



REGULAR MEETING OF THE BOARD OF TRUSTEES

April 27, 2021

To mitigate the spread of the COVID-19 pandemic, protect the public health, and provide essential protections to Canton Township residents; the Canton Township Board of Trustees are conducting all meetings by video teleconference.

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

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82702935388>

Or One tap mobile:

1-646-558-8656 (82702935388#) or 1-301-715-8592 (82702935388#)

Or Telephone:

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

Webinar ID: 827 0293 5388

International numbers available: <https://us02web.zoom.us/j/82702935388>

7:00 P.M.:

CALL TO ORDER

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

ADOPTION OF AGENDA

APPROVAL OF MINUTES: April 13, 2021

PUBLIC COMMENT

PAYMENT OF BILLS

PRESENTATION:

- 1) POLICE TRANSPARENCY & GUIDANCE SUBCOMMITTEE OF THE CANTON COALITION FOR INCLUSIVE COMMUNITIES

RESOLUTION:

- 1) RESOLUTION TO DECLARE APRIL 2021 AS SIKH AWARENESS AND APPRECIATION MONTH IN CANTON TOWNSHIP AND RECOGNIZING THE SIKH COMMUNITY AND CELEBRATING THE HERITAGES AND CULTURES OF SIKHS AND THE CONTRIBUTIONS OF THE SIKH COMMUNITY TO CANTON TOWNSHIP

CONSENT CALENDAR:

- 1) CONSIDER SECOND READING OF CODE OF ORDINANCE AMENDMENTS TO PART I, CHAPTER 74 ENTITLED “UTILITIES”, ARTICLE II, DIVISION 2, SUBDIVISION II ENTITLED “SCHEDULE OF RATES AND CHARGES”, SECTION 74-83 (MSD)
- 2) CONSIDER SECOND READING AND APPROVAL OF AN AMENDMENT TO APPENDIX A-ZONING OF THE CODE OF ORDINANCES TO ESTABLISH STANDARDS FOR OUTDOOR DINING ACCESSORY TO A RESTAURANT (MSD)
- 3) CONSIDER AUTHORIZATION OF YOUTH SPORTS AGREEMENTS (CLS)

GENERAL CALENDAR:

- 1) CONSIDER APPROVAL OF HAVENS ORTHODONTICS SITE PLAN (MSD)
- 2) AMEND PLANNING SERVICES FEE SCHEDULE FOR TEMPORARY OUTDOOR DINING PERMITS (MSD)
- 3) CONSIDER AWARDED CONTRACT AND APPROVE A PURCHASE ORDER FOR GENERATOR AUTOMATIC TRANSFER SYSTEM PUBLIC SAFETY HEADQUARTERS AND ASSOCIATED AMENDMENT TO THE 2021 E/911 BUDGET (CLS)
- 4) CONSIDER APPROVAL FOR AN EMERGENCY PURCHASE ORDER FOR THE JACE REPLACEMENT AT THE TOWNSHIP ADMINISTRATION BUILDING (CLS)
- 5) CONSIDER A BUDGET AMENDMENT AND APPROVE A PURCHASE ORDER FOR THE MASONRY REPAIR AT SUMMIT ON THE PARK (CLS)
- 6) CONSIDER APPROVING A PHASE II CONTRACT FOR ARCHITECTURAL & ENGINEERING SERVICES WITH PARTNERS IN ARCHITECTURE FOR RENOVATIONS TO THE PUBLIC SAFETY HEADQUARTERS BUILDING AND ASSOCIATED AMENDMENTS TO THE 2021 POLICE AND FIRE BUDGETS (POLICE)
- 7) CONSIDER APPROVING THE PURCHASE OF THREE BRAUN RESCUE AMBULANCES AND AN ASSOCIATED AMENDMENT TO THE 2022 FIRE BUDGET (FIRE)
- 8) CONSIDER APPROVING THE PURCHASE OF TWO SUTPHEN FIRE ENGINES AND AN ASSOCIATED AMENDMENT TO THE 2022 FIRE BUDGET (FIRE)
- 9) CONSIDERATION OF FIRST READING OF AN ORDINANCE AMENDING CHAPTER 18 OF THE CANTON CODE OF ORDINANCES, TO ADD A NEW DIVISION 8 ENTITLED MOBILE FOOD VENDING (CLERK)

PUBLIC COMMENT
OTHER
ADJOURN

ACCESS TO PUBLIC MEETINGS

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

**Charter Township of Canton
Board Proceedings – April 13, 2021**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, April 13, 2021 virtually. Supervisor Graham-Hudak called the meeting to order at 7:00 p.m.

Members Present: Borninski, Foster, Ganguly, Graham-Hudak, Slavens
All members stated their location is Canton Township
Members Absent: Siegrist, Sneiderman
Staff Present: Director Hohenberger, Director Smith, Director Trumbull, Director
Baugh, Director Stoecklein, Public Works Supervisor Lear

Motion by Foster, supported by Borninski to appoint Treasurer Slavens temporary Clerk For this meeting only. Motion carried unanimously by roll call vote by all members present.

Adoption of Agenda:

Motion by Slavens, supported by Foster to adopt the agenda as amended adding a presentation and item G-0. Motion carried unanimously by roll call vote by all members present.

Approval of Minutes:

Motion by Slavens supported by Borninski to approve the March 16, and 23, 2021 Board minutes as presented. Motion carried unanimously by roll call vote by all members present.

Presentation:

- 1) Legislative Update, Presented by Stephanie Johnson from Khoury Johnson Leavitt
Stephanie Johnson promoted to panelist.
- 2) Water Storage Analysis, Presented by Director Jade Smith
Susan Knepper and Kent Early promoted to panelists.

Public Comment: Public comment was held.

Payment of Bills:

Motion by Slavens supported by Ganguly to approve the payment of bills as presented. Motion carried unanimously by roll call vote by all members present.

CHARTER TOWNSHIP OF CANTON EXPENDITURE RECAP FOR THE TOWNSHIP BOARD MEETING OF April 13, 2021		
101	GENERAL FUND	622,224.46
204	ROADS FUND	1,825.08

206	FIRE FUND	760,761.60
207	POLICE FUND	535,319.76
208	SUMMIT OPERATING (General)	54,135.44
219	STREET LIGHTING	21,650.02
230	CABLE TV FUND	10,037.18
246	TWP (COMMUNITY) IMPROVEMENT	158,829.78
248	DDA - CANTON	21,570.02
261	E-911 UTILITY	16,812.75
265	ORGANIZED CRIME - DRUG ENFORCEMENT	47,036.50
274	CDBG	24,294.62
276	NSP GRANTS FUND	0.00
401	CAP PROJ - ENERGY PROJECT	26,103.25
402	CAP PROJ - SUMMIT CONSTR	0.00
403	CAP PROJ - ROAD PAVING	0.00
584	GOLF FUND	109,667.05
592	WATER & SEWER FUND	3,582,276.23
596	SOLID WASTE	318,365.66
661	FLEET	375,377.05
701	TRUST & AGENCY FUND	2,738.37
702	CONSTRUCTION ESCROW	0.00
736	POST EMPLOYMENT BENEFITS	197,573.65
852	SPECIAL ASSESSMENT DEBT	186,271.60
301	ENERGY PROJECT DEBT SVCE FUND	0.00
302	CAPITAL PROJECT DEBT SERVICE FUND	221,924.39
		0.00
TOTAL - ALL FUNDS		7,294,794.46

Resolution:

Item R-1. Resolution Establishing April 22 as Earth Day in Canton Township for All Future Generations and Encouraging Residents, Businesses, And Institutions to Celebrate Our Environment and Promote the Wellbeing of All on Earth

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

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

Establishing April 22 as Earth Day in Canton Township for All Future Generations and Encouraging Residents, Businesses, And Institutions to Celebrate Our Environment and Promote the Wellbeing of All on Earth

WHEREAS, the Earth and its ecosystems are our home, and in order to achieve a just balance among the economic, social, and environmental needs of present and future generations, it is necessary to promote harmony with nature and the Earth;

WHEREAS, everyone in Canton has a right to a healthy environment and pollution has been associated with several health issues affecting the Earth’s population;

WHEREAS, plastic waste can be found everywhere, land or sea, even in the most remote places on the planet, affecting both humans and animals and approximately only 10% of plastic waste is recycled;

WHEREAS, humankind is currently facing tremendous global challenges, among them the need to manage an increased amount of waste;

WHEREAS, human-generated greenhouse gas emissions from fossil fuel combustion—exacerbated by unsustainable land use—are a leading cause of climate change;

WHEREAS, it is essential to involve the community in the design and implementation of solutions for pressing environmental issues; and

WHEREAS, Earth Day is an annual reminder of the constant need for environmental activism, stewardship commitments, and sustainability efforts; now, therefore be it,

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Charter Township of Canton does hereby proclaim April 22 “Earth Day” throughout Canton Township and encourage all residents, businesses, and institutions to use Earth Day to celebrate our environment and promote the wellbeing of all on earth, in the State of Michigan and Township of Canton and the protection of the environment.

Motion carried unanimously by roll call vote by all members present.

Item R-2. Resolution Recognizing Arab American Heritage Month and Celebrating the Heritages and Cultures of Arab Americans and the Contributions of Arab Americans to Canton Township

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

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

Recognizing Arab American Heritage Month and Celebrating the Heritages and Cultures of Arab Americans and the Contributions of Arab Americans to Canton Township

WHEREAS, for over a century, Arab Americans have been making valuable contributions to virtually every aspect of American society: in medicine, law, business, education, technology, government, military service, culture;

WHEREAS, since migrating to America, men and women of Arab descent have shared their rich culture and traditions with neighbors and friends, while also setting fine examples of model citizens and public servants;

WHEREAS, they brought with them to America their resilient family values, strong work ethic, dedication to education, and diversity in faith and creed that have added strength to our great democracy;

WHEREAS, Arab Americans have also enriched our society by sharing in the entrepreneurial American spirit that makes our nation free and prosperous;

WHEREAS, the history of Arab Americans in the US. remains neglected or defaced by misconceptions, bigotry, and anti-Arab hate in the forms of crimes and speech;

WHEREAS, Arab American issues, such as civil rights abuses, harmful stereotyping, and bullying must be combatted in the forms of education and awareness;

WHEREAS, they join all Americans in the desire to see a peaceful and diverse society, where every individual is treated equally and feels safe; and

WHEREAS, the incredible contributions and heritage of Arab Americans have helped us build a better nation; now, therefore be it,

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the Charter Township of Canton celebrates the contributions Arab Americans have made to society, and does hereby declare April 2021 National Arab American Heritage Month in Canton Township. We encourage our residents, employees, and the larger community, to join us in this special observance.

Motion carried unanimously by roll call vote by all members present.

Consent Calendar:

Item C-1. Consideration of Second Reading and Adoption of an Ordinance Amending Chapter 70 of the Canton Code of Ordinances, Sec. 70-6, “Stopping, standing or parking.”

Motion by Slavens, supported by Foster to remove from the table, hold the second reading and adopt an ordinance amending Chapter 70, Sec. 70-6, “Stopping, standing or parking.” Motion carried unanimously by roll call vote by all members present.

Item C-2. Request approval for a one-year annual maintenance agreement for Tyler Technologies New World Systems ERP

Motion by Slavens, supported by Foster to approve one-year of annual maintenance services from Tyler Technologies for the New World Systems ERP in the amount of \$127,958. And to approve the following budget amendment for the costs of the NWS work order interface.

Increase expense:
\$2,448 Water & Sewer 592-560.930_0015 Software Maintenance

Increase revenues:
\$2,448 Water & Sewer 592-000.695 Fund Balance Appropriation

Motion carried unanimously by roll call vote by all members present.

Item C-3. Consider Awarding Bid and Approve Purchase Order for Exterior and Interior Sign Replacement at the Public Work Building

Motion by Slavens, supported by Foster to approve a Purchase Order and Award bid for sign replacement at Canton DPW to Volk Corporation in the amount of \$17,710. Motion carried unanimously by roll call vote by all members present.

Item C-4. Consider the Approval of an Emergency Replacement Purchase for a 2021 GMC Cargo Van for the Department of Public Works

Motion by Slavens, supported by Foster to approve the emergency replacement of the GMC Cargo van and to approve the purchase of one (1) 2021 GMC Cargo van from Todd Wenzel Chevrolet Buick GMC, 35100 Ford Road, Westland MI. 48185 via the Oakland County Bid in the amount of \$33,751. Motion carried unanimously by roll call vote by all members present.

Item C-5. Consider retaining Fishbeck, Inc. for Design of a Public Parking Lot Near the Village Arts Factory

Motion by Siegrist, supported by Slavens to award engineering to Fishbeck, Inc. for the Cherry Hill to award engineering to Fishbeck, Inc. for the Cherry Hill VAF parking lot design for \$23,510 and issue a purchase order from account #401-441.970_0050. Motion carried unanimously by roll call vote by all members present.

Item C-6. Consider Approval of a Purchase for the Engineering Design of ADA Site Improvements for the Capital Improvement Plan

Motion by Slavens, supported by Foster to approve a purchase order for the Engineering Design of the ADA Improvements for the Capital Improvement Plan to Spalding Dedecker, 905 South Blvd East, Rochester Hills, MI 48307 in an amount of \$20,000 to be paid from the following CIP accounts:

	Cherry Hill Village		
200062	Misc	401-750.970_0025	7,399.07
200091	Independence Park	401-752.970_0025	1,380.20
200092	Barchester Park	401-752.970_0025	1,294.93
200093	Fire Station 3	206-336-50.970_0025	969.05
200094	Human Services Center	401-261.970_0025	685.47
210035	Victory Park	401-755.970_0025	7,325.70
210061	Fellows Creek	401-772.970_0025	827.26
210062	Sheldon School	401-261.970_0025	118.32

20,000.00

Motion carried unanimously by roll call vote by all members present.

Item C-7. Consider Awarding Contract and Approve a Purchase Order for Play Area Fall Surface Replacement at Flodin Park

Motion by Slavens, supported by Foster to award the contract and approve a purchase order for the Play Area Fall Surface Replacement at Flodin Park to Innovista LLC, 1238 Anderson Road, Clawson, MI 48017 in the amount of \$25,977 with funds to be paid from account #401-752.970_0080 Capital Improvement Plan. Motion carried unanimously by roll call vote by all members present.

Item C-8. Consider Awarding Contract and Approve a Purchase Order for the Skylight Replacement Summit Gymnasium

Motion by Slavens, supported by Foster to award the contract and approve a purchase order for the Skylight Replacement Summit Gymnasium to Abbott K. Schlain Company, PO Box 6029 Plymouth, MI 48170 in the amount of \$163,520 with funds to be paid from account #401-757.970_0020 Capital Improvement Plan. Motion carried unanimously by roll call vote by all members present.

Item C-9. Consider Approval for the Emergency Purchase Order to Replace Two Roof Top Unit 8 Compressors at the Township Administration Building

Motion by Slavens, supported by Foster to approve the emergency purchase order for the replacement of two RTU #8 compressors for the Canton Township Administration Building to Bumler Mechanical, 6260 18 1/2 Mile Road, Sterling Heights, MI 48314 in the amount of \$25,130 to be paid from Account #401-261.970_0020. Motion carried unanimously by roll call vote by all members present.

General Calendar:

Item G-0. Consider Approving Budget Amendment and Headcount Adjustment for the Municipal Services Building Division and Public Works Division

Motion by Slavens, supported by Foster to approve the following Budget Amendment:

Increased Revenues:

101-000.693	\$ 77,232
592-000.695	\$ 120,592

Increase Expenditures:

101-371.703_0010	Salaries and Wages Full Time	\$ 43,543
101-371.713_0015	Overtime	\$ 5,000
101-371.724_xxxx	Various Fringes	\$ 28,689
592-536-703_0010	Salaries and Wages Full Time	\$ 41,981
592-537-703_0010	Salaries and Wages Full Time	\$ 41,980

592-536.724_XXXX	Various Fringes	\$ 18,316
592-537.724_XXXX	Various Fringes	\$ 18,316

And to approve the additional Clerk III and Department of Public Works Superintendent to the Municipal Services Department headcount. Motion carried unanimously by roll call vote by all members present.

Item G-1. Consider Amendment to Appendix A- Zoning of the Code of Ordinances to Establish Standards for Outdoor Dining Accessory to a Restaurant

Motion by Slavens, supported by Foster 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 establishes standards for outdoor dining accessory to a restaurant. And, move to table consideration of the amendment for a second reading on April 27, 2021. Motion carried unanimously by roll call vote by all members present.

Item G-2. Consider First reading of Code of Ordinance Amendments to Part I, Chapter 74 Entitled “Utilities”, Article II, Division 2, Subdivision II Entitled “Schedule of Rates and Charges”, Section 74-83

Motion by Slavens, supported by Foster to introduce and table for consideration the first reading of the Code of Ordinance amendments to Part I, Chapter 74 Entitled “UTILITIES”, Article II, Division 2, Subdivision II entitled “SCHEDULE OF RATES AND CHARGES”, Section 74-83 with publication on April 13, 2021, and then remove from the table for Second Reading on April 27, 2021 with publication date of April 30, 2021 and effective date of May 1, 2021. Motion carried unanimously by roll call vote by all members present.

Item G-3. Consider Continuation of Two Contracts with Great Lakes Contracting Solutions, LLC. and Construction Engineering Services for the 2021 Road Improvement Program

Motion by Slavens, supported by Foster to award a construction contract extension to Great Lakes Contracting Services, LLC for the 2021 Canton Center Major road project and issue a purchase order and a contract extension for the not to exceed amount of \$729,649.91 from the Road Construction Fund, #204-446-11.970_0050 (Roads Major – Capital Outlay). And, to award construction engineering to Fishbeck, Inc. for the Canton Center Major road project and issue a purchase order for the not to exceed amount of \$91,622 from the Road Construction Fund, #204-446-11.970_0050 (Roads Major – Capital Outlay). And, move to award a construction contract extension to Great Lakes Contracting Services, LLC for the concrete residential road projects for 2021 and issue a purchase order in an amount not to exceed \$1,049,691.50 from the Road Construction Fund, #204-446-12.970_0050 (Roads Local – Capital Outlay). And, further, to award construction engineering to Spalding DeDecker, Inc. for the residential concrete program for 2021 and issue a purchase order in an amount not to exceed \$108,900 from the Road Construction Fund, #204-446-12.970_0050 (Roads Local – Capital Outlay). Motion carried unanimously by roll call vote by all members present.

Item G-4. Consider Continuation of a Contracts with Asphalt Solutions, Inc. and Construction Engineering Services from our Engineering Consultant for the 2021 Road Improvement Program

Motion by Slavens, supported by Borninski to award a construction contract extension to Asphalt Specialists, Inc. for the concrete residential road projects for 2021 and issue a purchase order in an amount not to exceed \$430,294 from the Road Construction Fund, #204-446-12.970_0050 (Roads Local – Capital Outlay). And, to award construction engineering to Spalding DeDecker, Inc. for the residential concrete program for 2021 and issue a purchase order in an amount not to exceed \$38,700 from the Road Construction Fund, #204-446-12.970_0050 (Roads Local – Capital Outlay). Motion carried unanimously by roll call vote by all members present

Item G-5. Consider Approval of a Purchase Order for Fire Alarm and Intrusion Alarm Systems at the Park’s Maintenance Building

Motion by Slavens, supported by Foster to approve a purchase order for the Park’s Maintenance Building Fire Alarm and Intrusion Security to Interstate Security. Inc., 51233 Oro Dr., Shelby Twp., MI 48315 in the amount of \$15,770 with funds to be paid from account #246-750.970_0020 Community Improvement. Motion carried unanimously by roll call vote by all members present.

Item G-6. Consider Approval of Board Vision, Mission, Objectives and Strategies

Motion by Slavens, supported by Borninski to approve the Board Vision, Mission, Objectives and Strategies Motion carried unanimously by roll call vote by all members present.

Item G-7. Consider Appointments and Reappointment to the Building Board of Appeals

Motion by Slavens, supported by Ganguly to appoint Sandra Montgomery and Daniel German to the Building Board of Appeals for a two-year term to expire April 12, 2023. And, to reappoint Chris Carlisle to the Building Board of Appeals for a two-year term to expire on April 12, 2023. Motion carried unanimously by roll call vote by all members present.

Additional Public comment was held.

Adjourn: Motion by Slavens, supported by Foster to adjourn the meeting at 8:50 p.m. Motion carried unanimously by roll call vote by all members present.

Dian M. Slavens, Temporary Clerk

Anne Marie Graham-Hudak, Supervisor

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

Resolution to declare April 2021 as Sikh Awareness and Appreciation Month in Canton Township and recognizing the Sikh Community and Celebrating the Heritages and Cultures of Sikhs and the Contributions of the Sikh Community to Canton Township

Whereas Sikhism is the fifth largest religion in the world today and is a monotheistic faith founded in the Punjab region of India approximately 500 years ago;

Whereas the Sikh religion is based on a belief in one God, universal equality, and basic values of truth, nonviolence, tolerance, and peace;

Whereas most of the world's 25 million Sikhs live in India, but more than 500,000 have made the United States their home;

Whereas for over a century, thousands of Sikh Americans have been making valuable contributions to every aspect of American society: in agriculture, information technology, small businesses, the hotel industry, trucking, medicine, technology, public and military service;

Whereas Sikh Americans endeavor to enhance understanding and respect among people of different religions and aspire to see a peaceful and diverse community where everyone is treated equally;

Whereas the Sikh-American community continues to peacefully overcome attacks on its identity and practices, whether in the form of school harassment, employment discrimination, or fatal shootings;

Whereas Canton Township stands with the Sikh community in denouncing hate crimes directed toward any individual based on their religious beliefs; and

Whereas our nation, our state, and our township are enriched by the unparalleled diversity of our residents; now, therefore be it,

Resolved, that the Board of Trustees of the Charter Township of Canton celebrates the contributions Sikh Americans have made to society, and does hereby declare April 2021 as Sikh Appreciation and Awareness Month in Canton Township. We encourage our residents, employees, and the larger community, to join us in this special observance.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: April 27, 2021

AGENDA ITEM #C-1

ITEM: Consider Second Reading of Code of Ordinance Amendments to Part I, Chapter 74 Entitled “Utilities”, Article II, Division 2, Subdivision II Entitled “Schedule of Rates and Charges”, Section 74-83

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Each year staff prepares a comprehensive analysis of proposed rates and charges for water and sewer services based on the true cost-of-service. The Board has adopted those recommendations and it is now necessary to amend the Township’s Utilities Ordinance to reflect the changes being proposed.

In order to satisfy the revenue requirements for the 2021 fiscal year, the attached rate changes are recommended for adoption by the Board of Trustees. The new rates would take effect on all customers’ bills starting May 1, 2021 and represent an average bi-monthly reduction of 10.95%.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Remove from table for consideration and hold the second reading of the changes to the Township Code of Ordinances.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: The amended ordinance will be published on April 30, 2021 and become effective on May 1, 2021.

DIRECTOR’S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR’S RECOMMENDATION: Approval

SUPERVISOR’S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to remove from the table, adopt and publish the Second Reading of the Code of Ordinance, Part I, Chapter 74 Entitled “UTILITIES”, Article II, Division 2, Subdivision II entitled “SCHEDULE OF RATES AND CHARGES”, Section 74-83 with publication date of April 30, 2021 and effective date of May 1, 2021.

ATTACHMENTS:

1. Legal Summary
2. Code of Ordinance Amendment

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: April 27, 2021

AGENDA ITEM #C-2

ITEM: Consider Second Reading and Approval of an Amendment to Appendix A- Zoning of the Code of Ordinances to Establish Standards for Outdoor Dining Accessory to a Restaurant

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None.

EXECUTIVE SUMMARY: The proposed amendment to the Canton Township Zoning Ordinance will establish standards for outdoor dining accessory to a restaurant for both seasonal outdoor dining and longer-term outdoor dining.

BACKGROUND AND ANALYSIS: In light of the global pandemic and its impact on businesses, the Township Board adopted a resolution on June 9, 2020 enacting the Canton Business Support Provision. The Business Support Provision set forth temporary standards for outdoor dining, and this Provision was amended by the Township Board on November 24, 2020 to include an extension of time. The proposed Section 6.02(AA) of the Zoning Ordinance acknowledges and incorporates many of the concepts underlying the Business Support Provision. The proposed Zoning Ordinance amendment also incorporates a collection of best practices from several Michigan communities whose outdoor dining standards were researched during the preparation of the proposed amendment.

With the expiration of the amended Business Support Provision, and the Township having no existing standards in place specific to outdoor dining, we propose the enclosed amendment to the Zoning Ordinance to include Section 6.02(AA) setting forth comprehensive standards applicable to non-temporary and temporary or seasonal outdoor dining accessory to a restaurant.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Remove consideration of the proposed amendment from the table and approve the proposed amendment to Appendix A – Zoning of the Code of Ordinances, which proposes Section 6.02(AA) establishing standards for outdoor dining accessory to a restaurant.

COMMUNITY PLANNER'S RECOMMENDATION: Approval.

PLANNING COMMISSION RECOMMENDATION: At its meeting on April 5, 2021, the Planning Commission voted 5-0 to recommend approval of the proposed Zoning Ordinance amendment to establish standards for outdoor dining accessory to a restaurant.

BUDGET IMPLICATION & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: N/A

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: Approval

ENGINEERING SERVICES DIVISION'S RECOMMENDATION: N/A

FIRE MARSHAL'S RECOMMENDATION: N/A

BUILDING OFFICIAL'S RECOMMENDATION: N/A

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: N/A

SUPERVISOR'S RECOMMENDATION: Approval

MODEL MOTION:

1. I move to remove from the table and hold the second reading of the proposed amendment to Appendix A – Zoning of the Code of Ordinances of the Charter Township of Canton as provided in the attached ordinance, which establishes standards for outdoor dining accessory to a restaurant.
2. Further, I move to adopt and publish the second reading of the ordinance amending Appendix A – Zoning of the Code of Ordinances of the Charter Township of Canton which establishes standards for outdoor dining accessory to a restaurant with an effective date of May 14, 2021.

ATTACHMENTS:

1. Draft Ordinance
2. Canton Business Support Provisions
3. Comparative Analysis of Municipal Outdoor Dining Standards

CANTON COMMUNITY
REQUEST FOR BOARD ACTION

MEETING DATE: April 27, 2021

AGENDA ITEM#C-3

<u>ITEM:</u> Consider Authorization of Youth Sports Agreements
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PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY:

Canton Leisure Services works directly with identified youth sports groups in the Canton Community as partners to ensure programming and administrative standards are upheld at a superior level for over 6,000 participants and families in hockey, baseball/softball, football and soccer. The agreements describe how the programs will be administered each year in regards to policies, voting, fiduciary and safety standards. Based on each youth sports group completing the requirements for the agreement, we recommend renewing three (3) year agreements with each group effective on January 1, 2021.

BACKGROUND:

Canton has entered into contracts with the youth sports groups since 2003. The four basic requirements of these agreements include background checks for each coach, provide financial information annually, allow one Canton representative a voting seat on their board and provide a transition plan for the board. The groups (GCYBSA, Canton Lions and Canton Soccer Club) that utilize the Township outdoor facilities during their seasons provide an annual contribution of dollars and/or materials used to offset Township Park field and maintenance expenses.

The attached agreements outline the responsibilities and support required for each youth sports group, including Canton Victory Hockey Association (CVHA), Greater Canton Youth Baseball and Softball Association (GCYBSA), Canton Lions Football and Canton Soccer Club.

STRATEGIC PLAN/GOALS:

Strengthen Operational Efficiency - Provide High Quality Services

ACTION REQUESTED: Approve Youth Sports Agreements with Canton Victory Hockey Association, Greater Canton Youth Baseball and Softball Association, Canton Lions Football Club and Canton Soccer Club.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: Upon Board approval, each group will be notified immediately to formally execute their agreement.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to authorize the Township Supervisor to sign the Youth Sports Agreements with the Canton Victory Hockey Association, the Canton Soccer Club, the Greater Canton Youth Baseball and Softball Association and the Canton Lions Football Club with each agreement being valid January 1, 2021 through December 31, 2023.

ATTACHMENTS:

- A - Canton Victory Hockey Association Youth Sports Agreement
- B - Greater Canton Youth Baseball and Softball Association Youth Sports Agreement
- C - Canton Lions Football Club
- D - Canton Soccer Club

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: April 27, 2021

AGENDA ITEM #G-1

ITEM: Consider Approval of Havens Orthodontics Site Plan

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: Aaron Havens (Havens Holdings, LLC) and Jared Kime, P.E. (Atwell)

EXECUTIVE SUMMARY: The applicant proposes to construct a mixed use building of office and commercial uses at the southeast corner of Joy Rd. and Canton Center Rd. (8770 Canton Center Rd. and 8758 Canton Center Rd.). The site currently contains a former UAW assembly and office building, which is proposed to be demolished. The site is approximately 2.2 acres and currently zoned O-1, Office. The Site Plan is based on an approved Planned Development (PD), which was approved by the Township Board of Trustees on November 24, 2020. The PD approved the uses permitted in the O-1, Office and C-1, Village Shopping districts as well as private membership organizations and product sales, repair, and instruction. Two (2) entrances are proposed to the site: one (1) entrance on Joy Rd. and one (1) entrance on Canton Center Rd.

When a PD is approved, it is required to demonstrate definite benefits to the community. The Havens Orthodontics PD includes the following definite benefits: improvements to traffic by moving the site access points further from the intersection of Joy Rd. and Canton Center Rd.; restriping Joy Rd. east of Canton Center Rd. to increase left turn stacking; limiting left turn movements to/from the site on Canton Center Rd. during peak school hours; construction of amenity seating adjacent to the public sidewalk at the intersection of Joy Rd. and Canton Center Rd., and maintaining over 25% of the site as open space.

At its meeting on April 5, 2021, the Planning Commission recommended approval of the Site Plan, subject to conditions.

BACKGROUND AND ANALYSIS:

Location: Southeast corner of Joy Rd. and Canton Center Rd.

Existing Zoning: O-1, Office

Net Acres: 2.256 acres net (minus right-of-way)

Existing Land Use: Vacant building

Surrounding Zoning and Land Uses:

North – Plymouth Township (OS, Office Service zoning and vacant/residential land use)
South – O-1, Vacant
East – O-1, Plymouth-Canton Montessori School
West – R-4, Plymouth-Canton Educational Park (P-CCS high schools)

Comprehensive Plan: Local Shopping

Land Uses. Section 27.04(C)(1) of the Zoning Ordinance allows for any use authorized on the Zoning Ordinance to be proposed in a Planned Development except for uses in an industrial zone. The uses approved in the PD Agreement consist of all permitted uses in the O-1 (Office) and C-1 (Village Shopping) zoning districts as well as private membership organizations and product sales, repair, and instruction. The Local Shopping classification of the Comprehensive Plan Future Land Use map supported these districts and uses.

Schedule of Regulations and Modifications. The following modifications to Zoning Ordinance requirements were approved in the Planned Development:

- Minimum front yard setback (30 feet proposed; 35 feet required in the O-1 district);
- Maximum building height (35 feet proposed; 30 feet permitted in the O-1 district);
- Maximum canopy projection into a front yard setback (3.5-foot projection proposed; 2-foot maximum projection permitted in the O-1 district);
- Minimum number of parking spaces (102 parking spaces proposed; 106 parking spaces required);
- Minimum foundation landscaping (no foundation landscaping proposed on the east side of the building; 10-foot minimum foundation landscaping required).

Architecture and Lot Layout. The architectural renderings submitted show brick (27%) and engineered stone (18%) as the predominant materials, with several window areas. Section 26.06, footnote (g) of the Zoning Ordinance requires a minimum of 50% face brick, though stone has sometimes been used to meet this requirement. Therefore, the brick and stone combination is 45%, and Section 26.06, footnote (h) allows the Planning Commission to approve modifications to the 50% brick standard “to achieve a specific architectural objective as demonstrated by the project sponsor in meeting the overall development objectives of the community.” The Planning Commission approved these modifications at its meeting on April 5, 2021.

Traffic Impact and Access Management. The project sponsor has submitted a Traffic Impact Assessment (TIA). Because of the closures of schools and many other facilities when the TIA was prepared (July 2020), accurate traffic counts could not be collected. Therefore, the preparer used a quantitative analysis of the intersection of Joy Rd. and Canton Center Rd. during school peak periods based on available data. As a result, the TIA makes the following recommendations, which the applicant has agreed to in the PD Agreement:

- Restrict ingress and egress left turns at the proposed driveway on Canton Center Road during the school peak periods with signage.
- Re-stripe the existing center left-turn lane on Joy Road and extend it to the east of the project site, as illustrated in the TIA and subject to approval by Wayne County.

The applicant proposes to limit left turn movements from the site on Canton Center Rd. during peak school hours (6:30am-7:30am & 2:00pm-3:00pm) by placing a traffic control sign at this exit.

Sidewalks and Pedestrian Access. In addition to the required sidewalks along the parcel frontages of Joy Rd. and Canton Center Rd., the plans propose a crosswalk across Joy Rd. Additionally, there are interior sidewalks that connect the building to the sidewalks along the roads.

Landscaping and Natural Features. As previously stated, the approved PD modified the requirement for foundation landscaping to be located on the east side of the building, but this landscaping is located elsewhere on the site to meet the planting standard.

Pursuant to Section 5.07, the applicant requests that the requirement for a berm in front of the parking lot adjacent to Canton Center Rd. and Joy Rd. (Section 5.03(A)(1) be waived because these areas will be graded to create a drainage swale. Because the required front yard landscaping is included on the plans and the required berm area would be very minor, the Planning Commission approved this modification at its meeting on April 5, 2021.

Other than some minor corrections, the landscape plans are designed to comply with the Zoning Ordinance. The applicant proposes to remove some regulated and landmark trees on the adjacent site to the east due to proposed underground utility work; therefore, the applicant will be required to address tree replacement requirements on the adjacent site to the east at that time.

Parking and Loading. As previously stated, the approved PD modified the number of required parking spaces from 106 to 102. The parking spaces and loading area comply with the Zoning Ordinance.

Lighting. The light fixtures are located and designed to comply with the Zoning Ordinance, and the wall-mounted fixtures were recently modified to downlight only.

Signs. While signage is reviewed administratively by the Building & Inspection Services Division after site plan approval, we note some areas of noncompliance. Section 6A.14 of the Zoning Ordinance allows only 1 ground sign per site, regardless of whether it is a corner lot, and 1 ground sign is proposed at each entrance. Additional signage was not included in PDD modifications previously approved. Also, the ground sign must comply with the design requirements of Article 6A, including a maximum height of 6 ft. and a maximum area of 24 sq. ft. We recommend these items being corrected to comply with the Zoning Ordinance as a condition of approval. The applicant has indicated applying for a future PD Amendment for signage modifications.

Dumpster Enclosure. The dumpster enclosure is designed to comply with the Zoning Ordinance.

Fence. Section 78-129(h) of the Code of Ordinance (Fences, Walls, and Borders), which is a

separate ordinance from the Zoning Ordinance, prohibits fences in a front yard setback area and a portion of the proposed fence around the detention basin is in the front yard setback of Canton Center Road. This fence must be removed if the applicant cannot obtain a modification from the Zoning Board of Appeals pursuant to Section 78-122. The fence around the detention pond is decorative aluminum on the north side and within the front yard setback along Canton Center Road, and vinyl-coated chain link in the other areas.

- **Community Planner's Recommendation:** Approval of the Havens Orthodontics Site Plan, subject to the fence and signage being modified to comply with Township ordinances if modifications are not approved by the Zoning Board of Appeals and Township Board, respectively.
- **Planning Commission Recommendation:** At its meeting on April 5, 2021, the Planning Commission voted 5-0 to recommend approval of the Havens Orthodontics Site Plan on tax parcel nos. 010-99-0013-000 (8770 Canter Center N) and 010-99-0014-000 (8758 Canton Center N), including a modification to the building material requirement and waiver of the front yard berm requirement, subject to the fence around the detention basing being a decorative style and required revisions to the landscape plans, lighting plans, and signage to comply with the Zoning Ordinance.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approve the Havens Orthodontics Site Plan on tax parcel nos. 010-99-0013-000 (8770 Canter Center N) and 010-99-0014-000 (8758 Canton Center N), as provided in the plan documents, subject to the fence and signage being modified to comply with Township ordinances if modifications are not approved in subsequent applications by the Zoning Board of Appeals and Township Board, respectively.

BUDGET IMPLICATION & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: N/A

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: Approval

ENGINEERING SERVICES DIVISION'S RECOMMENDATION: Approval, subject to receipt of outside agency permits and all financial securities.

FIRE MARSHAL'S RECOMMENDATION: Approval, subject to water flow calculations and the construction material staging and parking plan being submitted during 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 Site Plan for Havens Orthodontics

WHEREAS, the Project Sponsor has requested approval for the Havens Orthodontics Site Plan on property located at the southeast corner of Joy Rd. and Canton Center Rd.; and,

WHEREAS, the Planning Commission reviewed the Site Plan for Havens Orthodontics and voted 5-0 to recommend approval of the request as it meets the design requirements of the Zoning Ordinance and is consistent with the Planned Development Agreement for Havens Orthodontics;

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the Site Plan for Havens Orthodontics on tax parcel nos. 010-99-0013-000 (8770 Canter Center N) and 010-99-0014-000 (8758 Canton Center N), as provided in the plan documents, subject to all applicable state and local development regulations and subject to the fence and signage being modified to comply with Township ordinances if modifications are not approved in subsequent applications by the Zoning Board of Appeals and Township Board, respectively.

ATTACHMENTS:

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

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: April 27, 2021

AGENDA ITEM #G-2

ITEM: Amend Planning Services Fee Schedule for Temporary Outdoor Dining Permits

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: The Municipal Services Department has proposed an amendment to the Canton Township Zoning Ordinance to establish standards for outdoor dining accessory to a restaurant for both seasonal outdoor dining and longer-term outdoor dining. If approved, longer-term outdoor dining applications will be processed as a site plan amendment and subject to the current fees for site plan amendments in the Planning Services Fee Schedule. However, because there is currently not a Temporary Outdoor Dining Permit classification in the Planning Services Fee Schedule, an amendment to the Fee Schedule is proposed to include a new classification of Certificate of Compliance-Temporary Outdoor Dining Permit and an accompanying fee.

BACKGROUND: If the proposed amendment to the Canton Township Zoning Ordinance is approved to establish standards for outdoor dining accessory to a restaurant, applications for temporary outdoor dining will be reviewed by the Township's Development Review Committee (DRC) which consists of representatives from the Planning Services Division, Engineering Services Division, Building & Inspection Services Division, and Fire Department. Temporary outdoor dining permit applications will be reviewed annually, similar to Seasonal Sales Permit applications for garden supplies, firework tents, etc. We recommend that a new classification be added to the Planning Services Fee Schedule for a Certificate of Compliance-Temporary Outdoor Dining Permit and that the accompanying fee be established at \$350. A fee of \$350 is the same fee currently charged for a Seasonal Sales Permit, which is a similar review process by the DRC divisions/departments.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approve revisions to the Planning Services Fee Schedule, to take effect on May 14, 2021.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: A minor increase in revenue for zoning fees is anticipated in account #101-000.607_0008 (Fees_Zoning, Charges for Services), though we expect a long-term neutral impact as offsetting expenses are incurred for staff time and office expenses.

IMPLEMENTATION PLAN: N/A.

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL MOTIONS: I move to approve revisions to the Planning Services Fee Schedule associated with a Certificate of Compliance for Temporary Outdoor Dining, effective May 14, 2021.

ATTACHMENTS:

1. Proposed Planning Services Fee Schedule
2. Current Planning Services Fee Schedule

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: April 27, 2021

AGENDA ITEM #G-3

ITEM: Consider Awarding Contract and Approve a Purchase Order for Generator Automatic Transfer System Public Safety Headquarters And associated amendment to the 2021 E/911 Budget

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: On February 11, 2021, eight proposals were returned for the Generator Automatic Transfer System – Public Safety Headquarters. A selection committee comprised of Leisure Services and Finance staff interviewed and scored the eight companies based on set criteria detailed in the Request for Proposal (Attachment A.) After careful evaluation, we are recommending Electrex Co. Inc. for the Generator Automatic Transfer System – Public Safety Headquarters in the amount of \$73,761 (Attachment A.)

BACKGROUND INFORMATION:

An Automatic Transfer Switch (ATS) is a self-acting, intelligent power switching device governed by dedicated control logic. Upon failure of the connected power source, the ATS will automatically transfer (switch) the load circuit to the other power source. This piece of equipment is necessary to ensure there is always available power for the public safety dispatch center.

In February 2021, Leisure Services staff advertised a Request for Proposal (RFP) for the Generator Automatic Transfer System – Public Safety Headquarters where eight proposals were received. All companies were interviewed and scored based on the criteria detailed in the RFP.

STRATEGIC PLAN/GOALS: Improve infrastructure.

ACTION REQUESTED: Award the contract, approve a budget amendment and approve a purchase order in the amount of \$73,761 to be paid from account #261-346-50.970_0030 Capital Machinery & Equipment to Electrex Co. Inc., 41700 Executive Drive, Harrison Twp., MI 48045.

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

<i>Increase 2021 E/911 Budget Revenues:</i>		
E/911: Fund Balance Appropriation:	#261-346-50.695	\$65,761

<i>Decrease 2021 E/911 Appropriations:</i>		
Transfer to Fund Balance:	#261-346-50.999	\$8,000

<i>Increase 2021 E/911 Appropriations:</i>		
Capital Machinery & Equipment:	#261-346-50.970 0030	\$73,761

IMPLEMENTATION PLAN: Upon Board Approval, a budget amendment will be made, a purchase order will be generated and Electrex Co. Inc. will be contacted.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

1. I move to approve the following amendment to the 2021 E/911 Budget:

<i>Increase 2021 E/911 Budget Revenues:</i>		
E/911: Fund Balance Appropriation:	#261-346-50.695	\$65,761

<i>Decrease 2021 E/911 Appropriations:</i>		
Transfer to Fund Balance:	#261-346-50.999	\$8,000

<i>Increase 2021 E/911 Appropriations:</i>		
Capital Machinery & Equipment:	#261-346-50.970 0030	\$73,761

2. I further move to award the contract and approve a purchase order for the Generator Automatic Transfer System – Public Safety Headquarters to Electrex Co. Inc., 41700 Executive Drive, Harrison Twp., MI 48045 in the amount of \$73,761 with funds to be paid from account #261-346-50.970_0030 Capital Machinery & Equipment.

ATTACHMENT:

Attachment A: Electrex Co. Inc. Proposal

Attachment B: Request for Proposal

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: April 27, 2021

AGENDA ITEM #G-4

ITEM: Consider Approval for an Emergency Purchase Order for the Jace Replacement at the Township Administration Building

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY:

The Leisure Services Department is requesting approval of an emergency purchase order to replace the Township Administration Buildings Jace platform and transfer the existing Building Management System (BMS) N4 Supervisor Server to a new BASS-provided server PC.

BASS Controls, who is Leisure Services service contractor for Mechanical Controls, provided a proposal (Attachment A) to replace the system in the amount of \$20,835 to be paid from the mechanical line item of account #246-750.970_0020 Community Improvement.

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 Jace Replacement (Attachment B.) Upon their approval, a purchase order was submitted (Attachment C.)

BACKGROUND:

The Canton IT department notified the Leisure Services Facilities Maintenance department that they are having issues with the system intermittently powering on and off months causing issues throughout the Township building. Staff contacted BASS Controls who determined that the current FX70 was installed during the 2012 Chevron PC project and as of 2017, has been discontinued by the manufacturer. It is being recommended to replace the Township Administration Buildings Jace platform and transfer the existing Building Management System (BMS) N4 Supervisor Server to a new BASS-provided server PC.

A Jace is a compact, embedded controller and server platform for connecting multiple diverse devices and sub-systems. It streams data and rich graphical displays to a standard web browser via ethernet or wireless LAN, or remotely over the internet. This device coordinates controls for over 232 controllers located throughout the Administration and Public Safety Buildings. It includes all the equipment serving heating and cooling in the building, air handlers, rooftop units, VAV boxes, snow melt and more.

STRATEGIC PLAN/GOALS: Quality Infrastructure

ACTION REQUESTED: Authorize an emergency purchase order in the amount of \$20,835 for the Township Administration Building Jace Replacement to BASS Controls, 6260 18 1/2 Mile Road, Sterling Heights, MI 48314.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

The Jace Replacement in the amount of \$20,835 will be paid from the mechanical line item of account #246-750.970_0020 Community Improvement.

IMPLEMENTATION PLAN: Upon Board approval, the emergency purchase order to BASS Controls will be approved for the Administration Building Jace replacement.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve the emergency purchase order for the Jace replacement for the Canton Township Administration Building to BASS Controls, 6260 18 1/2 Mile Road, Sterling Heights, MI 48314 in the amount of \$20,835 to be paid from the mechanical line item of account #246-750.970_0020 Community Improvement.

ATTACHMENT:

Attachment A: BASS Controls Proposal

Attachment B: Memo

Attachment C: Supervisor and Finance Director Approvals

CANTON COMMUNITY
REQUEST FOR BOARD ACTION

MEETING DATE: April 27, 2021

AGENDA ITEM: #G-5

ITEM: Consider a Budget Amendment and Approve a Purchase Order for the Masonry Repair at Summit on the Park
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PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None anticipated

EXECUTIVE SUMMARY:

Canton Leisure Services is requesting a budget amendment and a purchase order for masonry repairs at Summit on the Park. Currently, the 2021 Community Improvement fund has a budget of \$100,000 for roofing repairs at Township facilities. To date, there have not been any roofing repairs to the Canton facilities as there normally would in previous years. Due to the importance of the structural integrity and large amount of damaged masonry at the Summit, we feel it would be beneficial to use these funds to repair the masonry at the Summit. If roof repairs necessitate it, we would come back to the board for a budget increase as needed.

Leisure Services staff is recommending to reallocate funds from the 2021 Community Improvement Fund and submit a purchase order to Carpentry Concepts and Ceilings, LLC, in the amount of \$27,540 to cover the remaining masonry repair expenses at the Summit on the Park.

BACKGROUND:

In October 2019, Leisure services awarded a 3-year service contract to Carpentry Concepts and Ceilings, LLC for a masonry repair program. Since then, they have been repairing the 25+ year old masonry on the exterior at the Summit on the Park. This year we would like to repair 35' of front half wall at the Summit entry (\$5,870), 96' of the front half wall on Summit Blvd (\$10,319) and the stone veneer located at the front of the building by the aquatic center (\$11,351) for a total cost of \$27,540 (Attachment A.)

The 2021 CLS budget includes \$100,000 for roofing repairs to Canton owned facilities, however, with the implementation of the CIP, these roofing repair expenses have been included in the bond and are no longer needed for roofing.

STRATEGIC PLAN/GOALS: Quality Infrastructure

ACTION REQUESTED: Approve a budget amendment and Purchase Order to Carpentry Concepts and Ceilings, LLC 18786 Susanna Livonia, MI 48152 in the amount of \$27,540.

BUDGET ACCOUNT NUMBERS: A budget amendment is requested as follows:

Decrease Expenditures:

#246-750.970_0020	Community Improvement Fund	\$27,540
	Capital Outlay Building & Improvements	

Decrease Revenue:

#246-000.695	Fund Balance Appropriation	\$27,540
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Increase Expenditures:
#208-757-56.930_0020

Community Center Maintenance
and Repair Building and Additions \$27,540

Increase Revenue:
#208-757-50.695

Fund Balance Appropriation \$27,540

IMPLEMENTATION PLAN: Upon Board approval, the budget will be amended and a purchase order will be submitted.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

1) I move to approve the following budget amendment:

Decrease Expenditures:

#246-750.970_0020 Community Improvement Fund \$27,540
Capital Outlay Building & Improvements

Decrease Revenue:

#246-000.695 Fund Balance Appropriation \$27,540

Increase Expenditures:
#208-757-56.930_0020

Community Center Maintenance
and Repair Building and Additions \$27,540

Increase Revenue:
#208-757-50.695

Fund Balance Appropriation \$27,540

2) I further move to approve a purchase order to Carpentry Concepts and Ceilings, LLC 18786 Susanna Livonia, MI 48152 for the masonry repairs at the Summit on the Park in the amount of \$27,540 to be paid from account ##208-757-56.930_0020 Community Center Maintenance and Repair Building and Additions

ATTACHMENTS:

Attachment A: Carpentry Concepts and Ceilings, LLC Proposals

Attachment B - Photos

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: April 27, 2021

AGENDA ITEM #G-6

ITEM: Consider Approving a Phase II Contract for Architectural & Engineering Services with Partners in Architecture for Renovations to the Public Safety Headquarters Building and Associated Amendments to the 2021 Police and Fire Budgets

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

INDIVIDUALS IN ATTENDANCE: Michael Malone, Partners in Architecture

EXECUTIVE SUMMARY: The Police and Fire Departments are requesting approval of a contract with Partners in Architecture for Phase II of Architectural & Engineering (A/E) Services for renovations to the Public Safety Headquarters Building. The renovations include a dispatch center expansion, second floor restroom renovations, ancillary renovations of underutilized space, and mechanical control upgrades.

Partners in Architecture is proposing an A/E fee of \$217,750 which includes all necessary architecture (planning, design development, construction documentation), technology infrastructure and engineering (structural, mechanical and electrical) services for this project. With the estimated overall construction cost approximating \$2.75 million, this represents 7.9% of the overall project costs, which is written within the range of fees included in the initial Phase I contract approved by the Board in 2018. Partners in Architecture will also prepare bidding documentation, participate in bid reviews/interviews, and perform construction administration.

If approved, this project will be funded utilizing a combination of Fire Fund, Police Forfeiture Fund, and Township Capital Improvement Project budgets. A request for amendments to the 2021 Police and Fire Budgets is included to accommodate this expense.

BACKGROUND INFORMATION: In 2018, the Township Board awarded a Phase I contract to Partners in Architecture to conduct a Needs Assessment of the Public Safety Headquarters Building. (See Attachment B). This contract for Architectural & Engineering Services is a continuation/Phase II of the original contract awarded in 2018. The completed Needs Assessment was presented to the Township Board at a Study Session on May 21, 2019, recommending a dispatch center expansion, interior remodeling on the first and second floors, and a two-story building addition. After extensive consideration on many fronts, including financial integration with the Township's current Capital Improvement Plan, the departments are requesting to move forward with a significantly scaled-back version of the original assessment recommendation.

Partners in Architecture’s proposal for A/E Services includes a full dispatch center remodel and expansion from four to six call taker stations, a second-floor restroom remodel to meet ADA compliance, remodel to capture additional use of existing/underutilized space, and upgrades to the building’s HVAC mechanical controls system.

The proposal has three distinct tasks that will be subsequently invoiced and include:

- Task One – Design Development/ Construction Documents Phase (\$150,400)
- Task Two – Bidding Phase (\$10,930)
- Task Three – Construction Administration Phase (\$56,420)

Partners in Architecture coordinated with the Township and provided a formatted breakdown of the A/E fees by percentage of the Township’s CIP project and remaining non-CIP renovations. *(See chart on page 3.)*

Construction costs for the renovation project and Township CIP items are tentatively estimated at approximately \$2.75 million. This includes an estimated \$100,000 to professionally relocate all of the intricate technology, phone/radio lines, and furniture in the dispatch center for approximately one year during construction. All construction contracts will be presented to the Board for review and approval, per the Township’s Purchasing Policy. Funding will be a combination of Fire Funds, Police Funds, E/911 Funds, and Township CIP Funds.

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 A/E Services for renovations to the Public Safety Headquarters Building in the amount of \$217,750; and additionally, to approve the associated amendments to the 2021 Police and Fire Budgets.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The A/E fees of \$217,750 will be split between three main budgets with \$86,775 from the Police Drug Forfeiture Account 207-301.50.763_0003; and \$57,000 from the Fire Professional & Contracted Services Account #206-336-50.801_0050; and \$73,975 from multiple CIP Accounts, detailed on the next page (approved by the Finance Department).

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

<i>Increase Revenues:</i>		
Police Fund Balance Appropriation - State Drug Forfeitures	#207-000-695_1001	\$86,775
Fire Fund Balance Appropriation	#206-336-50.695	\$57,000

<i>Increase Appropriations:</i>		
Police Program Expense Drug Forfeiture	#207-301-50.763_0003	\$86,775
Fire Professional & Contractual Services	#206-336-50.801_0050	\$57,000

A/E SERVICES FEE BREAKDOWN BY ACCOUNT			
CIP Project Number	Project Name Description	Account number	PIA Project Fee by Percent
200008	Records/Front Desk Security Enhancements	401-301.970_0020	\$20,625.00
200018	Mechanical System Upgrades	401-301.970_0020	\$10,000.00
200020	Carpet	401-301.970_0020	\$10,300.00
200021	Walls	401-301.970_0020	\$9,100.00
200022	Bathroom addition	401-301.970_0020	\$9,100.00
200030	Building Assessment	401-301.970_0025	\$5,850.00
200035	Interior - Lighting	401-301.970_0020	\$4,500.00
200052	Ceilings	401-301.970_0020	\$2,700.00
200053	Floors-Hard surfaces	401-301.970_0020	\$1,800.00
			\$73,975
Non CIP	1st Floor Renovation	207-301-50.763_0003	\$32,000.00
		206-336-50.801_0050	\$32,000.00
			\$64,000
Non CIP	2nd Floor Renovation	207-301-50.763_0003	\$44,775.00
		206-336-50.801_0050	\$15,000.00
			\$59,775
Non CIP	Contingency	207-301-50.763_0003	\$10,000.00
		206-336-50.801_0050	\$10,000.00
			20,000
	A/E TOTAL FEES		\$217,750
		POLICE	\$86,775
		FIRE	\$57,000
		CIP	\$73,975

IMPLEMENTATION PLAN: Upon approval, the department will work with the Township attorney to prepare a 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 Architectural & Engineering Services for renovations to the Public Safety Headquarters Building in the amount of \$217,750; and
- 2) Additionally, I move to approve the associated amendments to the 2021 Police and Fire Budgets as listed below:

<i>Increase Revenues:</i>		
Police Fund Balance Appropriation - State Drug Forfeitures	#207-000-695_1001	\$86,775
Fire Fund Balance Appropriation	#206-336-50.695	\$57,000

<i>Increase Appropriations:</i>		
Police Program Expense Drug Forfeiture	#207-301-50.763_0003	\$86,775
Fire Professional & Contractual Services	#206-336-50.801_0050	\$57,000

ATTACHMENTS: Attachment A – A/E Proposal from Partners in Architecture
Attachment B – Phase I Contract RBA for Partners in Architecture

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: April 27, 2021

AGENDA ITEM #G-7

ITEM: Consider Approving the Purchase of Three Braun Rescue Ambulances and an Associated Amendment to the 2022 Fire Budget

PRESENTER: Chris Stoecklein, Director of Fire Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The Fire Department is requesting approval to purchase three Braun Chief XL rescue ambulances from Kodiak Emergency Vehicles, the authorized distributor of Braun vehicles in Michigan. The department has selected Braun, utilizing a low-bid price secured by H-GAC (Huston-Galveston Area Council) in the amount of \$789,065 for all three ambulances with power-load stretcher set-ups.

BACKGROUND INFORMATION: The Fire Department is budgeted to purchase one ambulance in 2021, and two ambulances in 2022. Because the lead time is currently 240-270 days from the manufacturer, the department is requesting a purchase order be issued for all three ambulances this year. This request also contains a budget amendment to increase the 2022 Fire Fund Balance Appropriation by \$233,665 (ambulance budget from 2021) and \$88,070 of fund balance use for the unbudgeted portion of the ambulances. The 2021 Fire Budget will be reduced by \$233,665 during Township-wide budget adjustments in August.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approve the purchase of three Braun Chief XL rescue ambulances from Kodiak Emergency Vehicles in the amount of \$789,065. Additionally, approve the below listed budget amendment to the 2022 Fire Budget (*Budget Implications & Account Number*).

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Increase the 2022 Fire Fund Balance Appropriation Revenue Account #206-000-695 by \$321,735; and increase the 2022 Fire Capital Outlay Vehicle Expenditure Account #206-336-50.970_0040 by \$321,735.

IMPLEMENTATION PLAN: Upon approval of this request, a purchase order will be issued to Kodiak Emergency Vehicles from the Fire Prepaid Expense Account #206.123, in the amount of \$789,065.

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION:

- 1) I move to approve the purchase of three Braun Chief XL rescue ambulances from Kodiak Emergency Vehicles in the amount of \$789,065;
- 2) Additionally, I move to approve the below listed amendment to the 2022 Fire Budget:

<i>Increase 2022 Fire Revenues:</i>		
Fund Balance Appropriation:	#206-000.695	\$321,735

<i>Increase 2022 Fire Appropriations:</i>		
Capital Outlay Vehicles:	#206-336-50.970.0040	\$321,735

ATTACHMENTS:

Attachment A – Proposal from Braun, via distributor Kodiak Emergency Vehicles

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: April 27, 2021

AGENDA ITEM #G-8

ITEM: Consider Approving the Purchase of Two Sutphen Fire Engines and an Associated Amendment to the 2022 Fire Budget

PRESENTER: Chris Stoecklein, Director of Fire Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The Fire Department is requesting approval to purchase two Sutphen Custom Heavy Duty S8 Pumper Engines from Apollo Fire Equipment, the authorized distributor of Sutphen apparatus in Michigan. The department has selected Sutphen, utilizing a low-bid price secured by H-GAC (Huston-Galveston Area Council) in the amount of \$1,211,119.71 (prepay discount) for two engines, hose and tools.

BACKGROUND INFORMATION: The Fire Department is budgeted to purchase one engine in 2021, and one engine in 2022. Because the lead time is currently 17-19 months from the manufacturer, the department is requesting a purchase order be issued for both engines this year. This request also contains a budget amendment to increase the 2022 Fire Fund Balance Appropriation by \$600,000 (apparatus budget from 2021) and \$11,120 of fund balance use for the unbudgeted portion of the apparatus. The 2021 Fire Budget will be reduced by \$600,000 during Township-wide budget adjustments in August.

The attached proposal includes equipment lists from Apollo Fire Equipment and Phoenix Safety Outfitters for the hose and tools to be stocked on the engines. Both amounts are already included in the total cost, along with an extended two-year warranty on the apparatus.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approve the purchase of two Sutphen Custom Heavy Duty S8 Pumper Engines from Apollo Fire Equipment in the amount of \$1,211,119.71. Additionally, approve the below listed budget amendment to the 2022 Fire Budget (*Budget Implications & Account Number*).

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Increase the 2022 Fire Fund Balance Appropriation Revenue Account #206-000-695 by \$611,120, and increase the 2022 Fire Capital Outlay Vehicle Expenditure Account #206-336-50.970_0040 by \$611,120.

IMPLEMENTATION PLAN: Upon approval of this request, a purchase order will be issued to Apollo Fire Equipment from the Fire Prepaid Expense Account #206.123, in the amount of \$1,211,119.71.

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION:

- 1) I move to approve the purchase of two Sutphen Custom Heavy Duty S8 Pumper Engines from Apollo Fire Equipment, in the amount of \$1,211,119.71.
- 2) Additionally, I move to approve the below listed amendment to the 2022 Fire Budget:

<i>Increase 2022 Fire Revenues:</i>		
Fund Balance Appropriation:	#206-000.695	\$611,120

<i>Increase 2022 Fire Appropriations:</i>		
Capital Outlay Vehicles:	#206-336-50.970.0040	\$611,120

ATTACHMENTS:

Attachment A – Proposal from Sutphen, via distributor Apollo Fire Equipment

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: April 27, 2021.

AGENDA ITEM #G-9

ITEM: Consideration of First Reading of an Ordinance Amending Chapter 18 of the Canton Code of Ordinances, to add a new Division 8 entitled Mobile Food Vending

PRESENTER: Michael Siegrist, Clerk

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: A proposed ordinance on mobile food vendors is before the Board for consideration of holding a first reading. The ordinance would require mobile food vendors to obtain a license to operate in Canton, and sets forth regulations such as locations, hours of operation, and so on.

BACKGROUND: Following the test run of the Slows mobile food truck last year, the Township now desires to provide additional opportunities for mobile food vendors to operate at public and private events in Canton. A committee was formed, and existing ordinances from communities around Michigan were reviewed in an effort to develop a program that works for Canton. A meeting was held and both mobile food truck owner/operators and brick and mortar food providers in Canton Township were invited to attend to provide input to the draft ordinance. Following the meeting, the draft was finalized and it is ready for consideration by the Board.

STRATEGIC PLAN/GOALS: Provide a program to regulate the operation of mobile food vendors in Canton Township.

ACTION REQUESTED: Introduce, hold the first reading, and table for second reading an amendment to Chapter 18, Article III, Division 8, "Mobile Food Vending"

BUDGET IMPLICATIONS & ACCOUNT NUMBER: None.

IMPLEMENTATION PLAN: If approved, a second reading would be scheduled for May 11, 2021.

DIRECTOR'S RECOMMENDATION:

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION:

SUPERVISOR'S RECOMMENDATION:

MODEL RESOLUTION:

(1) I move to introduce for first reading an ordinance amending Chapter 18, Article III, by

adding a new Division 8 entitled “Mobile Food Vending.”

(2) I further move to table for consideration the proposed ordinance amendment, and to schedule a second reading for May 11, 2021.

ATTACHMENTS:

1. Draft text amendment to Chapter 18, Article III (redlined).