Consider Approval of 2021 Budget Adjustments**

**PRESENTER:** Wendy N. Trumbull, Finance and Budget Director

**INDIVIDUALS IN ATTENDANCE:** None anticipated.

**EXECUTIVE SUMMARY:** The Township adopted the 2021 budget at the November 10, 2020 Board Meeting and various adjustments have been made to it since then.

At this time, I am asking the Board of Trustees to approve the attached budget adjustments to the 2021 budget year. A description of the budget adjustments is explained on the attachments.

**BACKGROUND:** State law mandates that Municipalities adopt an annual budget and that the fiscal year-end expenses do not exceed that budget as amended. The adopted budget is a working document and as unexpected events occur during the year; adjustments are required to meet the States mandate at year-end.

**STRATEGIC PLAN/GOALS:** Demonstrate fiscal responsibility.

**ACTION REQUESTED:** To approve the recommended budget adjustments.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** See attached listing.

**IMPLEMENTATION PLAN:** If approved, the budget adjustments will be posted to the appropriate accounts.

**FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION:** Approval

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:** I move to approve the attached listing of budget adjustments to the 2021 budget.

**ATTACHMENTS:** Charter Township of Canton 2021 Budget Adjustments

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** August 24, 2021

**AGENDA ITEM # G-5**

**ITEM: Consider Approval for a Purchase Order Increase to Harrell's LLC for Grounds Treatment at Pheasant Run Golf Club**

**PRESENTER:** Greg Hohenberger, Leisure Services Director

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:** Pheasant Run Golf Club is recommending to increase Purchase Order #2021-00000690 to Harrell's LLC in the amount of \$9,000 to cover additional contingencies for various chemicals and fertilizers at Pheasant Run Golf Club.

**BACKGROUND:**

At the January 26, 2021 Board Meeting, the Board of Trustees approved RBA item #G-7 for the blanket purchase order to Harrell's LLC in the amount of \$25,000. Harrell's LLC is a contractor who provides chemicals and fertilizer treatments to Pheasant Run Golf Club to ensure the grounds are usable throughout the season. With the extreme weather conditions this season, it was determined that additional treatments are necessary to keep the grounds maintained for playable use, increasing expenses more than what was anticipated.

**STRATEGIC PLAN/GOALS:** Quality Infrastructure

**ACTION REQUESTED:** Authorize a purchase order increase to PO #2021-00000690 in the amount of \$9,000 for expected grounds treatments at Pheasant Run Golf Club to Harrell's LLC, P.O. Box 935358, Atlanta, GA 31193.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Funds are available in Account #584-773-57.930\_0070 Maintenance and Repair Grounds

**IMPLEMENTATION PLAN:** Upon Board approval, an increase to PO #2021-00000690 will be approved for grounds treatments at Pheasant Run Golf Club in the total amount of \$9,000.

**DIRECTOR'S RECOMMENDATION:** Approval

**FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION:** Approval

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

I move to approve an increase to PO #2021-00000690 in the amount of \$9,000 for the grounds treatments at Pheasant Run Golf Club to Harrell's LLC, P.O. Box 935358, Atlanta, GA 31193 to be paid from Account #584-773-57.930\_0070 Maintenance and Repair Grounds

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** August 24, 2021

**AGENDA ITEM #G-6**

**ITEM: Consider Accepting a FEMA Assistance to Firefighters Grant for the Purchase of Firefighter Physicals and Cancer Screenings and an Associated Amendment to the 2021 Fire Budget**

**PRESENTER:** Christopher Stoecklein, Director of Fire Services

**INDIVIDUALS IN ATTENDANCE:** n/a

**EXECUTIVE SUMMARY:** The Fire Department is requesting the Board of Trustees accept a FEMA Assistance to Firefighters Grant (AFG) which has been awarded to Canton in the amount of \$129,163.64 for use toward Firefighter physical exams and cancer screenings for a two-year period. This grant requires a 10% match by Canton in the amount of \$12,916.36, for a total budget of \$142,080.00.

**BACKGROUND:** The department applied for this specific grant funding after reviewing recommendation from both the National Fire Protection Association and the Commission on Fire Accreditation International. The health screenings will meet and/or exceed the recommended level of a typical annual exam and will incorporate a number of items including physical exam, blood panel, EKG stress test, chest x-ray, bladder cancer screening, audiometric and visual test, ultrasound, TB screening, hepatitis panel, fit test for masks, prostate and testicular or ovarian exam and colorectal stool screening.

This grant award will cover the cost of physicals for a two-year period, with an estimated overall expense of \$85,000 in 2021 and \$57,080 in 2022.

**STRATEGIC PLAN/GOALS:** n/a

**ACTION REQUESTED:** Accept the FEMA Assistance to Firefighters Grant for Firefighter Physicals and Cancer Screenings, in the overall project amount of \$142,080. In addition, approve a 2021 Fire Budget Amendment for the grant revenue and physical exam expense.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** The following 2021 Fire Budget Amendment is being requested and includes the grant revenue along with Canton's 10% match:

<b><i>Increase 2021 Fire Revenues:</i></b>		
Federal Grants	#206-000-501	\$76,500
Fund Balance Appropriation	#206-000-695	\$ 8,500



<b><i>Increase 2021 Fire Appropriations:</i></b>		
Employee Exams	#206-336-50.871	\$85,000

An adjustment request will be made outside of this RBA to the 2022 Fire Budget outside of this RBA to accommodate the 2022 revenue and expense associated with this grant award.

**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 accepting the FEMA Assistance to Firefighters Grant for Firefighter Physicals and Cancer Screenings, in the overall project amount of \$142,080.
- 2) In addition, I move to approve the below 2021 Fire Budget Amendment associated with this grant award:

<b><i>Increase 2021 Fire Revenues:</i></b>		
Federal Grants	#206-000-501	\$76,500
Fund Balance Appropriation	#206-000-695	\$ 8,500

<b><i>Increase 2021 Fire Appropriations:</i></b>		
Employee Exams	#206-336-50.871	\$85,000

**ATTACHMENTS:** Attachment A – FEMA Award Letter

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** August 24, 2021

**AGENDA ITEM #G-7**

**ITEM: Consider Approving the Purchase of Cabinets and Furniture for the Training Room at Fire Station #1**

**PRESENTER:** Christopher Stoecklein, Director of Fire Services

**INDIVIDUALS IN ATTENDANCE:** n/a

**EXECUTIVE SUMMARY:** The Fire Department is requesting to purchase new cabinets and furniture for the training room at Fire Station #1. The department received a quote in the amount of \$12,144.06 from Kentwood Office Furniture, the Township's current contracted furniture vendor.

**BACKGROUND INFORMATION:** The Fire Department has been planning and budgeting to upgrade the Training Room at Fire Station #1. The room is currently out-of-date in technology and functionality. The cabinets and furniture are original to the station opening over 20 years ago, and are in need of replacement.

**STRATEGIC PLAN/GOALS:** n/a

**ACTION REQUESTED:** Approve the purchase of cabinets and furniture from Kentwood Office Furniture, the Township's current contracted furniture vendor, in the amount of \$12,144.06.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Funds for this purchase are budgeted in the 2021 Fire Capital Outlay Building and Improvements Account #206-336-50.970\_0020.

**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 purchase of cabinets and furniture from Kentwood Office Furniture, the Township's current contracted furniture vendor, in the amount of \$12,144.06, utilizing funds budgeted in the 2021 Fire Capital Outlay Buildings & Improvements

**ATTACHMENTS:** Attachment A – Price Quote from Kentwood Office Furniture

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** August 24, 2021

**AGENDA ITEM #G-8**

**ITEM: Consider Approving the Purchase of Audio-Visual Training Equipment for  
Fire Station #1**

**PRESENTER:** Christopher Stoecklein, Director of Fire Services

**INDIVIDUALS IN ATTENDANCE:** n/a

**EXECUTIVE SUMMARY:** The Fire Department is requesting to purchase new video and audio training systems for the Training Room at Fire Station #1, in the amount of \$15,681.05, from Metro Detroit Integrated Systems.

Note: The Township's Finance Department solicited bids for this project in July, and received no bids (see below, and see Attachment C).

**BACKGROUND INFORMATION:** The Fire Department has been planning and budgeting to upgrade the Training Room at Fire Station #1. The room is currently out-of-date in technology and functionality. The audio-visual training equipment being requested will meet the needs of the department for many years to come.

Unsure on the cost of A/V training equipment, fire department personnel originally spoke with Metro Detroit Integrated Systems and requested a price quote. When it came back over \$10,000, the Finance Department was contacted to solicit for competitive bids. At the close of the bidding process, no vendor had submitted a proposal, so the department is going back to its original contact for the specific equipment needed.

**STRATEGIC PLAN/GOALS:** n/a

**ACTION REQUESTED:** Approve the purchase of audio-visual training equipment from Metro Detroit Integrated Systems, in the amount of \$15,681.05.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Funds for this purchase are budgeted in the 2021 Fire Capital Outlay Computers and Equipment Account #206-336-50.970\_0010.

**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 purchase of audio-visual training equipment from Metro Detroit Integrated Systems, in the amount of \$15,681.05, utilizing funds budgeted in the 2021 Fire Capital Outlay Computers & Equipment Account.

**ATTACHMENTS:** Attachment A – MDIS Audio Quote  
Attachment B – MDIS Video Quote  
Attachment C – Bid Tabulation Sheet

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** August 24, 2021

**AGENDA ITEM #G-9**

**ITEM: Consider Approving a Request for Participation in FARO Technologies Certified Training Course**

**PRESENTER:** Chad Baugh, Director of Police Services

**INDIVIDUALS IN ATTENDANCE:** n/a

**EXECUTIVE SUMMARY:** The Police Department is requesting to send two officers to participate in a FARO Technologies, five-day train-the-trainer program. The cost for one participant is \$17,336, and FARO is currently offering a by-one, get one free offer. The two officers attending would then be certified to train additional department officers upon completion of the course.

**BACKGROUND INFORMATION:** In 2018, the Police Department was approved to purchase a Faro Technologies 3D Laser Scanner System in the amount of \$72,000, using forfeiture funds. The 3D laser scanner performs accurate tracking and 3D renderings of fatal crash and serious injury accidents. In addition to being used for accident reconstruction, 3D scanners are being used for crime scene investigations including arson, organized retail fraud, robbery, homicide, etc. The scanner automatically captures an entire crime scene, documenting everything including things that might not immediately be known as evidence.

This equipment is complex to operate accurately and requires very specific training. Originally six Accident Investigation Unit officers were trained, but currently only three remain on the team due to promotions. The department would like to train up to four additional AI officers, and start training Evidence Technician officers to assist in their processing of crime scenes. User training is offered by FARO at \$5,200 per officer, making this train-the-trainer course a fiscally-responsible alternative for training a multitude of officers within the department.

**STRATEGIC PLAN/GOALS:** n/a

**ACTION REQUESTED:** Approve the request for two officers to participate in the FARO Technologies Certified Training Course, in the amount of \$17,336, utilizing the by one, get one free offer.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Funds will be expensed from the 2021 Police Training Account #207-301-50.910\_0001.

**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 request for two officers to participate in the FARO Technologies Certified Training Course, in the amount of \$17,336, (utilizing the by one, get one free offer) from the 2021 Police Training Account.

**ATTACHMENTS:** Attachment A – Price Quote from FARO Technologies, Inc.

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** August 24, 2021

**AGENDA ITEM # G-10**

**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 July 30, 2021, Canton's Economic Development Manager received a Letter of Intent from Maria Harshe, attorney for Corey and Michelle Weaver, offering \$6,689.77 for approximately 4.21 acres on the southwest corner of Michigan and Beck Roads (71-128-99-0006-703)

The property was purchased by Canton Township from Wayne County in 2008 to obtain right-of-way should Beck Road be paved. The purchase price was \$6,689.77. By law, Canton Township is not allowed to profit from sale of land purchased from tax foreclosure.

Corey and Michelle Weaver are the owners of Zippy Auto Wash, which has three other locations in Pittsfield Township, Scio Township and the City of Saline. The Weavers are currently under contract to purchase the adjacent property at 47725 Michigan Avenue. It is their desire to acquire both properties simultaneously for the construction and operation of a Zippy Auto Wash on the northern portion of the parcels.

The Letter of Intent has been reviewed by Canton's Legal Manager, 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 on the southwest corner of Michigan Avenue and Beck Road.

**FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION:** Approval

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:** I move that Canton accept the Letter of Intent from Maria Harshe and authorize Supervisor Graham-Hudak to sign the formal Purchase Agreement and any other documents necessary to complete the sale of the parcel located on the southwest corner of Michigan and Beck.



**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** August 24, 2021

**AGENDA ITEM # G-11**

**ITEM:** Consider Approval for Deputy Supervisor employment contract

**PRESENTER:** Anne Marie Graham-Hudak, Supervisor

**INDIVIDUALS IN ATTENDANCE:** None Anticipated.

**EXECUTIVE SUMMARY:**

The Canton Board of Trustees approved an organizational assessment by Novak Raftelis in February of 2021. Out of that assessment came the recommendation to create and fund a Deputy Supervisor position to supplement the increased responsibilities of the Supervisor's office. The Deputy Supervisor position was approved at the July 27<sup>th</sup> board meeting. This RBA is to approve the employment contract for the Deputy Supervisor position.

**BACKGROUND INFORMATION:**

Canton Township has been growing steadily over the last decade and is the 9<sup>th</sup> largest municipality in Michigan with 98,600 residents. While Canton is at the top range in community size and tax base, the professional administration has not been provided for some time. The needs of the community have also continued to grow due to the larger population, which lead to increased governmental services and governing functions and requirements to Canton residents. Due to the requirements to meet community needs and board goals, a Deputy Supervisor was recommended to be created by an organizational assessment completed by Novak Raftelis in February of 2021.

The successful implementation of the organization-wide initiatives identified by the Board and described in this assessment will create a need for high-level project oversight and management capacity in the Supervisor's Office. In addition, it is important to ensure that the Township Supervisor's span of control is reasonable and allows the Supervisor to focus on broader strategic issues, community relations, and Board relations. Cities and Townships have diverse organizational structures which include: Supervisor/Mayor, Deputy Supervisor/Mayor, Manager/Administrator/Executive Assistant, or Deputy Manager/Administrator/Assistant. Canton is the only municipality with a population over 50,000 who has a sole individual executive.

The annual increases of this position will mirror the process for the Elected official's, which was approved in December 2020 to follow the annual Board Approved increases for the Merit Employees.

**STRATEGIC PLAN/GOALS:** Canton Township Board of Trustees Vision, Mission, Objectives and Strategies, Organizational Climate and Culture, Organizational Assessment

**ACTION REQUESTED:** Approve the employment contract for the Deputy Supervisor.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:**

The position was budgeted and approved by the board at the July 27, 2021 board meeting.

**IMPLEMENTATION PLAN:** After approval, Supervisor will appoint Deputy Supervisor.

**DIRECTOR'S RECOMMENDATION:** Approval

**FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION:** Approval

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

1. I move to approve the employment contract for the Deputy Supervisor.

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** August 24, 2021

**AGENDA ITEM # G-12**

<p><b>ITEM:</b> Consider Approval for Creation of Information Technology and Innovation (ITI) Department and for ITI Director position</p>
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**PRESENTER:** Anne Marie Graham-Hudak, Supervisor

**INDIVIDUALS IN ATTENDANCE:** None Anticipated.

**EXECUTIVE SUMMARY:**

Canton Township has been growing steadily over the last decade and is the 9<sup>th</sup> largest municipality in Michigan with 98,600 residents. The needs of the community have also continued to grow due to the larger population, which lead to increased governmental services and governing functions and requirements to Canton residents. Due to the requirements to meet community needs and board goals, several positions were recommended to be created by an organizational assessment completed by Novak Raftelis in February of 2021.

To meet the organization's evolving technology needs, the Township is creating a standalone Information Technology and Innovation (ITI) Department, led by an experienced ITI Director. The increasing reliance of Township departments, programs, and residents on integrated technology solutions requires a more coordinated and strategic approach. This is an approach common to many charter townships within Michigan, with Clinton, Macomb, and Waterford Townships all having standalone Information Technology departments to meet their organization's technology needs.

This RBA requests approval for a standalone ITI department and an ITI Director position. The ITI Director's salary and benefits are estimated based upon the minimum and maximum of grade 13 of the 2021 non-union classified employee salary grade system in the Merit Policy, including all applicable payroll taxes, and estimates for fringe benefits based upon family coverage. The range approved is estimated between \$120,000 to \$224,000.

**BACKGROUND INFORMATION:**

The Canton Board of Trustees approved an organizational assessment by Novak Raftelis in February of 2021. Out of that assessment came the recommendation to create and fund an Information Technology (IT) Department and a staff IT Director.

Transforming IT to a Township department would reinforce the value of IT in the organization and allow the Finance and Budget Director to focus their attention on traditional financial management and budgeting activities. The IT Director will be responsible for identifying IT needs and developing and overseeing technology projects in conjunction with department managers and the IT Governance Committee. This position should also be responsible for

guiding IT strategy for the Township as a whole. The IT Director would be included in the Township's senior leadership team and participate in the Townshipwide performance management program.

Additional reasons for the IT department are as follows:

- Cybersecurity is required more than ever due to increasing ransomware demands and virus hacks
- Creating continuity and uniformity across departments for software and technology solutions can be accomplished
- Reducing costs associated with purchasing duplicate solutions can be reduced by eliminating siloed processes

Canton wants to reflect the importance of evolving with technology and updating processes and services to give residents the most efficient delivery, so instead of naming the department Information Technology alone, we are adding the word Innovation to the department name and Director title. The official name for the new department will be the Information Technology and Innovation (ITI) Department and it will be led by the Information Technology and Innovation Director.

**STRATEGIC PLAN/GOALS:** Canton Township Board of Trustees Vision, Mission, Objectives and Strategies, Organizational Climate and Culture, Organizational Assessment

**ACTION REQUESTED:** Approve the new Information Technology and Innovation Department and the position of Information Technology and Innovation Director.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:**

Based on the Township's current salary grade system the IT Director position salary is estimated based upon the minimum and maximum of grade 13 of the 2021 non-union classified employee salary grade system in the Merit Policy, including all applicable payroll taxes, and estimates for fringe benefits based upon family coverage. The range approved is estimated between \$120,000 and \$224,000. If approved, a budget adjustment will also be included when the 2022 budget is presented to the Board for adoption.

**IMPLEMENTATION PLAN:** After approval, Merit commission will receive this approval, and the Novak/Raftelis assessment at the August 30<sup>th</sup> meeting. Upon receiving that approval, the job will be posted with the requirements and assessment requirements.

**DIRECTOR'S RECOMMENDATION:** Approval

**FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION:** Approval

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

1. I move to approve the creation of a standalone Information Technology and Innovation (ITI) Department upon the hiring of the Information Technology and Innovation Director.
2. I move to approve the position of Information Technology and Innovation Director, and authorize the starting salary within the estimated based upon the minimum and maximum of grade 13 of the 2021 non-union classified employee salary grade system in the Merit Policy, including all applicable payroll taxes, and estimates for fringe benefits based upon family coverage. The range approved is estimated between \$120,000 and \$224,000.
3. I further move to approve the following budget amendment based on the estimation provided by Novak/Raftelis for the salary and fringe benefits for this position, prorated for the remainder of 2021:

Increase Expenditures:

101-228.703_0010 Salaries and Wages Full-Time	\$10,000
101-171.724_XXXX Fringe Benefits – Various	\$5,000

Increase Revenue:

101-000.695 Fund Balance Appropriation	\$15,000
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**ATTACHMENTS:** None

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** August 24, 2021

**AGENDA ITEM # G-13**

<p><b>ITEM:</b> Consider Approval for the creation of a Municipal Services (MSD) Deputy Director</p>
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**PRESENTER:** Anne Marie Graham-Hudak, Supervisor

**INDIVIDUALS IN ATTENDANCE:** None Anticipated.

**EXECUTIVE SUMMARY:**

Canton Township has been growing steadily over the last decade and is the 9<sup>th</sup> largest municipality in Michigan with 98,600 residents. The needs of the community have also continued to grow due to the larger population, which lead to increased governmental services and governing functions and requirements to Canton residents. Due to the requirements to meet community needs and board goals, several positions were recommended to be created by an organizational assessment completed by Novak Raftelis in February of 2021.

The scope of MSD's operations and functions is considerable, with this single Department encompassing functions that most local governments would organize into separate departments led by their own directors or superintendents. The creation of a Deputy Director position for MSD will increase the MSD Director's capacity to focus on high-level issues, including developing implementation strategies for the Board's Strategic Objectives and implementing the recommendations included within this assessment.

This RBA requests approval for an MSD Deputy Director position with an estimated salary and fringe benefits based upon the minimum and maximum of grade 11 of the 2021 non-union classified employee salary grade system in the Merit Policy, including all applicable payroll taxes, and estimates for fringe benefits based upon family coverage. The range approved is estimated between \$107,000 and \$196,000.

**BACKGROUND INFORMATION:**

The Canton Board of Trustees approved an organizational assessment by Novak Raftelis in February of 2021. Out of that assessment came the recommendation to create and fund a Deputy Director position to supplement the increased responsibilities of the Municipal Services Department.

Per the assessment, the following list includes the importance of the establishment of an MSD Deputy Director:

- Facilities Maintenance has been transferred from Leisure Services Department to Municipal Services Department in line with the recommendation from Raftelis.
- Prior to this, staffing had increased 4.7% since 2017 to accommodate the Local Roads Program and increases in building and inspection permits.
- Municipal Services is essentially five departments consolidated into one operation.
  - Engineering
  - Building & Inspection Services
  - Planning
  - Public Works
  - Facilities Maintenance
  
- The Deputy Director will help Municipal Services work more effectively and efficiently, build continuity and institutional memory in the department to delivery better services to Canton residents.
- The Deputy Director will have the capacity to work with each division manager to ensure that the efforts of each of the divisions are coordinated and that resources are allocated appropriately. This oversight and management capacity will help create additional resources and accountability within the organization. This will free up the Director to focus on permit and inspection backlogs to reduce wait times for residents and businesses.
- The Director will be able to focus on the “You Belong Here Goals” of expanding recycling services, creating a composting program, and securing energy efficiency.
- The Canton Local Roads Program requires substantial coordination with the Michigan Department of Transportation and Wayne County Roads Division. Contractors require consistent interface and oversight to ensure the quality of the infrastructural improvements. This is a direct result of the voter approved millage in 2018.

**STRATEGIC PLAN/GOALS:** Canton Township Board of Trustees Vision, Mission, Objectives and Strategies, Organizational Climate and Culture, Organizational Assessment

**ACTION REQUESTED:** Approve the position of Municipal Services Deputy Director.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:**

Based on the Township’s current salary grade system, the MSD Deputy Director position’s salary and benefits are estimated based upon the minimum and maximum of grade 11 of the 2021 non-union classified employee salary grade system in the Merit Policy, including all applicable payroll taxes, and estimates for fringe benefits based upon family coverage. The range approved is estimated between \$107,000 and \$196,000. If approved, a budget adjustment will also be included when the 2022 budget is presented to the Board for adoption.

**IMPLEMENTATION PLAN:** After approval, Merit commission will receive this approval, and the Novak/Raftelis assessment at the August 30<sup>th</sup> meeting. Upon receiving that approval, the job will be posted with the requirements and assessment requirements.

**DIRECTOR'S RECOMMENDATION:** Approval

**FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION:** Approval

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

1. I move to approve the position of Municipal Services Deputy Director, and authorize the starting salary and benefits to be estimated based upon the minimum and maximum of grade 11 of the 2021 non-union classified employee salary grade system in the Merit Policy, including all applicable payroll taxes, and estimates for fringe benefits based upon family coverage. The range approved is estimated between \$107,000 and \$196,000.
2. I further move to approve the following budget amendment based on the estimation provided by Novak/Raftelis for the salary and fringe benefits for this position, prorated for the remainder of 2021:

Increase Expenditures:

101-440.703\_0010 Salaries and Wages Full-Time \$30,000

101-171.724\_xxxx Fringe Benefits – Various \$10,000

Increase Revenue:

101-000.695 Fund Balance Appropriation \$40,000

**ATTACHMENTS:** None



**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** August 24, 2021

**AGENDA ITEM #G-14**

**ITEM: Consider Approving Additional Services to the Phase II Contract for Architectural & Engineering Services for Renovations to the Public Safety Headquarters Building and Associated Amendments to the 2021 Police and Fire Budgets**

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

**INDIVIDUALS IN ATTENDANCE:** Michael Malone, Partners in Architecture

**EXECUTIVE SUMMARY:** The Police and Fire Departments are requesting additional services be approved to the Architectural & Engineering Services contract awarded to Partners in Architecture on April 27, 2021. The original contract requested an upgrade to the HVAC controls in the Public Safety Building, but upon further review the department is now requesting to replace all of the existing HVAC equipment servicing the first and second floors of the building.

Partners in Architecture is proposing an A/E fixed fee of \$58,500 for this additional effort, and will invoice based on percentage of completion.

**BACKGROUND INFORMATION:** On April 27, 2021, Item G-6, the Township Board approved a contract with Partners in Architecture for Architecture & Engineering (A/E) Services for renovations to the Public Safety Headquarters Building. Part of this project included replacement of the HVAC controls in the building. Since then, there have been multiple issues with the outdated HVAC components failing and being pieced back together. The building currently operates with three separate systems, the first being installed with the buildings construction in the 1980, and systems two and three being added throughout the years with building additions. The additional scope of work will replace the old units with one HVAC system for the entire building. This new system will alleviate multiple heating and cooling issues within the building and provide energy and cost efficiency alike.

**STRATEGIC PLAN/GOALS:** PD Five Year-Strategic Plan Goal 7.1; FD Five-Year Strategic Plan Goal 5.1.

**ACTION REQUESTED:** Approve the proposal from Partners in Architecture for additional A/E Services for full replacement of the HVAC system in the Public Safety Headquarters Building in the amount of \$58,500; and additionally, to approve the associated amendments to the 2021 Police and Fire Budgets.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** The A/E fees of \$58,500 will be split between two budgets with 43,500 from the Police Professional & Contracted Services Account 207-301.50.801\_0050; and \$15,000 from the Fire Professional & Contracted Services Account #206-336-50.801\_0050.

The following 2021 budget amendments are being requested to accommodate this expense:

<b><i>Increase 2021 Revenues:</i></b>		
Police Fund Balance Appropriation -	#207-000-695	\$43,500
Fire Fund Balance Appropriation	#206-000.695	\$15,000

<b><i>Increase Appropriations:</i></b>		
Police Professional & Contractual Services	#207-301-50.801_0050	\$43,500
Fire Professional & Contractual Services	#206-336-50.801_0050	\$15,000

**IMPLEMENTATION PLAN:** Upon approval, the department will work with the Township attorney to prepare an addendum to the current contract with Partners in Architecture, for signature by the Township Supervisor.

**DIRECTOR’S RECOMMENDATION:** Approve

**FINANCE AND BUDGET DIRECTOR’S RECOMMENDATION:** Approve

**SUPERVISOR'S RECOMMENDATION:** Approve

**MODEL RESOLUTION:**

- 1) I move to approve the proposal from Partners in Architecture for additional A/E Services for full replacement of the HVAC system in the Public Safety Headquarters Building in the amount of \$58,500;
- 2) and additionally, I move to approve the below associated amendments to the 2021 Police and Fire Budgets.

<b><i>Increase 2021 Revenues:</i></b>		
Police Fund Balance Appropriation -	#207-000-695	\$43,500
Fire Fund Balance Appropriation	#206-000.695	\$15,000

<b><i>Increase Appropriations:</i></b>		
Police Professional & Contractual Services	#207-301-50.801_0050	\$43,500
Fire Professional & Contractual Services	#206-336-50.801_0050	\$15,000

**ATTACHMENTS:** Attachment A – Additional HVAC Scope for A/E Proposal from Partners in Architecture