



**CANTON ADMINISTRATION BUILDING
1150 S. CANTON CENTER ROAD
CANTON, MI 48188
REGULAR BOARD MEETING
JANUARY 10, 2017**

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 13, 2016 & JANUARY 3, 2017

CITIZEN'S NON-AGENDA ITEM COMMENTS

PAYMENT OF BILLS

CONSENT CALENDAR:

- 1) CONSIDER APPROVAL OF A RESOLUTION FOR THREE ANNUAL PERMITS AND AUTHORIZING THE TOWNSHIP CLERK'S SIGNATURE FOR WORK WITHIN THE WAYNE COUNTY RIGHT-OF-WAY DURING 2017 (MSD)
- 2) CONSIDER APPROVAL OF THE PERFORMANCE RESOLUTION & APPLICATION FOR THE 2017 ANNUAL MDOT MAINTENANCE PERMIT (MSD)
- 3) AUTHORIZATION TO PAY BILLS WHEN NO REGULAR BOARD MEETING IS SCHEDULED (FBD)

GENERAL CALENDAR:

- 1) CONSIDER FIRST READING OF AN AMENDMENT TO APPENDIX A – ZONING OF THE CODE OF ORDINANCES FOR THE GUZZO-BRUNI REZONING (MSD)
- 2) CONSIDER APPROVAL OF SPECIAL LAND USE REQUEST FOR FAITH BAPTIST CHURCH (MSD)
- 3) CONSIDER PAYMENT OF CITY VIEW ANNUAL SOFTWARE MAINTENANCE FEES (MSD)
- 4) CONSIDER PURCHASE OF WATER METERS AND METERING CONTROL DEVICES FOR 2017 (MSD)
- 5) CONSIDER AWARD OF A SOLE-SOURCE CONTRACT WITH TRIS (TUV RHEINLAND INDUSTRIAL SOLUTIONS, INC.) TO PERFORM TESTING ON EXISTING MAST ARMS

WITHIN THE WAYNE COUNTY RIGHT-OF-WAY AND APPROVE A BUDGET AMENDMENT TO THE ROAD MAINTENANCE FUND (MSD)

- 6) CONSIDER APPROVAL OF A BUDGET AMENDMENT & AWARD OF A CONTRACT TO MCKENNA ASSOCIATES FOR SUPPLEMENTARY BUILDING & TRADE INSPECTION AND PLAN REVIEW SERVICES FOR THE BUILDING & INSPECTION SERVICES DIVISION OF MUNICIPAL SERVICES (MSD)
- 7) CONSIDER APPROVAL OF AN AGREEMENT FOR LOBBYING SERVICES BETWEEN CANTON TOWNSHIP AND KANDLER, REED, KHOURY AND MUCHMORE (SUPERVISOR)
- 8) CONSIDER BID AWARD FOR IRRIGATION PUMP STATION REPLACEMENT AT PHEASANT RUN GOLF COURSE (CLS)
- 9) BLANKET PURCHASE ORDERS (FBD)

ADDITIONAL PUBLIC COMMENT
OTHER
ADJOURN

ACCESS TO PUBLIC MEETINGS

In accordance with the Americans with Disabilities Act, individuals with disabilities who require special accommodations, auxiliary aids or services to attend or participate at the meeting/hearing should contact Kerreen Conley, Human Resources Manager, at 734-394-5260. Reasonable accommodations can be made with advance notice.

**Charter Township of Canton
Board Proceedings – December 13, 2016**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, December 13, 2016 at 1150 Canton Center S., Canton, Michigan. Supervisor Williams called the meeting to order at 6:00 p.m.

Motion by Sneiderman, supported by Anthony to move from open session to closed session at 6:02 p.m. to discuss pending litigation – Cherry Ridge VS Canton Township. Motion carried unanimously

6:17 P.M.: CLOSED SESSION TO DISCUSS PENDING LITIGATION – CHERRY RIDGE VS CANTON TOWNSHIP

Roll Call

Members Present: Anthony, Foster, Graham-Hudak, Siegrist (arrived 6:06 p.m.), Slavens, Sneiderman, Williams

Members Absent: None

Dismissed from closed session to Reception for Fire Poster Contest Awards at 6:30 p.m.

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

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

Roll Call

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

Members Absent: None

Staff Present: Director Hohenberger, Director Faas, Director Meier, Director Trumbull, Kristin Kolb, Director Conley

Adoption of Agenda

Motion by Siegrist, supported by Sneiderman to amend the agenda to add Item G-1A Consideration of Board Action on Attorney’s Recommendation Regarding Pending Litigation in the matter of Cherry Ridge, LLC v Canton Township. Motion carried unanimously.

Approval of Minutes

Motion by Siegrist, supported by Anthony to approve the Revised Board Minutes of November 22, 2016 as presented to the board this evening. Motion carried unanimously.

DISCUSSION REGARDING WATER RATES

Director Faas and Director Trumbull presented a PowerPoint to the board and audience regarding 2016 Water and Sewer Rates.

A complete copy of the PowerPoint presentation is available in the Township Clerk’s Office, 1150 S. Canton Center Road, Canton MI 48188 during regular business hours, or by calling 734-394-5120.

The following residents expressed concerns regarding their water bills:

- Bill Hardin, 2393 Woodgreen Court, inquired about a second meter for residential lawn irrigation. Director Faas explained the township must pay the sewerage fees no matter what. Wayne County will not exempt outdoor water usage from the sewage bill to Canton, so other residents would have to absorb the sewage fees through higher rates.
- Wudman Adam, 8303 Trafford Court, owner of several businesses within the state, requested the township investigate the lawsuit in the City of Jackson regarding the issue of paying sewerage fees on water used solely for irrigation.
- Pam Hardin, 2393 Woodgreen Court, asked how the meters are calibrated and is the township sure they are in proper working order. Director Faas explained the meters are calibrated by the factory. Also the staff reviews exception reports that indicate extremely high or low usages. Ms. Hardin asked how often the water rates are reviewed. Supervisor Williams replied annually, in the spring of each year.
- George Miller 1946 Briarfield, inquired how long it will that the township to recoup the cost of building the Water Storage Facility. Director Trumbull estimated 3 to 4 years. Mr. Miller also asked if it is feasible for the sewerage to flow to Ypsilanti. Director Faas replied it is possible for all the flow to go to Ypsilanti once some improvements completed.
- Mr. Lalit Aggarwal, 47199 Hidden Creek stated his last bill was \$1700. He also would like a second meter for irrigation.
- Mr. Chuck Miller, 47074 Glastonbury, an energy auditor by trade, offered several suggestions for residents to control their water usage to reduce costs.
- Bernie Girardot, 1492 Hendrie, offered to be a tester for the second meters.
- Ann Marie Marsh, 468 Sylvan Drive, asked how to read her meter as it is the new type. She also wanted to know if the landscaping around her outdoor MXU interferes with the reading via radio frequency. Director Faas explained she can contact the Water Billing staff to set up an appointment with our Public Works crews to show her how to read her meter. Also, the shrubbery does not inhibit the readings.
- Jamie Nicolau, 48880 Central Park Drive, stated when he lived in Livonia his water bills were lower with the same consumption. Supervisor Williams asked to see the rates for Livonia. Director Faas agrees to obtain this information.
- Mohammad Ghasali, 7021 Sylvan, requested the township engage in additional negotiations to lower the fees we pay for sewerage in the summer months and provide a credit to the residents
- Jet Dhaliwal, 8445 Chatham, requested the township investigate ways to utilize the storm/rain water that goes into the rivers, ponds, and storm sewers for irrigation purposes possibly

Following the comments by residents, board members made the following comments:

Trustee Sneiderman suggested residents compare their usage during similar seasons over the past few years.

Treasurer Slavens explained to residents there is a handout available with FAQ's from the Water Billing Department.

Citizen's Non-Agenda Item Comments: George Miller, 1946 Briarfield, asked what the

\$7.40 administrative cost covers on tax bills. He asked why the township has a full time Tax Assessor. He asked if the township has a contract regarding the storage of dirt behind L.Georges on Michigan Avenue.

Payment of Bills

Motion by Siegrist, supported by Foster to approve payment of the bills as presented. Motion carried unanimously.

December 13, 2016		
101	GENERAL FUND	579,957.90
206	FIRE FUND	266,616.11
207	POLICE FUND	419,385.90
208	SUMMIT OPERATING (General)	52,581.32
219	STREET LIGHTING	25,513.01
230	CABLE TV FUND	6,731.88
246	TWP (COMMUNITY) IMPROVEMENT	9,405.00
248	DDA - CANTON TWP ACCT	54,824.58
261	E-911 UTILITY	367.00
274	CDBG	3,415.00
402	CAP PROJ - SUMMIT CONSTR	1,037,499.22
403	CAP PROJ - ROAD PAVING	1,156,439.31
555	Solid Waste	302,792.03
584	GOLF FUND	29,451.83
592	WATER & SEWER FUND	1,377,994.55
661	FLEET	31,106.06
701	TRUST & AGENCY FUND	7,698.50
702	CONSTRUCTION ESCROW	5,053.06
736	POST EMPLOYMENT BENEFITS	96,642.98
TOTAL - ALL FUNDS		5,463,475.24

CONSENT CALENDAR:

Item C-1. Establishment and Use of “Receiving Boards” in the 2017 Elections. (Clerk)

Motion by Siegrist, supported by Sneiderman to adopt the resolution establishing the use of one or more “Receiving Boards” to administer any 2017 elections scheduled in the Charter Township of Canton. Motion carried unanimously.

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

**RESOLUTION APPROVING USE OF “RECEIVING BOARDS”
IN THE CHARTER TOWNSHIP OF CANTON**

WHEREAS, MCL.168.679(a) provides the legislative body of a city, township, or village may, by resolution, provide that at an election at which the ballots are counted and certified at the precinct, 1 or more additional boards of election inspectors be appointed to serve as receiving boards.

WHEREAS, For a precinct having receiving boards, the board of election commissioners shall appoint a receiving board consisting of 2 or more election inspectors, with an equal number from each major political party, and shall appoint an equal number of election inspectors from each major political party, and not less than 2 election inspectors in a precinct, representing each of the major political parties, shall deliver to the receiving board for that precinct a sealed ballot container containing the voted ballots in a separate sealed envelope; the poll book and statement of returns.

WHEREAS, The poll book and statement of returns may be enclosed in a single sealed envelope and the receiving board shall open the sealed envelope and review the poll book and statement of returns to determine both of the following:

(a) That the ballot container is properly sealed and the seal number is properly recorded in the poll book and the statement of returns. If the ballot container is not properly sealed or there is a discrepancy with the seal number recorded in the poll book or the statement of returns, the election inspectors who delivered the ballot container and the receiving board shall together take the necessary steps to correct the discrepancy. The election inspectors and the receiving board shall note the discrepancy and note the corrective action in the remarks section of the poll book and all shall sign the notation.

(b) That the number of individuals voting recorded in the poll book equals the number of ballots issued to electors, as shown by the statement of returns. If the number of individuals voting as shown by the poll book does not equal the number of ballots counted as shown by the statement of returns, and if an explanation of the discrepancy has not been noted in the poll book, the receiving board shall ask the election inspectors about the discrepancy, note the explanation in the poll book, and all shall sign the notation.

WHEREAS, if the poll book or statement of returns has been erroneously sealed in the ballot container, the election inspectors may open the ballot container and remove the poll book or statement of returns. The elections inspectors and receiving board shall note the corrective action in the remarks section of the poll book and all shall sign the notation before placing the poll book or statement of returns in a separate sealed envelope. If the statement of returns was sealed in the ballot container and the poll book was sealed in an envelope, the poll book shall be removed from the sealed envelope for the notation of corrective action to be

recorded before placing the poll book and statement of returns in a sealed envelope. The receiving board shall notify the clerk of the board of canvassers responsible for canvassing all or a portion of the election of the corrective action taken.

WHEREAS, when the receiving board has completed the review under subsection (3), the receiving board shall place the poll book and statement of returns in the appropriate envelope, sealed with a red paper seal and initialed by the receiving board.

NOW, THEREFORE, BE IT RESOLVED that the Charter Township of Canton elects to use “receiving board in all elections scheduled in 2017 as provided in MCL. 168.679(a).

MCL. 168.679(A) provides that the legislative body of a township that employs a precinct based tabulation system such as M-100’s by resolution may approve the establishment of one or more receiving boards to administer any upcoming election scheduled in the jurisdiction. Canton has been using “Receiving Boards” since November 2004. We have previously adopted the use of these boards for all elections administered in the township. The Bureau of Elections has recommended that by policy we adopt the resolution approving receiving boards yearly.

If the establishment of one or more “receiving boards” is approved by the jurisdiction’s legislative body, the local election commission must appoint at least two election inspectors to each board. When making the appointments, the election commission must appoint an equal number of election inspectors from each of the two major political parties in the state.

At the close of the polls, two election inspectors representing each of the two major political parties are required to deliver to the appropriate receiving board the precinct’s sealed ballot containers containing the voted ballots and, in a separate sealed envelope, the poll book and statement of returns.

Item C-2. Appointments to the Election Commission. (Clerks)

Motion by Siegrist, supported by Sneiderman to appointment Supervisor - Pat Williams; Treasurer - Dian Slavens; and Clerk - Michael Siegrist to the Election Commission for Canton Township with terms expiring November 20, 2020. Motion carried unanimously.

Michigan Election Law 168.26 indicates that “unless otherwise provided for by charter, the supervisor, clerk and toward of township election commissioners for each township”.

Item C-3. Request to Approve Purchase Order to Election Source for Full Service Testing of Election Equipment for the November 8, 2016 General Election. (Clerks)

Motion by Siegrist, supported by Sneiderman to approve payment to Election Source, 4615 Danvers Drive SE, Grand Rapids, MI 49512, for preparation and testing of the Election

equipment for the November 8, 2016 General Election in the amount of \$14,190.00 from account 101-191.801_0050. Motion carried unanimously.

Election Source is the sole provider of Full Service Testing for M100 equipment, including creation of State of Michigan Test Chart, Ballot Test Deck Creation, and On-Site Testing.

They also provided Full Service Testing for the AutoMark ADA System, Additional Ballot Style. This included Ballot Test Deck Creation and On-Site Testing, Touch Screen Calibration and Program Verification, and Absent Voter Test Decks, for the General Election on November 8, 2016.

The attached invoice, for \$14,190.00, is for the November 8, 2016 General Election. This includes testing 86 M-100 cards, 52 tabulators and 31 Automarks. Per the Canton Purchasing Policy any purchase over \$10,000 must be approved by the Board.

Item C-4. Reappointment to the CDBG Advisory Council (MSD)

Motion by Siegrist, supported by Sneideman to extend Katherine S. Martin's term to the CDBG Advisory Council for an additional 90-days effective January 1, 2017 and expiring on March 31, 2017. Motion carried unanimously.

Appointments to the Community Development Block Grant (CDBG) Advisory Council are for two year terms. Katherine S. Martin is up for reappointment. The five 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.

Item C-5. Consider Confirmation of Action of Prior Board Authorizing Sale of Vacant Township Property on Michigan Avenue. (Supv.)

Motion by Siegrist, supported by Sneideman to confirm the action of the prior Board relative to the sale of vacant Township property, and authorize the Township Supervisor to sign all documents necessary to complete the sale. Motion carried unanimously.

On October 25, 2016, the prior Board of Trustees approved the sale of a vacant 9.54 acre parcel owned by Canton Township on Michigan Avenue (located between Denton and Beck Roads) to Connor & Delaney, LLC (see attached). Connor & Delaney is also purchasing two adjacent parcels owned by other parties. The prior action of the Board specifically authorized Supervisor LaJoy to complete the transaction; however, because he left office before the sale could be completed, approval from this Board is necessary. The sale price is \$23,003, which is the price the Township paid for the property when it was acquired from Wayne County. Under Michigan law, the Township cannot sell property obtained through the tax foreclosure process for more than it paid.

Item C-6. Consider 2017 Meeting Dates for the Commission for Culture, Arts & Heritage (CLS)

Motion by Siegrist, supported by Sneiderman to establish the 2017 Canton Commission for Culture, Arts & Heritage meeting schedule at 7:00 p.m. in the Lower Level Meeting Room E of the Administration Building, 1150 S. Canton Center Road, quarterly on the designated Monday of the established months Meeting Dates: February 13, 2017, May 8, 2017, August 14, 2017, November 13, 2017. Motion carried unanimously.

In accordance with the Open Meetings Act, the Township Board of Trustees is required to establish and post a schedule of the Commission for Culture, Arts & Heritage meetings for the calendar year.

Item C-7. Consider Approval of 2017 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 2017. 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 unanimously.

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-8. Consider Approval of 2017 Planning Commission Meeting Dates. (MSD)

Motion by Siegrist, supported by Sneiderman to establish the Planning Commission Meeting schedule for 2017 at 7:00 p.m. in the First Floor Meeting Room of the Administration Building, 1150 S. Canton Center Road as follows: January 9, February 6, March 6, April 3, May 1, June 5, July 10, August 7, September 11, October 2, November 6, and December 4. Motion carried unanimously.

In accordance with the Open Meetings Act, the Planning Commission sets the schedule of meetings for the following year. This schedule is presented as follows for approval by the Board of Trustees:

January 9, February 6, March 6, April 3, May 1, June 5, July 10,
August 7, September 11, October 2, November 6, and December 4.

The proposed schedule has the following deviations from the 1st docket due to holidays and elections: January 9th, July 10th and September 11th.

Item C-9. Consider Approval of 2017 Zoning Board of Appeals Meeting Dates. (MSD)

Motion by Siegrist, supported by Sneiderman to establish the Canton Township Zoning Board of Appeals meeting schedule for the year 2017 as follows: Second Thursday of each month: January 12, February 9, March 9, April 13, May 11, June 8, July 13, August 10, September 14,

October 12, November 9, and December 14, 2017 at 7:00 p.m. to be held at the Charter Township of Canton Administration Building, 1150 S. Canton Center Road. Motion carried unanimously.

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 2017. This schedule is presented as follows:

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

Item C-10. Re-Appointment of Greg Greene and Appointment of Anne Marie Graham-Hudak to the Planning Commission. (MSD)

Motion by Siegrist, supported by Sneiderman to re-appoint Greg Greene to the Canton Township Planning Commission, term to expire December 31, 2019. Motion carried unanimously.

Motion by Siegrist, supported by Sneiderman to appoint Anne Marie Graham-Hudak to the Canton Township Planning Commission for the duration of her elected term. Motion carried unanimously.

Mr. Greene's term expires on December 31, 2016 on the Planning Commission. Mr. Greene was appointed to the Commission on January 13, 2004. Recently elected Trustee Graham-Hudak has expressed interest in serving as the Board Liaison to the Planning Commission which was also recently vacated.

Item C-11. Consider Re-appointments of Greg Trombley, Joseph Philips and Bob Paciocco to the Building Board of Appeals. (MSD)

Motion by Siegrist, supported by Sneiderman to extend the existing appointments of Greg Trombley, Joseph Philips and Bob Paciocco to the Building Board of Appeals for a three month term to expire March 31, 2017. Motion carried unanimously.

The Building Board of Appeals has five (5) members appointed by the Board of Trustees. Greg Trombley has been a member of the Building Board of Appeals (BBA) since 1999. Joseph Philips and Bob Paciocco have been members of the BBA since 1998. The current resumes for each candidate are attached. The terms for all three appointees will expire on December 31, 2016. In lieu of a two year term, we are asking that the board extend Greg Trombley's, Joseph Philips' and Bob Paciocco's appointments for 90 days beginning January 1, 2017 and ending March 31, 2017

GENERAL CALENDAR:

Item G-1A. Consideration of Board Action on Attorney's Recommendation Regarding Pending Litigation. (Supv.)

Motion by Siegrist, supported by Sneideman in the matter of Cherry Ridge, LLC v Canton Township (United States District Court), to approve the proposed Second Amendment to Consent Judgment, and further authorize the Township supervisor and Township Clerk to sign on behalf of Canton Township. Motion carried unanimously.

Motion by Siegrist, supported by Sneideman in the matter of Cherry Ridge, LLC v Canton Township (United States District Court), to approve the proposed First Amendment to Consent Judgment, and further authorize the Township supervisor and Township Clerk to sign on behalf of Canton Township. Motion carried unanimously.

From late 2012 through mid-2014, the Township was involved in various lawsuits over the development of vacant property in the western area of the Township, mainly in the undeveloped areas of The Hamlet and Cherry Hill Village. Four lawsuits were filed by entities formed by Gary Sakwa over the development rights for these parcels. Ultimately, consent agreements were reached in all the cases and the cases were dismissed.

The three consent judgments that specifically deal with the property development provide an outside deadline of August 15, 2017 to request and obtain final site plan approvals. The Plaintiff in two of the Consent Judgments, Cherry Ridge, LLC, has indicated it will not be able to meet this deadline, and has asked for a one-year extension until August 15, 2018. Municipal Services has no objection to this extension.

Item G-1. Consider Approval to Reclassify One Human Resources Specialist Position to Human Resources Supervisor. (Supv.)

Motion by Siegrist, supported by Foster I hereby move to approve the reclassification of the Human Resources Specialist position held by Barbara Brouillette to Human Resources Supervisor; the position will be reclassified to Pay Grade 8 on the Non-Union Wage scale as approved and recommended by the Merit Commission. Motion carried unanimously.

Over the past 8 months, the Human Resources Manager evaluated the operations of the Human Resources Department and the work performed by the employees within the department. Specifically the duties of the Human Resource Specialists positions were analyzed. There are currently two Merit employees that serve the Human Resources Department, both holding the title of Human Resources Specialist. The first Human Resources Specialist position was created in 2000 and the second Human Resources Specialist position was added in 2014.

During the recent Merit Employee classification audit it became very clear that these positions are vastly different as related to level of responsibility, supervision of employees, project management and level of decision making. Based on the results of the classification audit, a Job Assessment Questionnaire (JAQ) was completed, a job description was prepared and the position was factored resulting in the recommendation to reclassify one of the existing Human Resources Specialist positions to Human Resources Supervisor. On November 17, 2016, the Merit Commission approved the revised job description and factor analysis. You will find the Human Resources Supervisor job description attached.

This request requires board approval for the reclassification of an existing position; it does not require a budget amendment as there are existing funds available to cover the increase.

Item G-2. Consider Approval of Wage Increase for Merit (Full-Time Non-Union) Employees for the 2017 Fiscal Year. (Supv.)

Motion by Siegrist, supported by Slavens to approve the proposed 2.0% across the board wage scale increase for Merit Employees for the 2017 fiscal year, as recommended by the Merit Commission at their meeting of December 6, 2016. Motion carried unanimously.

In accordance with the Ordinance 85 (Merit Ordinance), and the Merit System Commission's Human Resources Policy Manual, the three-member Merit Commission is charged with recommending the wages and fringe benefits for Merit (full-time, non-union) Employees on or before November 30th each year.

The proposed 2.0% across the board wage scale increase for Merit Employees was on the agenda for the Merit Commission held on November 17, 2016. The item was considered and tabled to provide the new Township Board an opportunity to weigh-in on the recommendation.

At the Merit Commission meeting held on December 6, 2016, the proposed 2.0% wage increase, which is consistent with other bargaining units, was recommended for approval by the Merit Commission. Under Ordinance 85, the wages and benefits of classified employees shall be recommended by the Merit Commission, but shall not take effect until approved by the Township Board.

Item G-3. Consider Site Plan Approval for Best Western Plus and Suites. (MSD)

Motion by Siegrist, supported by Sneiderman to approve the following resolution. Motion carried unanimously.

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

Site Plan for Best Western Plus and Suites

WHEREAS, the Project Sponsor, Mr. Brian Biskner, has requested site plan approval for Best Western Plus and Suites to be located on Lotz Road between Michigan Avenue and Van Born Road, identified as tax EDP # 142-01-0073-000 and 142-01-0076-000; 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. Brian Biskner, to approve the site plan for the proposed Best Western Plus and Suites 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. Terry G. Siegrist, Clerk Charter Township of Canton

The applicant proposes to locate a new Best Western Plus and Suites on Lotz Road south of Michigan Avenue. The proposed building will be three stories high and consist of 70 guest rooms. The site plan conforms to Ordinance standards and design guidelines for hotels and motels with the exception of foundation planting bed widths in some locations. The Planning Commission granted a modification to address those deficiencies. The site plan is included with this analysis for review.

Item G-4. Consider Approval of a Resolution Accepting Jurisdiction and Maintenance of a Storm Sewer Pipe Under Denton Road for the Future “Landings” Development. (MSD)

Motion by Siegrist, supported by Foster to approve the modified resolution “Agreement for Long-Term Maintenance of the Stormwater Management System” for the Landings Development and authorize the Township Supervisor to sign this document on behalf of the Township. Motion carried unanimously.

New residential and commercial developments in Canton Township are required to obtain a permit from Wayne County for construction of stormwater management systems (collection pipes and detention systems). Prior to issuance of their permit Wayne County requires that the local municipality take maintenance responsibility for these private storm systems in the form of a resolution by the Township Board. In the 1990s, the Township developed a standard resolution for this purpose, and the Township Board granted the Supervisor the ability to sign these standard agreements. Canton Township Engineering Services routinely processes these resolutions for all private projects.

The Landings development in Cherry Hill Village is a unique proposed development that includes the two parcels of land located both east and west of Denton Road, immediately south of the Ridge/Denton/Saltz intersection (see attachment 1 – Site Plan). The detention pond is located on the west side of Denton, and since the project straddles Denton Road, the designer has included a “private” 36-inch diameter storm pipe connection under Denton Road (see attachment 2 – Storm pipe location). Wayne County does not typically allow private storm pipes to cross their Rights-of-Way, however in this case they will allow placement of this pipe provided that Canton Township indemnifies the County, as detailed in the Wayne County review letter for this site (see attachment 3 – Wayne County Letter). Canton Township has consulted with the Wayne County Corporation Counsel on the specific language which is provided in the resolution.

Complete copy of the Draft Resolution is available in the Clerks Office during regular business hours or by calling 734-394-5120

Item G-5. Approve 2016 Budget Adjustments. (FBD)

Motion by Siegrist, supported by Sneiderman to approve the budget adjustments to the 2016 Budget as presented to the Board. Motion carried unanimously.

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.

The Township adopted the 2016 budget at the November 10, 2015, Board Meeting and has made various amendments to it since then.

At this time, I am asking the Board of Trustees to approve the attached budget adjustments to the 2016 budget year. A description of the budget adjustments is explained on the attachments.

**Charter Township of Canton
2016 Budget Adjustments**

101 General Fund

Revenue

			<u>Increase</u>	<u>Decrease</u>
Theater	PAC Program Income	101-760-50.651		30,000
Theater	PAC Use & Admission Fee	101-760-50.654		10,000
Theater	PAC Rentals	101-760-50.669		40,000
General Government	Fines & Forfeitures Court	101-000.655_0004	20,000	
Total General Fund Revenue			\$ 20,000	\$ 80,000

Expenses

Legal	Professional Services	101-266.801_0020	20,000	
Theater-Admin	PAC Office Supplies	101-760-50.727		1,000
Theater-Admin	PAC Operating Supplies	101-760-50.740		7,000
Theater-Admin	PAC Food & Beverage	101-760-50.741		4,000
Theater-Admin	PAC Professional and Contractual Services	101-760-50.801_0050		5,000
Theater-Admin	PAC Marketing & Advertising	101-760-50.885		2,500
Theater-Admin	PAC Utilities Gas	101-760-50.920_0020		4,000
Theater-Facility Oper	PAC Salaries and Wages Par-time	101-760-55.705_0015		18,000
Theater-Facility Oper	PAC Overtime	101-760-55.708_0015		1,500
Theater-Tech	PAC Tech Operating Supplies	101-760-69.740		1,000
Theater-Tech	PAC Professional and Contractual Services	101-760-69.801_0050		2,000
Theater-Custodial	PAC Custodial Salaries and Wages Part-time	101-760-97.705_0015		10,000
Transfers Out	Transfers Out Community Improvement	101-969.999_2460	3,000,000	
Total General Fund Expenses			\$ 3,020,000	\$ 56,000

Total Increase (Decrease) in Use of Fund Balance

\$ 3,024,000

**Charter Township of Canton
2016 Budget Adjustments**

208 Community Center Fund			<u>Increase</u>	<u>Decrease</u>
Revenue				
Summit-Aquatics	Use and Admission Fee	208-757-51.654		12,000
Summit-Facility Operations	Annual Pass	208-757-55.653	42,000	
Total Community Center Fund Revenue			\$ 42,000	\$ 12,000
Expenses				
Summit-Admin	Salaries & Wages - Vacation Payout	208-757-50.705_0080	8,800	
Summit-Admin	Fringe Benefits Health Care Savings Plan	208-757-50.720_0026	650	
Summit-Aquatics	Salaries and Wages Part-time	208-757-51.705_0015	50,000	
Summit-Aquatics	Fringe Benefits FICA	208-757-51.720_0010	3,000	
Summit-Facility Maint	Fringe Benefits Health Care Savings Plan	208-757-56.720_0026	1,300	
Total Community Center Fund Expenses			\$ 63,750	\$ -
Total Increase (Decrease) in Use of Fund Balance			\$ 33,750	

**Charter Township of Canton
2016 Budget Adjustments**

	<u>Increase</u>	<u>Decrease</u>
230 Cable		
Revenue		
Total General Fund Revenue	\$ -	\$ -
Expenses		
Professional and Contractual Svc 230-250.801_0050	20,000	
Total General Fund Expenses	\$ 20,000	\$ -
Total Increase (Decrease) in Use of Fund Balance	\$ 20,000	

**Charter Township of Canton
2016 Budget Adjustments**

246 Community Improvement			<u>Increase</u>	<u>Decrease</u>
Revenue				
	Transfers In General	246-000.699_1010	3,000,000	
Total Revenue			\$ 3,000,000	\$ -
Expenses				
	Public Works	Capital Outlay Infrastructure	246-441.970_0050	31,546.00
Total Expenses			\$ 31,546	\$ -
Total Increase (Decrease) in Use of Fund Balance			\$ (2,968,454)	
266 Western Wayne Criminal Investigations				
Revenue				
Total Revenue			\$ -	\$ -
Expenses				
	Payment to Other Govt Units	266-333.960	60,000	
Total Expenses			\$ 60,000	\$ -
Total Increase (Decrease) in Use of Fund Balance			\$ 60,000	

Item G-6. Award Four (4) Housing Rehabilitation Contracts. (FBD)

Motion by Siegrist, supported by Foster to award the contract for a housing rehabilitation at xxxx Brookshire to Stratton Home Improvement in the amount of \$24,924 plus a contingency of \$76 for a purchase order total of \$25,000. Motion carried unanimously.

Motion by Siegrist, supported by Foster to award the contract for a housing rehabilitation at xxxx Rudgate to Stratton Home Improvement in the amount of \$20,800 plus a contingency of \$2,080 for a purchase order total of \$22,880. Motion carried unanimously.

Motion by Siegrist, supported by Foster to award the contract for a housing rehabilitation at xxxx Alton to Stratton Home Improvement in the amount of \$24,700 plus a contingency of \$300 for a purchase order total of \$25,000. Motion carried unanimously.

Motion by Siegrist, supported by Foster to award the contract for a housing rehabilitation at xxxx S. Canton Center to Stratton Home Improvement in the amount of \$24,900 plus a contingency of \$100 for a purchase order total of \$25,000. Motion carried unanimously.

Under Canton’s affordable housing program, formal bid procedures were followed and the public bid opening was held on November 10, 2016, for the CDBG Housing Rehabilitation Program. The bid results for the projects ready for Board approval are attached. The Housing Rehabilitation Program pays for major and minor repairs to owner-occupied single family homes in Canton. The participating families must meet HUD income requirements.

The lowest qualifying bids on four (4) homes are being submitted to the Board for contract award and approval.

For housing rehabilitation contracts, it has been customary to authorize a 10% contingency because repairs frequently uncover additional problems that necessitate change orders.

The Community Development Block Grant Program normally caps rehabilitation work of mobile homes to \$5,000 and single family homes to \$25,000. Funding is available.

The bids were developed by the Building Department, and the lowest qualified bid for each home is being submitted. The qualifying low bids are as follows:

<u>Street</u>	<u>Builder</u>	<u>Low Bid</u>
xxxx Brookshire	Stratton Home Improvement	\$ 24,924.00
xxxx Rudgate	Stratton Home Improvement	\$ 20,800.00
xxxx Alton	Stratton Home Improvement	\$ 24,700.00
xxxx S. Canton Center	Stratton Home Improvement	\$ 24,900.00

Funds are budgeted in housing rehabilitation #274-666.890 for the four (4) contracts on the single family detached homes.

Item G-7. Approve Proposal for Township Telephone Carrier Services Renewal. (FBD)

Motion by Siegrist, supported by Sneiderman to approve the contract renewal with Telnet Worldwide for telephone carrier services for a three-year period from the date of contract signing. Motion carried unanimously.

Canton's contracts with Telnet Worldwide for local and long distance services will expire on December 17, 2016. Telnet Worldwide has been providing cost effective telephone services to the Township since 2010 when IT Services assumed responsibility of phones and services. There have not been any significant outages that have caused IT Services concern enough to seek out a new Telecommunications vendor. The type of telecommunications services provided for by this contract is the only type of service the Township's phone system can accommodate. If the Township's aged phone system is replaced in 2017, as budgeted, this service will work with any new phone system procured at that time. Additionally, Telnet Worldwide has provided an addendum to the contract stating that the Township will be permitted to change our service to another service from Telnet Worldwide should it prove that another such service will be more beneficial to the Township's phone project.

Item G-8. Request to Approve Election Payroll from November 8, 2016. (FBD)

Motion by Siegrist, supported by Foster to approve the November 8, 2016 election payroll for a total amount not to exceed \$94,720.00. Motion carried unanimously.

Canton Township currently employs up to 350 inspectors for an election. These Election Inspectors are a major component and vital in the election process. Currently, the wages paid to our inspectors are as follows:

- Super-Chairperson (A Chairperson responsible for two precincts instead of one) - \$380 per day of work
- Precinct Chairperson - \$190 per day of work
- Precinct Vice-Chairperson - \$180 per day of work
- Election Inspector - \$155 per day of work
- Training Class Attendance - \$20 per required class
- Usage of Personal Cell Phone - \$20 for Election Day.

Additionally as an incentive to retain election workers for the November 8, 2016 election, a \$50 bonus was offered to any individual who worked both the August 2, 2016 and November 8, 2016 election.

The total payroll for the election workers will be paid on December 15, 2016 for a total amount not to exceed \$94,720.

Item G-9. Award Bid for Printing, Sorting, and Distribution of the Discover Brochure. (CLS)

Motion by Siegrist, supported by Sneiderman to award the printing, sorting, and distribution of four editions of the 2017/2018 Discover Brochure to Woodward Printing Services, 11 Means

Drive, Platteville WI 53818 in the amount of \$46,076 to be paid from the following accounts over 2017 & 2018:

Senior 101-672-50-900_0040 \$ 3,100.00
Recreation 101-691-50-900_0040 \$ 13,891.00
Summit 208-757-50-900_0040 \$ 4,000.00
CSC 101-755-50-900_0040 \$ 2,047.00

TOTAL \$ 23,038.00

Motion carried unanimously.

Bids were opened on November 10, 2016 for the printing, sorting and distribution of the next four editions of the Canton Leisure Services Discover Brochure that will be printed over the next two years. This detailed program guide, sent out twice per year, includes a comprehensive listing of all of the facility and program offerings Leisure Services currently has available.

This detailed publication continues to increase community awareness of Canton Leisure Services and its benefits. As illustrated in the 2014 Leisure Services Community Survey, the Discover ranked second only to the FOCUS as the most popular way residents received information about Leisure Services.

For each edition, 39,500 brochures are printed with approximately 37,000 delivered by the US Post Office to every household in Canton with the remainder forwarded to Township facilities for distribution to guests.

Printing and Sorting/Distribution:

Three bids were received for the printing, sorting and distribution of the Discover guide.

Woodward Printing Services is the qualified low bidder for the printing/sorting/distributing of four Discover brochures utilizing cold press production techniques. Woodward Printing Services has performed work for the Township in the past by successfully printing seven previous Discover Brochures from 2009-2016. References were provided and confirmation of quality of work was received. The combined cost of printing, sorting, and distribution of the Discover brochure reflects a total of \$46,076 for the four editions of the 2017/2018 Discover brochures, for a cost of \$23,038 per year. Expenses for the brochure were budgeted at \$24,000 annually for 2017 & 2018.

Since 2015, the Canton Public Library has partnered with Canton Leisure Services to include 8 pages of Library programming in each edition of the Discover Brochure. The Library continues to reimburse the Township for all associated expenses for their inclusion in the amount of \$1,295 per edition, or \$2,590 annually.

Additionally, the total costs for the Discover brochure will continue to be offset by ad sales. 2017 and 2018 ad sales are budgeted to bring in \$12,000 annually to offset the expense.

ADDITIONAL PUBLIC COMMENT: Bernie Girardot, resident, complimented the Clerk on the election and the board on the meeting

OTHER: Trustee Foster wished the board and members of the audience: Happy Holidays.

ADJOURN: Motion by Siegrist, supported by Sneideman to adjourn at 9:32 p.m. Motion carried unanimously.

Michael A. Siegrist, Clerk

**Charter Township of Canton
Board Proceedings – August 9, 2016**

A regular study session meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, January 3, 2016 at 3950 S. Lotz Road, Canton, Michigan. Supervisor Williams called the meeting to order at 5:01 p.m. and led the Pledge of Allegiance to the Flag.

Roll Call

Members Present: Anthony, Foster, Graham-Hudak, Slavens, Sneideman, Williams
Members Absent: Siegrist
Staff Present: Director Hohenberger, Director Faas, Director Meier, Director Trumbull,
Amy Hughesdon, Kristen Thomas
Staff Absent: Kristin Kolb

Adoption of Agenda

Motion by Slavens, supported by Sneideman to approve the agenda as presented. Motion carried by all members present.

Citizen’s Non-Agenda Item Comments: None

STUDY SESSION TOPIC – BOARD OF TRUSTEES TRAINING/ORIENTATION:

Supervisor Williams covered the following information with the Board:

- Township Structure – Outline of Duties of Supervisor, Clerk, Treasurer, Township Board, Open Meetings Act, Corporation Counsel, and Employees
- Township Information – History, Mission Statement, Core Values, Culture Statement
- Roles and Responsibilities of Board, Commissions and Committees, New Development,
- Accreditation
- Challenges
- Strategies
- Goal Setting

Amy Hughesdon gave an overview of the Supervisors Department.
Kristen Thomas gave an overview of the Economic Development Department.
Director Faas gave an overview of the Municipal Services Department.
Director Hohenberger gave an overview of the Leisure Services Department.
Director Meier gave an overview of the Public Safety Department.
Director Trumbull gave an overview of the Finance & Budget/IT Departments

ADDITIONAL PUBLIC COMMENT: None

OTHER: None

ADJOURN: Motion by Sneideman, supported by Foster to adjourn at 7:09 p.m. Motion carried by all members present.

Michael A. Siegrist, Clerk

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 10, 2017

AGENDA ITEM #C-1

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 2017

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.

The first, Permit A-17038 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-17093 allows for pavement restoration. This permit must also incorporate the Indemnity and Insurance Attachment.

The third Permit A-17081, 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-17038 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 2017 Annual Permit for Wayne County Department of Public Services.

Resolution 2: I move to approve Resolution 2; Permit A -17093 allowing the township to occupy the right-of-way for pavement repair and restoration in 2017, and authorize the Township Clerk as the designated officer to sign the 2017 Annual Permit for Wayne County Department of Public Services.

Resolution 3: I move to approve resolution 3; Permit A-17081 allowing the township to perform Special Events which temporarily occupy the Wayne County Road right-of-way in 2017, and authorize the Township Clerk as the designated officer to sign the 2017 Annual Permit for Wayne County Department of Public Services.

ATTACHMENTS:

1. Permit application package for A-17038, Annual Maintenance
2. Permit application package for A-17093, Annual Pavement Restoration
3. Permit application package for A-17081, Annual Special Events

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 10, 2017

AGENDA ITEM #C-2

ITEM: Consider Approval of the Performance Resolution & Application for the 2017 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.

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 2017 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 - Application

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 10, 2017

AGENDA ITEM # C-3

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

PRESENTER: Wendy N. Trumbull, Finance & Budget Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

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 10, 2017

AGENDA ITEM #G-1

ITEM: Consider First Reading of an Amendment to Appendix A – Zoning of the Code of Ordinances for the Guzzo-Bruni Rezoning

PRESENTER: Tim Faas, Municipal Services Director

INDIVIDUAL IN ATTENDANCE: Francis Boji

EXECUTIVE SUMMARY: The applicant is proposing to rezone the subject property from R-2, Single-Family Residential to R-4, single family residential to accommodate a single-family detached or site condominium project. The zoning to the west is R-6 and is currently developed as apartments. The property located directly to the east is still zoned R-2 and is operated as a non-conforming firewood business. The property to the south is Brookside Village Subdivision. The requested zoning is generally consistent with the medium-High Density residential, which allows for a maximum of 8 dwelling units/acre.

BACKGROUND:

-Existing Zoning: R-2, Single-Family Residential

-Location: North side of Cherry Hill Road between Lotz and Hannan Roads

-Net Acres: 7.19 acres

-Existing Land Use: vacant

-Surrounding Land Use

- N - R-2, ITC electrical transmission corridor
- S - R-5, Brookside Village Subdivision
- E - R-2, Frank's Firewood (nonconforming use)
- W- R-6, Cinnamon Pointe Apartments

-Comprehensive Plan: Medium-High Density residential (up to 8 d.u/acre)

ACTION REQUESTED:

Introduce and table the proposed zoning ordinance amendment to change the zoning on the subject parcel from R-2, Single-Family Residential to R-4, Single-Family Residential District.

COMMUNITY PLANNER'S RECOMMENDATION: Approval.

PLANNING COMMISSION RECOMMENDATION: The Planning Commission voted 5-0 to recommend approval of the request to rezone the subject parcel (#052-99-0038-000) from R-2, Single-Family Residential to R-4, Single-Family Residential District.

DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL MOTIONS:

1. I move to introduce and hold the first reading of the proposed amendment to Appendix A – Zoning of the Code of Ordinances of the Charter Township of Canton for the request to rezone the subject parcel (#052-99-0038-000) from R-2, Single-Family Residential to R-4, Single-Family Residential District as provided in the attached ordinance.
2. Further, I move to table consideration of the zoning map amendment for a second reading on January 24, 2017.

ATTACHMENTS:

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

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 10, 2017

AGENDA ITEM #G-2

ITEM: Consider Approval of Special Land Use Request for Faith Baptist Church

PRESENTER: Tim Faas, Municipal Services Director

OWNER/REPRESENTATIVE: Mr. Steve Deake, Rev. Barry Bedwell

EXECUTIVE SUMMARY: The project sponsor proposes to construct a religious institution on the six acre parcel located at the northwest corner of Beck and Warren Roads. A congregation of about 400 is anticipated. The property is currently zoned RR, Rural Residential; a religious institution may be permitted with special land use approval. The conceptual plan illustrates a layout that conforms to all Ordinance requirements and specific design guidelines for religious institutions. Responses to the special land use criteria are included with this analysis.

BACKGROUND:

- **Existing Zoning:** RR, Rural Residential
- **Location:** Northwest corner of Warren and Beck Roads
- **Net Acres:** 6.0 acres
- **Existing Land Use:** Vacant
- **Surrounding Land Use & Zoning:**
 - N- RR, Frontage Residential
 - S- R-1, Frontage Residential
 - E- R-2, Lyndon Village Subdivision
 - W- R-2, Heritage Farms Subdivision
- **Comprehensive Plan:** Low Density Residential (up to 2 d.u. per acre)

ACTION REQUESTED: Approval of the Special Land Use Request for a Religious Institution

ANALYSIS / RATIONALE:

The project sponsor proposes to locate a religious institution on a six acre parcel at the northwest corner of Warren and Beck Roads. The property is currently zoned RR, Rural Residential; religious institutions are permitted as a special land use.

Article 6.02U outlines specific design criteria for a religious institution. Included among these are location on a paved street with a minimum 86 foot right of way, minimum lot area of 3 acres and minimum lot width of 150 feet. Building setbacks that are greater than the typical residential setbacks are specified. Parking may not be located within the front yard setback or within 15 feet of adjacent property lines. The conceptual design presented conforms to all of these standards.

The North Branch of the Fellows Creek serves as the northern property line to this parcel and extends southward along Beck Road. The Ordinance requires a 25 foot non-disturb buffer from the edge of the drain easement. Parking has been located outside of that buffer. Access has been shown to Warren Road to avoid a creek crossing.

Responses to the special land use criteria have been included with this analysis:

- All necessary public utilities are available to this site
- The proposed use is consistent with the policies of the Comprehensive Plan in that the parcel is zoned RR, Rural Residential and designated Low Density Residential on the Future Land Use Map. Religious institutions are permitted with special land use approval by the Zoning Ordinance in the residential zoning districts as they have been deemed a neighborhood land use.
- Approval of the proposal will not result in isolation of an existing residential use.
- Detrimental effects such as vehicle headlights and intermittent noise activity will be mitigated by landscape screening and conformance to all Ordinance requirements designed to abate such effects. The site is designed with the parking located away from the existing residences and the back of the building to Heritage Farms Subdivision.
- Additional traffic will occur primarily on Sunday mornings with possible mid-week activities. None of these occur during typical peak traffic times experienced during weekday morning and evening rush periods. A copy of the traffic study document is included with this analysis. Wayne County will review the location of the proposed driveway and any required road improvements when the project is submitted to them for review.

A conceptual site plan and elevations are included for your review. The conceptual elevations conform to Ordinance standards with regard to building material composition and building height. Parking is provided per Ordinance standards. The site has been designed to demonstrate that sufficient area is available for required landscape screening and stormwater detention.

COMMUNITY PLANNER'S RECOMMENDATION: Approval based upon the findings outlined in the staff analysis.

PLANNING COMMISSION RECOMMENDATION: On December 5, 2016 by a vote of 5-0, the Planning Commission recommended approval of the special land use request for Faith Baptist Church based upon the findings outlined in the staff analysis.

DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON

Special Use for Faith Baptist Church

WHEREAS, the Project Sponsor, Rev. Barry Bedwell, has requested special use approval for a religious institution to be located on the northwest corner of Beck and Warren Roads identified as EDP# 020-99-0009-000; and,

WHEREAS, the Planning Commission found the proposed special use to be consistent with the development objectives of the Township and recommended approval; and,

WHEREAS, the Board has reviewed the proposed special use and determines the proposal to be consistent with the Zoning Ordinance regulations and development objectives subject to any conditions described in the analysis and recommendation form attached hereto and made a part hereof.

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the request of the Project Sponsor, Rev. Barry Bedwell, to conduct the special use for the proposed Faith Baptist Church subject to compliance with any conditions contained herein and all other regulations of the Township.

ATTACHMENTS:

1. Planning Commission Minutes
2. SLU Criteria
3. Site Plan
4. Traffic Study

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 10, 2017

AGENDA ITEM #G-3

ITEM: Consider Payment of CityView Annual Software Maintenance Fees

PRESENTER: Tim Faas, Municipal Services Director

OWNER/REPRESENTATIVE: N/A

EXECUTIVE SUMMARY: 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.

Harris Computer Systems charges annual software maintenance (ASM) fees to support the continuing development and operation of CityView. The \$52,687.98 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.

The ASM cost for 2017 increased by \$3,136.81. This represents a 4% increase to annual fees as well as maintenance on a new module needed for the Integrated Voice Response system.

STRATEGIC PLAN/GOALS: Provide High Quality Services

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

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

Cost of the CityView annual software maintenance fee for 2017 is \$52,687.98 (see invoice #MN00096144). Funds are available in the 2017 budgets for Planning, Engineering, Public Works, Building and Inspection Services as follows:

- Planning Services	Account #101-853.930_0010	\$ 3,508.62
- Public Works - Water	Account #592-536.930_0010	\$19,468.10
- Public Works – Sewer	Account #592-537.930_0010	\$12,296.56
- Building and Inspection Services	Account #101-371.930_0010	\$14,341.41
- Engineering Services	Account #101-447-50.930_0010	\$ 3,073.29
		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 \$52,687.98. Funds are available in the 2017 Budget in the accounts specified.

ATTACHMENTS:

1. Invoice from Harris Computer Systems

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 10, 2017

AGENDA ITEM #G-4

ITEM: Consider Purchase of Water Meters and Metering Control Devices for 2017

PRESENTER: Tim Faas, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

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

The Public Works Division continues an on-going replacement program for older meters and MXU devices. This on-going program allows for older, less accurate devices to be replaced with new accurate devices that provide less water loss in our system. Canton's 24,000 plus active water accounts are now all equipped with radio read devices which allow a streamlined, less labor intensive collection of meter data.

In the past, Canton has purchased from Etna Supply Company, a sole source supplier for Sensus meters and equipment. For this reason, we are requesting a waiver of the purchasing policy requirement to solicit bids. The total value of the inventory required for 2017 is \$794,013.

STRATEGIC PLAN/GOALS: Projections indicate that several new residential developments, as well as condominiums and commercial buildings will be constructed in 2017. All new sites will require a water meter and MXU to be installed to accurately measure water consumption. Our on-going maintenance procedures also include monitoring and maintaining present equipment and replacing ineffective equipment when necessary. Many of the MXU devices in this community are starting to reach their serviceable life, and will need to be replaced this year.

ACTION REQUESTED: Accept the quote from Etna Supply Company and approve a purchase order not to exceed \$794,013. The Public Works Division proposes to purchase; (150) 5/8x3/4inch Iperl water meters, (600) 1 inch Iperl water meters, (600) 1" angle water meter stops, (600) 1" water meter couplings, (85) 2 inch Omni T2 water meters, (5) 3 inch Omni T2 water meters, (4) 4 inch Omni T2 water meters, (2) 6 inch Omni T2 water meters, (3000) Radio Read Transceiver Units (MXU), and associated maintenance equipment and supplies during the 2017 calendar year.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The funds for this purchase will come from the Water and Sewer Fund (account #592-110_0011 – Inventory meters and parts), with reimbursement from the Township's customers upon purchase.

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

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to accept the quote from Etna Supply Company and approve a purchase order not to exceed \$794,013 and authorize the Public Works Division to purchase the necessary meter equipment and supplies. I further move to waive the Finance Purchasing Policy requiring formal bids, as these items are supplied under a sole-source contract through Etna Supply Company.

ATTACHMENTS:

1. Etna Supply Company quotation
2. Estimate Worksheet

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 10, 2017

AGENDA ITEM #G-5

ITEM: Consider Award of a Sole-Source Contract with TRIS (TUV Rheinland Industrial Solutions, Inc.) to Perform Testing on Existing Mast Arms within the Wayne County Right-of-Way and Approve a Budget Amendment to the Road Maintenance Fund

PRESENTER: Tim Faas, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Canton Township has sponsored and participated in numerous road projects and intersection improvements over the years that have included the installation of 120 of the green mast arms that hold the traffic signal heads. Historically, there has been at least one intersection where a mast arm has failed. In January 2008, a mast arm at the northwest quadrant of Beck Road at Geddes Road collapsed after the mast arm connection at the pole failed catastrophically.

The mast arms that have been used at intersections in Canton, are considered a Type III mast arms based on the classification by the Michigan Department of Transportation (MDOT). For this type of structure, the MDOT policy is to inspect these mast arms every other year. Canton Township has previously discussed this with the Township Attorney, who recommended that we follow the MDOT policy of bi-annual inspections of the mast arms.

The firm we have utilized over the past several inspection cycles was unable to perform the work this fall due to workload; however, will ensure the work is completed later this year. It is our understanding that TUV Rheinland Solutions, Inc. (TRIS) is the only MDOT qualified firm who can provide these unique inspection services. As such, we request to retain TRIS to provide testing and inspection services of the existing mast arms for the amount of \$36,934 plus a ten percent contingency for a total of \$40,627.40. Please note that the cost for testing of the mast arms within the Downtown Development Authority has been excluded from this work; the DDA will rely on MDOT to complete this testing. The hours proposed in 2017 total 160 hours based on the last inspections performed in 2014. A budget amendment is also necessary as the funds were budgeted in 2016 but not expended.

STRATEGIC PLAN/GOALS: Maintenance of infrastructure

ACTION REQUESTED: Consider award of a contract for testing services to TUV Rheinland Industrial Solutions, Inc. in the amount not-to-exceed \$36,934 plus a 10% contingency of \$3,693.40 for a total amount of \$40,627.40 and authorize the Township Clerk to sign the agreement with TRIS. A budget amendment is also necessary as this work was budgeted in 2016 but not expended.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds for the services in the amount of \$40,627.40 will come from the Capital Improvement Road Maintenance Fund, Account #403-506-01.801_0040 (Professional and Contractual Services Engineering). A budget

amendment will come from the fund balance to pay for the expenditure.

IMPLEMENTATION PLAN: Upon approval, Engineering Services will enter a purchase order and execute the agreement on terms and conditions with TRIS. Staff from Finance & Budget will process the required budget amendment. The work is planned to be completed in the fall of 2017.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

1. I move to approve a budget amendment to the Road Construction Fund:

Increase Revenue:

#403-000.695 Fund Balance Appropriation \$40,628

Increase Expenses:

#403-506-01.801_0040 Professional & Contractual Services \$40,628

2. I move to award a sole-source contract to TRIS for testing of 120 mast arms in Canton Township for \$36,934 plus a 10% contingency of \$3,693.40 for a total amount not-to-exceed \$40,627.40 and further authorize the Township Clerk to sign the agreement with TRIS.

ATTACHMENTS:

1. Quotation from TRIS to perform visual and nondestructive testing of mast arms

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 10, 2017

AGENDA ITEM #G-6

ITEM: Consider Approval of a Budget Amendment & Award of a Contract to McKenna Associates for Supplementary Building & Trade Inspection and Plan Review Services for the Building & Inspection Services Division of Municipal Services

PRESENTER: Tim Faas, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: Ralph Welton, McKenna Associates

EXECUTIVE SUMMARY: The Township's long standing level of service for providing building & trade inspections is to provide next day inspections. As inspection volumes have nearly doubled since 2006 due to the upswing in construction activity, this level of customer service has been impossible to maintain at times. One of the main areas of concern has been in the plumbing, electrical and mechanical trade inspections. Building & Inspection Services currently has one full-time inspector for each of these trades and struggles to keep up with the demand on a daily basis. When an employee is absent for educational seminars, illness or paid-time-off, the service being provided suffers. Over the past three decades contracted replacement inspectors have filled-in every other day for the absent trade inspectors; however, recent demands have proven this to be inadequate. Also at times, we have not been able to obtain any contracted replacement inspectors as those individuals were too busy in their main jobs to be able to help Canton out.

Building & Inspection Services also got backed-up a few times this past year in plan reviews, as some contractors were submitting 30 new home plans at time. The rental inspection program has also added to the permit increase and the number of homeowners who are improving their existing properties has increased as well. Contracting with a firm, instead of individuals, to provide timely supplemental services is an alternative to hiring additional staff. The hiring of additional staff still needs to be evaluated further over the next couple of years. However, to hire additional staff only to lay them off in the near future when the workload demands fall off, is not practical nor is it responsible.

Three proposals were sent out to the local companies that staff was aware of that offer these types of supplemental services in addition to posting the RFP on our web-site. As of the December 8, 2016 closing date for responses to the RFP, we received two responses. One from Wade Trim and one from McKenna Associates. Based on our estimated 448 hours of service together with the hourly rates proposed, the annual costs for the two firms are both roughly \$30,000. The written proposal responses were reviewed by the Building Official and the Trade Inspectors involved in this work on staff. It is the recommendation of the staff to award a three year contract to McKenna Associates for a maximum amount of \$30,000 annually.

STRATEGIC PLAN/GOALS: To provide excellent customer service, timely inspections and plan reviews.

ACTION REQUESTED: Approve the request to award a contract for supplementary building & trade inspections and plan review services (as required) to McKenna Associates. Also to approve a budget amendment to cover the added expenses and revenues.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Revenues from the recent upswing in construction will fund the as-needed inspection and review services. A budget amendment is needed to cover the estimated \$17,125 of added expense not already budgeted in account #101-371.801_0050 (Professional & Contractual Services). Currently \$62,875 is budgeted in this line item of which \$12,875 is allocated to contracted inspections. As such, another \$17,125 is needed.

IMPLEMENTATION PLAN: Upon approval, the contract will be executed, the budget amendment processed, a purchase order created, and the notice to proceed will be issued as soon as practical.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE & BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

1. I move to approve a budget amendment in the amount of \$17,125 for the supplementary building & trade inspections and plan review services as follows:

Increase Account: #101-371.801_0050 from \$62,875 to \$80,000

Increase Revenues: #101-000.477 from \$1,650,000 to \$1,667,125; and, further

2. I move to award a contract to McKenna Associates for the supplementary building & trade inspections and plan review services for the Building & Inspection Services Division, and authorize the Township Supervisor to sign the contract on behalf of Canton Township.

ATTACHMENTS:

1. RFP Document
2. List of Proposals Received
3. Cost Comparison
4. Proposal from McKenna Associates

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 10, 2017

AGENDA ITEM # G-7

ITEM: CONSIDER APPROVAL OF AN AGREEMENT FOR LOBBYING SERVICES BETWEEN CANTON TOWNSHIP AND KANDLER, REED, KHOURY AND MUCHMORE.

PRESENTER: Patrick Williams, Supervisor

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: 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, 2016. 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 2017 and expiring December 31, 2017. KRKM has agreed to the same compensation rate for the new agreement.

STRATEGIC PLAN/GOALS: Keep Canton current on legislation that may impact the Township, its residents and businesses.

ACTION REQUESTED: Approve the contract with KRKM, and authorize the Township Supervisor to sign on behalf of Canton Township.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds will come the professional fees expense account (101-200.801_0010).

IMPLEMENTATION PLAN: Upon approval, the Township Supervisor will sign the agreement and forward to KRKM.

DIRECTOR'S RECOMMENDATION:

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve an 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.

ATTACHEMENTS:

1. Retainer Agreement

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 10, 2017

AGENDA ITEM #G-8

ITEM: Consider Bid Award for Irrigation Pump Station Replacement at Pheasant Run Golf Course

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: The Pheasant Run Golf Course irrigation pump station provides water to the golf course and driving range, Summit Park Boulevard landscaping, and Summit on the Park landscaping and turf. The average life cycle of these pump stations is 15-20 years. This is the original pump station, which was installed in 1994. Due to an extensive preventative maintenance program, the pump station has been able to exceed the average life cycle.

During this past season, we experienced numerous pump failures, with only two of the three main pumps currently working. If a pump fails for an extended time period, it can cause extensive turf damage to the golf course. Due to the age of this system, repair parts and electronic components have become obsolete. When a pressure transducer failed this year, there was a six-month wait time for a new replacement. Based on pump system conditions we planned and budgeted to replace the system in 2017, during the off season.

Specifications for an Invitation to Bid were advertised, and the following bids were received on November 17, 2016:

Company	Address	Base Bid Amount
Pro Pump & Controls	6810 Enterprise, Delta, OH 43515	\$149,037.50
Midwest Power Systems, Inc.	2401 Hickory Oak, Milford, MI 48380	\$225,000.00
Progressive Irrigation Inc.	4280 Matthew Ln, White Lake, MI 48383	\$221,269.00
Marc Dutton Irrigation	4720 Hatchery Rd, Waterford, MI 48329	\$197,450.00

Pro Pump & Controls submitted the lowest qualified bid at \$149,037.50. This company has performed excellent work in the past for Canton Township.

STRATEGIC PLAN/GOALS: Strengthen Operational Efficiency

ACTION REQUESTED: Award the Irrigation Pump Station Replacement to Pro Pump & Controls in the amount of \$149,037.50.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: \$150,000 is budgeted in Account # 584-756-50.970_0030, Capital Outlay Machinery & Equipment for Pump Station Replacement.

IMPLEMENTATION PLAN: Upon Board Approval, a purchase order will be generated and Prop Pump & Controls will be contacted.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to award the bid for the Pheasant Run Golf Club Irrigation Pump Station Replacement to Pro Pump & Controls, 6810 Enterprise, Delta, OH 43515 in the amount of \$149,037.50 with funds to be paid from Account # 584-756-50.970_0030, Capital Outlay Machinery & Equipment.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 10, 2017

AGENDA ITEM #G-9

ITEM: Blanket Purchase Orders

PRESENTER: Wendy Trumbull, Finance Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

BACKGROUND: Blanket Purchase Orders allow for recurring purchases of a specific service or commodity when the quantity of items or frequency of service cannot be fully determined. Per Canton's Purchasing Policy F:10, Blanket Purchase Orders will not be issued in excess of \$30,000, nor will a single purchase in excess of \$1,000 be approved without the Boards approval. Attached is the list of Blanket Purchase Orders.

STRATEGIC PLAN/GOALS: 6B: Identify cost efficiencies

ACTION REQUESTED: Approve the Blanket Purchase Orders.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The list of Blanket Purchase Orders is attached.

IMPLEMENTATION PLAN: The Blanket Purchase Orders will be entered.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the attached Blanket Purchase Orders.