



**CANTON ADMINISTRATION BUILDING  
1150 S. CANTON CENTER ROAD  
CANTON, MI 48188  
REGULAR BOARD MEETING  
OCTOBER 26, 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/82645407565>

Or One tap mobile:  
1-646-558-8656 (82645407565#) or 1-301-715-8592 (82645407565#)

Or Telephone:  
1-646-558-8656 or 1-301-715-8592

Webinar ID: 826 4540 7565

International numbers available: <https://us02web.zoom.us/j/82645407565>

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

CALL TO ORDER  
ROLL CALL: BORNINSKI, FOSTER, GANGULY, GRAHAM-HUDAK, SIEGRIST, SLAVENS,  
SNEIDEMAN  
ADOPTION OF AGENDA  
APPROVAL OF MINUTES: OCTOBER 12, 2021  
PUBLIC COMMENT  
PAYMENT OF BILLS

**CLOSED SESSION TO DISCUSS PENDING LITIGATION (SPENCER VS. CANTON)**

**PRESENTATION:**

- 1) FEET ON THE STREET FINAL REPORT

**CONSENT CALENDAR:**

- 1) CONSIDER APPROVING BUDGET PURCHASE OF WATER METERS AND ASSOCIATED METER ACCESSORIES (MSD)
- 2) CONSIDER APPROVAL OF PAYMENT OF THE ANNUAL SOFTWARE LICENSE FEES TO KIRIWORKS FOR THE ON-BASE DOCUMENT MANAGEMENT SYSTEM (MSD)

- 3) CONSIDER AN INCREASE OF \$25,700 TO PO 2021-1132 TO FISHBECK FOR THE 2021 WATER MAIN CAPITAL IMPROVEMENT PROJECT (MSD)

**GENERAL CALENDAR:**

- 1) CONSIDER FIRST READING OF AN AMENDMENT TO APPENDIX A – ZONING OF THE CODE OF ORDINANCES REGARDING ALEXANDRA & ARIANA, LLC REZONING (MSD)
- 2) CONSIDER AUTHORIZATION TO IMPLEMENT RECOMMENDATIONS NECESSARY TO RECEIVE REDEVELOPMENT READY COMMUNITIES CERTIFICATION FROM THE MICHIGAN ECONOMIC DEVELOPMENT CORPORATION (MSD)
- 3) CONSIDER AUTHORIZATION OF A PURCHASE ORDER TO FISHBECK, INC. FOR PROFESSIONAL ENGINEERING SERVICES FOR THE DESIGN OF THE MAJOR ROAD PROJECTS PROPOSED FOR 2022 AND 2023 (MSD)
- 4) CONSIDER AWARD OF CDBG HOUSING REHABILITATION CONTRACTS (FBD)
- 5) CONSIDER AUTHORIZATION TO PURCHASE NEW CARDIO EQUIPMENT (CLS)

PUBLIC COMMENT  
BOARD COMMENT  
ADJOURN

**ACCESS TO PUBLIC MEETINGS**

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

**Charter Township of Canton  
Board Proceedings – October 12, 2021**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, October, 12, 2021 in person and virtually. Supervisor Graham-Hudak called the meeting to order at 7:00 p.m.

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

**Adoption of Agenda:**

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

**Approval of Minutes:**

Motion by Siegrist supported by Sneideman to approve the September 21, & 28, 2021 Board minutes as presented. Motion carried unanimously by all members present.

**Public Comment:** Public comment was held.

**Payment of Bills:**

Motion by Siegrist supported by Ganguly to approve the payment of bills as presented. Motion carried unanimously by all members present.

<b>CHARTER TOWNSHIP OF CANTON EXPENDITURE RECAP FOR THE TOWNSHIP BOARD MEETING OF October 12, 2021</b>		
101	GENERAL FUND	587,229.76
204	ROADS FUND	36,613.41
206	FIRE FUND	260,758.30
207	POLICE FUND	269,782.58
208	SUMMIT OPERATING (General)	50,027.56
219	STREET LIGHTING	0.00
230	CABLE TV FUND	6,854.66
246	TWP (COMMUNITY) IMPROVEMENT	1,897,527.12
248	DDA - CANTON	81,168.42
261	E-911 UTILITY	17,320.07
265	ORGANIZED CRIME - DRUG ENFORCEMENT	39,911.16
274	CDBG	15.00
276	NSP GRANTS FUND	0.00
401	CAP PROJ - ENERGY PROJECT	24,126.59
402	CAP PROJ - SUMMIT CONSTR	0.00
403	CAP PROJ - ROAD PAVING	0.00
584	GOLF FUND	51,640.17

592	WATER & SEWER FUND	1,902,048.02
596	SOLID WASTE	1,309.48
661	FLEET	37,901.42
701	TRUST & AGENCY FUND	3,852.50
702	CUSTODIAL FUND	13,472.00
736	POST EMPLOYMENT BENEFITS	158,523.23
852	SPECIAL ASSESSMENT DEBT	4,353.25
301	ENERGY PROJECT DEBT SVCE FUND	0.00
302	CAPITAL PROJECT DEBT SERVICE FUND	248,536.11
<b>TOTAL - ALL FUNDS</b>		<b>5,692,970.81</b>

**Consent Calendar:**

**Item C-1. Consideration of second reading and adoption of an ordinance amending Chapter 46 of the Canton Code of Ordinances to comply with the Raise the Age legislation, Public Acts 97-114 of the Michigan Public Acts of 2019.**

Motion by Siegrist, supported by Borninski to remove from the table, hold the second reading and adopt an ordinance amending Chapter 46, Sections 46-243, 46-501, 46-503, and 46-534 of the Canton Code of Ordinances. Motion carried unanimously by all members present.

**Item C-2. Consider Approving Employee Tuition for College Credits as Permitted by Bargaining Unit Contract**

Motion by Siegrist, supported by Borninski to approve the payment of \$14,104 to Eastern Michigan University for employee tuition of college credits as permitted by Canton Command Officers Association Bargaining Unit Contract, Article 26, dated January 1, 2019. Motion carried unanimously by all members present.

**Item C-3. Consider Approval of the Removal and Replacement of Roof Top Units at the Summit and Administration Buildings in Connection with the Capital Improvement Program**

Motion by Siegrist, supported by Borninski to approve the contract and approve a purchase order for Quality Aire Systems, 328 W 6 Mile Road, Whitmore Lake, MI 48189 in the total amount of \$423,775 to replace the five (5) RTU's, one (1) at Administration building and four (4) at the Summit. I move to also approve the contract and approve a purchase order for BASS Controls, 6260 18 ½ Mile Road, Sterling Heights, MI 48314 in the total amount of \$22,499 to supply all controls and install to all unit's project as identified in the Capital Improvement Plan:

<b>Project #</b>	<b>Description</b>	<b>Account#</b>	<b>Amount</b>
<b>200016</b>	<b>Admin RTU Replacement &amp; Controls</b>	<b>401-261.970_0020</b>	<b>\$79,577</b>
<b>210004</b>	<b>Summit RTU Replacement</b>	<b>401-757.970_0020</b>	<b>\$353,050</b>
<b>200019</b>	<b>Summit Controls</b>	<b>401-757.970_0020</b>	<b>\$13,647</b>

Motion carried unanimously by all members present.

**Item C-4. Consider Approval of the Removal and Replacement of Roof Top Units at Canton Sports Center in Connection with the Capital Improvement Program**

Motion by Siegrist, supported by Borninski to approve the contract and a purchase order for Miller-Boldt INC. 21481 Carlo Drive. Clinton TWP, MI 48038 to remove and replace two (2) twenty-ton RTU's at Canton Sports Center as identified in the Capital Improvement Plan:

<b>Project #</b>	<b>Description</b>	<b>Account#</b>	<b>Amount</b>
<b>200054</b>	<b>HVAC Replacement Bar</b>	<b>401-755.970_0020</b>	<b>\$68,110</b>

**Item G-1. Consider Ford Sheldon Newman Planned Development District Amendment #2 for BJ's Wholesale Club**

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

RESOLUTION OF  
BOARD OF TRUSTEES  
CHARTER TOWNSHIP OF CANTON, MICHIGAN

**Approval of Ford Sheldon Newman Planned Development District Amendment No. 2 for BJ's Wholesale Club**

**WHEREAS**, the Project Sponsor has requested approval of Amendment No. 2 to the Ford Sheldon Newman Planned Development District for BJ's Wholesale Club, located on the north side of Ford Road between Sheldon Road and Morton Taylor Road; and,

**WHEREAS**, the Planning Commission reviewed the Amended Planned Development Plan and Planned Development Agreement, and voted 7-0 to recommend approval of the request, with conditions, as it is consistent with the Ford Sheldon Newman Planned Development and meets the design requirements of the Zoning Ordinance;

**NOW THEREFORE BE IT RESOLVED**, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve Amendment No. 2 to the Ford Sheldon Newman Planned Development on tax parcel no. 71-040-99-0006-709 at 43690 Ford Road, subject to the access drive being repaired and maintained in accordance with Section 4.01(B)(9) of the Zoning Ordinance, that the design and condition of this access drive be addressed to the satisfaction of the Engineering Services Division during site plan review, and that the PD Agreement amendment include any requirements of the Township Attorney.

Motion carried unanimously by all members present.

**Item G-2. Consider Waiving the Purchasing Process and Issue a Purchase Order for Landscaping Restoration for the Ridge Road Paving Project**

Motion by Siegrist, supported by Foster move to waive the bidding process and to approve a contract with Margolis Companies for \$17,022 from the Capital Outlay Infrastructure fund, 403-446-02.970\_0050. Motion carried unanimously by all members present.

**Item G-3. Consider Approval to Purchase 2022 Season’s Fertilizer, Fungicide, Plant Protectant and Nutrients for Pheasant Run Golf Club and Parks in 2021**

Motion by Siegrist, supported by Sneiderman to waive the bidding process and approve the following blanket purchase orders for 2021 and 2022 for the purchase of 2022’s seasons fertilizers, fungicides, plant protectants and nutrients for the Pheasant Run Golf Club and Parks divisions for a total amount not-to-exceed \$131,000 between 2021and 2022:

Vendor	Site	Account #	Amount
Advanced Turf Solutions 3751 Blair Townhall Rd Traverse City, MI 49685	Pheasant Run Golf Club	584-773-57.930_0070	\$49,000
Harrell’s LLC P.O. Box 935358 Atlanta, GA 31193	Pheasant Run Golf Club	584-773-57.930_0070	\$25,000
Siteone Landscape 241100 Network Place Chicago, IL 60673	Pheasant Run Golf Club	584-773-57.930_0070	\$40,000
Siteone Landscape 241100 Network Place Chicago, IL 60673	Parks	101-752-50.930_0070	\$10,000
Nutrien AG Solutions Inc Sunfield Hub Sales 9845 West Grand Ledge Hwy Sunfield, MI 48890	Pheasant Run Golf Club	584-773-57.930_0070	\$7,000
		TOTAL	\$131,000

Motion carried unanimously by all members present.

**Item G-4. Consider a Request to Change the Customer Service Hours of Public Safety’s Records Bureau**

Motion by Siegrist, supported by Sneiderman to approve the newly proposed hours of operation for the Public Safety Records Bureau to be Monday – Thursday, from 8:00 a.m. – 6:00 p.m. Motion carried unanimously by all members present.

**Item G-5. Consider Approving Additional Civil Engineering Work Required for the Fire Station #2 Property**

Motion by Siegrist, supported by Borninski to approve the payment of \$29,880 to Partners in Architecture for the Damage Assessment and Certification work performed for the Township's EGLE/USACE joint permit for floodway/floodplain modification at the Fire Station #2 property on Warren Road. Motion carried unanimously by all members present.

**Public Comment:** Additional Public comment was held.

**Adjourn:** Motion by Siegrist, supported by Foster to adjourn the meeting at 7:52 p.m. Motion carried unanimously by all members present.

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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: October 26, 2021**

**AGENDA ITEM # C-1**

**ITEM: Consider Approving Budget Purchase of Water Meters and Associated Meter Accessories**

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

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:** In order to supply and maintain water service for residential and commercial accounts, The Public Works Division maintains an inventory of supplies. This inventory is replenished yearly in order to meet projections for the upcoming year. Equipment such as water meters and radio read transceivers (MXU) are installed for new projects and also replaced as equipment wears out.

The Public Works Division continues an on-going replacement program for older meters and MXU devices. This on-going program allows for older, less accurate devices to be replaced with new accurate devices that provide less water loss in our system. Canton's 26,000 plus active water accounts are now all equipped with radio read devices which allow a streamlined, less labor intensive collection of meter data.

In the past, Canton has purchased from Etna Supply Company, a sole source supplier for Sensus meters and equipment. For this reason, we are requesting a waiver of the purchase policy requirements to solicit bids. The unit prices have remained the same for 2021 compared to last year.

Due to the unprecedented nature of the global supply chain shortages we are now being advised by our supplier the 1" Water Meters have a 36-week lead time for delivery of Water Meters.

**STRATEGIC PLAN/GOALS:** Quality Infrastructure - Projections indicate that several new residential developments, as well as condominiums and commercial buildings will be constructed in 2021. All new sites will require a water meter and MXU to be installed to accurately measure water consumption. Our on-going maintenance procedures also include monitoring and maintaining present equipment and replacing ineffective equipment when necessary.

**ACTION REQUESTED:** Accept the quote from Etna Supply Company and approve a purchase order not to exceed \$90,000. The Public Works Division proposes to purchase; (300) 1" water meters, (300) 1" angle meter stops, (300) 1"-meter couplings.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** The funds for this purchase will be made out of account 592.110\_0011 (Inventory Meter and Meter Parts ). Revenue offsets a significant amount of this cost from new developments.



**IMPLEMENTATION PLAN:** Upon approval by the Board of Trustees, the Finance Department will contact the Etna Supply Company 529-32nd Street S.E. Grand Rapids, MI 49548-2392

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:** I move to accept the quote from Etna Supply Company and approve a purchase order not to exceed \$90,000 and authorize the Public Works Division to purchase the necessary meter equipment and supplies. I further move to waive the Finance Purchasing Policy requiring formal bids, as these items are supplied under a sole-source contract through the Etna Supply Company.

**ATTACHMENTS:**

1. October 15,2021 Etna Supply Company Quote

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** October 26, 2021

**AGENDA ITEM #C- 2**

**ITEM:** Consider Approval of Payment of the Annual Software License Fees to Kiriworks for the On-Base Document Management System

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

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:** Implementation of the On-Base document management system is ongoing in the Public Works Division of Municipal Services. To date, over 32,000 water stop-box locations, and numerous development associated drawings & documents have been put into the system. These documents have also been attributed to assets within our current GIS framework. The project will continue over the forthcoming years, as we continue to populate the system with archived documents. The cost of the software license is \$11,739.06 to be funded by the water & sewer fund.

**BACKGROUND:** In 2015 Public Works implemented a document management program. The initial components involved primarily the Division of Public Work's needs. Public Works continues to implement the system and integrate all of the information with our required Asset Management Plan for total organization use. Since its introduction this management system has been introduced and utilized by the Building and Planning divisions.

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

**ACTION REQUESTED:** Approve payment of the yearly License and Assurance Plan for the period of 12-1-2021 to 11/30/2022 for Kiriworks for the ongoing support of the On-Base Document Management System.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** The expense will be funded from account #592-536.930\_0010 and #592-537.930\_0010, Maintenance and Repair of Computer Equipment.

**IMPLEMENTATION PLAN:** Upon approval, the renewal invoice will be paid and annual license will extend until 11/30/22.

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:** I move to approve payment of \$11,739.06 for the annual software license fees to Kiriworks for the On-Base document management system.

**ATTACHMENTS:**

1. Renewal Invoice from Kiriworks

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** October 26, 2021

**AGENDA ITEM#C-3**

**ITEM: Consider an Increase of \$25,700 to PO 2021-1132 to Fishbeck for the 2021 Water Main Capital Improvement Project**

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

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:** The 2018 Water Master Plan identified a number of projects necessary to meet the existing and future water demands of our customers. In addition to the Master Plan, staff is constantly evaluating locations that are experiencing multiple main breaks in a relatively small area.

The Township Board awarded a contract for professional engineering design services to Fishbeck for the 2021 program in an amount not to exceed \$46,530. Fishbeck served in the same position for the 2019 and 2020 Water Main CIP.

Once design for the 2021 project was completed and permits were applied for, EGLE required additional survey before issuing the permit. Therefore, a PO increase is necessary to fund this work additional survey.

**BACKGROUND:** The Water Main CIP for 2021 includes up to four locations. These locations were chosen based on multiple factors:

1. Multiple main breaks have occurred these areas, exceeding five breaks within two years of the one-mile-of-pipe subject area.
2. Size of some of the old main is no longer in line with current Township standards.

Fishbeck was also awarded professional engineering design services for the 2019 and 2020 Water Main CIP. They have served well in this capacity. Fishbeck has been instrumental in working through the permitting process with outside agencies, as well as developing standards and procedures for Canton Township water main replacement.

**STRATEGIC PLAN/GOALS:** Quality Infrastructure: Provide adequate water pressures in our system for both public use and firefighting demands. Provide a water distribution system that meets consumer needs and provides reliable service to our customers.

**ACTION REQUESTED:** Increase PO 2021-1132 by \$25,700.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Currently there are budgeted funds in Capital Outlay Infrastructure 592-536.970\_0050.

**IMPLEMENTATION PLAN:** Upon approval, the PO will be increased and the survey work will commence.

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

I move to increase PO 2021-1132 by \$25,700 for the 2021 Water Main Capital Improvement Projects for additional survey work.

**ATTACHMENTS:**

1. Fishbeck additional fee sheet

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: October 26, 2021**

**AGENDA ITEM #G-1**

**ITEM: Consider First Reading of an Amendment to Appendix A – Zoning of the Code of Ordinances Regarding Alexandra & Ariana, LLC Rezoning**

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

**INDIVIDUALS IN ATTENDANCE:** Alexandra & Ariana, LLC (owner)/Matthew Lamarand (tenant)

**EXECUTIVE SUMMARY:** The property owner proposes to rezone a portion of the parcel at 44125 Ford Road from OSP, Off-Street Parking and Central Business District (CBD) Overlay to C-2, Community Commercial and CBD Overlay. The parcel is located on the south side of Ford Road and the east side of Brookline Rd., and the subject property proposed for rezoning is an area of approximately 40 feet by 127.5 feet, which includes the southern 10 feet of the building and the area located 30 feet south of this building. The applicant proposes to retain the OSP zoning on the remainder of the parcel to the south, which consists of the driveway, parking area, and landscaping.

**BACKGROUND AND ANALYSIS:**

**Location:** South side of Ford Rd., east of Sheldon Rd., which is located between Brookline St. and Elmhurst St. (parcel no. 71-057-01-0013-301 at 44125 Ford Rd.).

**Net Acres:** Approximately 0.76 acres

**Existing Land Use(s):** A Special Land Use permit was recently approved for an indoor pet boarding and training facility (Dogology University).

**Existing Zoning:**

- North 110 feet of parcel: C-2, Community Commercial and Central Business District (CBD) Overlay.
- South 100 feet of parcel: OSP, Off-Street Parking and Central Business District (CBD) Overlay.

**Surrounding Zoning and Land Uses:**

**North** – C-2 and CBD Overlay, Friday’s restaurant

**South** – OSP, parking lot; R-5, Single-Family Residential, single-family residences

**East** – C-2 and CBD Overlay, bank; OSP and CBD Overlay, parking lot

**West** – C-2 and CBD Overlay, office; R-5, Single-Family residential, single-family residences

**Comprehensive Plan Future Land Use Map Classification:**

- North ±110 feet of parcel: Community Shopping
- South ±100 feet of parcel: Medium Density Residential (up to 4 dwelling units per acre)

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

**North** – Community Shopping

**South** – Medium Density Residential (up to 4 dwelling units per acre)

**East** – Community Shopping and Medium Density Residential (up to 4 dwelling units per acre)

**West** – Community Shopping and Medium Density Residential (up to 4 dwelling units per acre)

**Proposed Use:** The purpose of the proposed rezoning is because the tenant (Dogology University, an indoor pet boarding and training facility that received Special Land Use approval by the Board of Trustees on September 28, 2021) proposes to remove about 4 parking spaces south of the building and use that area for an outdoor fenced-in bathroom area for dogs. Additionally, because the southern 10 feet of the building is zoned OSP, this portion of the building can only be used for storage or retail (previous use) at this time. Therefore, because the southern 10 feet of the building and the area proposed for the outdoor dog bathroom area is currently in the OSP zoning district, the applicant is not eligible to apply to expand indoor pet boarding and training facility use to these areas unless these areas are rezoned to C-2.

**Review Considerations:** Section 27.06(D)(4) of the Zoning Ordinance consists of 10 standards of review to be considered prior to action. Based on our review of the application materials, the Comprehensive Plan, and the site area, we find that the application meets the rezoning standards of review as follows:

- (1) The proposed amendment will be in accordance with the basic intent and purpose of the Zoning Ordinance because it will be contained within an existing commercial development site and be separated from nearby residential land uses. The OSP zone allows for accessory parking but does not allow other land uses. The purpose of the OSP district is to provide areas to be used solely for off-street parking as an incidental use to an abutting non-residential use. One of the unique aspects of the OSP zone on the owner's parcel and on the parcel directly to the east is that this OSP-zoned area is also in the Central Business District (CBD) Overlay, which is a predominately commercial district, though the CBD Overlay does not supersede underlying zoning district uses. Additionally, the OSP zone on the owner's parcel is located in the Downtown Development Authority (DDA). However, rather than apply to rezone the entire parcel to C-2, the applicant proposes to rezone the minimum site area necessary to use the entire building for the indoor pet boarding and training facility and install an outdoor fenced-in bathroom area adjacent to the rear of the building to the south. As a result, the southern 145 feet of the site is proposed to remain in the OSP zone, which consists of the driveway from Brookline and the parking area south of the driveway.
- (2) As designed, the proposed rezoning can be consistent with the Comprehensive Plan of

the Township. Although the subject area proposed to be rezoned is classified as Medium Density Residential (up to 4 dwelling units per acre), residential zoning and residential use for the 40-foot wide subject area would be inappropriate given its proximity to the commercial use and associated traffic and parking on the site. At the same time, any rezoning to a district not explicitly recommended by the Future Land Use Plan should be carefully considered in the context of the Comprehensive Plan policies. The applicable policies that support the proposed rezoning are as follows:

- Objective 1.2 (Office & Commercial Land Uses). Canton Township shall provide adequate land for commercial uses and direct new commercial uses to areas which are compatible with established land use patterns which can be supported by available public facilities and supports the importance of these uses in maintaining a balanced mix of land uses and sustaining a viable economy.
  - Policy 1.2.2 (Office & Commercial Land Uses). Establish a Community Shopping Land Use designation on the Future Land Use Map for community retail uses and personal and professional service which serves a larger segment of the residential community. These uses are generally located along primary arterials which carry high volumes of traffic.
  - Policy 4.2.3 (Commercial and Industrial Development). Canton Township discourages future “strip” commercial development and physical isolation of adjacent uses from each other. The Township shall require, wherever practical, the use of marginal access connections, joint access agreements and common points of ingress and egress to accommodate and enhance inter-project traffic patterns which will increase pedestrian and vehicular safety and reduce congestion on the community’s primary thoroughfares.
- (3) Conditions have changed since the Zoning Ordinance was adopted, as the site was recently vacated by a retail use and recently received Special Land Use approval for an indoor pet boarding and training facility use. For most commercial uses to be feasible on the site, the entire building should be located in the C-2 zone. Additionally, if the tenants proposed to locate a small outdoor bathroom area for dogs in the current C-2 portion of the site, the front yards adjacent to Ford Road or Brookline Street and the side yard adjacent to the bank to the east are raise concerns about proximity to the roads, bank traffic, and pedestrians.
- (4) The amendment will correct an inequitable situation created by the Zoning Ordinance rather than grant special privileges because the southern 10 feet of the building should be the same zoning district as the rest of the building (C-2). Additionally, the proposed rezoning of the 30-foot wide area south of the building to C-2 does not grant special privileges because this area contains parking accessory to the commercial use, is located in the CBD Overlay and the DDA, and is more limited in scope than rezoning the entire parcel.
- (5) The amendment will not result in exclusionary zoning, as the amendment is a result of an application by the owner of the subject property, and the subject parcel is adjacent to the C-2 district.
- (6) The amendment will not set an inappropriate precedent, as it is adjacent to an existing C-2 zone, will occupy an existing building and parking area, and will be no larger than necessary to occupy the building and the 30-foot wide area south of the building with a commercial use. The remaining OSP area proposed on the site will include the site

- driveway from Brookline St., the parking area to the south, and the landscape buffer along the southern property line, which will remain unchanged.
- (7) The proposed rezoning is consistent with the existing land uses of surrounding property. The adjacent uses to the west and east are commercial. While uses to the southwest (on the west side of Brookline St.) and south are single-family residential, Brookline St. separates the residential district to the west and the residential district to the south will be 145 feet from the proposed C-2 boundary. It is common in many areas of the township for a C-2 district to abut a residential district, and the Zoning Ordinance includes appropriate provisions for screening, noise, lighting, and other related factors.
  - (8) If the proposed rezoning is approved, it appears that all of the requirements of the proposed zoning classification can be complied with on the subject parcel for both the C-2 district portion and the OSP district portion.
  - (9) The proposed zoning, C-2, Community Commercial, is consistent with the trends in land development in the general vicinity of the subject property, as the north side of the subject parcel and adjacent parcels to the west and east are zoned C-2. As previously noted, Brookline St. separates the residential district to the west and the residential district to the south will be 145 feet from the proposed C-2 boundary.
  - (10) The subject property will be serviced by an adequate road system (Ford Road and Brookline St., which was recently paved from Ford Road to approximately 25 feet north of the site driveway) and water and sanitary sewer service.

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

- **Planning Commission Recommendation:** At its meeting on October 18, 2021, the Planning Commission voted 6-0 to recommend approval of the request to rezone the south ½ of the vacated alley adjacent to Lot 404 and the north 30 feet of Lot 404 of McIntyre Manor Subdivision at 44125 Ford Road (parcel no. 71-057-01-0013-301) from OSP, Off-Street Parking and Central Business District (CBD) Overlay to C-2, Community Commercial and Central Business District (CBD) Overlay, as the proposal meets the standards of Section 27.06(D)(4) of the Zoning Ordinance as stated in the staff report.

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

**ACTION REQUESTED:** Introduce, hold the first reading, and table the proposed rezoning amendment to Appendix A – Zoning of the Code of Ordinances, which proposes to rezone the south ½ of the vacated alley adjacent to Lot 404 and the north 30 feet of Lot 404 of McIntyre Manor Subdivision at 44125 Ford Road (parcel no. 71-057-01-0013-301) from OSP, Off-Street Parking and Central Business District (CBD) Overlay to C-2, Community Commercial and Central Business District (CBD) Overlay, as shown in the attached zoning map.

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

**IMPLEMENTATION PLAN:** N/A

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



**ENGINEERING SERVICES DIVISION'S RECOMMENDATION:** N/A

**FIRE MARSHAL'S RECOMMENDATION:** N/A

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

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL MOTIONS:**

1. I move to introduce and hold the first reading of the proposed amendment to Appendix A – Zoning of the Code of Ordinances of the Charter Township of Canton as provided in the attached ordinance, which rezones the south ½ of the vacated alley adjacent to Lot 404 and the north 30 feet of Lot 404 of McIntyre Manor Subdivision at 44125 Ford Road (parcel no. 71-057-01-0013-301) from OSP, Off-Street Parking and Central Business District (CBD) Overlay to C-2, Community Commercial and Central Business District (CBD) Overlay, as shown in the attached zoning map.
2. Further, I move to table consideration of the amendment for a second reading on November 9, 2021.

**ATTACHMENTS:**

1. Draft Ordinance and Maps

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: October 26, 2021**

**AGENDA ITEM #G-2**

**ITEM: Consider Authorization to Implement Recommendations Necessary to Receive Redevelopment Ready Communities Certification from the Michigan Economic Development Corporation**

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

**INDIVIDUALS IN ATTENDANCE:** Elizabeth King, Senior RRC Planner, MEDC

**EXECUTIVE SUMMARY:** The Michigan Economic Development Corporation (MEDC) established the Redevelopment Ready Communities Program as a voluntary technical assistance initiative to help communities shape their future by building a foundation of planning, zoning, sustainability, and economic development best practices, and integrating them into everyday functions. Communities who engage in the RRC process commit to improving development readiness by agreeing to undergo a rigorous assessment and working locally to integrate the best practices. There is no cost to participate in the Redevelopment Ready Communities Program, and the MEDC offers staff support, grant opportunities, and networking opportunities throughout the certification process.

At its meeting on June 8, 2021, the Charter Township of Canton Board of Trustees adopted a resolution to authorize the Township's initial participation in the RRC program. Since that time, Township staff and MEDC staff have worked collaboratively to identify strengths, weaknesses, and gaps in the Township's redevelopment processes that may deter opportunities for sustainability and investment in the future. At the conclusion of this evaluation, the MEDC prepared a Baseline Report for the Township's review. The next step in the RRC certification process is for the Township to adopt a resolution to authorize the implementation of recommendations necessary to receive certification.

**BACKGROUND:** Upon approval of a resolution to authorize the implementation of recommendations necessary to receive RRC certification, Township staff will immediately begin the implementation process outlined in the Baseline Report.

To qualify for RRC certification, a community must achieve compliance with the 6 RRC Best Practices which are titled as follows and addressed individually in the Baseline Report:

1. Plans and Public Engagement
2. Zoning
3. Development Review
4. Boards and Commissions
5. Economic Development and Marketing
6. Redevelopment Ready Sites

As of September 2021, 59 communities in the state of Michigan have achieved full RRC certification and another 251 communities are currently seeking certification.

**STRATEGIC PLAN/GOALS:** As noted in the enclosed documents, many of the RRC Best Practices either support or fulfill the Township's goals and objectives for a Welcoming Community, Healthy Ecosystem, Quality Infrastructure, Organizational Climate & Culture, and Financial Stability.

**ACTION REQUESTED:** To authorize the Charter Township of Canton to implement the recommendations necessary to receive RRC certification from the MEDC.

**BUDGET IMPLICATION & ACCOUNT NUMBER:** N/A. There is no cost to participate in the MEDC Redevelopment Ready Communities Program.

**IMPLEMENTATION PLAN:** N/A

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

**ENGINEERING SERVICES DIVISION'S RECOMMENDATION:** N/A

**FIRE MARSHAL'S RECOMMENDATION:** N/A

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

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

RESOLUTION OF  
BOARD OF TRUSTEES  
CHARTER TOWNSHIP OF CANTON, MICHIGAN

**Authorization to Implement Recommendations Necessary to Receive Redevelopment Ready Communities Certification from the Michigan Economic Development Corporation**

**WHEREAS,** the Charter Township of Canton has engaged in the MEDC Redevelopment Ready Communities Program, including entering into a Memorandum of Understanding with the MEDC and undergoing an evaluation of the Township's redevelopment practices as reported in the Redevelopment Ready Communities Baseline Report dated October 2021; and

**WHEREAS,** the MEDC has developed a program for certifying Redevelopment Ready Communities, and the Charter Township of Canton desires to achieve that certification by implementing best practices and recommended strategies for redevelopment; and

**WHEREAS,** the Charter Township of Canton is currently updating its Master Plan and will utilize the recommendations and technical assistance provided by the MEDC to ensure that development readiness is appropriately addressed in that document; and

**WHEREAS,** the program includes evaluating the strong partnerships with Township boards and commissions related to development including the Township Board of Trustees, Planning Commission, Zoning Board of Appeals, and Downtown Development Authority; and

**WHEREAS,** after review of the Redevelopment Ready Communities Baseline Report, the Charter Township of Canton is willing to complete the tasks as outlined, which will involve interaction with the aforementioned Township commissions and boards; and

**WHEREAS,** the Baseline Report requires certain recommendations to be completed for the Township to attain Redevelopment Ready Communities certification;

**NOW THEREFORE BE IT RESOLVED,** the Board of Trustees of the Charter Township of Canton, Michigan does hereby authorize the Charter Township of Canton to implement the recommendations made by the MEDC that are necessary to receive Redevelopment Ready Communities Certification from the MEDC.

**ATTACHMENTS:**

1. RRC Baseline Report, Charter Township of Canton, October 2021
2. RRC Map of Participating Communities
3. RRC Process
4. RRC Best Practices

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** October 26, 2021

**AGENDA ITEM #G-3**

**ITEM:** Consider Authorization of a Purchase Order to Fishbeck, Inc. for Professional Engineering Services for the Design of the Major Road Projects Proposed for 2022 and 2023

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

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:** As proposed and proposed in the 5-Year Roads Plan, Engineering Services has completed scoping and field reviews of the proposed 2022 and 2023 millage Major Road projects, including Canton Center (Ford to Warren), Warren Road (Lilley to Haggerty), Lilley (US-12 to Palmer), and Lotz (US-12 to Palmer). The proposal also includes a small repair at Cherry Hill/Canton Center intersection that could not be completed in the past two years due to the Wayne County Project. Engineering design will now move to detailed design, permitting and preparation of construction documents. Fishbeck, Inc. (Fishbeck) was retained in 2018 in a competitive bidding process to handle design and construction engineering for the Major Road projects, and has submitted a proposal to complete these final designs.

**BACKGROUND:** In 2018 the Board approved ballot language for a 1.45-mill road funding millage which was approved in August 2018. The Township is entering the fourth year of this program and details of the proposed 2022 and 2023 major road projects were presented to the Township Board and approved in July 2021 during a study session regarding the Five Year Roads Plan. The scope of these projects were developed with the County Engineers. Engineering design costs are provided in the attached proposal from Fishbeck.

**STRATEGIC PLAN/GOALS:** Quality Infrastructure

**ACTION REQUESTED:** Consider approving a purchase order for Fishbeck, Inc. in the amount of \$267,600.00 along with a 10% contingency of \$26,760 for a total of \$294,360 for the design services for all 2022 & 2023 Major Road Improvement projects listed above.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** The funds for this contract will come from the Road Construction Fund, #204-446-11.801\_0040 (Roads Primary – Professional & Contractual Engineering) in an amount not-to-exceed \$294,360.

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

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:** (1) I move to approve a purchase order contract for the design of the 2022 & 2023 Major Road Improvement projects to Fishbeck, Inc. in the amount of \$294,360.

**ATTACHMENTS:**

1. Proposal from Fishbeck, Inc. – Proposal for Design Services

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: October 26, 2021**

**AGENDA ITEM #G-4**

**ITEM: Consider Award of CDBG Housing Rehabilitation Contracts**

**PRESENTER:** Wendy Trumbull, Finance & Budget Director

**INDIVIDUALS IN ATTENDANCE:** None anticipated.

**EXECUTIVE SUMMARY:** Under Canton’s affordable housing program, federal dollars are used to pay for major and minor repairs to owner-occupied single-family homes in Canton. The participating families must meet HUD income requirements. Formal bid procedures were followed, and the public bid opening was held on September 2<sup>nd</sup>, 2021 for the CDBG housing rehabilitation program. Unfortunately, no bids were received due to the pandemic and a lack of construction labor force. The Finance & Budget Department reached out to numerous contractors, and only one company returned a quote. We are requesting to approve contracts for multiple HUD/CDBG funded home rehabilitation projects that exceed the \$10,000 purchasing threshold.

**BACKGROUND INFORMATION:** The Community Development Block Grant Program caps rehabilitation work of mobile homes to \$5,000, and single-family homes to \$25,000. In instances where the formal bids came in higher than the allowable limits, we work with the contractor to change the scope slightly to come within those limits. For homes that come under, we request a contingency in case unforeseen problems arise. We are requesting a contingency of \$4,470 for the Fernwood home. Funding is available within the CDBG program. Finding construction companies for rehabilitation work is not only a regional but a national problem. Some of the local construction companies have stated that some of the reasons why they don’t bid on federal rehab projects are because they not very profitable, they lack adequate staffing, permit fees are expensive, and homeowner expectations are difficult to manage. In order to entice and retain contractors, we would like to refund their permit fees once the work has been completed and approved by the Building Department. The Building Department fees for the general building permits as well as the specific trade permits (mechanical, electrical, and plumbing) are as follows: \$590 for the Creeks Bend Ct home and \$533 for the Fernwood home. The permitting fees are considered administrative dollars from the CDBG and therefore are in addition to the project fees.

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

<u>Street</u>	<u>Home Type</u>	<u>Contractor</u>	<u>Low Bid/Cap</u>
XXXX Creeks Bend Ct	Single Family Home	JCJ Contracting Inc.	\$25,000
XXXX Fernwood	Single Family Home	JCJ Contracting Inc.	\$25,000

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

**ACTION REQUESTED:** Approve contracts for the two projects.

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

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

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

I move to approve the two housing rehabilitation contracts to JCJ Contracting Inc. listed below totaling \$50,000 and additionally to refund \$1,123 of permit fees once the work has been completed using CDBG dollars.

<u>Street</u>	<u>Home Type</u>	<u>Contractor</u>	<u>Low Bid/Cap</u>
XXXX Creeks Bend Ct	Single Family Home	JCJ Contracting Inc.	\$25,000
XXXX Fernwood	Single Family Home	JCJ Contracting Inc.	\$25,000

**ATTACHMENTS:** CDBG HOUSING REHABILITATION



**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: October 26, 2021**

**AGENDA ITEM#G-5**

**ITEM: Consider Authorization to Purchase New Cardio Equipment**

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

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:**

An Invitation to Bid was solicited in September 2021 for new cardio equipment for the Summit on the Park Fitness Center. From this solicitation, three fitness equipment providers submitted bids for all or some of the specific equipment requested: Direct Fitness Solutions, All Pro/Fitness Things, and Strengthio Fitness. Canton Leisure Services is recommending the approval of two purchase orders for 8 new cardiovascular pieces of equipment; Direct Fitness Solutions in the amount of \$43,620 and Strengthio Fitness in the amount of \$5,395 for a total amount of \$49,015.

**BACKGROUND INFORMATION:**

To achieve the goals of providing a premier facility and excellent customer service, Summit on the Park strives to replace cardiovascular fitness equipment on a regular basis. Providing state of the art equipment helps with member retention and satisfaction, and proves fiscally responsible by avoiding costly repairs after parts and labor warranties expire.

Currently, The Summit on the Park has 39 pieces of cardiovascular fitness equipment. Of these, we are recommending an equal replacement of equipment of five old Precor treadmills which need to be replaced due to expiring warranties, as well as one old Precor recumbent bike, one old SciFit arm egometer, and one old Stairmaster free climber which all need replacement due to aging and waring parts.

As part of the bid specifications, Direct Fitness Solutions and Strengthio Fitness are providing Canton Township with a combined trade-in value of \$6,970 for the older equipment. A breakdown of the equipment purchases and equipment trade-in are as follows:

<b>Equipment</b>	<b>Provider</b>	<b>Item Cost</b>	<b>Total Cost</b>
5 Precor TRM 781 Treadmill	DFS	\$8,295	\$41,475
1 Precor 685 Recumbent Bike	DFS	\$4,765	\$4,765
1 SciFit Pro 1000 Arm Ergometer	DFS	\$3,950	\$3,950
1 Stairmaster 8FC Free Climber	Strengthio	\$5,795	\$5,795
<b>New Equipment Purchase Total</b>			<b>\$55,985</b>
Trade-in Value of old Equipment			<b>-\$6,970</b>
<b>Total Amount Due</b>			<b>\$49,015</b>

**STRATEGIC PLAN/GOALS:** Quality Infrastructure and Financial Stability

**ACTION REQUESTED:** Authorize a budget transfer in the amount of \$1,015 from Account #208-757-60.762, Program Activities Supplies to Account #208-757-50.970\_0030, Capital Outlay Machinery and Equipment

Authorize a purchase order for seven pieces of fitness equipment from Direct Fitness Solutions, 600 Tower Road, Mundelein, IL 60060 in the amount of \$43,620

Authorize a purchase order of one piece of fitness equipment from Strengthio Fitness, 342 Market Ave S.W., Grand Rapids, MI 49503 in the amount of \$5,395

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** \$48,000 is budgeted in the Capital Outlay Machinery and Equipment Account #208-757-50.970\_0030.

A budget transfer is necessary in the amount of \$1,015 from Account #208-757-60.762, Program Activities Supplies to Account #208-757-50.970\_0030, Capital Outlay Machinery and Equipment

**IMPLEMENTATION PLAN:** Upon Board approval, the budget transfer will be made, a purchase order will be generated, and Direct Fitness Solutions, Strengthio Fitness will be notified. The Summit Health and Wellness Specialist will coordinate the delivery of equipment.

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

1) I move to approve a budget transfer in the amount of \$1,015 from Account #208-757-60.762, Program Activities Supplies to Account #208-757-50.970\_0030, Capital Outlay Machinery and Equipment

2) I further move to approve two purchase orders for the following cardiovascular equipment purchases at the Summit on the Park:

<b>Equipment</b>	<b>Provider</b>	<b>Address</b>	<b>Total Cost with Trade-In Discount</b>
5 Precor TRM 781 Treadmill, 1 Precor 685 Recumbent Bike, 1 SciFit Pro 1000 Arm Ergometer	Direct Fitness Solutions	600 Tower Rd Mundelein, IL 60060	\$43,620
1 Stairmaster 8FC Free Climber	Strengthio Fitness	342 Market Ave. S.W. Grand Rapids, MI 49503	\$5,395
<b>Total Amount Due</b>			<b>\$49,015</b>

**ATTACHMENTS:**

Attachment A: Invitation to Bid

Attachment B: Bids