



**CANTON ADMINISTRATION BUILDING
1150 S. CANTON CENTER ROAD
CANTON, MI 48188
REGULAR BOARD MEETING
JANUARY 9, 2018**

7:00 P.M.:

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL: ANTHONY, FOSTER, GRAHAM-HUDAK, SIEGRIST, SLAVENS, SNEIDEMAN &
WILLIAMS

ADOPTION OF AGENDA

APPROVAL OF MINUTES: DECEMBER 12, 2017

PRESENTATION:

- 1) APWA REGION V DIRECTOR RICH BERNING WILL PRESENT ACCREDITATION AWARD TO CANTON TOWNSHIP

CITIZEN'S NON-AGENDA ITEM COMMENTS/PUBLIC COMMENT
PAYMENT OF BILLS

CONSENT CALENDAR:

- 1) AUTHORIZATION TO PAY BILLS WHEN NO REGULAR BOARD MEETING IS SCHEDULED (FBD)
- 2) APPOINTMENTS TO THE COMMISSION FOR CULTURE, ARTS & HERITAGE (CLS)
- 3) CONSIDER APPROVAL OF THE PERFORMANCE RESOLUTION & APPLICATION FOR THE 2018 ANNUAL MDOT MAINTENANCE PERMIT (MSD)
- 4) CONSIDER APPROVAL OF THE RESOLUTIONS FOR THREE (3) ANNUAL PERMITS AND AUTHORIZING THE TOWNSHIP CLERK'S SIGNATURE FOR WORK WITHIN THE WAYNE COUNTY RIGHT-OF-WAY DURING 2018 (MSD)

GENERAL CALENDAR:

- 1) ACCEPT AND CONCUR WITH ADOPTION OF THE 2017 COMPREHENSIVE PLAN UPDATE (MSD)
- 2) CONSIDER FIRST READING OF AN AMENDMENT TO APPENDIX A – ZONING OF THE CODE OF ORDINANCES FOR THE CANTON MICHIGAN AVENUE DEVELOPMENT REZONING (MSD)

- 3) CONSIDER APPROVAL OF A SITE PLAN FOR VALVOLINE QUICK OIL CHANGE (MSD)
- 4) CONSIDER APPROVAL OF A 2018 BUDGET AMENDMENT AND APPROVAL OF AN INTERGOVERNMENTAL AGREEMENT WITH WAYNE COUNTY FOR THE PAVING OF RIDGE ROAD (MSD)
- 5) CONSIDER APPROVAL OF A \$28,704 INCREASE OF PO #2017-00002250 WITH NORTHWEST CONSULTANTS, INC. FOR CONSTRUCTION ENGINEERING SERVICES FOR THE 2016 WATER MAIN CIP PROJECTS (MSD)
- 6) CONSIDER PAYMENT OF CITYVIEW ANNUAL SOFTWARE MAINTENANCE FEES (MSD)
- 7) CONSIDER AWARD OF A PURCHASE ORDER CONTRACT TO INTERSTATE SECURITY FOR SWIPE CARD ACCESS CONTROLS FOR THE MUNICIPAL SERVICES DEPARTMENT OFFICE SUITES (MSD)
- 8) CONSIDER FIRST READING OF AN ORDINANCE TO AMEND CHAPTER 10, ARTICLE III OF THE CANTON CODE OF ORDINANCES TO SPECIFY THE DURATION OF A TOWNSHIP LICENSE, AND FURTHER TO UPDATE THE PROCESS FOR ISSUANCE OF A LICENSE (MSD)
- 9) CONSIDER FIRST READING OF AN ORDINANCE TO AMEND CHAPTER 18, ARTICLE VII OF THE CANTON CODE OF ORDINANCES TO SPECIFY THE DURATION OF A TOWNSHIP LICENSE, AND FURTHER TO UPDATE THE PROCESS FOR ISSUANCE OF A LICENSE (MSD)
- 10) CONSIDER FIRST READING OF AN ORDINANCE TO AMEND CHAPTER 18 OF THE CANTON CODE OF ORDINANCES TO BRING THE ORDINANCE INTO COMPLIANCE WITH STATE LAW AND TO MOVE RESPONSIBILITY FOR ISSUANCE OF THE BUSINESS LICENSE FROM THE BUILDING OFFICIAL TO THE TOWNSHIP CLERK (MSD)
- 11) CONSIDER FIRST READING OF AN ORDINANCE TO AMEND CHAPTER 78, ARTICLE VIII OF THE CANTON CODE OF ORDINANCES TO SPECIFY THAT COOPERATIVE APARTMENTS ARE PART OF THE RENTAL INSPECTION PROGRAM (MSD)
- 12) CONSIDER FIRST READING OF AN ORDINANCE TO AMEND CHAPTER 98 OF THE CANTON CODE OF ORDINANCES TO BRING THE ORDINANCE INTO COMPLIANCE WITH STATE LAW AND TO INCREASE THE SIZE OF THE PLANNING COMMISSION TO NINE MEMBERS (MSD)

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.

**Charter Township of Canton
Board Proceedings – December 12, 2017**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, December 12, 2017 at 1150 Canton Center S., Canton, Michigan. Supervisor Williams called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance to the Flag.

Motion by Anthony, supported by Siegrist to move from open session to closed session at 6:01 p.m. to discuss confidential legal opinion. Motion carried unanimously

CLOSED SESSION TO DISCUSS CONFIDENTIAL LEGAL OPINION

Roll Call

Members Present: Anthony, Graham-Hudak, Siegrist Slavens, Sneideman, Williams
Members Absent: Foster

Dismissed from closed session to Reception for Fire Poster Contest Awards at 6:34 p.m.

6:30 P.M.: RECEPTION FOR FIRE POSTER CONTEST WINNERS

Motion by Anthony, supported by Sneideman to move from closed to open session at 7:03 p.m. Motion carried by all members present. Supervisor Williams led the Pledge of Allegiance to the Flag.

Roll Call

Members Present: Anthony, Graham-Hudak, Siegrist, Slavens, Sneideman, Williams
Members Absent: Foster
Staff Present: Director Hohenberger, Director Faas, Director Meier, Director Trumbull,
Manager of Legal Services & Contract Administration - Kristin Kolb
Staff Absent: None

Adoption of Agenda

Motion by Siegrist, supported by Sneideman to amend the agenda to add Item G-0 Consideration of Adoption of Resolution Regarding Prescription Controlled Substances and Authorizing the Hiring of Special Counsel to File a Lawsuit on Canton's Behalf, as a result of the closed session meeting tonight. Motion carried by all members present.

Approval of Minutes

Motion by Siegrist, supported by Anthony to approve the Board Meeting Minutes of November 28, 2017 as presented. Motion carried by all members present.

Motion by Graham-Hudak, supported by Anthony to approve the Board Study Session Minutes of December 5, 2017 as presented. Motion carried by all members present.

RECOGNITION:

R-1: Resolution in Recognition of Plymouth-Canton Community Schools Lightning Robotics Team 862

Motion by Siegrist, supported by Anthony to adopt the following resolution and enter it into the public record. Motion carried by all members present.

**RESOLUTION OF THE
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON**

Resolution in Recognition of PCCS Lightning Robotics Team 862

WHEREAS, Plymouth-Canton Community Schools Lightning Robotics Team 862 had an exemplary year, winning both a world championship and the inaugural FIRST Robotics Festival of Champions; and

WHEREAS, Team 862 was part of a four-team alliance that topped a field of more than 400 teams at the robotics world championship in St. Louis, Missouri in May of 2017; and

WHEREAS, Team 862 then traveled to New Hampshire in August of 2017 to team with its St. Louis alliance to win the Festival of Champions, beating the world championship teams from the spring competitions in St. Louis and Houston, Texas; and

WHEREAS, Team 862, along with their alliance, scored a record 588 points to win a best of five match with a score of 3-2; and

WHEREAS, Several members of Team 862 won individual honors at the world championship, securing scholarships from Kettering, Michigan Tech, Lawrence Tech, and the University of Michigan;

NOW THEREFORE BE IT RESOLVED, that the Charter Township of Canton Board of Trustees congratulates Plymouth-Canton Lightning Robotics Team 862 on their amazing accomplishments and looks forward to their continued success.

Date: December 12, 2017 _____ Pat Williams, Canton Supervisor

Supervisor Williams presented the resolution to representatives of the PCCS Lightning Robotics Team 862.

R-2: Public Safety Promotion Recognitions:

Joe Mullally – Promotion to Rank of Sergeant

Promotion to the rank of Sergeant with the Canton Police Department:

Joe Mullally was hired in 2006 as a Police Officer.

In his new position, Sergeant Mullally will serve as a platoon supervisor providing leadership, training and mentoring to the road patrol officers on their designated shifts. They will also be responsible for administrative assignments and special projects under the leadership of their assigned shift commander.

Dale Waltz – Promotion to Rank of Lieutenant

Promotion to the rank of Lieutenant with the Canton Police Department:

Dale Waltz was hired as a Police Officer in 1996, and promoted to Sergeant in 2013.

In his new position, Lt. Waltz will serve as a Platoon Commander in the Patrol Division, overseeing the daily operations of his shift made up of Sergeants, Patrol Officers and PSSO's. In addition, he will be responsible for providing direction, motivation and training of subordinate personnel working toward the accomplishment of the department's established goals and objectives.

Motion by Anthony, supported by Slavens to enter the Recognition of Promotions into the public record.

R-3: Resolution in Recognition of Sue Dodson for Service to the Planning Commission.

Motion by Siegrist, supported by Anthony to enter the following resolution into the public record. Motion carried by all members present.

**RESOLUTION OF THE
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON**

Resolution in Recognition of Sue Dodson

WHEREAS, Sue Dodson has served on the Canton Township Planning Commission since 2009; and

WHEREAS, Sue has over 35 years of service in the area of Community Planning, through her professional endeavors and also time well served on Canton's Planning Commission; and

WHEREAS, Sue worked tirelessly for Canton Township to ensure that the intent of the Zoning Ordinance be upheld and provided valuable advice to her colleagues; and

WHEREAS, Sue dealt with both colleagues and applicants in a diligent and fair manner, serving as an example of the highest tradition of public service;

NOW THEREFORE BE IT RESOLVED that the Charter Township of Canton Board of Trustees thanks Sue for her many years of service on the Planning Commission and wishes her

luck with all future endeavors.

Date: December 12, 2017 _____ Pat Williams, Canton Supervisor

Citizen’s Non-Agenda Item Comments:

None

Payment of the Bills:

Motion by Slavens, supported by Sneiderman to approve payment of the bills as presented.
Motion carried by all members present.

December 12, 2017		
101	GENERAL FUND	365,954.58
206	FIRE FUND	107,017.00
207	POLICE FUND	194,264.97
208	SUMMIT OPERATING (General)	56,080.58
230	CABLE TV FUND	2,788.77
246	TWP (COMMUNITY) IMPROVEMENT	4,970.00
248	DDA - CANTON TWP ACCT	89,424.60
261	E-911 UTILITY	1,022.00
274	CDBG	385.00
403	CAP PROJ - ROAD PAVING	8,212.24
555	Solid Waste	309,987.32
584	GOLF FUND	24,204.01
592	WATER & SEWER FUND	2,015,088.13
661	FLEET	30,954.44
702	CONSTRUCTION ESCROW	4,303.17
736	POST EMPLOYMENT BENEFITS	32,719.71
TOTAL - ALL FUNDS		3,247,376.52

CONSENT CALENDAR:

Item C-1. Consider Approval of 2018 Building Board of Appeals Meeting Dates. (MSD)

Motion by Siegrist, supported by Sneiderman to establish the Canton Township’s Building Board of Appeals meeting schedule for the year 2018. Meetings will be scheduled as needed and will be held at the Charter Township of Canton Administration Building, 1150 S. Canton Center Road. Motion carried by all members present.

In accordance with the Open Meetings Act, the Building Board of Appeals is required to establish and post a schedule of board meetings at the beginning of each year. The Building Board of Appeals does not meet on a regular basis. Meetings are scheduled as needed.

Item C-2. Consider Approval of 2018 Zoning Board of Appeals Meeting Dates. (MSD)

Motion by Siegrist, supported by Sneideman to establish the Canton Township Zoning Board of Appeals meeting schedule for the year 2018 as follows: Second Thursday of each month: January 11, February 8, March 8, April 12, May 10, June 14, July 12, August 9, September 13, October 11, November 8, December 13, 2017 at 7:00 p.m. to be held at the Charter Township of Canton Administration Building, 1150 S. Canton Center Road. Motion carried by all members present.

In accordance with the Open Meetings Act, the Zoning Board of Appeals is required to establish and post a schedule of board meetings at the beginning of each year. The Zoning Board of Appeals by resolution will set the second Thursday of each month as the regular meeting dates for 2018. This schedule is presented as follows:

January 11, February 8, March 8, April 12, May 10, June 14, July 12, August 9, September 13, October 11, November 8, December 13, 2017

Item C-3. Reappointments to the Community Development Block Grant (CDBG) Advisory Council. (FBD)

Motion by Siegrist, supported by Sneideman to reappoint Duke Morrow and Nadeem Siddiqi to the CDBG Advisory Council for a three year term, effective January 1, 2018 and expiring on December 31, 2020. Motion carried by all members present.

Under CDBG Bylaws, the confirmation of all Advisory Council members must be approved by a majority of the Board of Trustees. Nadeem Siddiqi and Duke Morrow are up for reappointment. The seven member Advisory Council reviews requests for CDBG project funding, holds the required CDBG public hearings, makes program recommendations to the Board, and provides guidance for the overall CDBG program. The Council meets several times a year as needed, except during the summer. All members are Canton residents.

The Community Development Block Grant Advisory Council is an advisory group to the Canton Board of Trustees. Mary Jane Weidenbach is our longest serving member with over 20 years of experience. Sylvester Noetzel and Katherine Martin have over 10 years and John Spencer has been with the council for a little over 3 years. Celena Khatib, Duke Morrow and Nadeem Siddiqi are finishing their first year on the council.

GENERAL CALENDAR:

Item G-O. (added by amendment to the agenda) Consideration of Adoption of Resolution Regarding Prescription Controlled Substances and Authorizing the Hiring of Special Counsel to File a Lawsuit on Canton's Behalf. (Supv)

Motion by Siegrist, supported by Sneideman to approve the following resolution declaring that the unlawful distribution of prescription controlled substances has created a public nuisance and a serious public crisis for the citizens of the Charter Township of Canton. Motion carried by all members present.

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

**RESOLUTION DECLARING THAT THE UNLAWFUL DISTRIBUTION OF PRESCRIPTION
CONTROLLED SUBSTANCES HAS CREATED A PUBLIC NUISANCE AND A SERIOUS
PUBLIC HEALTH AND SAFETY CRISIS FOR THE CITIZENS
OF CHARTER TOWNSHIP OF CANTON.**

RECITATIONS:

WHEREAS, the Board of Trustees of Charter Township of Canton is the policy determining body of the Charter Township of Canton (the “Board of Trustees”); and

WHEREAS, the Board of Trustees has the authority to take action to protect the public, health, safety and welfare of the citizens of the Charter Township of Canton (“Township”); and

WHEREAS, there exists a serious public health and safety crisis involving opioid/opiate abuse, addiction, morbidity, and mortality in the Township; and

WHEREAS, the diversion of legally produced controlled substances into the illicit market causes or contributes to the serious public health and safety crisis involving opioid/opiate abuse, addiction, morbidity, and mortality in the Township; and

WHEREAS, the violation of any laws of Michigan or of the United States of America controlling the distribution of a controlled substance is inimical, harmful, and adverse to the public welfare of the citizens of the Township and constitutes a public nuisance; and

WHEREAS, the Board of Trustees is authorized to abate, or cause to be abated, any public nuisance including those acts that significantly interfere with the public health, safety, and welfare of the citizens of the Township; and

WHEREAS, the Board of Trustees has expended, is expending, and will continue to expend in the future Township public funds to respond to the serious public health and safety crisis involving opioid/opiate abuse, addiction, morbidity in the Township; and

WHEREAS, the Board of Trustees may sue to obtain any money due to the Township; and

WHEREAS, the citizens of the Township will benefit from the retention of special outside counsel to investigate and pursue, if appropriate, the Township’s claims against the manufacturers and/or wholesale distributors of controlled substances in the Township, on a contingent fee basis, wherein there is no attorney fee or reimbursement of litigation expenses if there is no recovery and any fees and costs paid shall come only of settlement proceeds and not from any public sources.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Trustees of the Township, with its majority thereto concurring as follows:

1. The Board of Trustees of the Township hereby declares that opiate/opioid abuse, addiction, morbidity and mortality has created a public health and safety crisis in the Township, and is a public nuisance; and
2. The Board of Trustees of the Township hereby retains the firm of SOMMERS SCHWARTZ, P.C, 1 Towne Square, Suite 1700, Southfield, MI 48076, and such other legal counsel as needed, as Special Counsel to represent the Charter Township of Canton to investigate and, if appropriate, pursue all civil remedies which may be afforded under law as against the manufactures and/or wholesale distributors in the chain of distribution of controlled substances who have caused or contributed to the public nuisance and serious public health and safety crisis involving opioid/opiate abuse, addiction, morbidity, and mortality in the Township, with the compensation therefore on a contingent fee basis, in concert with the contingent fee agreement that is designated as “Authority to Represent” and for which the Township’s Supervisor is authorized to execute the “Authority to Represent” and the “Professional Services Agreement.”

CERTIFICATION:

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Board of Trustees of the Charter Township of Canton, County of Wayne, State of Michigan, at a regular meeting held on the 12th day of December, 2017 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will or have been made available as required by said Act.

Michael Siegrist, Clerk

Dated: December 13, 2017.

Canton has the opportunity to join the fight against the opioid crisis by filing a lawsuit against the manufacturers and distributors who foster the addiction and misuse of this powerful pain medicine by pushing more doses of opioids into communities than are necessary for true medical purposes. The costs to law enforcement, health care providers and employers will continue to increase significantly if this epidemic is not curbed. As was discussed in greater detail in closed session, the claims filed on Canton’s behalf would involve violations of state and federal law.

**Item G-1. Accept and Concur with Adoption of the 2017 Comprehensive Plan Update.
(MSD)**

Motion by Siegrist, supported by Slavens to accept and concur with the adoption of the 2017 Comprehensive Plan Update by the Planning Commission on November 20, 2012, pursuant to the requirements specified within Public Act 33 of 2008.

Public Act 33 of 2008 (The Michigan Planning Enabling Act) provides procedures for adoption

and amendments to local community's master land use plans. The Act also requires that the Planning Commission review and update the plan every 5 years. The Township Board authorized the Planning Commission to commence the evaluation and distribution of plan amendments on February 28, 2017 to the required governmental agencies and utility companies.

A joint work session with the Planning Commission and Township Board was held on June 19, 2017 to discuss overall development objectives. This discussion focused on support of mixed land uses, preservation of open space, promotion of trail expansion and connectivity to create a more walkable community. The Planning Commission held a study session on August 7, 2017 to discuss specific amendments to the Plan and held a public hearing on November 20, 2017 and adopted the plan presented to the Board in this request to Accept and Concur with the planning Commission's Adoption of the updated Comprehensive Plan.

Director Faas gave the board an overview of the commission's recommended amendments to the Comprehensive Plan.

A copy of the recommended amendments presented to the board is available through the Township Clerk's Office, 1150 S. Canton Center Road, Canton MI 48188 during regular business hours or by calling the Secretary to the Township Clerk at 734-394-5120.

Trustee Sneideman commented he is concerned as to how the board will be able to control the density of various areas in the future. Director Faas explained that the denser area of the township is mostly on the eastern portion and trends to less dense in the western portion of the township. Director Faas also explained how the staff works to keep contiguous blocks of types of zonings across the community consistent with each other. Director Faas explained this is the will of the Planning Commission and it is merely before the board to accept and concur with it. It can be sent back to the commission if the board wants the commission to reevaluate what it has gone through. The commission can simply look at it and return it to the board as is. The way the law is written that unless the board gives specific direction to the commission that the board is going to approve the master plan, it is the Planning Commission's job to actually approve and adopt the Master Plan. The resolution passed by the board to begin the process gave approval authority to the Planning Commission.

Trustee Graham-Hudak explained the commission was presented the plan by the Township Planner.

Trustee Anthony asked if developers usually request to increase density or decrease density. Director Faas explained it varies.

Clerk Siegrist asked about the benefit of keeping blocks of density consistent with each other. Director Faas explained this usually gives a more solid basis for keeping similar densities adjoining each other. Clerk Siegrist inquired about an existing PDD of a specific area and when it will expire. Director Faas explained the existing PDD expires in 2018. If the PDD expires, the zoning will go back to what it was originally.

Trustee Graham-Hudak asked if the board can send it back to the Planning Commission. Director Faas explained that can be done, however ultimate approval resides with the Planning

Commission

Director Faas explained that the Zoning approval is the legally binding documents.

Trustee Sneiderman would like to have the allowable density lowered in the area of Beck and Michigan Avenue.

Supervisor Williams asked if potential projects could be impacted if the board does not act. Director Faas replied yes.

Supervisor Williams asked if an individual section could be removed from this plan and approve the balance of the plan. Trustee Sneiderman would like a trade off with density levels being lowered in some areas of the township. Director Faas explained this was the approved plan of the Planning Commission.

Supervisor Williams stated there are 2 options for this motion. Either to go ahead with the vote, or to table the motion. If it is sent back to the commission, a new public hearing would have to be set. Trustee Sneiderman is in favor of tabling this motion. Supervisor Williams polled the board as to their opinions with regard to tabling this matter. Each member present expressed their feelings as to whether tabling the issue would be beneficial.

Motion by Sneiderman, supported by Slavens to table the motion before the board. Motion carried by a vote of 4 to 2.

Item G-2. Consider Approval of Amendment No. 3 to the Water Service Contract between the Great Lakes Water Authority and Canton Township. (MSD)

Motion by Siegrist, supported by Sneiderman to approve Amendment #3 to the Water Service Contract between the Great Lakes Water Authority and the Charter Township of Canton as presented; and further authorize the Township Supervisor and Clerk to sign the amendment on behalf of Canton. Motion carried by all members present.

In April 2008, the Township Board approved a thirty (30) year water service contract with the City of Detroit Water and Sewerage Department (DWSD). The suburban contracts require amendments once every five (5) years.

Amendment #3 amends the drawings and the projected annual volumes, maximum daily and peak flow rates contained in Exhibit B for the contract term commencing July 1, 2018 and ending on June 30, 2023. This information has been reviewed and approved by Township legal counsel and also Municipal Services Department staff.

Some of the information in this amendment is not subject to the Freedom of Information Act (FOIA) requirements for public disclosure. As such that information is not part of this public document.

Amendment #1 (2010) cleaned up some language to the model contract that other customers

proposed to DWSD after our agreement had been approved in 2008 and was previously approved by the Board.

Amendment #2 contains some new terms and re-formatting to the original contract. It also amends the projected annual volumes, maximum daily and peak flow rates and flow split assumptions contained in Exhibit B for the contract term commencing July 1, 2013 and ending on June 30, 2018. This information has been reviewed and approved by township legal counsel and also Municipal Services Department staff.

Item G-3. Consider Waiving the Purchasing Policy and Approve the Emergency Purchase of a Ford Explorer and Approve the Budget Amendment for the Public Safety Department (MSD)

Motion by Siegrist, supported by Sneiderman to approve a budget amendments for the replacement of the Ford Explorer as follows:

Increase Expenditures:

#207-301-50.970_0040 (Capital Outlay Vehicles) \$28,350.00

Increase Revenue:

#207-000.695 (Fund Balance Appropriation) \$28,350.00

Motion carried by all members present.

Motion by Siegrist, supported by Anthon to approve the purchase of one (1) 2017 Ford Explorer from Signature Ford, 3942 W. Lansing Rd, Perry, MI 48872 via a Macomb County Bid #12-07 MY2017 in the amount of \$28,350. Motion carried by all members present.

This vehicle was involved in an accident on the evening of December 03, 2017 where it was hit broadside, causing significant body & frame damage to the vehicle. Repair estimates came in over. \$6,500. The vehicle has 132,300 miles and is not worth repairing. As such, Fleet Services is recommending replacement.

If approved by the Board, Fleet Services will replace the unit with a 2017 Ford Explorer per the Macomb County Bid awarded to Signature Ford. A budget amendment in an amount of \$28,350 is necessary, as this unit was not budgeted for replacement in 2017.

Clerk Siegrist issued a plea to residents of our community to be more careful when driving in our community. This police vehicle was t-boned at an intersection with lights and sirens activated. The other driver went through the intersection and hit the police car.

Item G-4. Consider Authorization of Repairs to Canton Mobility Transportation Vehicle. (CLS)

Motion by Siegrist, supported by Sneiderman to authorize an emergency purchase order for vehicle repairs to Todd Wenzel Buick GMC of Westland, 35100 Ford Road, Westland, MI 48185-3173 in the amount of \$10,578.86. Motion carried by all members present.

Canton Township contracts with Huron Valley Ambulance, Inc. (HVA) to provide Canton Mobility Transportation to residents who qualify for services. To accomplish this, HVA maintains and

operates a fleet of buses and vans granted to Canton through Suburban Mobility Authority for Regional Transportation (SMART). Occasionally, the repairs required on these vehicles are beyond the scope of HVA's services and the vehicles are sent out for service. As these vehicles age, some of the repairs have become more significant – such as this most recent visit. Due to the urgent need for vehicle repairs to meet the demands of the program, an emergency purchase order was entered for the repairs. Emergency purchase orders still require authorization from the Township Board.

Leisure Services staff is requesting the Township Board to authorize the payment for repairs to vehicle #1219 in the amount of \$10,578.86 to Todd Wenzel Buick GMC of Westland.

- These repairs are required for vehicle #1219, which is a 2012 Chevrolet Express with over 140,000 miles.
- Additional fleet vehicles include (2) 2011 buses, each with over 155,000 miles, and two new buses received through SMART in April 2017.
- The total annual contract with Huron Valley Ambulance (HVA) to provide transportation services for 2017 is not to exceed \$457,736.20. It is anticipated that these repair costs will not exceed this amount.
- Canton receives two grants, as well as fare box revenue to offset the HVA contract amount. The balance of the contract amount, which is not to exceed \$311,460.20 is covered through the Township's General Fund.
- Opt in communities levy 1.0 mills for SMART. Canton would pay approximately \$3.5 million dollars for SMART services. By opting out, Canton residents save over \$3.0 million dollars annually.

Item G-5. Consider Award for Board Room Projector and Screen. (CLS)

Motion by Siegrist, supported by Anthony to award the bid for the Board Room projector and screen to SoundCom Systems, 24600 N. Industrial Drive, Farmington Hills, MI 48335 in the amount of \$24,885 with funds to be paid from Account # 230-250-970_0010, Capital Outlay. Motion carried by all members present.

Motion by Siegrist, supported by Anthony to approve the following budget amendment:

Decrease Expense:

230-250.990 Transfer to Fund Balance \$24,885

Increase Expenses:

230-250.970_0010 Capital Outlay Computers & Equip \$24,885

Motion carried by all members present.

Due to the size of the board room and the detail of the presentations and images used during township meetings, it has become imperative to have a larger viewing surface for the presenters and the members of the audience. Due to the fact that a larger television screen would not fit on the walls between wooden columns, it has been determined that a drop screen and a projector are needed to ensure proper viewing throughout the board room. In November 2017 a Request for Bids for the purchase and installation of the projector and screen was issued.

The following companies submitted qualified bids:

Company	Address	Cost
PROVIDEO	26471 South Point Road Perrysburg, OH 43551	\$32,782.00
Telsystems	7235 Jackson Road Ann Arbor, MI 48103	\$27,827.00
SoundCom Systems	24600 N. Industrial Drive Farmington Hills, MI 48335	\$24,885.00
Smart Homes, Inc.	4650 Moore Street Okemos, MI 48864	\$33,914.07
AVI	48679 Alpha Drive Wixom, MI 48393	\$27,174.08

The lowest qualified bidder is SoundCom Systems at a cost of \$24,885 and can be funded with le PEG fees.

Item G-6. Consider Bid Award for Village Theater Electrical Control Panel Replacement. (FBD)

Motion by Siegrist, supported by Sneiderman to award the bid for the purchase and installation of the Village Theater Electrical Control Panel to Fantasee Lighting, Belleville, MI in the amount of \$66,955.55 to be paid from Account #230-250.970_0010, Capital Outlay Computers & Equipment. Motion carried by all members present.

Motion by Siegrist, supported by Sneiderman to approve the following budget amendment:

Decrease Expense:

230-250.990 Cable TV Fund Balance \$66,955.55

Increase Expenses:

230-250.970_0010 Capital Outlay Computers & Equipment \$66,955.55

Motion carried by all members present.

The lighting system at the Village Theater, which is original to the building, has had many issues and is beginning to fail. While some repairs have been made along the way to keep it functional, the system is no longer being produced and is now in need of replacement. Without repair, the next progressive step could potentially be to lose the ability to use that part of the lighting system, leaving us without the normal lighting system for any and all events at the Village Theater.

Bids were solicited for the replacement and installation of the new equipment. As a result of the review process, Leisure Services is recommending that the project be awarded to Fantasee Lighting, which submitted the lowest bid in the amount of \$66,955.55. Since many of the shows and events are filmed, we are able to utilize Cable PEG fees.

The part of this lighting system can be controlled by two separate and independent “lighting controllers.” The part of the lighting system that is beginning to fail, makes it difficult for our non-technical staff to turn on the appropriate lights in the theater. This is a potential danger for staff and patrons alike.

Vendor Name	Address	Base Quote
Fantasee Lighting	Bellville, MI	\$66,955.55
TLS Productions	Ann Arbor, MI	\$70,008.08
Vincent Lighting Systems	Solon, OH	\$72,750.00
Great Lakes Power and Lighting	Casco, MI	\$123,000.00

With parts of the lighting system being outdated and no longer being produced, it has become difficult to repair. Upon review, it was determined that there is a very limited amount of parts left for our current system. As a result, the decision was made to explore options and evaluate the purchase and installation of an updated system.

Item G-7. Consider Approval to Change Program Registration Software Provider. (CLS)

Motion by Siegrist, supported by Sneiderman to waive the bid process and authorize the Supervisor to sign the contract for the recreation software program with CivicRec in the amount of \$30,000 annually and a one-time implementation cost not to exceed \$17,000 to be paid from funds available in the General and Community Center funds. Motion carried by all members present.

Motion by Siegrist, supported by Anthony to waive the bid process and authorize the Supervisor to sign the contract for the credit card processing for the recreation software program with Chase. Motion carried by all members present.

Since 2009, Canton Leisure Services has used Active.net to process program and facility registration. Due to rising costs and software challenges, staff began reviewing alternative software options. A team of Leisure Services and IT staff evaluated multiple alternative providers and have determined that CivicRec would provide a superior solution for recreation software. This software will also replace the current league management software which is currently provided by a separate program.

Four alternatives to Active.net were evaluated in the process, with only two utilizing the latest HTML5 platform. CivicRec provided the lowest cost proposal of the HTML5 options, and also best met the needs of the department.

Under our current structure, all credit card transactions are processed by Active.net. With CivicRec, we will need to partner with a 3rd party company to process credit cards. In partnership with the Treasurer's office, it was determined that Chase Bank was the best option for credit card processing.

Switching from Active.net to CivicRec will provide Leisure Services with a program that will better meet our needs at a lower annual cost. Based on 2016 transactions, the Township would save in excess of \$50,000 annually.

Based on the results of the software evaluations as well as the intricacies of evaluating software solutions, we are requesting the Board waive the bidding process, and award the software contract to CivicRec and the credit card processing to Chase Bank.

The current software provider, Active.net, has not been able to meet the needs of staff and is not

user friendly for guests wanting to sign-up for programs or reserve facilities. In addition, the expense to utilize Active.net's services continues to rise annually costing the Township \$132,937.37 in 2016. In early 2017, a team of CLS and IT staff began soliciting software providers and participated in four demonstration sessions. The companies that provided these demonstrations were based on leading organizations in the Parks & Recreation industry. Demonstrations were provided by four major industry providers who are qualified to meet the diverse needs of a large department: CivicRec, Perfect Mind, Rec Pro, and Rec Track. Following the demos, two providers were found to offer superior options to the current Active.net program, those being CivicRec and Perfect Mind. Both operate off of the HTML5 Platform and are completely web-based, which provides easy navigation and quick processing. It also does not require plugins such as Java to be installed on computers. Between CivicRec and

Perfect Mind, CivicRec offered a more usable format for staff, a better childcare module, payment plan flexibility, easy to use league management, reservation set-up, and has the potential to replace the ticket program currently used at the Village Theater sometime in the future. It is also a more affordable option.

Staff has been in contact with local users of CivicRec to identify how the program works for them. One local city that switched from Active.net to CivicRec was able to provide details on how the transition went, as well as its current use. Their staff said that it was a very robust program that both staff and residents have been very satisfied with.

A comparison is included below of how Active.net and CivicRec compare:

Summary of Program	Active.net	CivicRec
HTML5 Platform		X
Membership Sales	X	X
Membership Auto-renewal	X	X
Program Registration	X	X
Point of Sale	X	X
League Scheduling		X
Seated Tickets		Coming in 2018
Gift Card Usage	X	X
Credit on Account Usage	X	X
Website Compatibility		X
Online user Access for Account Information	X	X

As a part of the evaluation process, staff also had to account for how credit card processing takes place. Active.net currently handles all of the credit card processing for transactions in the software. The CivicRec proposal does not include credit card processing and would require that the Township work with an authorized credit card provider. Chase is the current provider for the Township and is identified as an authorized provider to work with CivicRec. The pricing provided by Chase is based on CivicRec having existing compatibility.

Credit Card Fees

Monthly Service Fee: \$10.00 Average Transaction Fee Approximately: 2%

Total Price Comparison of Eligible Providers

	Active.net 2016	CivicRec	Perfect Mind
Transaction Fees	\$ 73,032		
Annual Maintenance Fees Total Monthly Fees	\$ 1,200	\$ 30,000	\$ 43,531
Credit Card Transaction Amount* Total Monthly Credit Card Fees	\$ 58,705	\$ 45,437	\$ 45,437
		\$ 120	\$ 120
Total Annual Cost	\$ 132,937	\$ 75,557	\$ 89,088

Implementation Cost (one-time fee) \$ 17,000 \$ 46,500

*Based on 2016 Credit Card Transactions: \$2,271,833.69

Item G-8. Consider the Adoption of a Revised Fee Schedule for EMS Service. (PSD)

Motion by Siegrist, supported by Sneiderman to approve the adoption of the proposed fee schedule for Emergency Medical Services provided by the Canton Fire Department, beginning January 1, 2018. Motion carried by all members present.

Clerk Siegrist asked how this fee structure compares with neighboring communities. Director Meier stated it is in line with the industry standards. He did not have specific comparisons as some of our neighboring communities’ bill for things we do not bill for.

In order to sustain the high-level of Emergency Medical Service our Canton community has become accustomed to, the Fire Department periodically reviews billing practices to ensure we are recovering the appropriate associated costs, beyond revenue received from taxation. A comprehensive review conducted this year resulted in a report of recommended ranges of acceptable fees by service type. The department is recommending the Township Board adopt a revised fee schedule that provides for the minimum allowable fee to be assessed to resident patients, and the maximum allowable fee to be assessed to non-resident patients. *Note: The majority of patients billed will not see a change as most claims are paid through insurance.* The department is continuing the practice of no charge to patients that are treated on-scene without transport to a hospital. If approved, the proposed fees would become effective January 1, 2018.

Service Type	Resident		Non-Resident	
	Current	Proposed	Current	Proposed
ALS Emergency	\$500.00	\$650.00	\$625.00	\$800.00
ALS II Emergency	\$725.00	\$950.00	\$910.00	\$1,150.00
ALS Non-Emergency	\$500.00	\$500.00	\$625.00	\$625.00
BLS Emergency	\$425.00	\$425.00	\$535.00	\$650.00
BLS Non-Emergency	\$425.00	\$425.00	\$535.00	\$535.00
Treatment/No Transport	\$0.00	\$0.00	\$0.00	\$0.00

Oxygen	\$50.00	\$50.00	\$50.00	\$50.00
Mileage	\$10.00	\$16.50	\$10.00	\$16.50
Extrication	\$500.00	\$500.00	\$500.00	\$500.00

It is common practice among area fire departments and EMS providers to access a cost-recovery fee to patients receiving emergency medical treatment. The Charter Township of Canton has maintained a long history of charging the minimum amount possible to its residents. Canton first began charging for EMS service upon the formation of its Fire Department in 1968 as a means of cost recovery for the supplies and transportation associated with this service. The fee schedule has been revised only a handful of times since then, shifting from non-residents only, to include residents in the early 1990's, and again in 1997 following the department's upgrade to an Advanced Life Support provider. The final and most recent revision was approved by the Township Board in 2009.

During the past year, the Fire Department has conducted a comprehensive study on current costs associated with providing Basic Life Support (BLS) and Advanced Life Support (ALS), including research of billing practices and suggested fees based on amounts state, federal and local insurance carriers have found appropriate for said services. This included studying the impact created by the Patient Protection and Affordable Care Act, which has resulted in the decrease in cost recovery from public insurance carriers.

Based on the results of this study, and the importance of sustaining a high-level of service to patients, the department is recommending its EMS Service Fee Schedule be amended to align with the state, federal, and local insurance carriers' fee schedules.

Item G-9. 2017 Budget Adjustments. (FBD)

Motion by Siegrist, supported by Sneiderman to approve the listing of budget adjustments to the 2017 budget. Motion carried by all members present.

A complete copy of the adjustments may be obtained through the Clerk's Office during regular business hours

The Township adopted the 2017 budget at the September 27, 2016, Board Meeting and since then, has made various amendments to it.

At this time, Finance is asking the Board of Trustees to approve the attached budget adjustments to the 2017 budget year. A description of the budget adjustments is explained on the attachments.

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

Item G-10. Consider Approval of an Agreement for Lobbying Services Between Canton Township and Kandler, Reed, Khoury and Muchmore. (Supv)

Motion by Siegrist, supported by Anthony to approve a one-year agreement with Kandler, Reed,

Khoury, & Muchmore for government lobbying services, and authorize the Township Supervisor to sign on behalf of Canton Township, for an amount not to exceed \$36,000 per year. Motion carried by all members present.

Given the political climate in the State of Michigan and the number of bills that impact local government, the need to work with a lobbying firm to be our eyes and ears in Lansing has become a necessity. Since August 1, 2015, Canton Township has had an agreement with Kandler, Reed, Khoury & Muchmore (KRKM) to provide legislative support and lobbying services. That agreement expired on December 31, 2017. The Supervisor and Corporation Counsel have been highly satisfied with the service provided by KRKM and would like to enter into a new one-year agreement beginning in January of 2018 and expiring December 31, 2018. KRKM has agreed to the same compensation rate for the new agreement.

ADDITIONAL PUBLIC COMMENT: None

OTHER:

The board wished each other “Happy Holidays”

Clerk Siegrist reminded the board of the annual “Canton Celebrates Dr. Martin Luther King, Jr” program will be held on Monday, January 15, 2018 at The Village Theater at Cherry Hill and invited members of the board to participate in the Canton Community Choir. Both he and Trustee Graham-Hudak will be in the choir.

ADJOURN: Motion by Graham-Hudak, supported by Anthon to adjourn at 8:50 p.m. Motion carried by all members present.

Michael A. Siegrist, Clerk

Pat Williams, Supervisor

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 9, 2018

AGENDA ITEM # C-1

ITEM: Authorization to Pay Bills when no regular Board Meeting is scheduled.

PRESENTER: Wendy N. Trumbull, Finance & Budget Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: Request that the Board authorize payment of Township bills in the event any Board Meeting is cancelled.

BACKGROUND: From time to time Board Meetings are cancelled at the request of the Township Supervisor. Therefore, we are requesting that the Board authorize payment of Township bills as normally scheduled upon review by the Clerk and Treasurer in the event any Board Meeting is cancelled.

The Expenditure Recap will be submitted to the Board at the next meeting for confirmation of payment.

STRATEGIC PLAN/GOALS:

ACTION REQUESTED: To authorize payment of Township bills as normally scheduled when no regular Board Meeting is scheduled.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: None.

IMPLEMENTATION PLAN: Finance will process bill payment as normally scheduled.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I hereby move to authorize the payment of the Township's bills as normally scheduled, subject to prior review by the Clerk and Treasurer, when no regular Board Meeting is scheduled.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 9, 2018

AGENDA ITEM #C-2

ITEM: Appointments to the Commission for Culture, Arts & Heritage

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: The Executive Board of the Cultural Commission is recommending the appointments of Yvonne Alford, Elena Semenov, and John Mullinax to the Commission for Culture, Arts & Heritage to fill vacant positions for three-year terms through 12-31-20.

The Executive Board is also recommending the re-appointment of Samar Sakakini whose current term expired on 12-31-17. Samar has been an active member of this commission since 2014. This appointment will be for a three-year term through 12-31-20.

BACKGROUND INFORMATION: The Commission for Culture, Arts & Heritage was established in 2003 to promote public awareness of cultural arts and heritage in the community. Its members are very dedicated volunteers who advocate the development of high quality cultural activities that are accessible to all.

The Cultural Commission established a selection process for new members as positions became available. A call-out for members was posted through various media outlets including the Focus. Applicants were requested to complete a questionnaire to ascertain their familiarity with our department and cultural programs. The candidates then went through an informal interview process prior to selection.

STRATEGIC PLAN/GOALS: Demographically Oriented Community

ACTION REQUESTED: Appoint Yvonne Alford, Elena Semenov, and John Mullinax to the Commission for Culture, Arts & Heritage. Re-appoint Samar Sakakini to the Commission.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: CLS will notify the candidates of their appointments.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move that the Board of Trustees of the Charter Township of Canton approve the appointments of Yvonne Alford, Elena Semenov, and John Mullinax to the Commission for Culture, Arts & Heritage for a three-year term to expire December 31, 2020.

I further move that the Board of Trustees approve the re-appointment of Samar Sakakini to the Commission for Culture, Arts & Heritage for a three-year term to expire December 31, 2020.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 9, 2018

AGENDA ITEM #C-3

ITEM: Consider Approval of the Performance Resolution & Application for the 2018 Annual MDOT Maintenance Permit

PRESENTER: Tim Faas, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: The Michigan Department of Transportation (MDOT) requires a completed application and valid Certificate of Insurance as part of our annual permit. The annual permit will be for maintenance of underground utility operations by Public Works for the purpose of performing emergency water or sanitary sewer repairs, inspection and routine maintenance of facilities, grass mowing, installing 1-inch water taps, street sweeping and conduct other activities within the MDOT right-of-ways in Canton Township. The Board is required to provide a performance resolution with the permit application which staff in Engineering Services completes on-line.

BACKGROUND: Nothing Additional

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED Approve the performance resolution and authorize the Engineering Services staff to make application for the annual maintenance permit.

BUDGET IMPLICATIONS AND ACCOUNT NUMBERS: N/A

IMPLEMENTATION PLAN: Once approved, forward executed application, resolution and certificate of insurance to the Michigan Department of Transportation.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTORS RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the annual performance resolution for the 2018 Annual Permit application for Underground Utility Operations within the Michigan Department of Transportation right-of way; and, further authorize the Engineering Services staff to make application for the permit on-line.

Attachments:

1. Performance Resolution
2. MDOT Annual Permit

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 9, 2018

AGENDA ITEM #C-4

ITEM: Consider Approval of the Resolutions for Three (3) Annual Permits and Authorizing the Township Clerk's Signature for Work within the Wayne County Right-of-Way During 2018

PRESENTER: Tim Faas, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Wayne County requires that the Township Board approve the resolution attesting to the tenants of the permit and empowering the signature of the permit. There are three (3) permits that are required to be approved. Along with these permits, the county requires incorporation by reference of attachments with each permit. All three permits require the General Conditions and Limitations of Permits and a Model Community Resolution.

BACKGROUND: The first, Permit A-18038 allows for the maintenance of sanitary sewers and water mains including inspection and repair, installation of residential & commercial water service connections, dust palliative applications, and sidewalk repair & replacement. This permit must also incorporate, the Scope of Work and Conditions for Municipal Maintenance Permits and Indemnity and Insurance Attachment.

The second, Permit A-18093 allows for pavement restoration. This permit must also include the Indemnity and Insurance Attachment.

The third Permit A-18081, allows for special events such as parades, festival celebrations and similar activities. This permit must incorporate use of a county road as a detour for traffic around such activity taking place even on a non-county road, and placement of a temporary banner within the right-of-way. In addition this permit must incorporate Annual Special Events Attachment for Municipalities and Banner Attachment for Municipalities.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approve resolutions for the three (3) permits, and authorize the Township Clerk to sign the Permits once received from Wayne County.

BUDGET IMPLICATIONS AND ACCOUNT NUMBERS: N/A

IMPLEMENTATION PLAN: Once received and approved, Engineering Services will forward the executed permit applications, resolutions and certificate of insurance to the Wayne County Department of Public Services.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTORS RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

Resolution 1: I move to approve Resolution 1; Permit A-18038 allowing for routine maintenance of sanitary sewers and water mains including inspection and repair, along with dust palliative applications, sidewalk repair and replacement, to authorize the Township Clerk as the designated officer to sign the 2018 Annual Permit for Wayne County Department of Public Services.

Resolution 2: I move to approve Resolution 2; Permit A -18093 allowing the Township to occupy the right-of-way for pavement repair and restoration in 2018, and authorize the Township Clerk as the designated officer to sign the 2018 Annual Permit for Wayne County Department of Public Services.

Resolution 3: I move to approve resolution 3; Permit A-18081 allowing the Township to perform Special Events which temporarily occupy the Wayne County Road right-of-way in 2018, and authorize the Township Clerk as the designated officer to sign the 2018 Annual Permit for Wayne County Department of Public Services.

ATTACHMENTS:

1. Permit application package for A-18038, Annual Maintenance
2. Permit application package for A-18093, Annual Pavement Restoration
3. Permit application package for A-18081, Annual Special Events

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 9, 2018

AGENDA ITEM #G-1

ITEM: Accept and Concur with Adoption of the 2017 Comprehensive Plan Update

PRESENTER: Tim Faas, Municipal Services Director

EXECUTIVE SUMMARY: Public Act 33 of 2008 (The Michigan Planning Enabling Act) provides procedures for adoption and amendments to local community's master land use plans. The Act also requires that the Planning Commission review and update the plan every 5 years. The Township Board authorized the Planning Commission to commence the evaluation and distribution of plan amendments on February 28, 2017 to the required governmental agencies and utility companies.

A joint work session with the Planning Commission and Township Board was held on June 19, 2017 to discuss overall development objectives. This discussion focused on support of mixed land uses, preservation of open space, promotion of trail expansion and connectivity to create a more walkable community. The Planning Commission held a study session on August 7, 2017 to discuss specific amendments to the Plan and held a public hearing on November 20, 2017 and adopted the plan presented to the Board in this request to Accept and Concur with the planning Commissions Adoption of the updated Comprehensive Plan.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Remove Consideration of the Comprehensive Plan Update from the table and accept the Planning Commission's adoption of the 2017 five-year update to the Comprehensive Plan.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: N/A

COMMUNITY PLANNER'S RECOMMENDATION: Approval.

PLANNING COMMISSION RECOMMENDATION: The Planning Commission voted 6-0 to adopt the 2017 Comprehensive Plan Update.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE & BUDGET DIRECTOR'S RECOMMEDATION: N/A

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to remove from the table and consider the 2017 Comprehensive Plan Update; and, further move to accept and concur with the adoption of the 2017 Comprehensive Plan Update by the Planning Commission on November 20, 2012, pursuant to the requirements specified within Public Act 33 of 2008.

ATTACHMENTS:

1. Minutes
2. Future Land Use Policies
3. Future Land Use Map

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 9, 2018

AGENDA ITEM #G-2

ITEM: Consider First Reading of an Amendment to Appendix A – Zoning of the Code of Ordinances for the Canton Michigan Avenue Development Rezoning

PRESENTER: Tim Faas, Municipal Services Director

INDIVIDUAL IN ATTENDANCE: Frank Jarbou

EXECUTIVE SUMMARY: The applicant is proposing to rezone portions of several adjacent parcels the subject property from and to a different configuration of C-3, Regional Commercial and LI, Light Industrial District. The property is designated Mixed Use on the Future Land Use Map of the Comprehensive Plan. This allows for consideration of C-3, Regional Commercial; LI, Light Industrial; and, O-1, Office Zoning.

BACKGROUND INFORMATION: The subject properties include the old Garland Place motel which is now been demolished and the building which previously housed Livonia Magnetics. The intent to use the east and south portion of the property for a personal storage facility, which requires LI, Light Industrial zoning and the north and western portion on Michigan Avenue where the existing building is located as a retail use, which requires C-3, Regional Commercial zoning.

-Existing Zoning: C-3, Regional Commercial and LI, Light Industrial Districts

-Location: South side of Michigan Avenue between Sheldon and Morton Taylor Roads

-Net Acres: Portions of 10 acres

-Existing Land Use: Vacant land and vacant industrial building

-Surrounding Land Use

N – MR and C-3 (north side of Michigan Avenue), Auto Craft and Canton Glass

S - LI, Vacant

E – C-3 and LI, Oakdale Recovery Facility

W- C-3, frontage residential

- Comprehensive Plan: Mixed Use

- Community Planner's Recommendation: Approval.

- Planning Commission Recommendation: The Planning Commission voted 4-0 to

recommend approval.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Introduce and table the proposed amendment to Appendix A-- Zoning by reconfiguring C-3, Regional Commercial District and LI, Light Industrial District zoning on the subject parcels as shown on the map.

BUDGET IMPLICATION & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: N/A

DIRECTOR’S RECOMMENDATION:

FINANCE AND BUDGET DIRECTOR’S RECOMMENDATION: N/A

SUPERVISOR’S RECOMMEDATION: Approval

MODEL RESOLUTIONS:

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 all of parcel no. 133-02-0040-010 and part of parcel 133-02-0040-011 from C-3, Regional Commercial District to LI, Light Industrial District; and, rezone part of parcel no. 133-02-0040-011 and the northern part of parcel no 133-02-0040-008 from LI, Light Industrial to C-3, Regional Commercial District as shown on the rezoning map.
2. Further, I move to table consideration of the amendment for a second reading on January 23, 2018.

ATTACHMENTS:

1. Planning Commission Minutes
2. Draft Ordinance
3. Zoning Map

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 9, 2018

AGENDA ITEM #G-3

ITEM: Consider Approval of a Site Plan for Valvoline Quick Oil Change

PRESENTER: Tim Faas, Municipal Services Director

OWNER/REPRESENTATIVE: Mr. Ziad el Baba

EXECUTIVE SUMMARY: The project sponsor proposes to locate a quick oil change facility on the north side of Michigan Avenue east of the Crossroads Village Shopping Center. The Board of Trustees approved the request for special land use for auto service at their meeting of July 25, 2017. The layout of the site is consistent with the concept plan previously reviewed. The building satisfies the Ordinance standards for exterior materials. The applicant is requesting five additional parking spaces beyond that permitted by Ordinance due to anticipated overlap of employees arriving for and departing from work. Due to the small size of the parcel a portion of the required foundation landscaping has been relocated to the open space next to the basin rather than in the foundation planting area. The Planning Commission recommended approval of both requested modifications.

BACKGROUND:

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

- **Location:** North of Michigan Avenue, East of Beck Road

- **Net Acres:** 1.06 acres

- **Existing Land Use:** Vacant.

- **Surrounding Land Use & Zoning:**

N- C-3, Crossroads Village Shopping Center

S- LI, Vacant, Arctic Edge Ice Arena

E- C-3, Regional Commercial, Jimmy John's building

W- C-3, Regional Commercial, Crossroads Village Shopping Center

- **Comprehensive Plan:** General Commercial

- **Community planner's recommendation:** Approval of the site plan conditioned upon revision of the drawings as mentioned in the analysis prior to consideration by the Board of Trustees.

-Planning commission recommendation: At the meeting of December 4, 2017 the Planning Commission voted 4-0 to recommend approval of the site plan for the Valvoline Quick Oil Change including modifications to permit location of one ornamental tree and 4 shrubs required as foundation landscaping to the open space area to the west of the building and to permit 5 parking spaces in excess of that permitted by the Ordinance. The recommendation was conditioned upon revision of the plans to include the following prior to consideration by the Board of Trustees:

- Label the berm contours on the site plan sheet with their proposed elevations.
- Add a dimensioned detail of the decorative entry light fixture to the drawings.
- Add the phone number of the owner to the plans.
- Revise the “New Dumpster Wall Detail” to show the wall as 8 feet high.

All outstanding items have been addressed with the current submission.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approval of site plan for Valvoline Quick Oil Change

BUDGET IMPLICATIONS & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: N/A

DIRECTOR’S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR’S RECOMMENDATION: N/A

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON

Site Plan for Valvoline Quick Oil Change

WHEREAS, the Project Sponsor, Mr. Ziad el Baba, has requested site plan approval for Valvoline Quick Oil Change to be located on Michigan Avenue between Canton Center and Beck Roads, identified as tax EDP #131-99-0013-701; and,

WHEREAS, the Planning Commission reviewed the site plan and made a recommendation to approve the request to grant site plan approval, with conditions as summarized in the attached written analysis and recommendation.

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the request of the petitioner, Mr. Ziad el Baba, to approve the site plan for the proposed Valvoline Quick Oil Change subject to any and all state and local development regulations and further subject to any conditions recommended by the Planning Commission and staff, as described in the analysis and recommendation attached hereto and made a part hereof.

ATTACHMENTS:

1. Planning Commission Minutes
2. Zoning Map
3. Plans

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 9, 2018

AGENDA ITEM #G-4

ITEM: Consider Approval of a 2018 Budget Amendment and Approval of an Intergovernmental Agreement with Wayne County for the Paving of Ridge Road

PRESENTER: Tim Faas, Municipal Service Director
Wendy Trumbull, Finance & Budget Director

INDIVIDUALS IN ATTENDANCE: None anticipated

EXECUTIVE SUMMARY: Singh Construction has recently completed the paving of approximately 1,200 feet of Ridge Road immediately north of Ford Road. After several years of discussion and negotiations with Wayne County, the Wayne County Executive's Office provided a firm commitment to share the costs with Canton Township for the paving and drainage improvements along the remaining approximately 4,000 feet of Ridge Road, from where Singh left off northerly to Warren Road. In December, Wayne County provided us with the draft Intergovernmental Agreement, which staff has reviewed and recommends to the Board for approval with several minor edits to the document.

A budget amendment is necessary to appropriate the funds for the construction work and construction engineering services. The funds will come from available fund balance set aside for capital improvements as well as monies received as a result of pay off from a special assessment district.

BACKGROUND: In late 2014, the Township and Wayne County DPS began receiving numerous complaints from the users of Ridge Road between Ford Road and Warren Road. The complaints included speeding, safety concerns and excessive dust migration from the heavily traveled gravel road. The Township retained an engineering consultant in 2016 to complete the design of the improvements for a first phase from south of Hanford Road to Warren Road. That design was completed in late 2016 and was submitted and reviewed by the Wayne County DPS staff.

In early 2017, our negotiations lead to a preliminary letter of intent from Wayne County splitting the construction costs based on a 60% Wayne County and 40% Canton Township cost sharing agreement. Since that time Singh Construction, a private land developer, has paved the southernmost 1,200 feet of Ridge road in conjunction with their apartment complex, Park West. Further negotiations with Wayne County in the summer of 2017 resulted in a final cost-sharing agreement for the entire remaining portion of Ridge Road including the gap between the point where Singh terminated and a point south of Hanford Road. The final cost sharing commitment is for Wayne County to provide \$1,911,000 (60%) and Canton Township to provide \$1,274,000 (40%) of the construction costs.

The design costs and construction engineering costs are to be borne by Canton Township. Our design consultant, Northwest Consultants, Inc. (NCI) is completing the design and permitting of the road as authorized by the Board in October 2017. NCI will also assist with bidding the project

and will provide construction engineering services later this year. A separate RBA will be presented later this year awarding the construction engineering costs to NCI.

STRATEGIC PLAN/GOALS: Maintain the roads within the community.

ACTION REQUESTED: Consider approval a budget amendment to the road construction fund and approval of an Intergovernmental Agreement with Wayne County for the Ridge Road Paving Project.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Options for funding this construction project were presented to the Township Board on July 25, 2017. A budget amendment is required to cover the construction costs as follows:

Increase (Decrease) Expenditures:

403-506-02.970_0050 - Capital Outlay Road Construction Infrastructure \$3,185,000
852-905.999_4030 - Transfers Out Capital Project \$1,000,000
852-905.990 - Transfer to Fund Balance (\$179,041)
246-969.999_4030 – Transfers Out Capital Project \$274,000

Increase (Decrease) Revenues:

403-506-02.686_0010 (Reimbursement Wayne County) \$1,911,000
403-000.699_8520 (Transfer In Special Assessment) \$1,000,000
403-000.699_0246 (Transfer In Community Improvement) \$274,000
852-000.695 – Fund Balance Appropriation \$820,959
246-000.695 – Fund Balance Appropriation \$274,000

IMPLEMENTATION PLAN: Upon approval, the Township Supervisor will execute three originals of the IGA with the County. The Township Clerk will process a certified resolution as provided in the IGA documentation and MSD will furnish the signed documents and resolution to Wayne County. Also, the Finance & Budget staff will amend the roads budget to provide the funds for the project.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION:

SUPERVISOR'S RECOMMENDATION:

MODEL RESOLUTION:

1. I move to approve a budget amendment as follows:

Increase (Decrease) Expenditures:

403-506-02.970_0050 - Capital Outlay Road Construction Infrastructure \$3,185,000
852-905.999_4030 - Transfers Out Capital Project \$1,000,000
852-905.990 - Transfer to Fund Balance (\$179,041)
246-969.999_4030 – Transfers Out Capital Project \$274,000

Increase (Decrease) Revenues:

403-506-02.686_0010 (Reimbursement Wayne County) \$1,911,000
403-000.699_8520 (Transfer In Special Assessment) \$1,000,000
403-000.699_0246 (Transfer In Community Improvement) \$274,000
852-000.695 – Fund Balance Appropriation \$820,959
246-000.695 – Fund Balance Appropriation \$274,000

2. Further, I move to approve the attached model resolution and the Intergovernmental Agreement with Wayne County and further, I move to authorize the Township Supervisor to sign the amendment on behalf of Canton Township.

ATTACHMENTS:

1. Intergovernmental Agreement (with changes highlighted)
2. Letter of Intent from Wayne County Corporation Counsel dated August 18th, 2017

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 9, 2018

AGENDA ITEM #G-5

ITEM: Consider Approval of a \$28,704 Increase of PO #2017-00002250 with Northwest Consultants, Inc. for Construction Engineering Services for the 2016 Water Main CIP Projects

PRESENTER: Tim Faas, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: On June 13, 2017, Northwest Consultants (NCI) was awarded construction engineering services for the 2016 Water Main Capital Improvement Program (CIP) projects. These projects include the Hampton Court Subdivision and Briarfield Street Watermain Replacements, Michigan Avenue water main replacements, as well as the Plymouth High School Watermain Extension Project. Plymouth High School, Briarfield, and The Hampton Court portion is substantially complete, and construction on the Michigan Avenue portion is under way. The \$28,704 increase is needed to cover the remaining work on Hampton Court, as well as all of the construction engineering and inspection for the Michigan Avenue replacement pipe.

BACKGROUND: The Plymouth High School water main extension is complete, as well as the Briarfield water main replacement. The Hampton Court water main replacement is nearly done, and work has begun on Michigan Ave. water main replacement. NCI was previously awarded construction engineering and inspection for the Plymouth High School, Briarfield, and Hampton Court portions. At this time, we would like to increase their PO to cover additional inspection time incurred for Hampton Court, and inspection/bid package revision for the MDOT permitting for Michigan Avenue.

The inspection portion for the Michigan Avenue work was never awarded due to some MDOT permitting issues for that portion, causing the job to be put on hold. Over the fall, we were able to work out some permitting issues with MDOT so that we could get the project permitted and built. Those issue involved re-design and permitting application through MDOT, which incurred additional cost. Furthermore, a longer than expected construction time for Hampton Court has caused some additional inspection hours that need to be paid for. Therefore, we would like to increase the PO to cover the inspection overrun and additional effort by NCI to obtain MDOT permitting and complete Michigan Avenue inspection.

STRATEGIC PLAN/GOALS: Provide for a water distribution system that meets consumer needs and provides reliable service to our customers.

ACTION REQUESTED: Consider increase of purchase order #2017-00002250 under the existing master services agreement for the 2016 Water Main CIP Construction Engineering to

Northwest Consultants, Inc. in the amount of \$28,704 which includes a fifteen percent contingency.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The work will be charged to Account #592-536.970_0050 (Capital Outlay Infrastructure - Water) which had budgeted transactions totaling \$1,281,520 in 2017.

IMPLEMENTATION PLAN: Upon approval, the P.O. will be increased. NCI will continue providing construction engineering for the projects over the winter.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to increase of purchase order #2017-00002250 under the existing Master Services Agreement to Northwest Consultants, Inc. for the 2016 Water Main CIP Construction Engineering Services by an amount not-to-exceed \$28,704.

ATTACHMENTS:

1. Northwest Consultants, Inc. Construction Engineering Memo and Fee Proposal Spreadsheet

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 9, 2018

AGENDA ITEM #G-6

ITEM: Consider Payment of CityView Annual Software Maintenance Fees

PRESENTER: Tim Faas, Municipal Services Director

OWNER/REPRESENTATIVE: None anticipated

EXECUTIVE SUMMARY: Harris Computer Systems charges annual software maintenance (ASM) fees to support the continuing development and operation of CityView. The \$54,760.34 ASM fee covers technical support, application development, maintenance, user conference registration and upgrades. The cost is shared among the different MSD Divisions. Each year new license files are issued which allow the application to function until the specified expiration date. New license files are issued after payment of the ASM fee. The ASM cost for 2018 increased by \$2,072.36 which represents a 4% increase.

BACKGROUND: CityView is a major computer application that manages and tracks land records, building permits, inspections, bonds & deposit tracking, code enforcement and planning project activity. CityView was originally implemented in February of 2006, replacing a variety of outdated applications. In 2016 MSD staff implemented Selectron's Integrated Voice Response system with CityView to electronically manage inspections over the phone. Customers are now able to schedule and cancel inspections, access inspection results without the need to talk with office staff.

STRATEGIC PLAN/GOALS: Provide High Quality Services

ACTION REQUESTED: Consideration of payment of the annual software maintenance fees.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The cost of the CityView annual software maintenance fee for 2018 is \$54,760.34 (see invoice #MN00105085). Funds are available in the 2018 budgets for Planning, Engineering, Public Works, Building and Inspection Services as follows:

- Planning Services	Account #101-853.930_0010	\$ 3,649.57
- Public Works - Water	Account #592-536.930_0010	\$20,250.16
- Public Works – Sewer	Account #592-537.930_0010	\$12,790.53
- Building and Inspection Services	Account #101-371.930_0010	\$14,873.33
- Engineering Services	Account #101-447-50.930_0010	\$ 3,196.75
		TOTAL = \$52,687.98

IMPLEMENTATION PLAN: Planning Services will provide Harris Computer Systems with the approved Purchase Order.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to authorize the payment to Harris Computer Systems for the CityView annual software maintenance fees, for a total cost not-to-exceed of \$54,760.34. Funds are available in the 2018 Budget in the accounts specified.

ATTACHMENTS:

1. Invoice from Harris Computer Systems

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 9, 2018

AGENDA ITEM # G-7

ITEM: Consider Award of a Purchase Order Contract to Interstate Security for Swipe Card Access Controls for the Municipal Services Department Office Suites

PRESENTER: Tim Faas, Municipal Services Director.

INDIVIDUALS IN ATTENDANCE: None anticipated

EXECUTIVE SUMMARY: In November 2012, the Township Board approved a long-term service contract with Interstate Security for alarm monitoring, testing, repairs, replacement and upgrades of the security systems at twenty-two Township-owned facilities. Since that time, most of the office doors in the Administration Building have been equipped with card swipe access controls. One of the last areas to have this added are the nine (9) existing office suite doors on second floor. A capital budget amendment was approved late last year for 2018 to proceed with this work. The total cost of the equipment including installation is \$21,050.

BACKGROUND: Nothing further.

STRATEGIC PLAN/GOALS: Provide a safe & secure environment for our staff & customers.

ACTION REQUESTED: To award a purchase order contract to Interstate Security for an amount not-to-exceed \$21,050 for the installation of card swipe access controls on nine office suite doors in Municipal Services.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: This expense is budgeted in three capital building outlay & improvement line items in the general fund as follows: Building & Inspection Services Account #101-371.970_0020 (\$12,050), Engineering Services Account #101-447-50.970_0020 (\$6,000) and Planning Services Account #101-853.970_0020 (\$3,000).

IMPLEMENTATION PLAN: Upon approval, the Purchase order will be issued and the work will be scheduled by Facilities Maintenance.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to award a purchase order contract to Interstate Security Inc., of Shelby Township, for an amount not-to-exceed \$21,050 for the supply and installation of card swipe access controls for the Municipal Services Department office suites on second floor.

ATTACHMENTS:

1. Cost Proposal from Interstate Security Inc. dated June 14, 2017

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 9, 2018

AGENDA ITEM #G-8

<p>ITEM: Consideration of first reading of an ordinance to amend Chapter 10, Article III of the Canton Code of Ordinances to specify the duration of a Township license, and further to update the process for issuance of a license</p>

PRESENTER: Tim Faas, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: The Amusement Devices and Arcades ordinance has not been updated in many years, and did not require a certificate of occupancy as a pre-condition to obtain a license. The proposed amendment contains a number of clean-up items to bring the ordinance in line with current practices.

STRATEGIC PLAN/GOALS: Make sure Canton's ordinances are clear and unambiguous.

ACTION REQUESTED: Introduce, hold the first reading, and table for second reading a proposed text amendment to Chapter 10, Article III of the Township Code.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: None.

IMPLEMENTATION PLAN: If approved, a second reading will be scheduled for January 23, 2018.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

- (1) I move to introduce for first reading an ordinance which amends Chapter 10, Article III of the Canton Code of Ordinances.
- (2) I further move to table for consideration the proposed text amendment to the Code of Ordinances, and to schedule a second reading for January 23, 2017.

ATTACHMENTS:

1. Draft text amendment to Chapter 10, Article III (redlined).

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 9, 2018

AGENDA ITEM #G-9

<p>ITEM: Consider first reading of an ordinance to amend Chapter 18, Article VII of the Canton Code of Ordinances to specify the duration of a Township license, and further to update the process for issuance of a license</p>

PRESENTER: Tim Faas, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: Since the initial passage of the Smoking Lounge ordinance, the Township has been in a conflict with the state of Michigan over the timing of the state and Township licenses for these businesses. Further, the ordinance did not require a certificate of occupancy as a pre-condition for issuance of a license. The proposed amendment would address both of these issues.

STRATEGIC PLAN/GOALS: Make sure Canton's ordinances are clear and unambiguous.

ACTION REQUESTED: Introduce, hold the first reading, and table for second reading a proposed text amendment to Chapter 18, Article VII of the Township Code.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: None.

IMPLEMENTATION PLAN: If approved, a second reading will be scheduled for January 23, 2018.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

- (1) I move to introduce for first reading an ordinance which amends Chapter 18, Article VII of the Canton Code of Ordinances.
- (2) I further move to table for consideration the proposed text amendment to the Code of Ordinances, and to schedule a second reading for January 23, 2017.

ATTACHMENTS:

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

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 9, 2018

AGENDA ITEM #G-10

<p>ITEM: Consider first reading of an ordinance to amend Chapter 18 of the Canton Code of Ordinances to bring the ordinance into compliance with state law and to move responsibility for issuance of the business license from the building official to the Township Clerk</p>
--

PRESENTER: Tim Faas, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: Chapter 18 of the Canton Code of Ordinances requires various business to obtain licenses to operate in Canton Township, including used car sales. The amendment proposes various updates to bring the ordinance into compliance with state law, require compliance with Township ordinances, and changes the department issuing the license from Building and Inspection Services to the Clerk's Office.

BACKGROUND INFORMATION: Used car sales business are not regulated by the state unless associated with a new car dealership, and Canton has had an ordinance requiring used car sales businesses to obtain a business license for some time. As originally adopted, the Building Official is responsible for reviewing applications for used car sales business licenses; however, all other Township business licenses under Chapter 18 of the Code are issued by the Clerk's office.

STRATEGIC PLAN/GOALS: Bring Township ordinances into compliance with state law and current Township practices.

ACTION REQUESTED: Introduce, hold the first reading, and table for second reading a proposed text amendment to Chapter 18 of the Township Code.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: None.

IMPLEMENTATION PLAN: If approved, a second reading will be scheduled for January 23, 2018.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

- (1) I move to introduce for first reading an ordinance which amends Chapter 18 of the Canton Code of Ordinances.
- (2) I further move to table for consideration the proposed text amendment to the Code of Ordinances, and to schedule a second reading for January 23, 2017.

ATTACHMENTS:

1. Draft text amendment to Chapter 18 (redlined).

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 9, 2018

AGENDA ITEM #G-11

<p>ITEM: Consider first reading of an ordinance to amend Chapter 78, Article VIII of the Canton Code of Ordinances to specify that cooperative apartments are part of the Rental Inspection Program</p>
--

PRESENTER: Tim Faas, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: The Residential Rental Inspection Ordinance has been updated a few times since it was originally passed in 2014 to address unforeseen issues that have arisen as the program has been implemented. One of those unforeseen issues is related to cooperative housing units, which are a unique form of property ownership that is geared towards low-income individuals and families. The amendment proposes to specifically include cooperative housing units in the residential rental inspection program.

BACKGROUND INFORMATION: It was recently discovered that the definition of “rental units” under Canton’s Residential Rental Inspection Ordinance did not specifically include cooperative housing. Cooperative Housing is a group of apartment buildings or units that are owned by a corporation. In order to live in a “coop,” individuals purchase shares of stock in the corporation, and then enter into a lease or housing agreement for a specific unit. Because, the apartment units are not owner-occupied, they qualify as “rental units” under Canton’s ordinance. The Township recently received an objection from representatives of counsel for a cooperative housing property after an inspection was conducted and various, serious, ordinance violations were discovered. In order to make clear these housing units are included, an ordinance amendment is required.

STRATEGIC PLAN/GOALS: Make sure Canton’s ordinances are clear and unambiguous.

ACTION REQUESTED: Introduce, hold the first reading, and table for second reading a proposed text amendment to Chapter 78 of the Township Code.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: None.

IMPLEMENTATION PLAN: If approved, a second reading will be scheduled for January 23, 2018.

DIRECTOR’S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

- (1) I move to introduce for first reading an ordinance which amends Chapter 78, Article VIII of the Canton Code of Ordinances.
- (2) I further move to table for consideration the proposed text amendment to the Code of Ordinances, and to schedule a second reading for January 23, 2017.

ATTACHMENTS:

1. Draft text amendment to Chapter 78, Article VIII (redlined).

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 9, 2018

AGENDA ITEM #G-12

ITEM: CONSIDER FIRST READING OF AN ORDINANCE TO AMEND CHAPTER 98 OF THE CANTON CODE OF ORDINANCES TO BRING THE ORDINANCE INTO COMPLIANCE WITH STATE LAW AND TO INCREASE THE SIZE OF THE PLANNING COMMISSION TO NINE MEMBERS

PRESENTER: Tim Faas, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: Chapter 98 of the Canton Code of Ordinances, entitled “Planning,” still cites the Rural Township Zoning Act, which was repealed and replaced by the Michigan Planning Enabling Act in 2008.

Discussions about the make-up the Planning Commission have led to a review of the Township ordinances governing the Planning Commission. While Section 28.03 of the Zoning Ordinances was updated when the state planning law changed in 2008; however, Chapter 98 was not revised. As the Board has indicated a desire to increase the size of the Planning Commission to nine members, Chapter 98 has been reviewed and updates made to bring the ordinance into compliance with the current law, as well as increase the size by adding two members. A budget impact of \$3,000 - \$4,000 will be addressed by a future Request for Board Action if this amendment is approved.

BACKGROUND INFORMATION: Nothing further.

STRATEGIC PLAN/GOALS: Bring Township ordinances into compliance with state law.

ACTION REQUESTED: Introduce, hold the first reading, and table for second reading a proposed text amendment to Chapter 98 of the Township Code.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The two additional members will require computers and monthly meeting stipends which is estimated to cost \$3,000 to \$4,000 more per year. A future budget amendment will be necessary if this amendment is approved.

IMPLEMENTATION PLAN: If approved, a second reading will be scheduled for January 23, 2018.

DIRECTOR’S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

- (1) I move to introduce for first reading an ordinance which amends Chapter 98 of the Canton Code of Ordinances.
- (2) I further move to table for consideration the proposed text amendment to the Code of Ordinances, and to schedule a second reading for January 23, 2017.

ATTACHMENTS:

1. Draft text amendment to Chapter 98 (redlined).