



## REGULAR MEETING OF THE BOARD OF TRUSTEES

May 11, 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](mailto: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/83350800432>

Or One tap mobile:

1-301-715-8592 (83350800432#) or 1-312-626-6799 (83350800432#)

Or Telephone:

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Webinar ID: 833 5080 0432

International numbers available: <https://us02web.zoom.us/j/83350800432>

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

CALL TO ORDER

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

ADOPTION OF AGENDA

APPROVAL OF MINUTES: April 20 & 27, 2021

PUBLIC COMMENT

PAYMENT OF BILLS

### **CONSENT CALENDAR:**

- 1) CONSIDER AWARDED CONTRACT AND APPROVE PURCHASE ORDER FOR PROJECTS IN CONNECTION WITH THE CAPITAL IMPROVEMENT PROGRAM (CLS)
- 2) CONSIDERATION OF SECOND READING OF AN ORDINANCE AMENDING CHAPTER 18 OF THE CANTON CODE OF ORDINANCES, TO ADD A NEW DIVISION 8 ENTITLED MOBILE FOOD VENDING (CLERK)

### **GENERAL CALENDAR:**

- 1) CONSIDER APPROVAL OF LAWN MAINTENANCE CONTRACT FOR 2021-2025 (CLS)

- 2) CONSIDER APPROVAL FOR THE EMERGENCY PURCHASE ORDER FOR THE REPLACEMENT OF A CONDENSER COIL ON UNIT 4 AT THE TOWNSHIP ADMINISTRATION BUILDING (CLS)
- 3) CONSIDER A REQUEST TO WAIVE THE BIDDING PROCESS AND APPROVE THE PURCHASE OF 25 DELL LAPTOPS WITH AN ASSOCIATED 2021 POLICE BUDGET AMENDMENT (POLICE)
- 4) CONSIDER APPROVING THE PURCHASE OF (31) BODY ARMOR VESTS FROM ON DUTY GEAR LLC (POLICE)
- 5) CONSIDER APPOINTMENT TO THE HISTORIC DISTRICT COMMISSION (SUPERVISOR)
- 6) CONSIDER APPOINTMENTS TO DOWNTOWN DEVELOPMENT AUTHORITY (DDA) BOARD (SUPERVISOR)
- 7) CONSIDER REAPPOINTMENT TO THE BUILDING BOARD OF APPEALS (SUPERVISOR/MSD)

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

**Charter Township of Canton  
Board Proceedings – April 20, 2021**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, April 20, 2021 virtually. Supervisor Graham-Hudak called the meeting to order at 6:00 p.m.

Members Present: Borninski, Foster, Ganguly, Graham-Hudak, Siegrist, Slavens, Sneideman  
Location of all members is Canton Township, Michigan

Members Absent: None

Staff Present: Director Hohenberger, Director Smith, Director Stoecklein, Deputy Fire Chief Strassner, Corporation Counsel Kolb,

**Adoption of Agenda:**

Motion by Siegrist, supported by Slavens to adopt the agenda as amended with the addition of a presentation on the Rental Inspection Process. Motion carried unanimously by roll call vote.

**Study Session:**

**1) Discussion on Proposed Fire Station No. 4 – Need and Feasibility**

**Presentation:** Given by Director Stoecklien and Deputy Fire Chief Strassner

**2) Youth Sports in the Canton Community**

**Presentation:** Given by Director Hohenberger and Recreation Coordinator Carravallah

**3) Presentation on Rental Inspection Process**

**Presentation:** Given by Director Smith and Supervisor Creamer

**Closed Session:**

**Discuss Confidential Legal Opinion**

Motion by Ganguly, supported by Foster to move to closed session at 7:59 p.m. regarding Confidential Legal Opinion. Motion carried unanimously by roll call vote.

Motion by Siegrist, supported by Slavens to return to the open meeting at 9:11 p.m. Motion carried unanimously by roll call vote.

**Public Comment:**

Public comment was held.

**Adjourn:** Motion by Siegrist, supported by Slavens to adjourn the meeting at 9:15 p.m.  
Motion carried unanimously by roll call vote.

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Michael A. Siegrist, Clerk

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Anne Marie Graham-Hudak, Supervisor

**Charter Township of Canton  
Board Proceedings – April 27, 2021**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, April 27, 2021 virtually. Supervisor Graham-Hudak called the meeting to order at 7:00 p.m.

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

**Adoption of Agenda:**

Motion by Siegrist, supported by Borninski to adopt the agenda as presented. Motion carried unanimously by roll call vote by all members present.

**Approval of Minutes:**

Motion by Siegrist supported by Foster to approve the April 13, 2021 Board minutes as presented. Motion carried unanimously by roll call vote by all members present.

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

**Payment of Bills:**

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

<b>CHARTER TOWNSHIP OF CANTON EXPENDITURE RECAP FOR THE TOWNSHIP BOARD MEETING OF April 27, 2021</b>		
101	GENERAL FUND	663,318.42
204	ROADS FUND	59,960.38
206	FIRE FUND	708,798.87
207	POLICE FUND	644,730.32
208	SUMMIT OPERATING (General)	42,520.01
219	STREET LIGHTING	21,557.05
230	CABLE TV FUND	13,132.45
246	TWP (COMMUNITY) IMPROVEMENT	34,451.99
248	DDA - CANTON	66,090.57
261	E-911 UTILITY	0.00
265	ORGANIZED CRIME - DRUG ENFORCEMENT	1,253.93
274	CDBG	3,035.19
276	NSP GRANTS FUND	0.00

401	CAP PROJ - ENERGY PROJECT	90,182.12
402	CAP PROJ - SUMMIT CONSTR	0.00
403	CAP PROJ - ROAD PAVING	0.00
584	GOLF FUND	36,079.76
592	WATER & SEWER FUND	1,527,393.75
596	SOLID WASTE	3,234.50
661	FLEET	42,914.77
701	TRUST & AGENCY FUND	3,775.00
702	CUSTODIAL FUND	22,164.00
736	POST EMPLOYMENT BENEFITS	166,224.78
852	SPECIAL ASSESSMENT DEBT	0.00
301	ENERGY PROJECT DEBT SVCE FUND	0.00
302	CAPITAL PROJECT DEBT SERVICE	0.00
		0.00
<b>TOTAL - ALL FUNDS</b>		<b>4,150,817.86</b>

**Presentation:**

- 1) Police Transparency & Guidance Subcommittee of the Canton Coalition for Inclusive Communities – Presented by Director Baugh and Eva Davis

**Resolution:**

**Item R-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**

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

**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.

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

**Consent Calendar:**

**Item C-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**

Motion by Siegrist, supported by Sneiderman 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. Motion carried unanimously by roll call vote by all members present.

**Item C-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**

Motion by Siegrist, supported by Sneiderman 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. Motion carried unanimously by roll call vote by all members present.

Motion by Siegrist, supported by Sneideman 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. Motion carried unanimously by roll call vote by all members present.

**General Calendar:**

**Item G-1. Consider Approval of Havens Orthodontics Site Plan**

Motion by Siegrist, supported by Sneideman to adopt the resolution as presented.

**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.

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

**Item G-2. Amend Planning Services Fee Schedule for Temporary Outdoor Dining Permits**

Motion by Siegrist, supported by Ganguly t to approve revisions to the Planning Services Fee Schedule associated with a Certificate of Compliance for Temporary Outdoor Dining, effective May 14, 2021. Motion carried unanimously by roll call vote by all members present.

**Item G-3. 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**



Motion by Siegrist, supported by Borninski to approve the following amendment to the 2021 E/911 Budget:

Increase 2021 E/911 Budget Revenues:

E/911: Fund Balance Appropriation: #261-346-50.695 \$65,761

Decrease 2021 E/911 Appropriations:

Transfer to Fund Balance: #261-346-50.999 \$8,000

Increase 2021 E/911 Appropriations:

Capital Machinery & Equipment: #261-346-50.970\_0030 \$73,761

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

Motion by Siegrist, supported by Borninski 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. Motion carried unanimously by roll call vote by all members present.

**Item G-4. Consider Approval for an Emergency Purchase Order for the Jace Replacement at the Township Administration Building**

Motion by Siegrist, supported by Sneiderman 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. Motion carried unanimously by roll call vote by all members present

**Item G-5. Consider a Budget Amendment and Approve a Purchase Order for the Masonry Repair at Summit on the Park**

Motion by Siegrist, supported by Sneiderman 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
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Increase Expenditures:

#208-757-56.930_0020	Community Center Maintenance and Repair Building and Additions	\$27,540
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Increase Revenue:

#208-757-50.695	Fund Balance Appropriation	\$27,540
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Motion carried unanimously by roll call vote by all members present.

Motion by Siegrist, supported by Sneiderman 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. Motion carried unanimously by roll call vote by all members present.

**Item G-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**

Motion by Siegrist, supported by Sneiderman 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; Motion carried unanimously by roll call vote by all members present

Motion by Siegrist, supported by Sneiderman to approve the associated amendments to the 2021 Police and Fire Budgets as listed below:

Increase Revenues:		
#207-000-695_1001	Police Fund Balance Appropriation	\$86,775
	State Drug Forfeitures	
#206-336-50.695	Fire Fund Balance Appropriation	\$57,000
Increase Appropriations:		
#207-301-50.763_0003	Police Program Expense Drug Forfeiture	\$86,775
#206-336-50.801_0050	Fire Professional & Contractual Services	\$57,000

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

**Item G-7. Consider Approving the Purchase of Three Braun Rescue Ambulances and an Associated Amendment to the 2022 Fire Budget**

Motion by Siegrist, supported by Sneiderman to approve the purchase of three Braun Chief XL rescue ambulances from Kodiak Emergency Vehicles in the amount of \$789,065; Motion carried unanimously by roll call vote by all members present.

Motion by Siegrist, supported by Sneiderman to approve the below listed amendment to the 2022 Fire Budget:

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

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

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

**Item G-8.      Consider Approving the Purchase of Two Sutphen Fire Engines and an Associated Amendment to the 2022 Fire Budget**

Motion by Siegrist, supported by Borninski 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. Motion carried unanimously by roll call vote by all members present.

Motion by Siegrist, supported by Borninski to approve the below listed amendment to the 2022 Fire Budget:

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

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

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

**Item G-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**

Motion by Siegrist, supported by Borninski to introduce for first reading an ordinance amending Chapter 18, Article III, by adding a new Division 8 entitled “Mobile Food Vending.” Motion carried unanimously by roll call vote by all members present.

Motion by Siegrist, supported by Borninski to table for consideration the proposed ordinance amendment, and to schedule a second reading for May 11, 2021.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 Siegrist, supported by Foster to adjourn the meeting at 8:37 p.m. Motion carried unanimously by roll call vote 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: May 11, 2021**

**AGENDA ITEM #C-1**

**ITEM: Consider Awarding Contract and Approve Purchase Order for projects in connection with the Capital Improvement Program**

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

**INDIVIDUALS IN ATTENDANCE:** None anticipated.

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

Vendor	Project Description	Amount Budgeted	Amount Awarded
Great Lakes Recreation	Independence Park ADA Playground Assessment (Project #200046)	31,455.25	11,053
Great Lakes Recreation	Griffin Park ADA Playground Assessment (Project #200045)	31,455.25	41,198.42
	<b><i>Subtotal costs for ADA Playground Assessments</i></b>	<b><i>62,910.50</i></b>	<b><i>\$52,251.42</i></b>
Gold Star Commercial	Fellows Creek Club House Siding (Project #210022)	38,500	28,750

The project(s) above have gone through the Request for Proposal process, with the lowest qualified bid being recommended for award, and fall within the budget amount in the Program.

**BACKGROUND:** In 2019, the Township Board approved a 5-year Capital Improvement Plan, which identified a significant amount of needed improvements within the Township. The item(s) being brought forth today were identified as a priority within that Plan and fall within the budgeted amount.

While the Griffin Park ADA Playground Assessment (project #200045) did come in over budget, the CIP team determined that since the total project cost for Independence and Griffin Park fell below the total ADA playground budgeted amount, they are in support and recommend proceeding with both projects.

**STRATEGIC PLAN/GOALS:** Improve the infrastructure as identified in the Capital Improvement Plan

**ACTION REQUESTED:** Award the contract and purchase order of above-mentioned project(s)

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** The following projects are to be paid as follows:

<u>Project #</u>	<u>Description</u>	<u>Account #</u>	<u>Amount</u>
200046 & 200045	Independence & Griffin Park ADA Site Assessment	401-752.970_0025	\$52,251.42
210022	Fellows Creek Club House Siding	401-772.970_0020	\$27,750

**IMPLEMENTATION PLAN:** Upon Board Approval, a purchase order will be generated and vendor contacted to begin project.

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

I move to approve the contract and approve a purchase order to Great Lakes Recreation, 39 Veterans Drive, Suite 310 Holland, MI 49423 and Gold Star Commercial 264 Executive Drive Troy, MI 48083 for the following project(s) as identified in the Capital Improvement Plan:

<u>Project #</u>	<u>Description</u>	<u>Account #</u>	<u>Amount</u>
200046 & 200045	Independence & Griffin Park ADA Site Assessment	401-752.970_0025	\$52,251.42
210022	Fellows Creek Club House Siding	401-772.970_0020	\$27,750

**ATTACHMENTS:**

Attachment A: Great Lakes Recreation Proposals (Independence and Griffin Parks)  
Attachment B: Gold Star Commercial Proposal

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** May 11, 2021.

**AGENDA ITEM #C-2**

<b>ITEM:</b> <b>Consideration of Second Reading of an Ordinance Amending Chapter 18 of the Canton Code of Ordinances, to add a new Division 8 entitled Mobile Food Vending</b>
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**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 second 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:** Remove from the table, hold the second reading, and adopt an amendment to Chapter 18, Article III, Division 8, "Mobile Food Vending"

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** None.

**IMPLEMENTATION PLAN:**       If approved, the ordinance will be published and become effective on May 20, 2021.

**DIRECTOR'S RECOMMENDATION:**

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

**SUPERVISOR'S RECOMMENDATION:**

**MODEL RESOLUTION:**

(1) I move to remove from the table, hold the second reading and adopt an ordinance

amending Chapter 18, Article III, by adding a new Division 8 entitled “Mobile Food Vending.”

**ATTACHMENTS:**

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

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** May 11, 2021

**AGENDA ITEM #G-1**

**ITEM:** Consider Approval of Lawn Maintenance Contract for 2021-2025

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

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:**

On March 4, 2021, a Request for Proposal (RFP) was advertised for the Mowing and Lawn Care Maintenance of select township-maintained properties (attachment A.) The top three qualified companies were contacted and interviewed by a selection panel consisting of Leisure Services and Finance staff who scored each company based on a set criterion detailed in the RFP. As a result, we are recommending to award a 4-year contract to Reliable Landscaping, Inc. for the Mowing and Lawn Care Maintenance of select township properties for a total amount not to exceed \$49,900 per year which includes a \$2,500 contingency.

**BACKGROUND:**

The Canton Parks Division performs lawn maintenance service at specific sites as identified in the Request for Proposal. During peak season months, the Parks Division utilizes a contractor to supplement lawn maintenance to ensure a consistent level of service at Township facilities.

Of the submitted proposals, Leisure Services staff contacted the top three qualified companies to schedule an interview. Two companies responded who were then interviewed and scored by the selection panel. Both companies have a good working relationship with the Township providing high-quality and dependable service. After careful evaluation, it was determined that Reliable Landscaping, Inc. had the lowest overall cost for the 4-year contract in a total amount of \$49,900 per year that includes a \$2,500 contingency.

**STRATEGIC PLAN/GOALS:** Welcoming Community by providing well maintained properties as a space for community gathering

**ACTION REQUESTED:** Award the lawn maintenance contract to Reliable Landscaping, Inc. in the amount of \$47,400 with an additional \$2,500 contingency for additional cuts, if needed, for a total amount not to exceed \$49,900 per year.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Funds were budgeted in the following accounts:

Parks	#101-752-50.801_0050	\$13,550
Parks (contingency)	#101-752-50.801_0050	\$ 2,500
Cemeteries	#101-276-50.801_0050	\$ 9,650
Historic District Commission	#101-803-930-0020	\$ 4,000
Fire	#206-336-50.930-0020	\$ 4,400



Police	#207-301-50.930-0020	\$ 7,700
Municipal Services (Public Works)	#592-536.930_0070	\$ 4,300
Municipal Services (Public Works)	#592-537.930_0070	\$ 1,300
Municipal Services (Fleet Maintenance)	#661-550.930_0070	\$ 2,500

**Total \$49,900**

**IMPLEMENTATION PLAN:** Upon Board approval, the contractor will be notified and a purchase order will be secured.

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:** I move to award the 2021-2025 lawn maintenance contract to Reliable Landscaping, 8285 Lilley Rd, Canton, MI 48187

Funds are to be paid out of the following accounts:

Parks	#101-752-50.801_0050	\$13,550
Parks (contingency)	#101-752-50.801_0050	\$ 2,500
Cemeteries	#101-276-50.801_0050	\$ 9,650
Historic District Commission	#101-803-930-0020	\$ 4,000
Fire	#206-336-50.930-0020	\$ 4,400
Police	#207-301-50.930-0020	\$ 7,700
Municipal Services (Public Works)	#592-536.930_0070	\$ 4,300
Municipal Services (Public Works)	#592-537.930_0070	\$ 1,300
Municipal Services (Fleet Maintenance)	#661-550.930_0070	\$ 2,500

**Total \$49,900**

**ATTACHMENTS:**

**Attachment A** – Parks Division Lawn Maintenance RFP

**Attachment B** – Reliable Proposal

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** May 11, 2021

**AGENDA ITEM #G-2**

<b>ITEM: Consider Approval for the Emergency Purchase Order for the Replacement of a Condenser Coil on Unit 4 at the Township Administration Building</b>
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**PRESENTER:** Greg Hohenberger, Leisure Services Director

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:**

Rooftop Unit (RTU) #4 at the Township Administration Building unexpectedly stopped working. Due to the urgency of this issue, Bumler Mechanical and Goyette Mechanical were called to determine the cause. Upon inspection, it was determined that the condenser coil was damaged and no longer working causing the unit to be inoperable. Both contractors submitted quotes for the replacement of the condenser coil with Goyette Mechanical providing the lower cost of \$15,381 (Attachment A.)

Due to the urgency of this matter, a memo was sent to the Supervisor and Finance Director requesting to waive the bidding process for the emergency repair (Attachment B.) Upon their approval, a purchase order was submitted (Attachment C.)

**BACKGROUND:**

Facility Services staff noticed that RTU#4, located at the Township Administration Building, suddenly stopped working. This current unit is 23 years old with the expected life of 20-30 years. Parts, such as the condenser coils, have a life expectancy of 10 years. Bumler Mechanical and Goyette Mechanical were called to evaluate the unit where it was determined that the condenser coil was damaged and would need to be replaced. The estimated timeframe for repairs on the coils is 5-6 weeks.

**STRATEGIC PLAN/GOALS:** Quality Infrastructure

**ACTION REQUESTED:** Authorize an emergency purchase order in the amount of \$15,381 for the replacement of the condenser coil for RTU #4 at the Canton Township Administration Building to Goyette Mechanical, 1733 Highwood East, Pontiac, MI 48340.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:**

Leisure Services has a budget of \$100,000 for mechanical repairs for Township facilities. The condenser coil replacement on RTU#4 in the amount of \$15,381 will be paid from account #246-750.970\_0020 Capital Building and Improvements to Goyette Mechanical.

**IMPLEMENTATION PLAN:** Upon Board approval, the emergency purchase order to Goyette Mechanical will be approved for the replacement of the condenser coil on RTU #4.

**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 replacement of a condenser coil on RTU #4 for the Canton Township Administration Building to Goyette Mechanical, 1733 Highwood East, Pontiac, MI 48340 in the amount of \$15,381 to be paid from account #246-750.970\_0020 Capital Building and Improvements.

**ATTACHMENT:**

Attachment A: Goyette Mechanical Proposal

Attachment B: Memo

Attachment C: Supervisor and Finance Director Approvals

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

MEETING DATE: May 11, 2021

AGENDA ITEM #G-3

**ITEM: Consider a Request to Waive the Bidding Process and Approve the Purchase of  
25 Dell Laptops with an Associated 2021 Police Budget Amendment**

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

**INDIVIDUALS IN ATTENDANCE:** n/a

**EXECUTIVE SUMMARY:** The Police Department is requesting to waive the bidding process and purchase 25 Dell Latitude 5424 Rugged laptops to be equipped with all CLEMIS dispatch, investigations and records management software. Dell brand is required for compatibility with the Oakland County CLEMIS products, and by purchasing through Dell Premier we are quoted an Oakland County pre-negotiated, discounted rate of \$57,100 for this total purchase.

**BACKGROUND INFORMATION:** To maintain compatibility with our CLEMIS computer system, all of the MDC's (Mobile Data Computers) in the patrol and ordinance fleet are required to be running the Windows 10 operating system by the end of 2021. There are currently 25 vehicles remaining in the fleet with MDC's running Windows 7 operating systems. During the 2021 budget process (in 2019) the department budgeted to replace five MDC's (laptops), but has since been notified of the 2021 deadline for compatibility conversion.

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

**ACTION REQUESTED:** Waive the bidding process and purchase 25 Dell Latitude 5424 Rugged Laptops from Dell, LP, for the Oakland County pre-negotiated, discounted amount of \$57,100.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Funds in the amount of \$18,500 are currently budgeted in the 2021 Police Capital Outlay Computers Account #207-301-50.970\_0001. An additional \$38,600 is being requested as a 2021 Police Budget Amendment listed below:

<b><i>Increase 2021 Police Revenues:</i></b>		
Fund Balance Appropriation:	#207-000.695	\$38,600

<b><i>Increase 2021 Police Appropriations:</i></b>		
Capital Outlay Computers:	#207-301-50.970.0010	\$38,600

**IMPLEMENTATION PLAN:** n/a

**DIRECTOR'S RECOMMENDATION:** Approve

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

**SUPERVISOR'S RECOMMENDATION:** Approve

**MODEL RESOLUTION:**

- 1) I move to waive the bidding process and purchase 25 Dell Latitude 5424 Rugged Laptops from Dell, LP, for the Oakland County pre-negotiated, discounted amount of \$57,100.
- 2) Additionally, I move to approve the below amendment to the 2021 Police Budget:

<b><i>Increase 2021 Police Revenues:</i></b>		
Fund Balance Appropriation:	#207-000.695	\$38,600

<b><i>Increase 2021 Police Appropriations:</i></b>		
Capital Outlay Computers:	#207-301-50.970.0010	\$38,600

**ATTACHMENTS:** Attachment A – Dell, LP, Price Quote

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** May 11, 2021

**AGENDA ITEM #G-4**

**ITEM: Consider a Request to Approve the Purchase of (31) Body Armor Vests from  
On Duty Gear, LLC**

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

**INDIVIDUALS IN ATTENDANCE:** n/a

**EXECUTIVE SUMMARY:** The Police Department is requesting to purchase 31 Armor Express Razor Level II vests from On Duty Gear, LLC, at the state bid price of \$20,460. All body armor purchased for police officers is eligible for a 50% federal grant reimbursement.

**BACKGROUND INFORMATION:** Annually, the police department purchases new and replacement vests based on need. This year's purchase consists of 31 replacements for officers whose vests have reached the five-year warranted life expectancy.

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

**ACTION REQUESTED:** Approve the purchase of 31 Armor Express Razor Level II vests from On Duty Gear, LLC, at the state bid price of \$20,460.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Funds for this purchase will be expensed from the 2021 Police Uniform-Capital Account #207-301-50.767\_0006, with a 50% federal grant reimbursement to follow.

**IMPLEMENTATION PLAN:** n/a

**DIRECTOR'S RECOMMENDATION:** Approve

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

**SUPERVISOR'S RECOMMENDATION:** Approve

**MODEL RESOLUTION:** I move to approve the purchase of 31 Armor Express Razor Level II vests from On Duty Gear, LLC, at the state bid price of \$20,460.

**ATTACHMENTS:** Attachment A – On Duty Gear, LLC Price Quote

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: May 11, 2021**

**AGENDA ITEM # G-5**

**ITEM: Consider Appointment to the Historic District Commission**

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

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:**

A vacancy was created on the Historic District Commission due to the retirement of a long-term commissioner. We thank Steve Foley for his many years of service to Canton Township.

The vacancy was advertised in the Focus, Canton Observer, Eagle, Detroit News, MLive, and radio stations, as well as all social media channels. Phyllis Redfern went through Canton Township's process for applying for Boards and Commissions by submitting an application and interviewing with three members of the Board of Trustees. Phyllis is an excellent candidate for the HDC through her past affiliation with the Historical Society, her long-time employment with our community newspaper, and her deep interest in the history of Canton.

**BACKGROUND:**

Per MCL 399.204: The Historic District Commission consists of not less than 7 or more than 9 members. Canton's Historic District Commission consists of 8 members, one of which is a representative of the Canton Historical Society. The Commission also has a Township Staff representative, Gregg King.

Long term commitment to this commission and community is the foundation of the historical prospective that is requisite for the review and implementation of the U.S. Department of Interior - Secretary of the Interior's Standards for the Treatment of Historic Properties whose recommendations guide this commission. Without a solid historical perspective, the commission loses its ability to maintain and safeguard the heritage of the township.

**STRATEGIC PLAN/GOALS:**

Appointment of qualified individuals to the Historic District Commission.

**ACTION REQUESTED:**

Approve the appointment of Phyllis Redfern for a three-year term on the Historic District Commission.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:**

Historic District Commissioners are unpaid.

**IMPLEMENTATION PLAN:**

The Supervisor's office, with the aid of Leisure Services, will handle all communications regarding the reappointment.

**DIRECTOR'S RECOMMENDATION:** N/A

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

I move to approve the appointment of Phyllis Redfern to the Canton Historic District Commission for a three-year term effective through April 30, 2024.



**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** May 11, 2021

**AGENDA ITEM #G-6**

**ITEM: Appointments to Downtown Development Authority Board**

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

**INDIVIDUALS IN ATTENDANCE** None anticipated

**EXECUTIVE SUMMARY:** The State of Michigan Public Act 197 of 1975, enabling legislation for the establishment of a Downtown Development Authority (DDA), provides for a Board of 8 to 12 members. A majority of the members must have an interest located in the Development area (owner of property, owner of a business, manager, employee, resident), while the remaining members may be citizens at large. The DDA currently has three vacancies to fill.

**BACKGROUND INFORMATION:**

Bart Patterson is the Vice President and General Manager at RE/MAX Classic of Michigan, located within Canton's DDA. He currently serves as the Chair for the DDA and has expressed an interest in renewing his term for an additional four years.

Sandeep Narang is the owner of the Samosa Factory restaurant located within Canton's DDA. Sandeep has over 27 years of experience running a successful business and has expressed an interest in filling one of the vacancies on Canton's DDA Board.

Richard Zuniga is the owner of Biggy B Coffee located within Canton's DDA. Richard has over 15 years of experience running a successful business and has expressed an interest in filling one of the vacancies on Canton's DDA Board.

Based on their completed applications and oral interviews, the committee feels Bart Patterson should be reappointed for an additional four-year term and that Sandeep Narang and Richard Zuniga should both be appointed to a four year term on DDA Board of Directors.

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

**ACTION REQUESTED:** Re-appointment of Bart Patterson and appointment of Sandeep Narang and Richard Zuniga to the Board of Directors of the Downtown Development Authority for a four-year term.

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

**IMPLEMENTATION PLAN:** Upon approval, the Supervisor will direct the Downtown Development Coordinator to contact the Board Members and provide appropriate orientation information.

**DIRECTOR'S RECOMMENDATION:** N/A

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:** I move that the Canton Township Board of Trustees re-appointment Bart Patterson and appoint Sandeep Narang and Richard Zuniga to the Board of Directors of the Downtown Development Authority of the Charter Township of Canton for a four year term beginning May 11, 2021 and ending May 11, 2025.

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: May 11, 2021**

**AGENDA ITEM # G-7**

**ITEM: Consider Reappointment to the Building Board of Appeals**

**PRESENTER:** Anne Marie Graham-Hudak, Supervisor and Jade Smith, MSD Director

**INDIVIDUALS IN ATTENDANCE:** None anticipated

**EXECUTIVE SUMMARY:** Daljit Benipal has served on the BBA since 2019. His term expiration date was April 9, 2021. Mr. Benipal is interested in reappointment.

Daljit has technical expertise that fits the requirement to serve on the Building Board of Appeals. He has been a Professional Engineer in the state of Michigan since 1996. He has a Master of Science in Structural Engineering and a Bachelor of Science in Civil Engineering. He currently works as a Plan Review Engineer.

Mr. Benipal filled out an application for reappointment and was interviewed by the Boards & Commissions Interview Committee on May 5, 2021. The committee recommends reappointment for Mr. Benipal.

**BACKGROUND INFORMATION:**

The Building Board of Appeals shall consist of members who are qualified in accordance with Public Act 230 and are not current employees of Canton Township. A thorough knowledge of the current building codes and current construction methods is required. Since 2016, Canton's Building Board of Appeals has had seven members. Public Act 230 states a Building Board of Appeals shall consist of not less than three nor more than seven members.

**STRATEGIC PLAN/GOALS:** Mandated by state law. Public Act 230 Excerpt is included for background information on the requirements for the creation of the Building Board of Appeals. Also included is Section 112, Board of Appeals from the 2012 Michigan Building Code.

**ACTION REQUESTED:** Appoint Daljit Benipal for a two-year term.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** None

**IMPLEMENTATION PLAN:** The Building Department will notify Daljit of his reappointment and provide any other orientation information he needs.

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

I move to reappoint Daljit Benipal to the Building Board of Appeals for a two-year term to expire on April 9, 2023.

**ATTACHMENTS:**

1. PA 230 Excerpt