



**CANTON ADMINISTRATION BUILDING
1150 S. CANTON CENTER ROAD
CANTON, MI 48188
REGULAR BOARD MEETING
JANUARY 24, 2017**

6:00 P.M. – CLOSED SESSION – UPDATE ON UNION NEGOTIATIONS

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: JANUARY 10 & JANUARY 17, 2017

CITIZEN'S NON-AGENDA ITEM COMMENTS

PAYMENT OF BILLS

CONSENT CALENDAR:

- 1) REAPPOINTMENTS TO THE TAX BOARD OF REVIEW (SUPERVISOR)
- 2) APPOINTMENT TO THE TAX BOARD OF REVIEW (SUPERVISOR)
- 3) APPOINTMENT TO THE BUILDING BOARD OF APPEALS (MSD)
- 4) APPOINTMENTS TO THE COMMISSION FOR CULTURE, ARTS & HERITAGE (CLS)
- 5) CONSIDER REQUEST TO RECLASSIFY TWO COORDINATOR POSITIONS AND CREATE & FILL THE RECREATION SPECIALIST – HEALTH & WELLNESS POSITION (CLS)

GENERAL CALENDAR:

- 1) CONSIDER APPROVAL OF A RESOLUTION AUTHORIZING THE TOWNSHIP SUPERVISOR TO SIGN CERTAIN CONTRACTS WITHOUT BOARD APPROVAL (SUPERVISOR)
- 2) CONSIDER APPROVAL OF ASPEN RIDGE PRELIMINARY SITE PLAN (MSD)
- 3) CONSIDER APPROVAL OF THE PURCHASE OF VEHICLES FOR 2017
- 4) CONSIDER AUTHORIZATION OF YOUTH SPORTS AGREEMENT WITH CANTON SOCCER CLUB (CLS)

5) NETWORK INFRASTRUCTURE UPGRADE (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 – January 10, 2017**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, January 10, 2017 at 1150 Canton Center S., Canton, Michigan. Supervisor Williams called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance to the Flag.

Roll Call

Members Present: Anthony, Foster, Graham-Hudak, Siegrist, Slavens, Sneideman, Williams
 Members Absent: None
 Staff Present: Director Hohenberger, Director Faas, Director Meier, Director Trumbull
 Staff Absent: Kristin Kolb

Adoption of Agenda

Motion by Anthony, supported by Foster to amend the agenda to remove Item G-1 Consider First Reading of an Amendment to Appendix A – Zoning of the Code of Ordinances for the Guzzo-Bruni Rezoning. Motion carried unanimously.

Approval of Minutes

Motion by Sneideman, supported by Anthony to approve the Board Minutes of December 13, 2016 as presented. Motion carried unanimously.
 Motion by Slavens, supported by Sneideman to approve the Board Minutes of January 3, 2017 as presented. Motion carried unanimously.

Citizen’s Non-Agenda Item Comments: Richard Felcher, 6956 Poppleton, spoke in support of paving Ridge Road to reduce the dust for the Health and Safety of the residents in that area.

George Miller, 1946 Briarfield, requested a copy of the contract/agreement regarding the landfill on Lilley Road as well as the contract for storage of dirt behind the DPW facility on Sheldon Road. Mr. Miller encouraged the township to require cats to be vaccinated against rabies. Mr. Miller asked what the fee for the Mott Drain was for on his tax bill. He also asked about the administration fees on the tax bills and why the township has a full time assessor. The Supervisor’s Office is working on getting copies of the contracts/agreements for Mr. Miller. The rest of the items will be investigated by the proper departments for Mr. Miller.

Payment of Bills

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

January 10, 2017		
101	GENERAL FUND	294,359.84
206	FIRE FUND	105,183.10
207	POLICE FUND	167,855.21
208	SUMMIT OPERATING (General)	36,460.78
230	CABLE TV FUND	3,342.74
246	TWP (COMMUNITY) IMPROVEMENT	32,917.77

248	DDA - CANTON TWP ACCT	5,431.51
402	CAP PROJ - SUMMIT CONSTR	964,620.60
403	CAP PROJ - ROAD PAVING	19,436.04
555	Solid Waste	782.65
584	GOLF FUND	8,367.42
592	WATER & SEWER FUND	2,914,522.95
661	FLEET	19,403.05
702	CONSTRUCTION ESCROW	1,426.94
736	POST EMPLOYMENT BENEFITS	35,144.77
TOTAL - ALL FUNDS		4,609,255.37

CONSENT CALENDAR:

Item C-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)

Motion by Siegrist, supported by Sneiderman 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 once received from Wayne County. Motion carried unanimously.

Motion by Siegrist, supported by Sneiderman 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 once received from Wayne County. Motion carried unanimously.

Motion by Siegrist, supported by Sneiderman 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 once received from Wayne County. Motion carried unanimously.

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.

Item C-2. Consider Approval of the Performance Resolution & Application for the 2017 Annual MDOT Maintenance Permit. (MSD)

Motion by Siegrist, supported by Sneideman 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. Motion carried unanimously.

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.

Item C-3. Authorization to Pay Bills When No Regular Board Meeting is Scheduled. (MSD)

Motion by Siegrist, supported by Sneideman 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. Motion carried unanimously.

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.

GENERAL CALENDAR:

Item G-1. Removed from agenda by motion.

Item G-2. Consider Approval of Special Land Use Request for Faith Baptist Church. (MSD)

Motion by Siegrist, supported by Sneideman to pass the following resolution. Motion carried unanimously.

**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.

Michael A. Siegrist, Clerk

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.

Don Mahoney – Partner/Architect, BGW, presented an overview of the project to the board. He described the proposed building type, parking lot, landscaping, and access to the property.

Corrin Stamatakos, 7311 Stonebrook Drive, stated one of the homes bordering the property did not have the existing tree barrier. She stated residents in the adjacent neighborhoods would like to attend an informational meeting in the future.

Mr. Mahoney stated another meeting has been tentatively scheduled for January 26th, however the notices have not gone out yet. Their communications have been with the president of the homeowners association.

Ms. Stamatakos voiced concerns over the facility having a gymnasium and classrooms which would pose a traffic concern during high traffic times. During religious holidays, she is concerned that people wishing to attend church functions would park on the streets of her subdivision or use their driveways to turn around in.

Jennifer Gonzalez, 7395 Oakmont Ct., cited section 27.03-C8 of the Township Ordinances, stating there will be no enhancement to the economic well-being of the community. She also feels that the township does not need another church on Warren Road. She is concerned the township is isolating the Rural Residential locations in that area. She feels the building proposed is not consistent with the Master Plan of preserving the area as rural. She is opposed to the building design as being too modern for the rural area. Ms. Gonzalez suggested options for the board to place limitations/restrictions for the board to place on the project.

Supervisor Williams explained this resolution is just a first step in the process. Site Plan Review will work out the details of actual structure(s), parking, engineering, and landscaping. Wayne County will also be involved with the process involving roads and access to the property.

Mr. Mahoney explained there are no plans for a school addition. The plans discussed included a 15,000 multi-use facility that will be used for adult education, children's classrooms for use while worship services are in process, not education. The seating capacity is under 500 seats with parking designed over the required amount by the township. Land has been allocated for expansion of the roads if necessary. The church is looking to locate into the area where they can form relationships and connection with the adjoining neighborhoods. A lot of the existing congregation have moved to the west side of Wayne County.

Trustee Graham-Hudak asked Mr. Mahoney what concerns were brought up during the meeting with the local residents. Mahoney explained lighting in the parking lot had been a concern which led to the placement of the building on the lot with the direction of the lighting placed in such a way to not be directed at the residents. Graham-Hudak asked how the church would handle the congregation growing beyond the 500 existing members. Mahoney explained the structure is limited to 500 seats and would not expand beyond that seating capacity. Classrooms might be used for adult education during services, but that does not occur at this time.

Trustee Anthony asked if Fire regulations require two accesses. Director Faas replied residential developments have that requirement. Anthony asked if Beck Road could be used as an access. Director Faas explained that determination to require that would be made by Wayne County and a bridge over Fellows Creek Drain would be a fairly substantial bridge structure.

Trustee Foster asked the over capacity of the building. Mr. Mahoney explained the seating capacity of the worship area is 498. During the usual worship service the children are dismissed to the classroom area.

Trustee Sneideman asked if it is appropriate to place restrictions on the project at this time or would this be done during the Site Plan review process. Director Faas replied typically the restrictions are placed during Site Plan, but the board may place restrictions on the Special Land Use. Sneideman asked if the township can place signs on the streets to restrict parking. Director Faas stated the township could submit this request to Wayne County but the final decision lies with the County. Director Faas explained Canton has an extensive process a development must go through to work out all the details of a project prior to permitting. The special land use process is to determine if a church is an appropriate use of the site. Sneideman asked if the existing landscaping will be enhanced. Mahoney replied yes.

Mr. Mahoney stated he has been asked 3 basic questions by the residents, “Can you control the light? Can you control the sound? Is the traffic going to be attended to?” The answer to all of these is yes, they will be working out all of these things with the township.

Supervisor Williams stated the Trustee Graham-Hudak is a member of the Planning Commission and will be very much involved in the process of site plan development. This agenda is for Special Land Use only not the final design of the church.

Trustee Sneideman stated he supports this special land use.

Clerk Siegrist stated the traffic study states there are future plans for a 15,200 square foot classroom area. Mr. Mahoney explained there are no plans for a “school”. The addition of 15000 sq. ft. is a multipurpose area that would have the ability to partition off a portion to be used for adult education if needed in the future.

Treasurer Slavens asked if the church does decide to add on would they be required to receive board approval. Director Faas explained this special land use would be limited to the as is proposed in the actual site plan. Any future changes to that plan would require another application for special land use.

Item G-3. Consider Payment of CityView Annual Software Maintenance Fees. (MSD)

Motion by Siegrist, supported by Sneideman 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. Motion carried unanimously.

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.

Item G-4. Consider Purchase of Water Meters and Metering Control Devices for 2017. (MSD)

Motion by Siegrist, supported by Slavens 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. Motion carried unanimously.

Trustee Sneiderman asked how many devices the township will purchase with this PO. Director Faas replied 150 3/4" meters and 600 1" meters (these are primarily for residential use for new construction as well as replacement) and 3000 MXU's utilized for radio-frequency readings of water usage.

Item G-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)

Motion by Siegrist, supported by Sneiderman 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

Motion carried unanimously.

Motion by Siegrist, supported by Anthony 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 Supervisor to sign the agreement with TRIS. Motion carried unanimously.

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.

Trustee Graham-Hudak asked what the inspection schedule is. Director Faas replied MDOT policy is they be inspected every 2 years. There is only one firm that performs this for the county and MDOT.

Item G-6. Consider Approval of a Budget Amendment and Award of a Contract to McKenna Associates for Supplementary Building & Trade Inspection and Plan Review Services for the Building and Inspection Services Division of Municipal Services. (MSD)

Motion by Siegrist, supported by Slavens 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. Motion carried unanimously.

Motion by Siegrist, supported by Anthony 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

Motion carried unanimously.

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.

Item G-7. Consider Approval of an Agreement for Lobbying Services Between Canton Township and Kandler, Reed, Khory and Muchmore. (Supv.)

Motion by Siegrist, supported by Sneiderman 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. Motion carried unanimously.

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.

Ms. Stephanie Johnson representing the firm presented the board with a summary of the services provided for the township. Ms. Johnson gave an overview of the services provided by her firm for Canton Township.

Trustee Foster asked Ms. Johnson if she expects HB5578 to be reintroduced this year. Ms. Johnson replied yes. Ms. Johnson explained municipal employee pensions will be revisited also.

Trustee Sneiderman requested Ms. Johnson present a semi-annual summary to the Board of Trustees. Although Ms. Johnson communicates frequently with Supervisor Williams and his staff, she agreed to return to the board with updates approximately every 6 months. Supervisor Williams agreed to make this a topic of Study Session in the future.

Clerk Siegrist inquired if her firm also assists with Federal and State infrastructure grants. Ms. Johnson replied yes. Siegrist inquired about possible elimination of State Income Tax. Ms.

Johnson stated there is still a lot of work/research yet to be done prior to introducing this type of bill. Primarily determining the replacement for funds received from income tax.

Item G-8. Consider Bid Award for Irrigation Pump Station Replacement at Pheasant Run Golf Course. (CLS)

Motion by Siegrist, supported by Sneiderman 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. Motion carried unanimously.

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.

Trustee Sneiderman asked if this will replace all pumps. Director Hohenberger explained this is replacing only the largest pump for the original 18 holes of the course.

Item G-9. Blanket Purchase Orders. (FBD)

Motion by Siegrist, supported by Slavens to approve the attached list of Blanket Purchase Orders. Motion carried unanimously.

2017 Blankets		
VENDOR	DESCRIPTION	AMOUNT
Kronos	Software Support & Maintenance	\$18,603
Tyler	Software Support & Maintenance	\$108,000
VTEC	Focus Printing & Publishing	\$33,000
Growth Works	Social Service Programs	\$40,000
Kent Communications	Printing & postage for personal property statements	\$17,000
Wade Trim & Associates	Engineering Services	\$50,000
Mannik & Smith	Engineering Services	\$50,000
Orchard Hiltz & McCliment	Engineering Services	\$50,000
Spalding DeDecker	Engineering Services	\$50,000
Domtar	Copy paper for township	\$11,000
Network Services	Paper supplies	\$17,000
Otis Elevator	Elevator Service Admin	\$19,000
Horizon Lawn Maint.	Striping, fence repairs, etc.	\$11,000
Miracle Recreation of Michigan	Playground Equipment	\$11,000
Wayne County	Bulk salt, permits, licenses, etc.	\$40,000
Spartan Distributors	Turf Equipment	\$10,000
Katherine's Catering	Catering at Summit	\$17,000
Lower Huron Supply	Summit Cleaning Supplies	\$22,500
Danjo	Landscaping, planting	\$16,500
Crop Production Services	Weed Control pesticides	\$10,000
Michigan USSSA	Registrations, Sanction, Tourney	\$11,000
Tri-Turf	Supplies for Golf Course	\$10,000
Seat Advisor	Monthly ticket fees	\$15,000
Ram Constrction	General building repairs	\$20,000
Acushnet	Golf balls/apparel/golf clubs	\$54,000
Pepsi	Non-Alcoholic Beverages & Snacks for resale	\$20,000
Gordon Foods	Food Service Items for resale	\$12,000
Sysco	Food Service Items for resale	\$50,000
Harrels	Various chemicals, fertilizers, etc.	\$25,000
Siteone Landscape	Irrigation and chemicals, fertilizers	\$40,000
Siteone Landscape	Irrigation and chemicals, fertilizers	\$15,000
Osburn Industries	Sand, gravel, topsoil	\$12,000
Van Diest	Fungicide, fertilizers, weed control, pesticides	\$20,000
BS&A Software	Annual Support	\$12,000
BS&A Software	Internet Access	\$17,500
Western Wayne Urgent Care	Medical Exams, Physicals, Screenings	\$16,000
Arthur J Gallagher	Risk Management Consulting Fee	\$44,011
Ken Blanchard	Situational Leadership Training for Employees	\$20,000
Allie Bros Unifroms	Fire Department Uniforms	\$16,500
Apollo Fire Apparatus	Uniforms, Turnout Gear & Foam	\$25,500
Bound Tree Medical	Ambulance / ALS Supplies	\$30,000
Douglass Safety Systems	Fire Uniform Items	\$20,500
J & B Medical Supply	ALS Supplies	\$30,000
Michigan Humane Society	Animal Lodging Contract	\$30,000
North Eastern Uniforms	Police Uniforms	\$67,000
Oakland County	Police & Fire CLEMIS Participation	\$97,920
Priority One Emergency	Fire Uniform Items	\$16,500
Cadillac Asphalt	Asphalt	\$10,000
C & J Contracting	Grade 6A Stone & Hauling	\$12,000
Jack Doheny	Automotive Parts & Equipment	\$19,000
Dominics Cement Works	Cement Repair	\$40,000
East Jordan Iron Works	Water & Sewer Repair Parts	\$25,250
Etna	Water Meters	\$795,000
HD Supply Waterworks	Operating & Construction	\$17,000
HydroCorp	Cross Connection Program	\$32,820
SLC (Hydro Meter Systems)	Meter Testing	\$10,000
Kennedy Industries	Sewer Lift Startion Repairs	\$10,000
Liqui-Force Services	Sanitary Sewer Rehab & Repairs	\$255,500
Michigan Cat	Automotive Parts & Equipment	\$10,000
Michigan Linen	Uniforms	\$12,810
Stoneco	Stone/Gravel/Sand Repairs Sewer Storm	\$15,000
Wayne Sweepers	Sweeper Repairs	\$12,900

ADDITIONAL PUBLIC COMMENT: Mohammad Ghazali, 7021 Sylvania Lane, requested an update of the Ridge Road paving. Supervisor Williams explained the township is working with Wayne County. Director Faas explained this information is not in writing yet so he is unable to make a formal presentation to the residents. Faas explained the Engineering Design work to complete the improvement which was Phase 1 from Warren Road to just south of Hanford the design is complete and has been submitted to Wayne County and is ready for bidding. Last August the township negotiated with Singh Development to pave the southern 1200 feet just north of Ford Road. That project will probably be constructed sometime in 2017. This leaves a small gap from the north end near the entrance to Patriot Park to just south of Hanford where Phase 1 would leave off. All of this is under discussion with Wayne County to try to do one project.

Pinakin Patel 6957 Poppleton, asked whether the board has had an opportunity to view the PowerPoint which he emailed to the board members. Supervisor Williams replied yes.

OTHER: Trustee Graham-Hudak reminded the board of the Dr. Martin Luther King Jr. presentation at the Village Theater on Monday January 16th at 6:30 p.m. Tickets are \$2 at the door.

ADJOURN: Motion by Sneiderman, supported by Foster to adjourn at 8:52 p.m. Motion carried unanimously.

Michael A. Siegrist, Clerk

**Charter Township of Canton
Board Proceedings – January 17, 2017**

A Regular Study Session meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, January 17, 2017 at 1150 Canton Center S., Canton, Michigan. Supervisor Williams called the meeting to order at 6:11 p.m. and 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,
Bob Belair, Joe Urbanek, Rob Creamer
Staff Absent: Kristin Kolb

Adoption of Agenda

Motion by Sneiderman, supported by Anthony to amend the agenda by moving Topic 2: Residential Rental Inspection Program Review to the beginning of the meeting. Motion carried unanimously.

STUDY SESSION

TOPIC 1: Residential Rental Inspection Program Review (MSD)

Presenters: Rob Creamer, Building Official
Joe Urbanek, Residential Rental Inspector

A PowerPoint presentation was presented to the Board with Creamer and Urbanek explaining the individual slides. This presentation outlined the background and findings of the first two-year cycle (2015-2016) of the Residential Rental Inspection Program. Staff laid out the recommendations for the next cycle which commenced this month as well as the proposed changes going forward.

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.

Director Faas commented Creamer and Urbanek implemented this entire program while being new to the department themselves. The Public Relations portion of this program has been handled very capably by the team also.

Trustee Graham-Hudak asked how often rentals must be inspected and how long an applicant has to remedy defects/violations. Creamer replied currently the program calls for inspections every 2 years. The applicant has 60 days to complete repairs during this "first cycle" of inspections. Once the violations are cleared and the program is running smoothly, the township may consider changing the cycle to 3 years. Graham-Hudak asked about units that are noncompliant with the current code when they were constructed prior to changes to a specific code. Creamer explained if the unit was built according to code at the time of construction, and is in good working order, there is no requirement to change things. The Rental Inspector(s) have access to the townships team of inspectors – Electrical, Mechanical, and Plumbing – if there is a problem they communicate with the proper inspector and get it taken care of.

Trustee Anthony asked what the program fees are. Following is a list of the Rental Inspection Fee Schedule:

Registration Fee*	
Single Family Home - \$100 Fee	
Multi-Family Buildings - \$200 Fee	
Failure to Register in 60 Days - \$200 Fine	
Inspection Fee	Each Cycle
Administration Fee	\$40
Single Family Home	\$200 Fee
Multi-Family Buildings	\$200 Fee
Apartment Unit	\$60/Unit Inspected
Re-Inspection	\$50 Fee

Trustee Anthony asked what is done when a basement is used as a bedroom with no egress. Urbanek stated a notice is given immediately to the tenant and the applicant explaining they are no longer able use the basement as a bedroom. Then upon re-inspection either the bedroom must be gone or an egress window installed. Trustee Foster asked how long before re-inspection is done. Urbanek replied 60 days. Creamer stated a Certificate of Compliance will not be given unless all repairs are completed.

Trustee Sneideman asked whether the Industry Association has been consulted with since the inception of the program. Creamer replied yes. Sneideman asked if Point of Sale is adopted, would it on every home sold in the Township – Creamer replied this would be on all sales within the community, however, it would be an entirely different program and is not in place at this time. Sneideman asked does the township get a larger amount of money on a non-homestead property vs. a homestead property. Director Trumbull replied no, although the homeowner pays higher taxes on a rental property, the township gets none of it. Sneideman asked if “Airbnb” or “HomeAway” properties are covered by this program. Creamer replied this is not currently being checked. Most of the “tips” come in from homeowners associations, tenants, or neighbors.

Trustee Foster asked what is the penalty for not complying with the registration program? Urbanek replied it is a misdemeanor violation with a court appearance ticket, along with associated court costs and a fine of \$200 for not filing.

Clerk Siegrist asked for more clarification of the fees. Creamer explained it is a one-time registration along with a cyclical fee for administration and inspection fees.

Supervisor Williams stated there is a subcommittee of subject-matter-experts who will review this program. Creamer explained this subcommittee includes a builder, a tenant, an owner of a rental property, and a maintenance worker. They are currently looking for a representative for the commercial management companies to join this committee.

Greg Greene, resident, asked if the program works with the Homeowners Associations. Creamer replied yes. Also, the Ordinance Officers are working with the program also.

Geraldine Gorecki, 195 Queens Way, asked the township to always verify that a property is a rental prior to removing the homestead tax credit.

Mike Gresock, 41835 Riverwoods Court, asked if a property changes hands and the new owner is no longer renting out the property, is there a special consideration given to the new owner who is now required to pull permits, make modifications, etc. that the previous owner did not comply with. Supervisor Williams gave Mr. Gresock his business card and asked him to contact his office directly to discuss this matter.

Devin Fulton, 2818 River Meadow, inquired about Point of Sale inspections. Supervisor Williams explained there is not currently a Point of Sale program and the community would be notified in the future if it is recommended by the committee.

TOPIC 2: Automated Recycling Collection Services (MSD)

Presenters: Wendy Trumbull, Finance & Budget Director
Bob Belair, Public Works Manager
Patrick Dovigi, Green for Life USA
Paul Denski, Green for Life USA

The presentation included a brief overview of the transition from Rizzo Environmental Services to Green for Life (GFL) Environmental USA Inc. Staff outlined the background, objectives, benefits and costs to implement automated recycling collection services in 2017.

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.

Mr. Dovigi gave an overview of the transition from Rizzo to GFL over the past 8 weeks. He included a short personal and business history of his company and the business philosophy of "Great service at a great price". The allegations against Rizzo surfaced approximately 2 weeks after Mr. Dovigi acquired them. He has worked to reassure the communities and companies that were serviced by Rizzo that his company has foreign corruption and anti-bribery policies. They will not tolerate these policies being compromised.

Resident Public Comments:

Bob Kovalik, Links of Pheasant Run, asked if the container comes in a smaller size. There is not enough room in their condominiums for a container of this size. Director Faas replied the containers come in 3 sizes – 48, 64, and 96 gallon – the township is considering the 64 gallon size. Supervisor Williams asked if the trucks can accommodate different sizes. Mr. Dovigi replied the trucks can pick up both the 48 and 64 gallon size. Kovalik asked if the entire condo complex agreed on the smaller size would the township comply. Director Faas agreed that might be a consideration.

Greg Greene, stated neither he nor his wife have received any type of survey. He also feels just because all the other communities have gone this way we should too, is not a good enough reason for adopting this program. The Bins will be left outside the homes either on the side of in front of the homes. If this is just recycling, in the future, are we going to have another large bin for regular trash? In a 2 person household, it would take a month to fill a 64 gallon bin. Director Faas replied in his personal experience, his 2 person household fills a 64 gallon bin weekly and

has a very small bag for regular trash. (The photo in the power point is his personal home). Mr. Greene asked where the bin is stored. Faas replied in his garage. As to why the township is looking to do this. It should extend the useful life of the landfill. Currently the projected useful life of the Sauk Landfill is almost 20 years. Greene asked if the materials allowed in the program will be expanded. Faas stated the program has not changed since the implementation of Single Stream Recycling in 2008. As to the Survey, about 800 people replied to the approximately 3000 survey door hangers that were distributed. Faas stated it was also on the township website and in the Focus. A majority of the respondents were in favor of this program. Also, the survey commented about 3 major items: 1) The current bins crack and need to be replaced. 2) The size of the bin is too small. 3) The articles in the bin tend to blow out during windy days. These bins would solve all 3 of these problems.

Residents Greg Dunn and John Ballard are in favor of this program.

George Miller asked for a copy of the contract. He asked how the 20 year projected life of the landfill was determined. Director Faas agreed to provide Mr. Miller with a copy of the state's letter regarding this matter. Miller asked if the operators will get out of a truck to retrieve a bin that tips over. Mr. Dovigi replied yes. Mr. Miller asked how the cost would be applied to the residents. Williams replied it would be assessed against the property. Miller asked what happened to the old Rizzo Trucks. Dovigi replied the trucks will be repurposed.

Jane Sielow, Covington Square Subdivision, supports this program.

Mr. Shue is concerned about the large size of the bin. It will not fit through his narrow gate to his backyard, nor will it fit into his garage. The bin would then need to be stored outside resulting in an eyesore. Where should he put it?

Delores Mathis inquired how difficult is the bin to move and whether GFL will replace the bins at no charge if the wheels crack or the bin breaks due to normal use. Mr. Faas explained other communities have stated the bins are fairly easy to move. Mr. Dovigi agreed GFL would replace it.

Doug Bolton asked the board contact each HOA regarding what size they desired for their subdivision/complex. He asked if a homeowner could have more than one bin. Director Faas replied it would be one bin per residence.

Len Snyder is in favor of this program. He also asked about a list of recyclable list. Director Faas replied it is available on the Canton Website or by calling 734-397-1011. Mr. Snyder asked what happens to the existing bins. Director Faas replied the bin is recyclable. Supervisor Williams agreed to publish the list in the February Focus.

Annette Walsh is in favor of the program but is concerned about the additional tax burden. She feels GFL should have to pay for the new trucks, not the residents. She asked if the township receives any type of rebate for the recyclables. Director Faas replied no, the township does not receive any rebate for recycling nor do they pay if GFL has to pay a recycling center. Mr. Dovigi explained the company has had to pay for recycling. The company has been paying to

recycle since September 2008. Ms. Walsh asked what guarantee she has against others taking her bin. Director Faas explained the carts have a bar code system and unique serial number that will be tracked to an individual address.

Susan Anderson feels the bins are cumbersome for seniors and there will also be no parking on the streets the day of collection. Her neighborhood also requires all trash/recycle bins be stored in garages. She is not in favor of this program.

David Anderson commented regarding where to store these bins and the ordinances governing storage of them.

Ken Brown asked why he would have to pay for a big bin that won't fit in his garage. Will he have to pay for recycling even if he doesn't want a bin? Supervisor Williams replied yes, even if a resident does not take a bin, they would still be charged for the service. Mr. Brown is not in favor of the program.

Sharon Rintz is very concerned about using the bins in the winter. Living on a court, when it snows there is no room curbside for a bin this large. She is also concerned that once this starts the next step would be a large trash bin and there just isn't room for these in her garage or in her backyard. Also, it will have to be dragged through the snow each week in the winter. She is not in favor of the program.

Paul Franz asked about rewards to the individual resident for recycling. Director Faas explained the residents pay more for the service in order to get the "rebate".

Deb Savage asked if the township has investigated a commercial recycling program. Director Faas explained the program is limited to residential.

Aamina Ahmed requested the township pursue commercial recycling as well as household composting. Director Faas stated the township encourages residents to compost household materials on their own.

Cathy Filis asked how many bins the township is purchasing. Director Faas replied 28,000. She feels these bins would be very difficult for seniors or handicapped individuals to handle and they are too large for the garages. She is not in favor of this program. She requested an additional survey of residents to get a better handle on how the majority of residents feel. Only 3% of the population responded to the survey. She is not in favor of the program.

Roger McKendrall stated his association will not allow that bin to be stored outside and it will not fit in his garage. He is not in favor of the program.

Jim Halstead does not feel the majority of the population will benefit from this program. He is not in favor of the program.

Pat Gresock feels the bin will not fit in the garage of her condo. She does not support the program.

Don Bevins asked if the carts will have to be placed on only one side of the road or will the truck pick up on both sides. He is not in favor of the program. Mr. Dovigi stated the truck will pick up on both sides of the street.

Cindy Liebert requested the board consider a smaller cart. Director Faas brought in a 48 gallon bin for the residents to view. The 48 gallon bin has the same foot print, but is shorter.

Deena Kazaleh is in favor of the program.

Maurice Williams asked how far is the reach of the truck in relation to where the cart would be on the side of the road. Will parking be restricted on trash days? Will the operator leave the truck to access the bin if it is not reachable from the road? Mr. Dovigi stated the reach of the truck is about 9 feet and if it is unable to reach a bin, the operator will get out of the truck and move it.

Joan Noricki asked if Simple Recycling will continue. Supervisor Williams replied yes.

Ken Filis asked how much clearance a parked vehicle would need in relationship to the bin. Director Faas replied just a few feet.

Jerry Leonard asked if it is mandatory to recycle. Supervisor replied no, but there would still be a charge to the resident.

Hasina Abdu asked if GFL is penalized for bringing in items that are not recyclable. Director Faas replied yes, for example, Styrofoam and colored glass are not recyclable.

Mike Gresock asked if a resident may refuse the bin. Director Faas replied yes, the cart would be inventoried so that subsequent owners would be eligible to participate in the future.

Board Comments:

Trustee Graham-Hudak asked if former Rizzo employees involved in the bribery scandal are still employees of GFL. Mr. Dovigi replied no. Graham-Hudak asked if all communities utilizing the landfill are also utilizing measures to reduce the amount of trash taken there. Director Faas replied he believed so.

Trustee Anthony asked if the trucks can handle both sizes. Mr. Dovigi replied yes. Anthony asked what more needs to be done before the proposal is brought to the board on January 24th. Director Faas replied a review with the Supervisor of the comments tonight. There will need to be amendment to the contract drafted. Anthony feels this is one of the solutions to the problem of filling the landfill.

Clerk Siegrist asked how many multi-tenant units are in the community. Director Faas replied about 8000. He is concerned about where residents will be able to store a 64 gallon bin. He is in favor of exploring the options in bin sizes. He commented \$3.4 million is the cost of this program and we have saved 3% per year since 2008 and this is a substantial savings. He is

concerned the original voluntary program had no charges associated with it and now there will be a mandatory charge to residents on their taxes. He is concerned the bid process has not been done since 1999, this would include a total of 5 additional years onto the current contract which expires in 2020. The company that has changed hands two times since this contract was negotiated.

Treasurer Slavens is concerned that this program has not been bid since 1999. Though the bins will be the property of the township, the trucks will not.

Trustee Sneideman commented in the past this program was going to cost more in the area of \$6 million and now it is about half that. Director Faas explained this expense is depreciated over 8 years. He asked if the extension suggested is 3 or 5 years. Director Faas replied 5 years. Sneideman feels he would be more inclined to support the program with the inclusion of the smaller bins. Sneideman asked if the proposed extension is only an option for GFL or is it also the option of the township. Director Faas replied both have the option. Sneideman asked if the program was only approved for a 2 or 3 year extension. Director Faas explained if this amortization process is lessened, the fees would be higher. Mr. Dovigi explained GFL is fronting the \$1.7 Million to purchase the carts. If the extension is lowered, the annual fees would be higher.

Trustee Foster feels seniors may have concerns regarding moving the carts. She asked about how many people actually recycle. Director Faas quoted the survey results. Trustee Foster feels this is not a complete picture of the community as it was answered by a small percentage of the residents.

TOPIC 3: Appointments to Board & Commissions (PC, BBA, ZBA, FBA, and CDBG)

Presenters: Tim Faas, Municipal Services Director
Wendy Trumbull, finance & Budget Director

This presentation outlined the regulatory requirements, current appointee rosters and resumes for each of the above noted commissions, boards and committees. In addition, staff explained the skills necessary to serve on these commissions, boards and committees.

Each Director highlighted the experience and qualifications needed for individuals serving on their respective Board or Commission.

Planning Commission – Municipal Services – Rob Creamer, Building Official
3 Commissioner Terms expire 12-31-2017

Zoning Board of Appeals – Municipal Services – Rob Creamer, Building Official
Building Board of Appeals – Municipal Services – Rob Creamer, Building Official
3 Commissioner Terms expire 3-31-2017 - One commissioner has resigned
This is a technical committee that only meets when the need arises.

Community Development Block Grant – Finance & Budget – Wendy Trumbull, Finance Director
Membership criteria in this committee is governed by the grant. There is one current opening and another commissioner's term expires 3-31-2017.

Fire Board of Appeals – Public Safety – Josh Meier, Director Public Safety

This is a technical committee required by the Fire Code that only meets when necessary.
There has not been a need for the members to meet in the last 15 years
There is one opening and the Fire Marshal is in the process of submitting the reappointment.

The Planning Commission and Zoning Board of Appeals are the only 2 that pay their members a stipend. The amount is \$80 per meeting.

Trustee Foster asked if there are people interested in serving as CDBG Members. Director Trumbull stated an article will be in a future FOCUS requesting local qualified volunteers for all committees.

Trustee Sneideman asked when a Request for Board Action comes before the board for Zoning, does it come from the Planning Commission or the Zoning Board of Appeals. Director Faas replied the Planning Commission.

Clerk Siegrist asked for volunteers from the 4 trustees to be members of the Election Commission through November 20, 2020.

Trustee Anthony asked when the supervisor would like to fill the openings. Supervisor Williams replied as soon as possible.

Trustee Graham-Hudak inquired if the boards could all be expanded to the committees. She would like to see more members on each of the committees in order to better represent the entire community. Graham-Hudak asked how Fire Board of Appeals are resolved. Director Meier stated cases are resolved by educating the contractors of the requirements of the International Fire Code

Trustee Foster asked Trustee Graham-Hudak when she would be forming her technology committee which would be working on research and development within the community. Graham-Hudak stated it would in the spring of 2017.

PUBLIC COMMENT: George Miller, 1946 Briarfield, stated he feels the expected life of the landfill cannot be predicted. He would like information on how the Fence ordinance changed. The Clerk's Office will arrange to get this information for Mr. Miller.

OTHER: None

ADJOURN: Motion by Anthony, supported by Sneideman to adjourn at 9:48 p.m. Motion carried unanimously.

Michael A. Siegrist, Clerk

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 24, 2017

AGENDA ITEM C-1

ITEM: Reappointments to the Canton Tax Board of Review

PRESENTER: Pat Williams, Supervisor

INDIVIDUALS IN ATTENDANCE: None anticipated

EXECUTIVE SUMMARY: Three individuals on the Tax Board of Review have terms expiring in March of 2017: Carol Richardson, Anthony Rosati, and James Malinowski. All three have expressed interest in continuing their service. All three have done an excellent job as part of this board and would be an asset to Canton Township in continuing their service. Their credentials are listed in the attached resumés.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approve the reappointments of Carol Richardson, Anthony Rosati, and James Malinowski to the Tax Board of Review, with terms expiring on March 1, 2019.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: There are funds built into the budget each year to cover the work of the Tax Board of Review members.

IMPLEMENTATION PLAN: Assessor will notify Carol, Anthony and James of their reappointments.

DIRECTOR'S RECOMMENDATION: N/A

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: N/A

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move that the Canton Board of Trustees approve the reappointments of Carol Richardson, Anthony Rosati, and James Malinowski to the Canton Tax Board of Review for a two-year term to expire on 3/1/19.

ATTACHMENTS:

1. Bio for Carol Richardson
2. Bio for Anthony Rosati
3. Bio for James Malinowski

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 24, 2017

AGENDA ITEM C-2

ITEM: Appointment to the Canton Tax Board of Review

PRESENTER: Pat Williams, Supervisor

INDIVIDUALS IN ATTENDANCE: None anticipated

EXECUTIVE SUMMARY: There is an opening for an alternate on the Tax Board of Review. Darian Moore, and Canton resident for over 20 years, has expressed interest in filling the vacancy. Darian's credentials are an excellent fit for this position. He is currently working in the Real Estate field, and in addition has experience as a Project Engineer and Engineering Manager (see attached bio).

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approve the appointment of Darian Moore to the Tax Board of Review, with a term expiring on March 1, 2019.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: There are funds built into the budget each year to cover the work of the Tax Board of Review members.

IMPLEMENTATION PLAN: Assessor will notify Darian of his appointment and set up appropriate training.

DIRECTOR'S RECOMMENDATION: N/A

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: N/A

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move that the Canton Board of Trustees approve the appointment of Darian Moore to the Canton Tax Board of Review for a two-year term to expire on 3/1/19.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 24, 2017

AGENDA ITEM C-3

ITEM: Appointment to the Building Board of Appeals

PRESENTER: Pat Williams, Supervisor

INDIVIDUALS IN ATTENDANCE: None anticipated

EXECUTIVE SUMMARY: The Building Board of Appeals (BBA) has five members appointed by the Canton Board of Trustees. The resignation of Edmond Robert from the BBA has created a vacancy. Gianfranco “John” Palazzolo has expressed interest in filling the vacancy. His resumé includes extensive experience in the area of building and construction (see attached). Mr. Palazzolo is an excellent candidate for the Building Board of Appeals.

STRATEGIC PLAN/GOALS: Public Act 230 Excerpt is included for background information on the requirements for the creation of the Building Board of Appeals, which is mandated by state law. Also included is Section 113, Board of Appeals from the 2012 Michigan Building Code.

ACTION REQUESTED: Approve the appointment of John Palazzolo to the Building Board of Appeals, with a term expiring on March 1, 2019.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: None

IMPLEMENTATION PLAN: The Canton Township Building Official, Rob Creamer, will notify John of his appointment and coordinate the appropriate orientation.

DIRECTOR'S RECOMMENDATION: N/A

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: N/A

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move that the Canton Board of Trustees approve the appointment of John Palazzolo to the Building Board of Appeals for a two-year term to expire on 3/1/19.

ATTACHMENTS:

1. Resumé
2. Public Act 230 Excerpt
3. Section 113 – 2012 Michigan Building Code

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 24, 2017

AGENDA ITEM #C-4

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

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY:

The Commission for Culture, Arts & Heritage was established in 2004 to promote public awareness of culture, arts and heritage in the community. This commission's members are a very dedicated group of volunteers who provide excellent input for the development of high quality cultural activities that are accessible to all.

The Executive Board of the Commission is recommending the re-appointment of Sue Dodson whose current term expired on 12-31-16. Sue has been an active member of this commission since 2013. This appointment will be for three-year term through 12-31-19.

Per its bylaws, the Commission has also designated one position on its board as the Canton Board of Trustees Representative. Ms. Sommer Foster will fill this vacant position and serve as the designated Township Board representative.

STRATEGIC PLAN/GOALS:

Promote the Community, Educate and Inform Residents

ACTION REQUESTED: Re-appoint Sue Dodson to the Commission for Culture, Arts & Heritage. Appoint Sommer Foster as the designated Board of Trustees representative.

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 re-appointment of Sue Dodson to the Commission for Culture, Arts & Heritage for a three-year term to expire December 31, 2019.

I further move that the Board of Trustees approve the appointment of Sommer Foster as the Canton Board of Trustees representative to the Canton Commission for Culture, Arts & Heritage.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 24, 2017

AGENDA ITEM #C-5

ITEM: Consider Request to Reclassify (2) Coordinator Positions and Create & Fill the Recreation Specialist – Health & Wellness Position.

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None anticipated

EXECUTIVE SUMMARY: As a result of the promotion of the Recreation Facilities Supervisor to Deputy Director, a reorganization of the Leisure Services Department was evaluated and developed. Several modifications were made to the organizational chart in order to improve efficiency of workflow within the department.

The Recreation Facilities Supervisor position was eliminated and additional duties were assigned to both the Recreation Coordinator and Summit Coordinator positions. It is recommended that the Recreation Coordinator position will become the Recreation Supervisor – Recreation Division/Performing Arts Center at a salary grade 8 (\$66,022-\$85,829). It is further recommended that the Summit Coordinator position will become the Recreation Supervisor – Community Center at a salary grade 8 (\$66,022-\$85,829). Both positions were factored by the Human Resources Manager and approved by the Merit Commission on January 23, 2017. The Recreation Coordinator and Summit Coordinator positions will not be filled.

A new position of Recreation Specialist - Health & Wellness has been recommended to meet the increased demand of Health & Wellness services in the community and better align positions within the operations of the department. This position was factored by the Human Resources Manager and approved by the Merit Commission at a salary grade 4 (\$50,368-\$65,478).

Additionally, it should be noted that there will be no increase to the budget for these positions.

STRATEGIC PLAN/GOALS:

Leisure Services: Position the department for sustainability.

ACTION REQUESTED: Approve the reclassifications and the request to create and fill the position of Recreation Specialist – Health & Wellness.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: There will be no increase to the budget for these positions. However, it should be noted that the breakout of these positions between the General Fund and the Community Center Fund is changing. Therefore, it is likely that a budget amendment to transfer budget dollars between the funds will need to occur at some point.

IMPLEMENTATION PLAN: Upon approval, PCN's will be processed for the reclassifications and the Recreation Specialist – Health & Wellness position will be posted.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve the following reclassifications:

- Recreation Coordinator to Recreation Supervisor – Recreation Division/PAC - Salary Grade 8
- Summit Coordinator to Recreation Supervisor – Community Center - Salary Grade 8

I further move to create and fill the position of Recreation Specialist – Health & Wellness - Salary Grade 4.

ATTACHMENTS:

Attachment A: Organizational Chart

Attachment B: Job Descriptions

Attachment C: Memo from Finance & Budget Director

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 24, 2017

AGENDA ITEM #G-1

ITEM: CONSIDER APPROVAL OF RESOLUTION AUTHORIZING TOWNSHIP SUPERVISOR TO SIGN CERTAIN CONTRACTS WITHOUT BOARD APPROVAL

PRESENTER: Pat Williams, Supervisor

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: Under Michigan law, only the Township Board has the authority to contractually bind Canton Township. However, over the course of a year, the Township enters into hundreds, if not thousands, of contracts. To bring each and every one to the Board for consideration would take a significant amount of meeting time, when the reality is that many of the contracts the Township enters into involve nominal or no expenditure of Township funds, such as grant agreements and annual permits, and many others are for nominal dollar amounts, among many other types of contracts.

In order to avoid the need to take every single contract to the Board, the Supervisor is requesting the Board delegate to him the authority to execute certain, identified categories of contracts through a resolution. Many of the proposed categories of contracts are in line with the Township's Purchasing Policy to ensure consistency across operations.

STRATEGIC PLAN/GOALS: Streamline Township procedures by reducing the time needed to get certain contracts approved and executed.

ACTION REQUESTED: Approve a resolution authorizing the Township Supervisor to execute certain, specified types of contracts.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: None.

DIRECTOR'S RECOMMENDATION:

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the proposed Resolution Authorizing the Township Supervisor to execute the specific categories of contracts outlined therein:

ATTACHMENTS:

1. Draft Resolution
2. Township Purchasing Policy

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 24, 2017

AGENDA ITEM #G-2

ITEM: Consider Approval of Aspen Ridge Preliminary Site Plan

PRESENTER: Tim Faas, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: Jon Goldman

EXECUTIVE SUMMARY: The applicant proposes a site condominium project consisting of 29 single family units. The property is subject to a conditional zoning agreement receiving final approval by the Board of Trustees at the meeting of October 11, 2016. The zoning was changed from RR, Rural Residential to R-3, Single Family Residential with voluntary conditions offered by the developer. The site plan conforms to the concept plan presented as part of the conditional zoning application and to the provisions of the conditional zoning agreement.

Sheet 3 includes a detail for the temporary sales office trailer. The applicant is requesting approval for the trailer to remain in place for a maximum of 24 months. The Ordinance permits sales trailers as part of residential development and requires them to be removed as soon as a model home has been completed. The module pictured is currently on site at the Torrey Hill II project on the east side of Beck Road south of Saltz Road.

BACKGROUND:

-Existing Zoning: R-3, Single Family Residential Conditional Zoning

-Location: South side of Saltz Road and West of Beck Road

-Net Acres: 14 acres

-Existing Land Use: Frontage residential

-Surrounding Land Use

- N - RR, frontage residential
- S - RR, residential lots on a private road easement
- E - R-2, frontage residential
- W- R-2, Arlington Park Site Condominium

-Comprehensive Plan: Medium-Low Density Residential (up to 3 dwelling units/acre)

ACTION REQUESTED: Preliminary approval of the site plan for Aspen Ridge Site Condominiums

COMMUNITY PLANNER'S RECOMMENDATION: Approval as presented.

PLANNING COMMISSION RECOMMENDATION: On January 9, 2017 by a vote of 5-0, the Planning Commission recommended preliminary approval of the site plan for Aspen Ridge Site Condominiums including the proposed temporary sales office as shown on the plans for a period not to exceed 24 months or upon completion of a model home, whichever comes first.

DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON

Preliminary Site Plan for Aspen Ridge Site Condominiums

WHEREAS, the Project Sponsor, Mr. Jon Goldman, has requested preliminary site plan approval for Aspen Ridge Site Condominiums to be located on Saltz and Beck Roads, identified as tax EDP #068-99-0013-702 and 068-99-0018-000; and,

WHEREAS, the Planning Commission reviewed the site plan and made a recommendation to approve the request to grant preliminary site plan approval, 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. Jon Goldman, to approve the preliminary site plan for the proposed Aspen Ridge Site Condominiums 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. Site Plan

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 24, 2017

AGENDA ITEM #G-3

ITEM: Consider Approval of the Purchase of Vehicles for 2017

PRESENTER: Tim Faas, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated.

EXECUTIVE SUMMARY: MSD Fleet Services evaluates all vehicles that meet the minimum age & mileage criteria each year and recommends replacements as part of the CIP process. This year twenty three (23) vehicles are budgeted for replacement and/or to meet the services needs of the various users. The on-street vehicle fleet has 171 total units.

The Township will again utilize existing publicly bid government pricing contracts administered through Oakland County (for all GMC purchases), Macomb County (for all Ford purchases), Rochester Hills Cooperative Agreement RFP RH 13-30 (for Freightliner Dump Truck)

The units taken out of service will be rotated elsewhere in the fleet and/or be auctioned off using our online auction site, Bidcorp.com, for disposal.

STRATEGIC PLAN/GOALS: Maintain the assets, to extend the useful life cycle until replacement is necessary.

ACTION REQUESTED: Authorize the purchase of vehicles for 2017.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The accounts numbers are listed on the attached spreadsheet.

IMPLEMENTATION PLAN: Upon approval by the Township Board, the purchase orders will be created. Delivery can be expected 60-180 days from order date. The new vehicles will be delivered to the Fleet Service Center. Any usable equipment will be transferred over to the new units coming into service.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the purchase of twenty-two vehicles totaling \$689,987 as depicted in the spreadsheet.

ATTACHMENTS:

1. Spreadsheet of 2017 Vehicle Purchases.
2. Vehicle Build Specifications

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 24, 2017

AGENDA ITEM #G-4

ITEM: Consider Authorization of Youth Sports Agreement with Canton Soccer Club

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: A strong partnership with identified youth sports groups in the Canton Community exists to ensure the levels of service, programs, administration and fiduciary duties are upheld each year for over 3,000 participants in soccer. The attached agreement outlines the responsibilities and support required for the Canton Soccer Club. Canton has entered into contracts with the youth sports groups since 2003.

The four basic requirements of the Soccer Club in this agreement include background checks for each coach, provide financial information annually, allow one Canton representative a voting seat on their board and provide a transition plan for the board. A full list of the contract requirements is included as Attachment B. In addition, the annual contribution of \$20,000 is used to offset Township Park field and maintenance expenses.

STRATEGIC PLAN/GOALS:

Strengthen Operational Efficiency - Provide High Quality Services

ACTION REQUESTED: Approve Youth Sports Agreement with Canton Soccer Club.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: N/A

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

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to authorize the Youth Sports Agreement with the Canton Soccer Club valid one year beginning January 1, 2017 through December 31, 2017.

ATTACHMENTS:

Attachment A - Canton Soccer Club Agreement

Attachment B - Agreement Checklist

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 24, 2017

**Revised
AGENDA ITEM # G-5**

ITEM: Network Infrastructure Upgrade

PRESENTER: Wendy Trumbull, Finance & Budget Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

BACKGROUND: The Township's current data network devices have been in service since 2002 – 2006 and are due for upgrades. None of the devices are eligible for extended manufacturer warranties, leaving most Township departments at risk for extended downtime in the event of a device failure. The most concerning risk is Public Safety as their network relies on the operation of a device originally deployed in 2002. This is followed by the Administration Building and the Department of Public Works also relying on devices deployed in 2005 and 2006 respectively.

Aside the risk of failure due to device age, the devices no longer effectively support workloads of various high traffic departments such as the Municipal Services Division departments utilizing GIS resources. Employee computer workstations are maxed at a network speed of 100mbps, the new network equipment will allow IT Services to deploy 1000mbps to workstations which will benefit from the additional speed.

One of the most important needs for this upgrade is the Township's telecommunications system. The Township's phone system was installed in 2001 and is in need of replacement and has been budgeted to be replaced in 2017. Upgrade of the network infrastructure is vital to support a new telecommunications system as the current network devices do not support Power-over-Ethernet (POE) which will be needed for new phone handsets as well as WiFi access points.

IT Services began replacing a small portion of devices in 2016 and has selected Dell Networking to supply the devices and services necessary to upgrade those devices throughout the network which do not already meet the requirements.

STRATEGIC PLAN/GOALS: Provide for continued ITS customer support balanced within financial resources.

ACTION REQUESTED: The first request is the Board to waive the Request for Proposal requirement for this Board Action. All products and services pricing is based on the State of Michigan MiDeal contract with Dell Computers. Township policy permits the Township Board to waive the requirement as the State has already negotiated hardware, software and services best pricing. Historically the Township Board has approved computer hardware, software and services when sourced from MiDeal pricing regardless of vendor.

The second request is the Board to approve the purchase of Dell Networking Equipment hardware outlined in the attached quotation, "Canton Dell Hardware Costs" the amount is \$83,300. Dell Computer's fiscal year ends Jan 30, 2017, the pricing reflected in the attached quotation includes an additional \$6,000 in savings as incentive to purchase prior to that Jan 30 deadline.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funding was budgeted for in 2017, funding is available General Fund, IT Division Capital Outlay - Computer Hardware account #101-258.977_0010.

IMPLEMENTATION PLAN: If approved, a purchase order will be issued to Dell Computers in the amount of \$83,300. IT Services will manage the project, any disruption to the normal operation of departments will be communicated ahead of time and coordinated with departments to minimize impact on their operations.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to waive the purchasing policy and purchase the Dell Networking Equipment and Services in the amount not to exceed \$83,300 through the Michigan MiDeal contract.