



**CANTON ADMINISTRATION BUILDING
1150 S. CANTON CENTER ROAD
CANTON, MI 48188
REGULAR BOARD MEETING
FEBRUARY 22, 2022**

To mitigate the spread of the COVID-19 pandemic, protect the public health, and provide essential protections to Canton Township residents; the Canton Township Board of Trustees will also offer this meeting by video teleconference.

Individuals may attend the meeting in person or join the video teleconference by going to:

<https://us02web.zoom.us/j/88361692973>

Or One tap mobile:

1-312-626-6799 (88361692973#) or 1-646-558-8656 (88361692973#)

Or Telephone:

1-312-626-6799 or 1-646-558-8656

Webinar ID: 883 6169 2973

International numbers available: <https://us02web.zoom.us/j/88361692973>

7:00 P.M.:

CALL TO ORDER

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

ADOPTION OF AGENDA

APPROVAL OF MINUTES: FEBRUARY 8 & 15, 2022

PUBLIC COMMENT ON AGENDA ITEMS ONLY

PAYMENT OF BILLS

YOUTH ADVISORY COUNCIL UPDATE

CONSENT CALENDAR:

- 1) CONSIDER AN INCREASE OF \$14,500 TO PO 2021-1132 TO FISHBECK FOR THE 2021 WATER MAIN CAPITAL IMPROVEMENT PROJECT (MSD)
- 2) CONSIDER APPROVING THE PURCHASE OF 27,400 FEET OF TYPE K COPPER TUBING, BRASS FITTINGS AND STOP BOX AND ROD FROM CORE AND MAIN (MSD)
- 3) CONSIDER APPROVING THE PURCHASE OF 119 WATER MAIN REPAIR CLAMPS IN VARIOUS SIZES FROM LOW BIDDER CORE AND MAIN IN CANTON (MSD)
- 4) REQUEST BUDGET AMENDMENT FOR THE CARRYOVER OF FISCAL YEAR 2021 OPEN PURCHASE ORDERS TO FISCAL YEAR 2022 (FBD)

- 5) REQUEST APPROVAL TO DEPOSIT ADDITIONAL MONIES TO MERS TO FUND PENSION LIABILITIES (FBD)

GENERAL CALENDAR:

- 1) RECEIVE AND FILE THE PLANNING COMMISSION 2021 ANNUAL REPORT (MSD)
- 2) CONSIDER FIRST READING OF AN AMENDMENT TO APPENDIX A – ZONING OF THE CODE OF ORDINANCES REGARDING MCPT MICHIGAN AVENUE, LLC REZONING (MSD)
- 3) CONSIDER AUTHORIZATION OF 2022 FY SPECIALIZED SERVICES OPERATING ASSISTANCE PROGRAM AGREEMENT WITH SMART (CLS)
- 4) CONSIDER APPROVAL OF A PURCHASE ORDER FOR RENTAL OF TENTS, TABLES, AND CHAIRS FOR THE 2022 LIBERTY FESTIVAL (CLS)
- 5) CONSIDER REQUEST TO TEMPORARILY RELOCATE THE MOTOROLA DISPATCH/RADIO CONSOLE DURING THE DISPATCH RENOVATION AND AN ASSOCIATED 2022 E-911 BUDGET AMENDMENT (POLICE)
- 6) CONSIDER APPROVING A NEW FIRE INSPECTOR POSITION AND AN ASSOCIATED AMENDMENT TO THE 2022 FIRE BUDGET (FIRE)
- 7) CONSIDER APPROVAL OF THE UPDATED NEW PART TIME WAGE SCALE (SUPERVISOR)
- 8) CONSIDER APPROVAL OF APPOINTMENT OF ITI DIRECTOR (SUPERVISOR)

PUBLIC COMMENT
BOARD COMMENT
ADJOURN

ACCESS TO PUBLIC MEETINGS

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

**Charter Township of Canton
Board Proceedings – February 8th, 2022**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, February 8th, 2022, in-person. Supervisor Graham-Hudak called the meeting to order at 7:03 p.m.

Members Present: Borninski, Ganguly, Graham-Hudak, Siegrist, Slavens, Sneideman
Members Absent: None

Adoption of Agenda:

Motion by Siegrist, supported by Slavens to adopt the agenda as amended with the addition of G-11 and a closed session. Motion carried unanimously.

Approval of Minutes:

Motion by Siegrist, supported by Borninski to approve the January 18, 2022 and January 25, 2022 Board minutes as presented. Motion carried unanimously.

Public Comment: Public comment was held.

Payment of Bills:

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

CHARTER TOWNSHIP OF CANTON EXPENDITURE RECAP FOR THE TOWNSHIP BOARD MEETING OF February 8, 2022		
101	GENERAL FUND	849,112.46
204	ROADS FUND	14,760.75
206	FIRE FUND	532,393.64
207	POLICE FUND	769,856.28
208	SUMMIT OPERATING (General)	100,165.21
219	STREET LIGHTING	0.00
230	CABLE TV FUND	15,175.40
246	TWP (COMMUNITY) IMPROVEMENT	13,595.00
248	DDA - CANTON	21,897.41
261	E-911 UTILITY	473.62
265	ORGANIZED CRIME - DRUG ENFORCEMENT	0.00
274	CDBG	28,035.00
276	NSP GRANTS FUND	0.00
285	AMERICAN RESCUE PLAN ACT	161,682.50
301	ENERGY PROJECT DEBT SVCE FUND	0.00
302	CAPITAL PROJECT DEBT SERVICE	0.00
401	CAP PROJ - ENERGY PROJECT	24,476.10
402	CAP PROJ - SUMMIT CONSTR	0.00

403	CAP PROJ - ROAD PAVING	0.00
584	GOLF FUND	22,738.36
592	WATER & SEWER FUND	813,151.72
596	SOLID WASTE	321,434.78
661	FLEET	60,694.69
701	TRUST & AGENCY FUND	0.00
702	CUSTODIAL FUND	545.00
736	POST EMPLOYMENT BENEFITS	248,280.16
852	SPECIAL ASSESSMENT DEBT	0.00
TOTAL - ALL FUNDS		3,998,468.08

Consent Calendar:

Item C-1. Consider Second Reading of an Ordinance to Amend Chapter 74, Article II, Division 2, Subdivision II to Establish a Pumped Sanitary Sewer District and Other Updates

Motion by Siegrist, supported by Borninski to move to hold the Second Reading and adopt an amendment to Chapter 74, "UTILITIES", Article II, Division 2, Subdivision II entitled "RATES AND CHARGES" to be published and become effective on February 17, 2022. Motion carried unanimously.

Item C-2. Consider Approving a Professional Development Training Program for the Director of Police Services

Motion by Siegrist, supported by Borninski to move to approve Director Chad Baugh to attend the Michigan Certified Public Manager Program offered through Saginaw Valley State University, in the amount of \$2,995. Motion carried unanimously.

Item C-3. Consider Approving an Update to the Police Department's Current Agreement With Comcast for Dedicated Internet Service

Motion by Siegrist, supported by Borninski to move to approve updating the Police Department's current agreement with Comcast for dedicated internet service to include five static IP addresses; therefore, updating the previously approved agreement of \$475 per month for 60 months, to \$480 per month for 48 months. Motion carried unanimously.

General Calendar:

Item G-1. Consider Approval of an Extension of the Contract with Rotondo Construction Corporation for the 2022 Sidewalk Repair Program

Motion by Siegrist, supported by Slavens to move to approve an extension of the contract with Rotondo Construction Corporation for the completion of the 2022 sidewalk repair program and authorize Municipal Services Department to put the contract in place upon receipt of the proposed unit rate increase provided their unit rates are held within a maximum five percent increase over the 2021 rates.

I further move to approve a purchase order not to exceed the board authorized budgeted amount.

Item G-2. Consider Approval for the Creation of Two Full Time Tech IV’s for the Facilities Department

Motion by Siegrist, supported by Slavens to move to approve the creation of two (2) full time Tech IV’s for the Facilities Services Department.

I move to approve the following budget amendments:

Increase Revenues		
101-000.695	Fund Balance Appropriation	84,447
Increase Expenses		
101-265.703 0010	Salaries & Wages Full Time	57,825
101-265.724 0010	Fringe Benefits FICA	2,894
101-265.724 0023	Fringe Benefits Prescription	5,212
101-265.724 0025	Fringe Benefits Medical	25,423
101-265.724 0026	Fringe Benefits HCSP	2,200
101-265.724 0030	Fringe Benefits Dental	2,396
101-265.724 0035	Fringe Benefits Optical	1,300
101-265.724 0040	Fringe Benefits Life	130
101-265.724 0045	Fringe Benefits Disability	129
101-265.724 0050	Fringe Benefits Pension	5,782
101-265.724 0051	Fringe Benefits 457 Contribution	1,156
Decrease Expenses		
101-265.703 0015	Salaries & Wages Part Time	20,000
208-757-97.703 0015	Salaries & Wages Part Time	15,000
208-757-97.724 0010	Fringe Benefits FICA	1,147
Decrease Revenues		
208-757-50.695	Fund Balance Appropriation	16,147

Motion carried unanimously.

Item G-3. Consider Approval of a Budget Amendment, Purchase Order and Contract Award for a Construction Management Firm for the 4 Year Capital Improvement Plan

Motion by Siegrist, supported by Slavens to move to approve the following 2022 budget amendment:

Increase Revenue:

Account # 246-000.695	Fund Balance Appropriation	\$866,500
Account # 401-000.699_2460	Transfers in Community Improvement Fund	\$805,809

Increase Expenditures:

Account # 246-261.801_0050	Professional Services	\$60,691
Account # 246-969.995_4010	Transfers Out – Capital Projects	\$805,809
Account # 401-261.801_0050	Professional Services	\$805,809

Further, move to award a contract and approve a purchase order for Construction Management Services to The Albert M. Higley Co. in connection with the Capital Improvement Plan for an amount not to exceed \$805,809 based on \$8,500,000 of capital projects.

Further, move to increase Purchase Order # 2021-938 Plante & Moran Cresa for \$60,691.

Motion carried unanimously.

Item G-4. Consider Approval of the Purchase of a JOHN DEERE GATOR XUV835M

Motion by Siegrist, supported by Sneiderman to move to move to award a purchase order contract to Hutson John Deere for an amount not-to-exceed \$22,836.04 for the purchase of a new 2022 John Deere Gator XUV835M. Motion carried unanimously.

Item G-5. Consider Approval of the Purchase of Police Vehicles for 2022 and an Associated Budget Amendment to the 2022 Police Budget

Motion by Siegrist, supported by Borninski to move to approve the following budget amendment to the 2022 Police Budget:

Increase revenues:

Police – Fund Balance Appropriation	Account # 207-000-695	\$1,593
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Increase Expenditures:

Police – Capital Outlay Vehicles	Account # 207-301-50.970_0040	\$1,593
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Further, move to approve issuing a purchase order for the purchase of seven (7) vehicles in the amount of \$256,593 from Signature Ford located at 1960 E Main St, Owosso MI,48867, funds.

Motion carried unanimously.

Item G-6. Consider Approval of Payment for Burlington Sanitary Sewer Lead Failure Emergency Repairs

Motion by Siegrist, supported by Slavens to move to award a purchase order for payment to Fortified Plumbing in the amount of \$17,000 for the Burlington sanitary sewer lead emergency repair. Motion carried unanimously.

Item G-7. Consider Resolution to Adopt Water and Sewer Rates and Charges Pursuant to Canton Code of Ordinances Part I, Chapter 74 Entitled “Utilities”, Article II, Section 4, §74-83

Motion by Siegrist, supported by Slavens to move to approve the following resolution:

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

A Resolution setting water and sewer rates and charges

WHEREAS, Canton Township’s Water and Sewer System is primarily dependent upon water and sewer rate and charges for its funding; and

WHEREAS, the rate structure should be designed to generate revenues adequate to properly operate and maintain the water and sewer system, to comply with regulatory requirements, to fund water system capital projects, and to meet debt service requirements; and

WHEREAS, Canton Code of Ordinances Part I, Chapter 74 entitled “Utilities”, Article II, Section 4, §74-83 authorizes the Township Board to adopt by resolution the water and sewer rates and charges via resolution; and

NOW, THEREFORE, BE IT RESOLVED by the Canton Township Board that the water and sewer rates and charges as specifically described in Exhibit A (attached hereto) are hereby adopted; and

BE IT FURTHER RESOLVED that the rates established by this resolution shall be effective on the same date as the publication of the changes to Chapter 74, Utilities, Article II, Township Water and Sewer Systems, Division 1, Generally, and Division 2, Financial Matters

DATED THIS 8TH DAY OF FEBRUARY 2022.

Motion carried unanimously.

Item G-8. Consider Approving the Renewal of an Animal Sheltering Agreement with the Michigan Humane Society for 2022

Motion by Siegrist, supported by Borninski to move to approve the proposed contract with Michigan Humane Society for animal sheltering services from March 1, 2022 – February 28, 2023, in the total amount of \$37,000, utilizing funds budgeted in the 2021 Police Animal Care Account.

Motion carried unanimously.

Item G-9. Consider Approving a Memo of Understanding with Growth Works for the Expansion of Canton’s Youth Diversion Program and Associated 2022 Police Budget Amendments

Motion by Borninski, supported by Slavens to move to allow Clerk Siegrist to abstain due to a conflict of interest. Motion carried 6-0-1 with Clerk Siegrist abstaining.

Motion by Foster, supported by Slavens to move to approve the one-year Memo of Understanding with Growth Works to expand Canton’s Youth Diversion Program;

Additionally, move to approve the below amendment to the 2022 Police Budget:

Increase Police Revenues:

Fund Balance Appropriation		
State Drug Forfeiture:	#207-000-695.1001	\$25,000

Increase Police Appropriations:

Program Expense		
State Drug Forfeiture:	#207-301-50.763_0003	\$25,000

Motion carried 6-0-1 with Clerk Siegrist abstaining.

Item G-10. Consider Diversity, Equity and Inclusion Initiative for Township Employees and Award Contract to Michigan Roundtable (MRT)

Motion by Siegrist, supported by Slavens to move to approve \$75,000 in funding toward Canton Township’s *You Belong Here* strategic plan to Michigan Roundtable for the purpose of Canton’s diversity, equity and inclusion initiative and the necessary related budget adjustment noted below:

Increase Revenue	Fund Balance Appropriation	101-000.695	\$75,000
Increase Expenditures:	Training & Education	101-270.910	\$75,000

Motion carried unanimously.

Item G-11. Consider Approving Budget Amendment and Headcount Adjustment for the Clerk’s Office

Motion by Siegrist, supported by Slavens to move to increase the headcount in the Clerk’s Office by adopting the Merit Commission’s recommendation of a Grade 6 Position titled Records & Data Specialist and to amend the budget as follows:

Increase Revenue:

101-000.695 - Fund Balance Appropriation: \$88,975

Increase Expenditures:

101-215.703_0010	Salaries & Wages – Full Time:	\$53,579
101-215.703_0015	Overtime:	\$2,473
101-215.724_XXXX	Various Fringes:	\$32,923

Motion carried unanimously.

Closed Session:

Motion by Siegrist, supported by Borninski to move to closed session under Section 8(h) of the Open Meetings Act, to discuss information exempt from public disclosure under Section 13(1) (g) of the Freedom of Information Act, Information or records subject to the attorney-client privilege at 7:47pm. Motion carried unanimously by roll call vote.

Motion by Siegrist, supported by Sneiderman to move to open session at 9:13pm. Motion carried unanimously by roll call vote.

Additional Public comment was held.

Additional Board comment was held.

Adjourn: Motion by Siegrist, supported by Foster to adjourn the meeting at 9:14 p.m. Motion carried unanimously.

Michael A. Siegrist, Clerk

Anne Marie Graham-Hudak, Supervisor

**Charter Township of Canton
Board Proceedings – February 15, 2022**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, February 15th, 2022 in person. Supervisor Graham-Hudak called the meeting to order at 6:00 p.m.

Members Present: Borninski, Foster, Ganguly, Graham-Hudak, Siegrist, Slavens, Sneideman
All members stated their location as Canton Township.

Members Absent: None

Adoption of Agenda:

Motion by Siegrist, supported by Slavens to adopt the agenda. Motion carried unanimously.

Study Session:

- 1) Proposed Fire Station No.4 – Update on 2021 Statistical Data
- 2) Police Transparency and Guidance Subcommittee (PTAG) Update

Public Comment:

Public comment was held.

Adjourn: Motion by Sneideman, supported by Slavens to adjourn the meeting at 7:31 p.m.
Motion carried unanimously.

Michael A. Siegrist, Clerk

Anne Marie Graham-Hudak, Supervisor

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 22, 2022

AGENDA ITEM:#C-1

ITEM: Consider an Increase of \$14,500 to PO 2021-1132 to Fishbeck for the 2021 Water Main Capital Improvement Project

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

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

The Township Board awarded a contract for professional engineering design services to Fishbeck for the 2021 program in an amount not to exceed \$46,530 plus a change order for \$25,700. Fishbeck served in the same position for the 2019 and 2020 Water Main CIP.

Once design for the portion of work located in and near Canton Country Acres was started, DPW and Engineering Services realized we needed additional design work to be completed. This includes relocation of water valves, extension of existing water main, and the associated survey work. Therefore, Engineering Services is requesting change order approval.

As was awarded in 2021, design for the Canton Country Acres and Beck Road South water main replacement is nearing completion. Once these designs are finalized, Engineering Services will be bringing an RBA to the board for additional construction services to Bidigare Contractors.

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

1. Multiple main breaks have occurred these areas, exceeding five breaks within two years of the one-mile-of-pipe subject area.
2. Size of some of the old main is 6-inch diameter, which is no longer in line with current Township standard of 8-inch diameter minimum.

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

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

ACTION REQUESTED: Increase PO 2021-1132 by \$14,500.

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

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

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to increase PO 2021-1132 by \$14,500 for the 2021 Water Main Capital Improvement Projects for additional survey work.

ATTACHMENTS:

1. Fishbeck Additional Fee Sheet

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 22, 2022

AGENDA ITEM:C-2

ITEM: Consider Approving the Purchase of 27,400 Feet of Type K Copper Tubing, Brass Fittings and Stop Box and Rod From Core and Main

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated.

EXECUTIVE SUMMARY: In order to provide necessary water service to new homes within the community, copper water service line and brass supplies will be needed by our Public Works Division. Public Works received Four (4) bids on the requested materials on February 3rd, 2022. Core and Main in Canton was the low bid for copper tubing, brass fittings, stop boxes and rods in the amount of \$271,363. Also, be advised ~~that~~ the bid from Progressive Plumbing Supply appears to be the lowest bid but was an incomplete bid.

STRATEGIC PLAN/GOALS: Quality Infrastructure – Commitment to provide safe water service to our customers.

ACTION REQUESTED: Authorize the purchase of 27,400 feet of type K copper tubing, and brass supplies from low bidder Core and Main.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds will come from account# 592-536.939 Water Inventory

IMPLEMENTATION PLAN: Upon approval by the Township Board the Public Works Department will enter a purchase order and order the materials.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to award a contract for the purchase of 27,400 feet of Type K copper tubing, and Brass fittings to Core and Main Located at 4901 Dewitt Canton Mi 48188 for in the amount of \$271,363.

ATTACHMENTS:

1. Bid Tab Sheet and Core & Main Bid
2. Progressive Plumbing Supply Bid

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 22, 2022

AGENDA ITEM:C-3

ITEM: Consider Approving the Purchase of 119 Water Main Repair Clamps in Various Sizes From Low Bidder Core and Main in Canton

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated.

EXECUTIVE SUMMARY: In order to make necessary water main repairs to keep our water system fully functional, repair clamps are needed by our Public Works Division. Public Works received three (3) bids on the requested materials on February 3, 2022. Core and Main in Canton was the low bid for repair clamps in the amount of \$26,238.47.

STRATEGIC PLAN/GOALS: Quality Infrastructure – These repair clamps will ensure our commitment to safe drinking water service to our customers.

ACTION REQUESTED: Authorize the purchase of 119 water main repair clamps from the lowest bidder Core and Main of Canton.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Fund will come account # 592-536.939 Water Inventory.

IMPLEMENTATION PLAN: Upon approval by the Township Board the Public Works Department will enter a purchase order and order the materials.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to award a contract for the purchase of 119 water main repair clamps to Core and Main 4901 Canton Mi 48188 in the amount \$26,238.47

ATTACHMENTS:

1. Bid Tab Sheet and Core & Main Bid

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 22, 2022

AGENDA ITEM #C-4

ITEM: Request Budget Amendment for the Carryover of Fiscal Year 2021 Open Purchase Orders to Fiscal Year 2022

PRESENTER: Wendy Trumbull, Finance & Budget Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: The Finance & Budget Department is requesting to carryover prior year purchase orders not complete during the fiscal year 2021. This will require the Board to approve an increase of the 2022 budget.

BACKGROUND INFORMATION: At the end of each fiscal year, there are numerous open purchase orders for goods and services budgeted and ordered in that fiscal year. A majority of these open purchase orders are for items received in that fiscal year but paid for in the subsequent year; the expense is recorded as an accounts payable at the end of that year and these purchase orders are closed. However, some of the open purchase orders are for items that were not received by the end of the fiscal year, and these purchase orders carry over into the succeeding fiscal year to complete the transactions. A fund balance reserve is made at the end of the year for these purchase commitments. In many cases, there are not sufficient budget funds in the line item budgets for these items, so the succeeding fiscal year's budget must be amended.

A listing of the 2021 purchase orders carried over into fiscal year 2022 follows the model resolution.

STRATEGIC PLAN/GOALS: Demonstrate fiscal responsibility.

ACTION REQUESTED: Approve budget amendments in several funds for purchase orders that were open at the end of 2021 and carried over to 2022. Amendment amounts have been rounded up to the next dollar, as Canton Township's budget is in whole dollars. As a result of this rounding up, some totals may exceed the actual purchase order totals.

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

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

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the following 2022 budget amendments increasing the expenditures for purchase order commitments previously accrued and carried over from 2021:

Fund	Amount
General Fund (101)	\$220,203
Roads Fund (204)	\$1,285,034
Fire Fund (206)	\$117,852
Police Fund (207)	\$96,604
Community Center Fund (208)	\$3,150
Community Improvement Fund (246)	\$384,231
Downtown Development Authority Fund (248)	\$39,083
Community Development Block Grant Fund (274)	\$230,878
Capital Projects Fund (401)	\$2,210,776
Capital Projects – Roads Fund (403)	\$2,547
Golf Course Fund (584)	\$27,756
Water & Sewer Fund (592)	\$687,027
Post-Employment Benefits Fund (734)	\$3,500

ATTACHMENTS: 2021 Purchase Orders Carryover List

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 22, 2022

AGENDA ITEM #C-5

<p>ITEM: Request Approval to Deposit Additional Monies to MERS to Fund Pension Liabilities</p>

PRESENTER: Wendy Trumbull, Finance & Budget Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: According to the most recent actuary report from MERS, the Township's combined pension plans are approximately 68% funded, with an unfunded liability of approximately \$51,232,000. The Township has made it a priority to address these legacy costs, while also maintain strong retirement benefits for its current and future employees.

As a part of the 5-year financial projection reviews and the Board Goals Study, we're comfortable that we have the financial ability to fund an additional \$3,299,920 to the MERS pension system in 2022, with the General, Police and Fire funds contributing approximately \$1,000,000 each and the balance being spread to other funds. With this additional funding, the plan's funding level will increase to approximately 70% based on the 2020 Actuarial Valuation.

BACKGROUND: Throughout the past several years the Township has made great strides in reducing pension legacy costs through additional prefunding of the costs, bridging down benefit levels for current employees, establishing the MERS Hybrid plan for new employees, and eliminating retiree health care for employees hired after January 1, 2013. Despite these efforts, the pension plan still has a large unfunded pension liability. By making additional contributions as the resources are available now, it will reduce the required contributions in future years.

STRATEGIC PLAN/GOALS: Financial Stability: The \$3,299,920 of pension funding will be spread among all funds, with the General, Police, and Fire funds funding \$1,000,000 each. The expense will be spread amongst the funds to expense the contribution based on which funded employees worked. In addition, we will target the lowest funded divisions to bring all plans to a more equal funded level.

ACTION REQUESTED: Approve an additional \$3,299,920 in pension funding to MERS.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: A total of \$3,299,920 additional pension funding will be paid out of the following funds:

101 - General	\$ 921,978.00
204 - Roads	3,226
206 - Fire	1,000,000
207 - Police	1,000,000
208 - Community Center	78,097
248 - DDA	8,008
592 - Water & Sewer	251,569
596 - Garbage & Rubbish	1,775
661- Fleet	35,267
	\$ 3,299,920.00

IMPLEMENTATION PLAN: Once approved, the Finance Department will process additional payments to the MERS pension system.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the additional funding to the MERS pension system for Canton Township in the total amount of \$3,299,920

In addition, I move to approve the follow budget amendments:

Increase Expense:		
101-261.724_0050	Fringe Benefits Pension Contribution	921,978
204-446-50.724_0050	Fringe Benefits Pension Contribution	3,226
206-336-50.724_0050	Fringe Benefits Pension Contribution	1,000,000
207-301-50.724_0050	Fringe Benefits Pension Contribution	1,000,000
208-757-50.724_0050	Fringe Benefits Pension Contribution	78,097
248-729.724_0050	Fringe Benefits Pension Contribution	8,008
592-536.724_0050	Fringe Benefits Pension Contribution	125,784
592-537.724_0050	Fringe Benefits Pension Contribution	125,785
596-528.724_0050	Fringe Benefits Pension Contribution	1,775
661-530.724_0050	Fringe Benefits Pension Contribution	35,267

Increase Revenue:		
101-000.695	Fund Balance Appropriation	921,978
204-000.695	Fund Balance Appropriation	3,226
206-000.695	Fund Balance Appropriation	1,000,000
207-000.695	Fund Balance Appropriation	1,000,000
208-757-50.695	Fund Balance Appropriation	78,097
248-000.695	Fund Balance Appropriation	8,008
592-000.695	Fund Balance Appropriation	251,569
661-000.695	Fund Balance Appropriation	35,267
Decrease Expense:		
596-528.999	Transfer to Fund Balance	1,775

ATTACHMENTS: None

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 22, 2022

AGENDA ITEM #G-1

ITEM: Receive and File the Planning Commission 2021 Annual Report

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None

EXECUTIVE SUMMARY: The Michigan Planning Enabling Act (Public Act 33 of 2008) requires the Planning Commission to make an annual written report to the Township Board concerning its operations and the status of planning activities, including recommendations regarding actions by the Township Board related to planning and development. At its meeting on February 7, 2022, the Planning Commission approved the enclosed 2021 Annual Report and 2022 Work Plan.

BACKGROUND: Included in the Planning Commission 2021 Annual Report and 2022 Work Plan is a summary of activity for applications reviewed by the Planning Services Division and the Planning Commission during 2021. A summary of the general development trends and of the various activities and programs in which the Planning Services Division is involved is also provided in this report. This report is summarized as follows:

1. Planning Commission Meetings in 2021
2. Plans Reviewed in 2021 and the Status of Ongoing Development
3. Master Plan Update
4. Planning Services Division Operations Updates and Accomplishments
5. 2022 Work Plan

STRATEGIC PLAN/GOALS: Organizational Climate and Culture, Quality Infrastructure, and Healthy Ecosystem

ACTION REQUESTED: To receive and file the Planning Commission 2021 Annual Report.

BUDGET IMPLICATION & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: N/A

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: Approval

ENGINEERING SERVICES DIVISION'S RECOMMENDATION: N/A

FIRE MARSHAL'S RECOMMENDATION: N/A

BUILDING OFFICIAL'S RECOMMENDATION: N/A

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to receive and file the Planning Commission 2021 Annual Report and 2022 Work Plan, which was adopted by the Planning Commission on February 7, 2022, in accordance with the Michigan Planning Enabling Act.

ATTACHMENTS:

1. 2021 Annual Planning Commission Activity Report and 2022 Work Plan

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 22, 2022

AGENDA ITEM #G-2

ITEM: Consider First Reading of an Amendment to Appendix A – Zoning of the Code of Ordinances Regarding MCPT Michigan Avenue, LLC Rezoning

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: MCPT Michigan Avenue, LLC

EXECUTIVE SUMMARY: The applicants propose to rezone 47725 Michigan Ave (parcel no. 128-99-0005-702) and the south portion of 47575 Michigan Ave (parcel no. 128-99-0006-703) from GI, General Industrial to C-3, Regional Commercial. The subject site is located on the south side of Michigan Ave., west of Beck Rd. The parcel at 47575 Michigan Ave. is zoned both GI and C-3, and the current portion of this parcel zoned GI is approximately 1.5 acres. Therefore, rezoning this parcel to C-3 will allow for the entire parcel to be located within one zoning district.

If the rezoning is approved, the applicant will submit applications for Special Land Use and site plan review to construct a car wash establishment, which will be reviewed by the Planning Commission and Township Board at that time. Car wash establishments are special land uses in the proposed C-3 zoning district.

BACKGROUND AND ANALYSIS:

Location: South side of Michigan Ave., west of Beck Rd.

Net Acres: Approximately 6.85 acres: Approximately 3.57 acres (47575 Michigan Ave), and approximately 3.28 acres (47725 Michigan Ave).

Existing Land Use(s): Vacant. The parcel at (47725 Michigan Ave. has a vacant building)

Existing Zoning:

- C-3, north half of 47575 Michigan Ave. and GI, south half of 47575 Michigan Ave.;
- GI, 47725 Michigan Ave.

Surrounding Zoning and Land Uses:

North – LI-R, Light Industrial Research; Canton Business Park

South – GI, General Industrial; MAPCO

East – C-3, Regional Commercial; Community Financial Credit Union

West – GI, General Industrial; Public Storage

Existing Comprehensive Plan Future Land Use Map Classification: Mixed Use

Surrounding Comprehensive Plan Future Land Use Map Classifications:

North – Light Industrial

South – Mixed Use

East – Mixed Use

West – Mixed Use

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

- (1) The proposed amendment will be in accordance with the basic intent and purpose of the Zoning Ordinance, as the amendment is consistent with the Comprehensive Plan whose policies the Zoning Ordinance is intended to implement.
- (2) The proposed amendment is consistent with the Comprehensive Plan of the Township. The Future Land Use Map of the Comprehensive Plan designates the subject property as Mixed Use, which identifies Michigan Ave as a regional transportation corridor. Policy 1.5.2(c) notes that areas along Michigan Ave. that are designated Mixed Use shall allow for the consideration of Light Industrial (LI) on the south side of Michigan Ave, Office (O-1), and/or Regional Commercial (C-3) zoning.
- (3) Conditions have changed since the Zoning Ordinance was adopted, as the owners of the subject parcel desire to utilize the property for commercial uses that were identified as desirable in the Master Plan.
- (4) The amendment will correct an inequitable situation created by the Zoning Ordinance rather than grant special privileges because the Comprehensive Plan recommends mixed uses that are permitted in the Office and Regional Commercial districts.
- (5) The amendment will not result in exclusionary zoning, as the amendment is a result of an application by the owner of the subject property, and the subject parcel is adjacent to parcels in the C-3 district to the east.
- (6) The amendment will not set an inappropriate precedent, as it is consistent with the Comprehensive Plan policies and Future Land Use Map, and the subject parcel is surrounded by the Mixed Use Future Land Use classification on the west, south, and east sides.
- (7) The proposed rezoning is consistent with the existing land uses of surrounding properties. Surrounding land uses are a mix of light industrial and commercial land uses that are compatible with each other.
- (8) If the proposed rezoning is approved, it appears that all of the requirements of the proposed zoning classification can be complied with on the subject parcel. However, specific development requirements will be addressed at the time of Special Land Use and site plan review.
- (9) The proposed zoning, C-3, Regional Commercial, is consistent with the trends in land development in the general vicinity of the subject property, as the subject parcel is adjacent to parcels in the C-3 zoning district.
- (10) The subject property will be serviced by an adequate road system (Michigan Ave, which is paved in this area), and water and sanitary sewer service are available in the

area. Therefore, there is expected capacity in the water and sewer systems to serve the subject property. Beck Road is gravel and we have informed the applicants that we recommend the future uses access Michigan Ave. exclusively. While site access will be addressed during Special Land Use review and site plan review, the applicants have indicated agreement with exclusively accessing Michigan Ave. due to the nature of the car wash use. The western parcel at 47725 Michigan Ave. currently has 2 curb cuts on Michigan Ave., and the applicants will be required to coordinate its proposed curb cut access with MDOT.

- **Community Planner's Recommendation:** Approval.
- **Planning Commission Recommendation:** At its meeting on February 7, 2022, the Planning Commission voted 8-0 to recommend approval of the request to rezone parcel nos. 71-128-99-0005-702 and 71-128-99-0006-703 from GI, General Industrial to C-3, Regional Commercial. Prior to recommending approval of the rezoning, the Planning Commission held a duly noticed public hearing and there were no public comments received.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Introduce, hold the first reading, and table the proposed rezoning amendment to Appendix A – Zoning of the Code of Ordinances, which proposes to rezone parcel nos. 71-128-99-0005-702 and 71-128-99-0006-703 from GI, General Industrial to C-3, Regional Commercial.

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 RECOMMEDATION: Approval

MODEL MOTIONS:

1. I move to introduce and hold the first reading of the proposed amendment to Appendix A – Zoning of the Code of Ordinances of the Charter Township of Canton as provided in the attached ordinance, which rezones tax parcel nos. 71-128-99-0005-702 and 71-128-99-0006-703 from GI, General Industrial to C-3, Regional Commercial.

2. Further, I move to table consideration of the amendment for a second reading on March 8, 2022.

ATTACHMENTS:

1. Draft Ordinance and Map

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 22, 2022

AGENDA ITEM#G-3

ITEM: Consider Authorization of 2022 FY Specialized Services Operating Assistance Program Agreement with SMART

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY:

The Township submitted its annual Specialized Services application with SMART to provide funding for the Canton Mobility Transportation program. SMART has notified the Township that it is eligible for \$43,377 under the program from October 1, 2021 through September 30, 2022.

Canton Leisure Services is requesting Board authorization for the Specialized Services Operating Assistance Program Agreement with SMART.

BACKGROUND:

Canton Township applied for and was awarded a Specialized Services Operating Assistance Program grant from the Suburban Mobility Authority for Regional Transportation (SMART). The grant will be utilized for the Canton Mobility Transportation Services program, which provides transportation for seniors and disabled individuals.

- The grant is for \$43,377, which is an increase from the allocation Canton secured last year.
- The grant contract covers the period of October 1, 2021 through September 30, 2022.
- These funds are in addition to the \$88,692 Municipal Credit grant, which the Township was awarded for FY2021. In addition, fare box revenue collected from program riders in FY 2021 was \$23,061.
- The total annual contract with Nankin Transit Commission to provide transportation services is not to exceed \$429,698.
- The two grants and fare box revenue offset the Nankin Transit Commission contract amount. The balance of the contract amount is covered through the Township's General Fund and budgeted in Social Services – Transportation.

STRATEGIC PLAN/GOALS: Financial Stability and Welcoming Community

ACTION REQUESTED: Authorize the FY 2022 Specialized Services Operating Assistance Program Agreement with SMART.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

Grant funds will be reimbursed to the Township. Transportation funds are expended from Social Services-Transportation Account #101-670.860.

IMPLEMENTATION PLAN:

Leisure Services will process the grant which is in effect from October 1, 2021 through September 30, 2022. Grant funds will be utilized for the Township's Transportation Contract with the Nankin Transit Commission.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve the FY 2022 Specialized Services Operating Assistance Agreement between SMART and the Charter Township of Canton for \$43,377 and to authorize the Township Supervisor to sign the contract on behalf of the Township.

ATTACHMENTS:

Attachment A: Specialized Services Operating Assistance Agreement

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 22, 2022

AGENDA ITEM #G-4

ITEM: Consider Approval of a Purchase Order for Rental of Tents, Tables, and Chairs for the 2022 Liberty Festival

PRESENTER: Greg Hohenberger, Director of Leisure Services

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: In May of 2018, the Board of Trustees authorized a five-year agreement for the rental of Liberty Fest tents, tables and chairs to American Rentals, Inc. in an amount not to exceed \$19,500 annually with funds to be paid from Account #101-691-59.940 – Recreation Special Events Rentals. American Rentals notified Leisure Services that they would not be able to fulfill the order in 2022 due to staffing shortages. This resulted in a search for a new provider. Delux Tents and Events, located in Belleville, are able to fulfill the remaining portion of tents, tables, and chairs needed. Due to the short notice and need to secure the equipment, Leisure Services is requesting waiving the bidding process and approval of a purchase order in the amount not to exceed \$17,500 to cover the quoted amount and any last-minute adjustments that may be required.

BACKGROUND: Leisure Services facilitates the rental of tents, tables and chairs for patrons and vendors to ensure safety for all and for uniformity throughout the grounds. A significant portion of the direct expenses associated with the Liberty Festival are recovered through participation fees, sponsorships, and third-party agreements. Over 125 individual tents and hundreds of tables and chairs are provided throughout the festival. Several large tents are provided for guest comfort, providing shade and a place to sit and enjoy all of the amenities offered throughout. In addition, smaller tents are provided for specific activities – some of which are sponsored by Canton, and many of which are provided to vendors. Those participating in the Marketplace area, such as businesses, community groups and non-profits, are charged varying rates to help cover the associated costs. Sponsor packages and third-party vendor agreements also help offset expenses.

STRATEGIC PLAN/GOALS: Welcoming Community

ACTION REQUESTED: Authorize a purchase order for rental of tents, tables, and chairs from Delux Tents and Events, 489 East Huron River Drive, Belleville MI 48111 in the amount not to exceed \$17,500.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

Budget Implications: \$17,500 is budgeted in the Liberty Festival account # 101-756-47.940 – Rentals

IMPLEMENTATION PLAN: Upon Board approval, a purchase order will be generated and Delux Tents and Events will be notified.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to waive the bidding process and authorize a purchase order in the amount of \$17,500 from account # 101-756-47.940 – Rentals for Delux Tents and Events, 489 East Huron River Drive, Belleville, MI 48111.

ATTACHMENT:

N/A

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 22, 2022

AGENDA ITEM #G-5

**ITEM: Consider Request to Temporarily Relocate the Motorola Dispatch/Radio Console
During the Dispatch Renovation and an Associated 2022 E-911 Budget
Amendment**

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

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The Police and Fire Departments are requesting approval to temporarily relocate the Motorola Dispatch/Radio console from the first floor to the second floor, to accommodate construction during the dispatch renovation. Motorola Solutions (the sole source provider) has quoted the move at \$29,504, which includes relocating all dispatch and radio console equipment, along the disassembling and reassembling of furniture for the four-position console workstations. E-911 funds are permitted and will be utilized for this project.

In addition, an amendment to the 2022 E-911 Budget is being proposed for this expense.

BACKGROUND INFORMATION: In preparation for the department's upcoming dispatch renovation project, detailed plans are being made for relocating the expansive operations of the dispatch center to the second floor for the duration of the project. The technology being relocated is of the utmost importance to the operation of the police and fire departments and there is no room for error to maintain a seamless flow of emergency services being provided to the community, as well as officer communications and safety. Motorola Solutions is the sole-source provider of moving their intricate technology. Data and electrical wiring to accommodate the technology being moved will be contracted with outside vendors by Township staff.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approve Motorola Solutions to relocate the Motorola dispatch and radio console, including furniture, in the amount of \$29,504. Additionally, approve an amendment to the 2022 E-911 Budget to accommodate this project.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Increase E-911 Fund Balance Appropriations Account #261-000-695 by \$29,504 and increase E-911 Professional Contracted Services Account #261-346-50.801_0050 by \$29,504.

IMPLEMENTATION PLAN: A detailed coordination plan with anticipated construction

timelines will be the foundation of this relocation, currently estimated to take place in mid-April.

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION:

- 1) I move to approve Motorola Solutions to relocate the Motorola dispatch and radio console, including furniture, in the amount of \$29,504.
- 2) Additionally, I move to approve the below amendment to the 2022 E-911 Budget to accommodate this project.

<i>Increase E-911 Revenues:</i>		
Fund Balance Appropriation:	#261-000-695	\$29,504

<i>Increase E-911 Appropriations:</i>		
Professional Contracted Services:	#261-346-50.801 0050	\$29,504

ATTACHMENTS: Attachment A – Quote from Motorola Solutions

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 22, 2022

AGENDA ITEM #G-6

ITEM: Consider Approving a New Fire Inspector Position and an Associated Amendment to the 2022 Fire Budget

PRESENTER: Christopher Stoecklein, Director of Fire Services

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The Fire Department is requesting a new Fire Inspector position be approved for assignment in the Fire Prevention Unit. This position is needed for the unit to keep up with the increased demands of plan reviews, building permit approvals, and inspections being created by the on-going construction in Canton. The position of Fire Inspector is also responsible for inspections of existing commercial buildings and prevention programs in the community. This position would be posted internally in accordance with the current IAFF Local 2289 bargaining unit contract.

An amendment to the 2022 Fire Budget is also included in this request for nine months of salary and benefits estimated at \$112,959.

BACKGROUND INFORMATION: This would be the third inspector in the Fire Prevention Unit, which is headed by the Fire Marshal. The Fire Inspector job description consists of skilled inspection and enforcement work in promoting fire safety and securing compliance with fire prevention laws and ordinances. Work emphasizes inspection of commercial and industrial establishments and places of public assembly. Highlighted examples of work performed include but not limited to:

- Inspects places of public assembly and business and industrial establishments for existing or potential fire hazards; orders correction of dangerous conditions.
- Inspects fire escapes, extinguishers and other fire protection equipment.
- Assists with the investigation of complaints relative to fire hazards.
- Makes investigations pertaining to applications for licenses and permits when approval of the Fire Department is required.
- Assists with the investigation of fires to determine origin and cause, including related photography, as directed.
- Prepares reports of inspections and investigations performed.

Firefighters assigned to the Suppression Unit who meet the requirements of the IAFF Local 2289 bargaining unit contract, are eligible to apply for an open Fire Inspector position.

STRATEGIC PLAN/GOALS: Township Goal: Welcoming Community / Quality Infrastructure

ACTION REQUESTED: Approve a new Fire Inspection position in the Fire Department and an associated amendment to the 2022 Fire Budget.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Increase the 2022 Fire Fund Balance Appropriation Account #206-000-695 by \$112,959; and increase the 2022 Fire Salaries & Wages (various) Accounts #206-336-43.703-XXXX by \$75,063, and the Fire Fringe Benefits (various) Accounts #206-336-43.724-XXXX by \$37,896.

IMPLEMENTATION PLAN: n/a

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION:

- 1) I move to approve a new Fire Inspection position in the Fire Department; and
- 2) Additionally, I move to approve the below amendment to the 2022 Fire Budget:

<i>Increase 2022 Fire Revenues:</i>		
Fire Fund Balance Appropriation:	#206-000-695	\$112,959

<i>Increase 2022 Fire Appropriations:</i>		
Fire Salaries & Wages (various):	#206-336-43.703 XXXX	\$75,063
Fire Fringe Benefits (various):	#206-336-43.724 XXXX	\$37,896

ATTACHMENTS: Attachment A – None

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 22, 2022

AGENDA ITEM #G-7

ITEM: Consider Approval of the Updated New Part Time Wage Scale

PRESENTER: Greg Hohenberger, Director of Leisure Services

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: In December of 2021, Canton’s Board of Trustees approved an extension of the \$2.50 per hour wage incentive for all current and newly hired part-time, seasonal, and variable employees in Levels A – 9 through March 31, 2022. Additionally, the Board also approved extending the referral incentive to any current Canton Township employee who recruits a Part-Time/Seasonal/Variable employee to receive \$100 per employee. The purpose of this extension was to provide time to evaluate the program and investigate all options for recruitment and retention, including a new compensation package.

Township staff have worked across Departments to develop a new Part-Time Wage Scale to meet the changing needs of the work force. The proposed new scale has been simplified with a reduced number of levels (11 down to 4), raises the minimum wage per hour (from \$10/hr to \$13/hr), and reclassifies current positions in order to attract new applicants while ensuring higher retention rates. After much evaluation and review, the newly proposed wage scale is anticipated to significantly address some of the on-going challenges that have become increasingly impactful over the past several years.

In addition to the new wage scale, staff are recommending that the scale be tied to the annual wage increase applied to the Non-Union Classified Employee (Merit) wage scale, (2% in 2022). By applying these incremental increases across the scale each year, it will allow the wage scale to continue maintaining relevance while helping to avoid requiring larger, more impactful revision in the future.

Current employees will be matched to the wage in the new scale that is equal to or greater than their current wage with the \$2.50 per hour wage incentive. Those employees who are paid above the maximum of their level will be considered a legacy pay at their current rate, and not decreased. The new scale would go into effect by April 1, 2022. Annually, those employees who have a) worked a minimum of 250 hours in the prior year, and b) were hired prior to October 1 will continue to receive a step increase annually, effective January 1. As has been the case previously, those receiving a promotion to a job to a higher level will automatically go to the step that provides an increase. Select positions which require a professional certification or specialty skill, such as inspectors, will have the starting wage established by a timely market analysis to attract a more favorable pool of candidates.

Based on the average number of hours worked between 2017-2019, which represents the ideal hours we hope to achieve, the annual financial impact for this wage scale increase is estimated to be between \$500,000 - \$900,000. A budget amendment will be forthcoming at a future board meeting once a true 2022 impact can be determined, as we do not anticipate reaching that number of hours in 2022.

BACKGROUND:

Canton Township is heavily reliant on part-time employees. These individuals make up a dedicated workforce who contribute significantly to the overall operations and are essential for the facilitation of programs and services as well as the care and maintenance of Township facilities, parks, and spaces. Canton Leisure Services typically employs as many as 350 part-time and seasonal employees during the summer, making up 85% of the department staffing, as well as contributing an average of 200,000 hours of labor annually.

As has been well-documented, the region, state and nation continue to experience a significant shortage of workforce. Canton Township has not been immune to this shortage and continues to experience significant difficulties recruiting and hiring new employees, as well as retaining the current workforce, resulting in reduced service levels and modified offerings to residents.

Many of the vacant positions Leisure Services has struggled to fill are those with the lowest starting wages, which pay between \$10-\$15 per hour. This wage scale was last updated in 2016 which is not only no longer competitive with the local market but has also had an adverse impact on a reduced number of applicants for job postings. Since the current incentive started, staff turnover has reduced, additionally although we have seen a slight increase in applications, these have not resulted in a significant increase in new-hires.

STRATEGIC PLAN/GOALS: Organizational Climate and Culture

ACTION REQUESTED: Approve the new updated Part-Time/Seasonal/Variable Wage Scale for all current and new hire employees effective April 1, 2022. Additionally, approve a step increases annually, effective January 1 to those employees who have a) worked a minimum of 250 hours in the prior year, and b) were hired prior to October 1. Lastly, approve the scale be tied to the annual wage increase applied to the Non-Union Classified Employee (Merit) wage scale.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

Based on the average number of hours worked between 2017-2019, which represents the ideal hours we hope to achieve, the annual financial impact for this wage scale increase is estimated to be between \$500,000 - \$900,000. A budget amendment will be forthcoming at a future board meeting once a true 2022 impact can be determined, as we do not anticipate reaching that number of hours in 2022

IMPLEMENTATION PLAN: Finance and HR will coordinate implementing the increases.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

- 1) I move to approve the new updated proposed Part-Time/Seasonal/Variable Wage Scale for all current and new hire Leisure Services positions to go into effect on April 1, 2022.
- 2) I further move to approve a step increase annually, effective January 1, to those employees who have a) worked a minimum of 250 hours in the prior year, and b) were hired prior to October 1.
- 3) I further move to approve the scale be tied to the annual wage increase applied to the Non-

Union Classified Employee (Merit) wage scale.

ATTACHMENT:

Attachment A: Current Wage Scale

Attachment B: Proposed Wage Scale

Attachment C: PT Employee Survey Results

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 22, 2022

AGENDA ITEM #G-8

ITEM: Consider Approval of Appointment of Information Technology and Innovation Director

PRESENTER: Anne Marie Graham-Hudak, Township Supervisor

INDIVIDUALS IN ATTENDANCE: None anticipated

EXECUTIVE SUMMARY: The Canton Board of Trustees awarded a contract to the Novak Consulting Group/Raftelis in February of 2021 for an organizational assessment. Out of that assessment came the recommendation to create a standalone IT Department, led by an experienced IT Director. On August 14, 2021, the Board of Trustees approved the creation of an IT Department and IT Director position. The formal name for the created position became “Information Technology and Innovation Director.”

Victor Ibegbu was selected as the top candidate to fill the new Information Technology and Innovation (ITI) Director position with Canton Township. Mr. Ibegbu holds a Master of Library and Information Science Degree from Wayne State University and comes with proven leadership experience having held an Assistant Director of Information Systems position for the past 10 years.

BACKGROUND INFORMATION: The posting for the ITI Director position garnered 39 applicants, and 12 selection questionnaires were returned. After screening the questionnaires, six were invited to interview. Plante Moran was used for the technical aspect of the interview, and Empec was used for the leadership portion.

Victor was placed number one on the comprehensive leadership assessment center process conducted by EMPCO in early January. Upon conclusion of the Assessment Center process, the top three candidates met with the Township Supervisor and Trustee Steven Sneiderman for the Final interview. Supervisor Graham-Hudak and Trustee Sneiderman selected Victor as the top candidate.

Supervisor Graham-Hudak has requested to start Mr. Ibegbu at Salary Grade 13 - Step 4 (\$125,668 annually). Upon review of Mr. Ibegbu's extensive IT work experience and academic qualifications, Human Resources concurs with this request. Approval of eligibility list and hiring rate was approved by the Merit Commission on February 17, 2022.

Pursuant to Rule 4.241 (A) Hiring Rate of the Merit System Commission
Human Resources Policy Manual an employee who begins employment may

start at a higher rate when the candidate brings work experience and/or academic qualifications to the position which would clearly show to the satisfaction of the Department Director, with approval of the Human Resources Manager, the Township Supervisor and the concurrence of the Merit Commission that the employee is worthy of higher salary rate.

STRATEGIC PLAN/GOALS: Organizational Climate and Culture (Program Vision for this goal: The best and brightest, culturally and organizationally competent workforce)

ACTION REQUESTED: Request that the Board approve the appointment of Victor Ibegbu as Information Technology and Innovation Director, effective March 7, 2022.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Victor has been placed at Grade 13, Step 4 (\$125,668 annually).

IMPLEMENTATION PLAN: The appointment will be effective March 7, 2022.

DIRECTOR'S RECOMMENDATION: NA

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the appointment of Victor Ibegbu to Information Technology and Innovation Director, effective March 7, 2022.

ATTACHMENTS:

1. Merit Commission Agenda
2. Victor Ibegbu bio