



**CANTON ADMINISTRATION BUILDING  
1150 S. CANTON CENTER ROAD  
CANTON, MI 48188  
REGULAR BOARD MEETING  
APRIL 10, 2018**

**6:30 P.M.: CLOSED SESSION TO DISCUSS CONFIDENTIAL LEGAL OPINION**

**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: MARCH 13 & 20, 2018

CITIZEN'S NON-AGENDA ITEM COMMENTS/PUBLIC COMMENT

PAYMENT OF BILLS

**CONSENT CALENDAR:**

- 1) ADJUSTMENT OF TERM EXPIRATION DATES FOR TWO PLANNING COMMISSIONERS (SUPERVISOR)
- 2) REAPPOINTMENTS TO THE HISTORIC DISTRICT COMMISSION (SUPERVISOR)
- 3) CONSIDER APPROVAL OF WAIVER OF FUTURE WATER & SEWER TAP FEES FOR FOUR PARCELS ALONG GEDDES AND BARR ROADS (MSD)
- 4) DDA APPOINTMENT TO DOWNTOWN DEVELOPMENT AUTHORITY BOARD (SUPERVISOR)

**GENERAL CALENDAR:**

- 1) CONSIDER THE PURCHASE OF TWO BMW POLICE MOTORCYCLES (PSD)
- 2) CONSIDER ADOPTION OF THE RECOMMENDATIONS FROM MUNICIPAL SERVICES AND FINANCE AND BUDGET ON THE 2018 WATER AND SEWER RATES (MSD)
- 3) CONSIDER APPROVAL OF FIRST READING OF CODE OF ORDINANCE AMENDMENTS TO PART I, CHAPTER 74 ENTITLED "UTILITIES", ARTICLE II, DIVISION 2, SUBDIVISION II ENTITLED "SCHEDULE OF RATES AND CHARGES", SECTION 74-83 (MSD)

- 4) CONSIDER APPROVAL OF THE SITE PLAN FOR BICKFORD OF CANTON SENIOR LIVING FACILITY (MSD)
- 5) CONSIDER APPROVAL OF THE SITE PLAN FOR NORTHGATE APARTMENTS (MSD)
- 6) CONSIDER RE-APPROVAL OF THE PRELIMINARY SITE PLAN AND APPROVAL OF THE FINAL SITE PLAN FOR WESTBURY ESTATES SITE CONDOMINIUM (MSD)
- 7) CONSIDER AWARD OF CONTRACT FOR A 2018 TREE REMOVAL & PRUNING PROJECT TO OWEN TREE SERVICE, INC. (MSD)
- 8) CONSIDER APPROVAL OF ANNUAL MAINTENANCE & TECHNICAL SUPPORT AGREEMENT FOR CITYWORKS ASSET MANAGEMENT SOFTWARE (MSD)
- 9) CONSIDER APPROVAL OF AN INCREASE TO PO #2018-00001413 FOR BRICCO EXCAVATING CO., LLC TO COMPLETE THE MICHIGAN AVENUE WATER MAIN REPLACEMENT PROJECT (MSD)
- 10) CONSIDER APPROVAL OF A BUDGET AMENDMENT AND APPROVAL OF THE PURCHASE OF A REPLACEMENT KIP SCANNER FOR THE MUNICIPAL SERVICES DEPARTMENT (MSD)
- 11) CONSIDER APPROVAL OF PROPOSAL FOR BACKFLOW GATE VALVE AND FIRE SPRINKLER VALVE REPLACEMENT (CLS)
- 12) CONSIDER AUTHORIZATION OF BID AWARD FOR 2018 BUS TRANSPORTATION (CLS)
- 13) CONSIDER APPROVAL OF PROPOSAL FOR CHERRY HILL PATHWAY CONSTRUCTION ENGINEERING / I-275 TO LOTZ ROAD (CLS)
- 14) CONSIDER APPROVAL OF BID AWARD FOR FIRE STATION I ROOF REPLACEMENT & BUDGET AMENDMENT (CLS)
- 15) CONSIDER APPROVAL OF BID AWARD FOR PHEASANT RUN GOLF CLUB ROOF REPLACEMENT (CLS)
- 16) CONSIDER APPROVAL OF BID AWARD FOR SUMMIT SENIOR CENTER RENOVATION AND APPROVAL OF BUDGET AMENDMENT (CLS)
- 17) CONSIDER APPROVAL OF BID AWARD FOR SUMMIT CARPET REPLACEMENT (CLS)
- 18) CONSIDER APPROVAL FOR WELCOME SIGN REPLACEMENT AND BUDGET AMENDMENT (CLS)
- 19) FIRST READING OF ADDITION OF CHAPTER 2, ARTICLE V TO CANTON TOWNSHIP CODE OF ORDINANCES, ENTITLED "CODE OF ETHICS" SECTIONS 2-225, THROUGH 2-251 (CLERKS)
- 20) AWARD C.D.B.G. HOUSING REHABILITATION CONTRACTS (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 – March 13, 2018**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, March 13, 2018 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.

**Appointment of Temporary Clerk**

Motion by Foster, supported by Anthony to appoint Dian Slavens as Temporary Clerk for this meeting only. Motion carried by all members present.

**Roll Call**

Members Present: Anthony, Foster, Graham-Hudak, Slavens, Sneiderman, Williams  
Members Absent: Siegrist  
Staff Present: Director Hohenberger, Director Faas, Director Meier, Director Trumbull  
Kristin Kolb, Laura Mortier  
Guests: Rep. Kristy Pagan - 21 District

**Adoption of Agenda**

Motion by Anthony, supported by Foster to amend the agenda to add Consent Calendar Item C-4 Planning Commission Appointments. Motion carried by all members present.

**Approval of Minutes**

Motion by Sneiderman, supported by Anthony to approve the Board Meeting Minutes of January 27, 2018 as presented. Motion carried by all members present.

**Citizen’s Non-Agenda Item Comments:**

Marco Bisbikis, addressed the board regarding licensing a local business – Cloudz Hookah Lounge.

William Asper, addressed the board regarding responsibility for payment of sidewalk replacement and the sidewalk replacement program.

Emma Parker, addressed the board regarding a sidewalk along Haggerty Road.

**Payment of the Bills:**

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

<b>March 13, 2018</b>		
101	GENERAL FUND	703,504.97
206	FIRE FUND	568,720.54
207	POLICE FUND	779,154.55
208	SUMMIT OPERATING (General)	79,240.04
230	CABLE TV FUND	11,847.87
246	TWP (COMMUNITY) IMPROVEMENT	6,442.00

248	DDA - CANTON TWP ACCT	17,827.60
261	E-911 UTILITY	6,438.88
274	CDBG	2,827.46
555	Solid Waste	269,628.87
584	GOLF FUND	58,516.43
592	WATER & SEWER FUND	661,633.72
661	FLEET	62,033.63
702	CONSTRUCTION ESCROW	4,984.00
736	POST EMPLOYMENT BENEFITS	68,669.70
TOTAL - ALL FUNDS		3,301,470.26

**PRESENTATION:**

mPARKS State Elected Official Award to State Representative Kristy Pagan

Laura Mortier, Youth Specialist Canton Leisure Services, presented Representative Kristy Pagan with the mPARKS State Elected Official Award. Ms. Mortier read the following statement:

*“Founded in 1935, The Michigan Recreation and Park Association, mParks, provides advocacy resources and professional development opportunities to a devoted and diverse membership of parks and recreation agencies, professionals, vendors and advocates. mParks exists to provide its members with resources, to advocate for the profession and to prove parks, recreation and leisure services matter.*

*Each year at the mParks annual conference there is a set of individual awards given out. This year we are happy to announce that Kristy Pagan is the recipient of the State Elected Official. This award is presented to an elected official who has exhibited exceptional support of parks and recreation.*

*Kristy Pagan is the Michigan State Representative for Canton Township and she has been and advocate and active supporter of the Canton Leisure Services Department for the last three years. She has attended and spoken at community events such as Not In Our Town, (a movement to stop hate, address bullying and build safe and inclusive communities) The township’s Martin Luther King Jr. Celebration, and many more.*

*Kristy has also enthusiastically been involved in programming at the BLOCK Youth and Teen Center. The BLOCK is a home away from home for hundreds of teens annually, ages 11-17, and provides after school care, summer camps, and leadership development programming. Kristy was influential in the development of the mParks Innovative Award winning program, Lead #LikeAGirl, and continues to be the kickoff keynote speaker each year. She also invites the participants to the Capitol to be recognized on the house floor, and presents them with a special legislative tributes upon graduation from the program.*

*Most recently, Kristy has volunteered her time to the BLOCK’s Teen Xperience Camp, which promotes the Parks and Recreation career field to teens, which offers job skill preparation and certifications like CPR and First Aid, Babysitter and Sports Official. Kristy kicked off the camp by speaking with the participants about the importance of community, communication with your local officials, and always pursuing your dreams.*

*Canton Township is fortunate to be represented by an elected official that is so committed to youth leadership and quality of life in her community. Canton Leisure Services is excited and honored to present Kristy Pagan with the mParks State Elected Official Award.”*

Ms. Pagan thanked the board.

Motion by Slavens, supported by Foster to enter the award into the public record. Motion carried by all members present.

**CONSENT CALENDAR:**

**Item C-1. Request to Alter Part-Time Wages for Election Inspectors. (Clerk)**

Motion by Slavens, supported by Sneiderman to accept and concur with the Board of Election Commissioners for the Charter Township of Canton's resolution approving the elimination of the \$20 cellphone stipend, increase in part-time wages for election inspectors of \$5, and the creation of a "Greeter" position for \$150. Motion carried by all members present.

Canton Township current employs up to 350 inspectors for an election. These Election Inspectors are a major component in the election process. The board of trustees voted in 2015 to raise salaries for Precinct Chairs and Vice-Chairs by \$25, and election inspectors by \$20. In addition to the \$20 payment for training, a stipend of \$20 has been available for an individual inspector for the use of their private cellphone. This incentive dates back to the time when cellphone carriers charged by individual minutes as opposed to providing a package. As a result, Clerk Siegrist has recommended and the Election Commission approved an elimination of the stipend and a reallocation to election inspector wages. To bring the election inspector wages into alignment with the Chair and Vice-Chair increases of 2015, the Election Commission approved an increase from \$155 to \$160. The creation of a "greeter" position was also approved for 18 locations at a wage of \$150.

An analysis of the previous six elections indicated that the current proposal can meet the need to assist voters impacted by the precinct realignment with greeters, removed the \$20 stipend for cellphone usage, and increase the Part-Time wages for election inspectors at a lower rate than previous election staffing. There is no impact to the 2018 budget.

**Item C-2. Consider Approval of Application for MLCC Special Liquor Licenses. (CLS)**

Motion by Slavens, supported by Sneiderman to authorize the sale and consumption of alcohol at the 27th Annual Liberty Festival on June 14-16, 2018, and furthermore; that the following resolution be adopted:

That the Canton Rotary, through its duly elected officers, make application to the MLCC for a Special License for the sale of alcohol for consumption on the premises to be in effect on June 14-16, 2018 during Liberty Festival at Heritage Park located at 1010 Canton Center Rd, Canton, Michigan, County of Wayne. Motion carried by all members present.

Motion by Slavens, supported by Sneiderman to authorize the sale and consumption of alcohol at The Rally on Ridge event on Saturday, July 21, 2018; and furthermore; I move that the following

resolution be adopted:

That the Charter Township of Canton, through its duly elected officers, make application to the MLCC for a Special License for the sale of alcohol for consumption on the premises to be in effect on Saturday, July 21, 2018 at Preservation Park located at 500 N. Ridge Road in Canton, Michigan, County of Wayne and that the Township Supervisor and Clerk be authorized to sign and submit this application. Motion carried by all members present.

Motion by Slavens, supported by Sneiderman to authorize the sale and consumption of alcohol at The Canton Historical Society's "Brew, Brats & Bands at the Barn" fundraiser on Saturday, September 8, 2018; and furthermore; I move that the following resolution be adopted:

That the Charter Township of Canton, through its duly elected officers, make application to the MLCC for a Special License for the sale of alcohol for consumption on the premises to be in effect on Saturday, September 8, 2018 at the Cady-Boyer Barn in Preservation Park located at 500 N. Ridge Road in Canton, Michigan, County of Wayne and that the Township Supervisor and Clerk be authorized to sign and submit this application. Motion carried by all members present.

In 2018, three fundraising events will be held in conjunction with Canton Leisure Services at various township facilities that will require application to the Michigan Liquor Control Commission for special liquor licenses:

- 27th Annual Liberty Fest: June 14-16, 2018
- 5th Annual Rally on Ridge: July 21, 2018
- 9th Annual Brew, Brats & Bands at the Barn: September 8, 2018

Leisure Services is requesting Township Board approval to submit application to the Michigan Liquor Control Commission and to authorize the sale and consumption of alcohol at these fundraisers.

- Canton's 27th Annual Liberty Fest will take place June 14-16, 2018 in Heritage Park. In a partnership with Canton Leisure Services, the Canton Rotary Club will once again be making the application to the Michigan Liquor Control Commission for a special license. Canton Rotary will secure the appropriate permits and will keep the proceeds from the actual alcohol sales over the course of the three days.
- Canton Leisure Services will host the 5th Annual Rally on Ridge event on July 21, 2018 from 5:30 p.m. to 9:00 p.m. at Preservation Park/Cherry Hill School. In addition to the food trucks, we will be selling beer and wine with proceeds to benefit the Canton Farmers Market. Canton Leisure Services will apply for the one-day special liquor license for this event.
- The Canton Historical Society is hosting the 9th Annual "Brew, Brats & Bands at the Barn," a fundraiser to be held at the Cady-Boyer Barn in Preservation Park on Saturday, September 8, 2018 from 6-9 p.m. The event will feature a concert with beer and food being sold for the purpose of raising funds to benefit the Canton Historical Society. Canton Leisure Services will apply for the one-day special liquor license for this event.

**Item C-3. Resolution Declaring the Month of April Fair Housing Month. (Supv.)**

Motion by Slavens, supported by Sneideman to adopt the following resolution. Motion carried by all members present.

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

**WHEREAS**, the year 2018 marks the 50th anniversary of the passage of the Federal Fair Housing Act: Title VIII of the Civil Rights Act of 1968, as amended; and

**WHEREAS**, this law guarantees that housing throughout the United States should be made available to all citizens without regard to race, color, religion, sex, family status, disability or national origin; and

**WHEREAS**, equality of opportunity for all is a fundamental policy of this nation, state and township; and

**WHEREAS**, barriers which diminish the rights and limit the options of any citizen will ultimately diminish the rights of all citizens.

**NOW THEREFORE BE IT RESOLVED** that the Charter Township of Canton Board of Trustees designates the month of April 2018 as “Fair Housing Month” in Canton Township. We encourage the residents of our community to join in this observance.

Date: March 13, 2018

Pat Williams, Canton Supervisor

**Item C-4. (Added by amendment to the agenda) Planning Commission Appointments. (Supv.)**

Motion by Slavens, supported by Sneideman to appoint Nancy Eggenberger and Chandru Acharya to the Canton Township Planning Commission with Terms to expire December 31, 2021. Motion carried by all members present.

The Board of Trustees expressed a desire to increase the size of the Planning Commission to nine members. This resulted in an update of the Township Ordinance governing the Planning Commission. Chapter 98 of the ordinance was reviewed and updated to not only bring the ordinance into compliance with the current law, but also increase the size by adding two members. The changes to the ordinance went through the first and second readings in February and became effective on February 27, 2018. The Supervisor is recommending the appointments of Nancy Eggenberger and Chandru Acharya.



Ms. Eggenberger was appointed to an alternate position on the Planning Commission on November 28, 2017, and it is now recommended she take one of the two new member positions.

Mr. Acharya expressed interest in the Planning Commission and met with Supervisor Williams in November of 2017. The Supervisor supports his appointment for the second new member position.

**GENERAL CALENDAR:**

**Item G-1. Consider Approval of the Final Site Plan for Westridge Estates of Canton (Phase 3) Site Condominium. (MSD)**

Motion by Slavens, supported by Foster to adopt the following resolution. Motion carried by all members present.

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

**Approval of the Final Site Plan for Phase 3 of Westridge Estates Site Condominium**

**WHEREAS**, the Project Sponsor has requested final site plan approval for Phase 3 of Westridge Estates Site Condominium, located on the south side of Ford Road between ridge and Napier Roads; and,

**WHEREAS**, the Planning Commission reviewed the final site plan and voted 7-0 to recommend approval of the request, subject to provision of financial guarantees prior to review and approval by the township Board;

**NOW THEREFORE BE IT RESOLVED**, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the request for final site plan for Phase 3 of Westridge Estates Site Condominium on tax parcel nos. 069-99-0010-702 and 069-99-0010-703, subject to any and all applicable state and local development regulations.

The Township Board approved a Special Land Use for a Cluster Development for Westridge Estates on May 13, 2014. The Special Land Use granted approval of up to 274 dwelling units. The Final Site Plan for Phase 1, approved in December of 2014, included 100 lots on the northerly 68 acres of the overall development. Phase 2 included an additional 70 units located in the southeast portion of the site and the main road extension west to Napier Road which was approved in June of 2016. Phase 3 includes the final 104 units which will be constructed in 2 consecutive construction phases to complete the development.

- **Existing Zoning:** R-2 and R-3, Single-Family Residential
- **Location:** South of Ford Road between Ridge and Napier Roads

- **Net Acres:** 60.19 acres
- **Existing Land Use:** Agricultural

**- Surrounding Land Use & Zoning:**

N- R-2, Westridge Estates

S and E- R-3, Westridge Estates

W- RR, Frontage Residential on Napier and Superior Township

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

- **Community Planner’s Recommendation:** Approval.
- **Planning Commission Recommendation:** The Planning Commission voted 7-0 to recommend approval for the final site plan for phase 3 of Westridge Estates Site Condominium.

**Item G-2. Consider Approval of a Budget Amendment & Award of a Purchase Order Contract to the Mannik & Smith Group for Additional Design and Construction Engineering Services for the Historic Ford Factory Pathway Project. (MSD)**

Motion by Slavens, supported by Foster to approve a purchase order contract with the Mannik & Smith Group for the construction engineering for the Historic Ford Factory Pathway project in an amount not-to-exceed \$42,649 under the existing Master Services Agreement. Motion carried by all members present.

Motion by Slavens, supported by Sneiderman to approve a budget amendment to fund the construction engineering expenses as follows:

**Increase Expense:**

#246-441.970\_0050 Community Improvement – Capital Outlay Infrastructure \$42,649

**Increase Revenue:**

#246-000.695 Fund Balance Appropriation \$42,649

Motion carried by all members present.

Now that MDOT has been authorized to receive bids on this project, the Township must retain an engineering firm to oversee the construction later this year. It is an obligation of the Township to fund this expense under the intergovernmental agreement approved by the Board with Wayne County. Mannik & Smith Group is the designer of record for this project and has provided a proposal for the construction engineering in the amount of \$42,649. A budget amendment is also necessary as these funds were not budgeted in 2018.

The Village Arts Factory pathway project was initiated in 2015 and includes design and construction of a 700’ long asphalt pathway and bridge structure over the Rouge River that crosses Cherry Hill Road, west of Ridge Road along the south side of the roadway. In December

2015, the Canton Township Board approved a contract with the Mannik & Smith Group (MSG) for design services in an amount of \$34,910. The design has been completed and the bidding process is underway with MDOT.

**Item G-3. Consider Approval of an Extension of the Contract with ARC Document Solutions for Phase 2 of the Building & Inspection Services Division Document Scanning Project. (MSD)**

Motion by Slavens, supported by Anthony to approve an extension of the professional services contract with ARC Document Solutions for Phase 2 of the Building Services Document Scanning Project in an amount not-to-exceed \$40,000. Motion carried by all members present.

In June of 2017, the Board awarded Phase 1 of this five year project to ARC Document Solutions (ARC) of Clawson, Michigan. ARC has performed well under the first phase of the project and has offered to extend its unit prices to the Township for Phase 2. Staff is recommending approval of a contract extension to ARC Document Solutions of Clawson in an amount not-to-exceed \$40,000 for Phase 2. This would leave \$9,000 for any support expenses from Kiriworks for the import of the documents into On-Base and/or the purchase of any hardware for the project.

The Municipal Services Department has been engaged in a pilot project to demonstrate a document management software program using On-Base since early 2015. The initial phase focused on water service stop box cards for Public Works, plus a host of other Public Works and Engineering records. The second phase of the pilot dealing with recommendations on Township-wide implementation is to be completed over the next twelve months.

Building & Inspection Services has an estimated 570,000 records currently, the majority of which must be retained forever according to the State of Michigan record retention laws. As such, we consciously decided to make these records a high priority over the next several years. The first 50,000 some odd commercial & industrial project drawings were scanned and imported into the On-Base software for retrieval electronically from July 2017 through January 2018.

**Item G-4. Consider Payment of Annual GIS software Maintenance Fees to ESRI (Environmental Systems Research Institute, Inc. (MSD)**

Motion by Slavens, supported by Anthony to authorize the payment to ESRI for Maintenance and Support from March 2018 to March 2019, for a total cost not-to-exceed of \$30,600. Motion carried by all members present.

The Township staff has been utilizing Geographic Information System (GIS) software for over twenty (20) years. This software houses the property and land record information plus the public-owned utilities on over 31,000 parcels that is used by staff from Municipal Services, Public Safety, Leisure Services and the DDA. Over 60 employees rely on this software to provide ongoing service to the public.

In order to keep the software operating properly with the host of numerous other applications township-wide, the developer (ESRI) requires the Township to pay annual software maintenance

and support fee of \$30,600 which has been budgeted by the various departments for 2018. The annual fee is a standard fee provided to government agencies and is non-negotiable.

Over the years, GIS software provides clear benefits in employee productivity (allowing Canton to keep our staffing levels low) and in customer service (allowing Canton to provide fast and efficient response to inquiries and to manage projects more effectively).

**Item G-5. Consider Award of Contract for a 2018 Tree Maintenance Project to Frank’s Landscaping & Supplies. (MSD)**

Motion by Slavens, supported by Sneiderman to award a contract for a 2018 Tree Maintenance Projects to Frank’s Landscaping for a total amount not-to-exceed \$18,500, and to renew a contract for a second and third year at the same price. Motion carried by all members present.

Planning Services received four qualified bids for a 2018 Tree Maintenance Project. Work includes the following maintenance work on Canton property or in the public right-of-way at various locations: Cultivation, fertilization and mulching of trees, stake removal, and watering. The lowest qualified bidder was Frank’s Landscaping & Supplies with a bid of \$18,500 to cultivate, fertilize, and mulch 727 trees, remove stakes and straps on 100 trees, and water 1,000 trees. The 2018 contract provides for an option to extend the service for two additional years at the same pricing.

The qualified low bidder of the street tree planting program is Frank’s Landscaping & Supplies who has performed this and similar work for Canton the last few years. It is well qualified to perform the tree maintenance work. The three lowest bidders are shown below for your review.

Frank’s Landscaping & Supplies	\$18,500.00
The Grounds Guys	\$27,231.28
Crimboli Nursery	\$39,131.25

**Item G-6. Consider Award of a Purchase Order Contract to Core and Main for the Purchase of 23,000 Feet of Type K Copper Tubing, Brass Fittings, Curb Stop Boxes and Rods. (MSD)**

Motion by Slavens, supported by Sneiderman to award a purchase order contract to Core and Main for the purchase of 23,000 feet of Type K copper tubing, and brass fittings for an amount not-to-exceed \$150,841.50. Motion carried by all members present.

In order to provide necessary water service to new homes within the community, copper water service line and brass supplies will be needed by our Public Works Division. Public Works received Two (2) bids on the requested materials on February 15, 2018. Core and Main, located in Canton (formerly HD Supply), submitted the lowest responsible bid for copper tubing, and supplies in the amount of \$150,841.50.

The charges for a customer to connect to the water system cover the expense to purchase these materials.

**Item G-7. Consider Award of Contract for a 2018 Street Tree Planting Program to Reliable Landscaping. (MSD)**

Motion by Slavens, supported by Sneideman to award a contract for a 2018 Street Tree Planting Project to Reliable Landscaping, Inc. for a total amount not-to-exceed \$20,000. Motion carried by all members present.

Planning Services received six qualified bids for a 2018 Street Tree Planting Project for installation of trees on major roads and Canton property. The lowest qualified bidder was Reliable Landscaping, Inc. with a bid of \$25,120 for the work.

The qualified low bidder of the street tree planting program is Reliable Landscaping who has performed numerous landscaping projects in Canton for many years. It is well qualified to perform the street tree work. The three lowest bidders are shown below for your review.

Reliable Landscaping	\$25,120
Evergreen Tree & Restoration	\$26,450
Frank's Landscaping & Supplies	\$27,100

Due to budget constraints the total number of trees will be reduced to maintain the budgeted amount of \$20,000.00.

Trustee Graham-Hudak asked how many trees are in the program. Director Faas replied 44.

**Item G-8. Consider Award of a Purchase Order Contract to the Northwest Consultants, Inc. for Construction Engineering, Inspection, and Testing Services for the 2018 Township Parking Lot Paving Program. (MSD)**

Motion by Slavens, supported by Sneideman to approve a purchase order contract with Northwest Consultants, Inc. for bidding, construction engineering, and testing for the 2017 Township Parking Lot paving program in an amount not-to-exceed \$51,715 under the existing Master Services Agreement. Motion carried by all members present.

Engineering Services is proceeding with bidding and construction of the 2018 Township parking Lot paving program including the completion of the West Summit parking lot and the East Administration Building asphalt parking lots. Engineering Services plans to consolidate both designs, and award the bidding and construction engineering to a single firm, Northwest Consultants, Inc. (NCI), in an amount of \$51,715.

In 2015, Northwest Consultants, Inc. (NCI) completed the design of West Summit Parking lot. The Mannik & Smith Group (MSG) is finalizing the design for the East Administration Building parking lot. Please note the attached proposal from NCI includes several options for services. The award will include two portions of this proposal "Project 1" for \$34,195, and "Project 2", Option 2B for \$17,520, resulting in a total cost of \$51,715.

**Item G-9. Consider Change of Award and Authorization of Projects for Pond Bank Stabilization. (CLS)**

Motion by Slavens, supported by Sneiderman to authorize the Supervisor to sign the contract for the Summit and Pheasant Run Hole #10 Pond Bank Reconstruction with Reliable Landscaping, Inc., 8285 Lilley Rd, Canton MI 48187 in the amount of \$125,500. Funds to be paid from Account#101-270-50.970\_0080 Parks Capital Outlay Land Improvement (\$79,338) and Account #584- 756-50.970\_0030 Pheasant Run Capital Outlay Machinery and Equipment (\$46,162). Motion carried by all members present.

Motion by Slavens, supported by Sneiderman to close Purchase Order #3650 for JSS-Macomb, LLC. Motion carried by all members present.

In March 2017, bids were solicited for the reconstruction of the eroded bank on the retention pond at the front of the Summit and the pond on Hole #10 of Pheasant Run. JSS-Macomb, LLC submitted the lowest qualified bid in the amount of \$194,156.40. That bid was renegotiated with JSS-Macomb and revised to an amount of \$125,500. On November 14, 2017 the Board awarded the contract for the Pond Bank Stabilization project to JSS-Macomb LLC.

Since that approval, staff has made repeated attempts to contact JSS-Macomb without success. Numerous phone calls and emails have not been returned. A registered letter was sent advising JSS-Macomb that failure to respond would result in JSS-Macomb being removed from consideration for this project. No contact has been made.

Reliable Landscaping, Inc., 8285 Lilley Rd, Canton, MI 48187 is the second lowest bidder for the Pond Bank Stabilization Project. In order to maintain the currently approved bid amount, Leisure Services staff negotiated a final scope of work to not exceed \$125,500 with Reliable Landscaping. The project will include the complete re-stabilization on the Summit pond and a portion on the Pheasant Run Hole #10 pond. This project will install a pond bank stabilization system on both ponds. This work has been engineered and bid out with the following bids received:

<b>Company</b>	<b>Address</b>	<b>Bid Amount</b>
JSS-Macomb	14218Claremont, Shelby Twp., MI 48315	\$194,156.40
Reliable Landscaping,	8285 Lilley, Canton, MI 48187	\$248,229.50
Anglin Civil	13000Newburgh, Livonia, MI 48150	\$331,407.00
Stante Excavating	46912 Liberty, Wixom, MI 48393	\$564,685.35

While JSS-Macomb submitted the lowest qualified bid, their failure to return communications has forced staff to consider using the second lowest qualified bid. That bid amount is greater than the current budget; therefore, staff has negotiated a revised scope of work with the contractor. The negotiated amount is provided in the draft contract as part of Attachment A. The total budget for this project is 125,500; therefore, the second lowest bid amount of 248,229.50 was

renegotiated to the balance budget amount of \$125,500 to be taken from Account #101-270-50.970\_0080 Parks Capital Outlay Land Improvement (\$79,338) and Pheasant Run Capital Outlay Machinery and Equipment (46,162)

**Item G-10. Consider Approval of Underground Utility Easement Agreement with Verizon Wireless at Victory Park. (CLS)**

Motion by Slavens, supported by Sneideman to approve the Underground Utility Easement Agreement with Verizon Wireless for installation of underground conduits at Victory Park and to authorize the Supervisor to sign. Motion carried by all members present.

In 2017 Verizon Wireless requested an underground utility easement agreement to allow for upgrades to the existing communications tower located on the property at Victory Park. The easement agreement will allow for the installation of underground conduits to service the tower. As a condition of the agreement, Verizon has agreed to install an underground conduit for the exclusive use of Canton Township for communications.

Verizon Wireless is currently planning to upgrade the existing communications tower at Victory Park. In order to perform the work, Verizon requires an underground utility easement agreement to install underground conduit on park property. As part of the project, Verizon agrees to install a conduit for exclusive use of Canton. It is the intent of the Township to use the conduit to install a communications line running from Michigan Avenue to the Canton Sports Center to enhance current infrastructure.

**Item G-11. Consider the Purchase of Four In-Car Camera/DVR Systems and Accompanying 2018 Budget Amendment to the Police Fund. (PSD)**

Motion by Slavens, supported by Anthony to approve the purchase four Flashback 3 In-Car Camera/DVR systems from L3 Mobile Vision in the amount of \$23,002.40. Motion carried by all members present.

Motion by Slavens, supported by Sneideman to waive the bidding process and approve the specified budget amendment to utilize Drug Forfeiture funds for this purchase.

**Increase Appropriations:**

Program Expense Drug Forfeiture:	#207-301-50.743.0003	\$23,000
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**Decrease Appropriations:**

Transfer to Fund Balance:	#207-301-50.990	\$23,000
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Motion carried by all members present.

The Police Department is requesting to purchase four Flashback 3 In-Car Camera DVR systems to be installed in the new patrol cars approved by the Board in February. The department is further requesting to waive the bidding process to allow for continuity in purchasing the same camera/DVR's currently being utilized in the fleet of vehicles. L3 Mobile Vision is the sole-source provider of Flashback 3, and is quoting a total price of \$23,002.40.

L3 Mobile-Vision, Inc., has been the sole-source provider of Flashback in-car camera/DVR's for

the department since the practice of cameras began in Canton. The department relies heavily on in-car camera footage for a variety of reasons including citizen complaints, lawsuits, investigations, officer review and training. Every patrol vehicle on the road is outfitted with a camera and DVR.

**Item G-12. Consider Approving the Purchase of Replacement Server for the NICE Recording Logger, along with the Accompanying 2018 Budget Amendment to the E/911 Fund. (PSD)**

Motion by Slavens, supported by Sneiderman approve the purchase of a replacement server for the NICE recording system from Van Belkum, in the amount of \$19,669.98. Motion carried by all members present.

Motion by Slavens, supported by Anthony to waive the bidding process and approve the specified budget amendment to the 2018 E/911 Fund. Motion carried by all members present.

**Increase Appropriations:**

Capital Outlay Computers and Equipment:	#261-346-50.970.0010	\$4670
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**Decrease Appropriations:**

Transfer to Fund Balance:	#261-346-50.990	\$4670
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Motion carried by all members present.

The Public Safety Department is requesting to replace the server for its NICE Recording Logger. The current server is eight years old and at end of life status- with replacement parts no longer available/reliable for this important piece of equipment.

The NICE Recording Logger is integrated into the dispatch console for recording and playback of 48 lines including all 911 calls, non-emergency phone lines, and police, fire and dispatch radio communications. For this reason the department is requesting to waive the bidding process and purchase the upgraded NICE replacement server from Van Belkum, utilizing State of Michigan Bid Pricing, at a total cost of \$19,669.98.

In 2012, the Township Board approved the purchase of a NICE Perform eXpress Recording Logger from Van Belkum out of Grand Rapids, Michigan. That system has fulfilled the Public Safety Department's need to record and playback all 911 calls, non-emergency phone lines, and police, fire and dispatch radio communications for the past six years. The NICE system has received two software upgrades since inception, but is now in need of a system server replacement, as it has fallen out of warranty and the ability to make repairs is no longer a reliable option. The NICE Recording Logger is the industry standard, and is incorporated into the department's complex Motorola dispatch console—including a portion of the system being covered on the Motorola annual dispatch console service agreement.

The proposed upgraded server is designed to accommodate VOIP phone lines, being considered for purchase by the Township later this year. The quote includes two analog cards to accommodate the current phone system in the meantime.

**Item G-13. Consider Upgrading the Control Equipment for Outdoor Warning Siren**



**System and Accompanying Budget Amendment to General Fund. (PSD)**

Motion by Slavens, supported by Anthony to approve upgrading the control equipment for Canton’s Outdoor Warning Siren System with Services, Inc., in the amount of \$99,380. Motion carried by all members present.

Trustee Sneiderman asked if this is replacing everything. Director Meier replied this is to replace the siren head and the control modules.

Motion by Slavens, supported by Foster to waive the bidding process, and approve the proposed 2018 budget amendment to the General Fund.

**Increase Appropriations:**

Capital Outlay Land Improvements:	#101-426-970.0080	\$99,380
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**Increase Revenue:**

Fund Balance Appropriations:	#101-000.695	\$99,380
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Motion carried by all members present.

The Public Safety Department is requesting to upgrade the control equipment on Canton’s Outdoor Warning Siren System. The proposed upgrade would include replacing control equipment at each of the system’s 16 remote siren locations, replacing control cabinets at six locations, and replacing the control point hardware and software with all Federal Signal equipment. All of the Township’s sixteen actual sirens will remain in service, with an estimated life expectancy of 30-35 years, with proper maintenance.

West Shore Services, Inc., is proposing a total cost of \$99,380 for the upgrade project. West Shore Services, Inc., is the only authorized dealer of Federal Signal Outdoor Warning Siren products for Public Safety agencies in the State of Michigan, therefore the department is requesting to waive the bidding process and contract with the sole-source provider.

Outdoor Warning Siren Systems are utilized as a life- saving alert to warn individuals outside to take shelter from an imminent danger or threat to their safety. Threats can be weather-related, such as a tornado; industrial-accident, such as a nuclear plant disaster; or an act of terrorism or warfare.

During a recent inspection of the Township’s Outdoor Warning Siren System, it was discovered that the controls at six siren locations are not functioning and in need of repair, at a cost of almost \$12,000. After researching further into the aging sirens, the Public Safety Department’s recommendation is to replace all control equipment system-wide.

Approval of this upgrade would make Canton’s Outdoor Warning Siren System interoperable with neighboring communities and Wayne County, allowing for mutual aid assistance and activation. It would also provide for a remote two-way radio control and status monitor to detect anomalies that may impact the operability and readiness of the system.

With the increasing social media/electronic presence in our daily lives, the question of how we are notified can be debated, but current figures show an average community sign-up rate for

social media updates is between 18-22% of a community's population. Further, as Canton promotes a livable, walkable community, it becomes of the utmost importance to continue to maintain a functioning Outdoor Warning Siren System for individuals who are pedestrian-commuting, or out enjoying our parks and recreation facilities free of their electronic devices.

**ADDITIONAL PUBLIC COMMENT:** None

**OTHER:** Director Faas stated the Study Session on March 20, 2018 will cover one action item from Leisure Services, Township Owned Properties – Phase 2, and the 2018 Water Sewer Rates with a tentative start time of 5:00 p.m.

Trustee Graham-Hudak questioned the board holding township coffee sessions at local shops with no more than 2 board members attending. With the board's approval, she will set up a schedule and work through Kristen Thomas for community notification.

Treasurer Slavens reminded the board of the 2018 Township Water and Sewer Rate Town Hall meeting on Wednesday March 21 put on by Directors Faas and Trumbull.

**ADJOURN:** Motion by Sneideman, supported by Anthony to adjourn at 7:55 p.m. Motion carried by all members present.

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**Michael A. Slavens, Clerk**

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**Pat Williams, Supervisor**

**Charter Township of Canton  
Board Proceedings – March 20, 2018**

A regular study session meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, March 20, 2018 at 1150 Canton Center S., Canton, Michigan. Supervisor Williams called the meeting to order at 5:00 p.m. and led the Pledge of Allegiance to the Flag.

**Roll Call**

Members Present: Anthony, Foster (arrived 5:16 p.m.), Graham-Hudak, Siegrist, Slavens, Sneideman, Williams

Members Absent: None

Staff Present: Director Hohenberger, Director Faas, Director Trumbull

**Adoption of Agenda**

Motion by Siegrist, supported by Anthony to amend the agenda to add one General Calendar Item G-1: Set Date for Appeal Hearing Smoking Establishment License Denial. Motion carried by all members present.

**GENERAL CALENDAR:**

**Item G-1: Set an Appeal Hearing Date for the Appeal of Denial of the 2018 Smoking Lounge License for Cloudz Hookah.**

Motion by Siegrist, supported by Sneideman to set April 17, 2018 at 5:30 p.m. as the date/time for an Appeal Hearing for denial of a 2018 Smoking Lounge License for Cloudz Hookah. Motion carried by all members present.

**PUBLIC HEARING:**

**PH-1. Host Public Hearing and Consider Approval of Application for MDNR Natural Resources Trust Fund Grant.**

Motion by Siegrist, supported by Sneideman to open the Public Hearing at 5:04 p.m. for comment on the MDNR Michigan Natural Resources Trust Fund grant application towards funding the purchase and installation of bridges on the Lower Rouge Trail between I-275 and Hannan Road. Motion carried by all members present.

Canton Leisure Services is seeking approval to apply for a Michigan Department of Natural Resources grant that, if awarded, would be implemented in 2018-2019. A Public Hearing and formal Board approval to apply for the grant are required components.

The project is proposed to take place along the Lower Rouge Trail which provides non-motorized trail access and Public Works sewer maintenance access. The Public Works division would like to gain additional access to the east segment of the park to maintain sewer lines by adding a pathway between I-275 and Hannan Road. The Public Works division will be installing the pathway portion of the trail, similar to the existing portion of the Lower Rouge Trail. Canton is seeking additional support through the Michigan Natural Resources Trust Fund for the

purchase and installation of the bridge crossings in this segment.

The total cost of the bridge purchase and installation is estimated at \$290,883.30 and Leisure Services is applying for a Michigan Natural Resources Trust Fund grant in the amount of \$145,441. The matching funds are budgeted in the water and sewer fund in 2019.

Director Hohenberger conducted a PowerPoint presentation outlining the details of the MDNR grant, what they would be applying for, and the improvements to the trail that would result from being awarded this grant.

There was no public comment.

Motion by Siegrist, supported by Sneiderman to close the public hearing at 5:10 p.m. for comments on the MDNR Michigan Natural Resources Trust Fund grant application towards funding the purchase and installation of bridges on the Lower Rouge Trail between I-275 and Hannan Road. Motion carried by all members present.

Motion by Siegrist, supported by Sneiderman to approve submission of an application to the Michigan Natural Resources Trust Fund towards the purchase and installation of two bridges along the Lower Rouge Trail between I-275 and Hannan Road, and to accept the funds if approved. Motion carried by all members present.

Motion by Siegrist, supported by Sneiderman to approve the following resolution in support of the Michigan Natural Resources Trust Fund grant. Motion carried unanimously.

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

**MICHIGAN NATURAL RESOURCES  
TRUST FUND GRANT PROGRAM**

**RESOLUTION OF AUTHORIZATION**

**WHEREAS,** Charter Township of Canton supports the submission of an application titled, “Lower Rouge Trail East Expansion” to the Michigan Natural Resources Trust Fund for development of a trail extension to the east from I-275 to Hannan Road; and,

**WHEREAS,** the proposed application is supported by the community’s 5-Year Approved Parks and Recreation Master Plan; and,

**WHEREAS,** Charter Township of Canton has made a financial commitment to the project in the amount of \$145,442.30 matching funds, in cash; and,

**NOW THEREFORE, BE IT RESOLVED** that Charter Township of Canton hereby authorizes submission of a Michigan Natural Resources Trust Fund Application for \$145,441 (50%) for

bridges and installation along the Lower Rouge Trail, and further resolves to make available its financial obligation amount of \$145,442.30 (50%) of a total \$290,883.30 project cost, during the 2018 and 2019 fiscal years.

**AYES: 6**

**NAYES: 0**

**ABSENT: 1**

**MOTION APPROVED.**

I hereby certify that the forgoing is a true and correct copy of a resolution duly made and passed by the Board of Trustees of the Charter Township of Canton, County of Wayne, Michigan, at their meeting held on Tuesday, March 20, 2018, at 5:00 p.m. in Canton Township, Michigan with a quorum present.

Michael Siegrist, Clerk

Date: March 21, 2018

**STUDY SESSION:**

**TOPIC 1: Township Owned Properties**

Presenters: Tim Faas, Municipal Services Director  
Greg Hohenberger, Leisure Services Director

The Board was provided a presentation outlining the work done since the June 2017 study session on this same topic. The purpose of this topic is to solicit feedback from the Board on the information presented in advance of finalizing a policy on the disposal of surplus property.

**TOPIC 2: 2018 Recommended Water & Sewer Rates.**

Presenters: Tim Faas, Municipal Services Director  
Wendy Trumbull, Finance & Budget Director  
Bob Belair, Public Works Manager  
Brad Lear, Public Works Superintendent  
Sarah Clay, Accounting Manager

The Board was provided a presentation outlining the staff recommended water and sewer rates for 2018. Discussion on the proposed capital equity charges (new connections) occurred.

The purpose of this topic is to solicit feedback from the Board on the information presented in advance of finalizing the rates.

Public Works Manager, Bob Belair, reviewed how the water/sewer rates in Canton are calculated.

Director Trumbull reviewed the analysis factors that affect the setting of the Water/Sewer Rates.

Covering both the migration to YUCA for water treatment, the new Water Storage facility, and the water contract with GLWA.

Mr. Belair covered samples of the water sewer rate changes would be with the proposed rates. The average is about 6.5% reductions.

Director Faas stated the expenses for the Water Storage Facility debt is still affecting rates. Also the bonus is the switch from sending 30% of our sewage to Wayne County system, to sending it to YUCA.

Director Faas commented on the positive effects of building our Water Storage Facility as well as redirecting our waste water to YUCA. Mr. Belair commented the goal is to keep rates down. This is the largest decrease since 1974.

A complete copies of the document(s) and PowerPoint presentation(s) are available through the Township Clerk's Office, 1150 S. Canton Center Road, Canton MI 48188 during regular business hours or by calling 734-394-5120.

**ADDITIONAL PUBLIC COMMENT:** Ms. Combee, 6640 Raintree Drive, asked if the equity charges of \$150 was for both Water and Sewer or for each. Ms. Trumbull stated it was \$150 in total.

**OTHER:** None

**ADJOURN:** Motion by Anthony, supported by Sneideman to adjourn at 6:55 p.m. Motion carried unanimously.

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**Michael A. Siegrist, Clerk**

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**Pat Williams, Supervisor**

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** April 10, 2018

**AGENDA ITEM #** C-1

**ITEM:** Adjustment of Term Expiration Dates for Two Planning Commissioners

**PRESENTER:** Pat Williams, Supervisor

**INDIVIDUALS IN ATTENDANCE:** None expected

**EXECUTIVE SUMMARY:**

On March 13, 2018, the Board of Trustees approved the appointments of Nancy Eggenberger and Chandru Acharya to the Planning Commission for a three-year term to expire on December 31, 2021. The Township ordinance governing the Planning Commission dictates that the maximum term for an appointment is three years, and appointing through December of 2021 exceeds that by nine months. In addition, the ordinance also dictates the appointments be set up in a way to stagger the terms so no more than 1/3 of the commission is expiring in the same year. The current term expirations for Nancy and Chandru would create a situation of more than 1/3 of the Commission expiring in 2021. The recommendation from the Township's Legal and Planning departments is that the Board adjust the term expiration dates for Nancy and Chandru to comply with the ordinance. The maximum term per the ordinance is three years, but it is permissible to appoint for less than three. Approving new term expiration dates of December 31, 2019 would balance out the terms as follows:

December 31, 2018: Dawn Zuber and Craig Engel

December 31, 2019: Greg Greene, Nancy Eggenberger, and Chandru Acharya

December 31, 2020: Julia Perkins, Alan Okon, and Laura Bennett

**ACTION REQUESTED:** It is requested that the Board of Trustees approve new term expiration dates of December 31, 2019 for Planning Commissioners Nancy Eggenberger and Chandru Acharya.

**BUDGET IMPLICATIONS:** NA

**IMPLEMENTATION:** The Planning Department will inform Ms. Eggenberger and Mr. Acharya of their new term expiration dates.

**DIRECTOR'S RECOMMENDATION:** Approval

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:** I move to approve new term expiration dates of December 31, 2019 for Planning Commissioners Nancy Eggenberger and Chandru Acharya.

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** April 10, 2018

**AGENDA ITEM # C-2**

**ITEM: Reappointments to the Historic District Commission**

**PRESENTER:** Pat Williams, Supervisor

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**BACKGROUND:**

On April 30, 2018, two terms for Commissioners on the Historic District Commission (HDC) will expire. The two Commissioners, Terry Bennett and Katherine Martin, both have agreed to serve another three year term that will expire on April 30, 2021.

Terry Bennett has served on the Commission Chairperson since 1985 and been a contributing member to the commission the entire time.

Katherine Martin has served since 2006, she is the only standing member of the commission with a planning background. Both members are a great asset to the Commission with their knowledge, resources, and commitment to historic preservation.

**STRATEGIC PLAN/GOALS:**

Reappointment of qualified individuals to the Historic District Commission.

**ACTION REQUESTED:**

Approve Supervisor Williams' recommendation for reappointment of Terry Bennett and Katherine Martin for a three year term on the Historic District Commission.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:**

Historic District Commissioners are unpaid.

**IMPLEMENTATION PLAN:**

The Clerk's office will handle all communications regarding the re-appointments.

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

\*I move to approve the Township Supervisor's recommendation for reappointment of Terry Bennett and Katherine Martin to the Canton Historic District Commission for three-year terms effective through April 30, 2021.



**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: April 10, 2018**

**AGENDA ITEM #C-3**

**ITEM: Consider Approval of Waiver of Future Water & Sewer Tap Fees for Four Parcels Along Geddes and Barr Roads**

**PRESENTER:** Tim Faas, Municipal Services Director

**INDIVIDUALS IN ATTENDANCE:** None

**EXECUTIVE SUMMARY:** Grandview Estates, a condominium development near Geddes and Barr Roads, is currently under development, and is currently obtaining access from various privately-owned parcels for construction of water & sewer utilities and for future work within the Geddes and Barr Road rights-of-way (ROW). Staff is requesting to the Board waive the Water and Sewer Tap Fees for a 1-inch domestic water and sewer service provided that Pulte pays the current 1" Water & Sewer Tap Fees to the Township up-front.

**BACKGROUND:** The construction of Grandview Estates condominium requires the developer to obtain public ROW to construct utilities along the frontage of four parcels, three on Barr Road and one on Geddes Road. The parcels and the desired rights-of-way are depicted on the attached sketches. Upon approval of this waiver, Pulte (the developer) can use this offer of a waiver of Water & Sewer tap fees to assist them in obtaining the ROW from these property owners.

If the waiver is accepted by the landowner(s), Pulte will make payment of the Water and Sewer tap fee to the Township for the property in question in the amount of \$5,781 per tap. Upon receipt of these funds, the Township will issue a letter for the use of the property owner waiving any future tap fees for a 1-inch service for their parcel. The parcels affected are #71-121-99-0031-000 (50185 Geddes), #71-121-99-0035-000 (4075 Barr Rd), #71-121-99-0036-000 (4125 Barr Rd) and #71-121-99-0037-000 (4175 Barr Rd).

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

**ACTION REQUESTED:** Approve the waiver of Water and Sewer tap fees for four parcels along Geddes and Barr.

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

**IMPLEMENTATION PLAN:** N/A

**MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:** I move approval to waive any future 1-inch Water and Sewer Tap fees for four discrete residential parcels in the Township #71-121-99-0031-000 (50185 Geddes), #71-121-99-0035-000 (4075 Barr Rd), #71-121-99-0036-000 (4125 Barr Rd) and #71-121-99-0037-000 (4175 Barr Rd)], in exchange for payment of \$5,781 for each 1-inch Water and Sewer Tap fees by Pulte Homes.

**ATTACHMENTS:**

1. Sketch of Barr Road Parcels
2. Sketch of Geddes Road Parcel

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** April 10, 2018

**AGENDA ITEM #C-4**

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

**PRESENTER:** Pat Williams, Supervisor

**INDIVIDUALS IN ATTENDANCE** None anticipated

**EXECUTIVE SUMMARY:** The State of Michigan Public Act 197 of 1975, enabling legislation for the establishment of a Downtown Development Authority (DDA), provides for a Board of 8 to 12 members. A majority of the members must have an interest located in the Development area (owner of property, owner of a business, manager, employee, resident), while the remaining members may be citizens at large. At this time there is an opening on the DDA Board for a new member who has a business or property located in the DDA District.

**BACKGROUND INFORMATION:** Steven Brock currently works as the General Manager for Szechuan Restaurant, a family owned and operated business since 1980 located within the DDA District on Ford Road. Steven has expressed his interest in serving the Community as a member of the Canton DDA Board.

Steven has both corporate and small business experience, he previously worked as a Program Manager for an organization building vehicle simulators for Military, Police, Fire and Public Transit. Prior to that, he owned and operated a Valet Parking business in downtown Detroit. Throughout his career he has maintained an entrepreneurial spirit, gaining knowledge and experience in a variety of fields.

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

**ACTION REQUESTED:** Appointment of Steven Brock to the Board of Directors of the Downtown Development Authority for a four-year term.

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

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

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

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:** I move that the Canton Township Board of Trustees appoint Steven Brock to serve on the Board of Directors of the Downtown Development Authority of the

Charter Township of Canton for a four-year term ending April 10, 2022.

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** April 10, 2018

**AGENDA ITEM #G-1**

**ITEM: Consider the Purchase of Two BMW Police Motorcycles**

**PRESENTER:** Joshua C. Meier, Director of Public Safety

**INDIVIDUALS IN ATTENDANCE:** n/a

**EXECUTIVE SUMMARY:** The Police Department is requesting to purchase two BMW 1200 RT-P motorcycles, based on the results of the Michigan State Police Department's vehicle evaluation and cost comparison study. This comprehensive study cited BMW as the best choice over Harley Davidson, due to performance, safety, cost-savings, and the up-fitting process.

BMW is the sole-source provider of their motorcycle, with the nearest dealership being BMW Motorcycles of Southeast Michigan, located in Plymouth. Their quote for a fully-equipped police motorcycle is \$28,849.36, per unit.

**BACKGROUND INFORMATION:** For over 25-years, the Canton Police Department has utilized a motorcycle unit as a means of providing visible patrols in the community. Motorcycles are able to navigate through congested traffic, and assist citizens in remote areas. They are utilized for special traffic details and in school crossing zones. Motorcycles are also a highly-effective vehicle to promote community policing, as the vehicles make officers approachable in parking lots and at community events.

Canton has been considering the option of switching from Harley Davidson to BMW for several years, and rather than re-create the comprehensive study by MSP, we are requesting to model our purchase based off of their expert recommendation.

An inquiry was made to BMW regarding any leasing opportunities, but their only option is a lease-to-own program with built-in interest accruals per year, making an outright purchase the desired cost-saving method of ownership. Traffic Forfeiture funds will be utilized for the purchase, if approved.

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

**ACTION REQUESTED:** Waive the bidding process due to sole-source provider, and approve the purchase of two BMW 1200 RT-P motorcycles for a total cost of \$57,698.72 from BMW Motorcycles of Southeast Michigan. In addition, approve an amendment to the 2018 Police Budget to utilize Traffic Forfeiture funds for this purchase.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Motorcycle leasing funds budgeted in 2018 Traffic Forfeiture Account #207-301-50.743.0004 in the amount of \$12,000 will be applied toward the purchase, and the remaining balance will require a budget amendment to increase the 2018 Police Traffic Forfeiture Account #207-301-50.743.0004 by \$45,699. An additional amendment to decrease the 2018 Police Transfer to Fund Balance Account #207-301-50.990 by \$45,699 will also be needed.

**IMPLEMENTATION PLAN:** n/a

**DIRECTOR'S RECOMMENDATION:** Approve

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

**SUPERVISOR'S RECOMMENDATION:** Approve

**MODEL RESOLUTION:** I move to approve waiving the bidding process due to sole-source provider, and approve the purchase of two BMW 1200 RT-P motorcycles for a total cost of \$57,698.72 from BMW Motorcycles of Southeast Michigan.

I further move to approve the below recommended amendment to the 2018 Police Budget to utilize Traffic Forfeiture funds for this purchase.

<b><i>Increase Appropriations:</i></b>		
Program Expense Traffic Forfeiture	#207-301-50.743.0004	\$45,699

  

<b><i>Decrease Appropriations:</i></b>		
Transfer to Fund Balance:	#207-301-50.990	\$45,699

**ATTACHMENTS:** Attachment A – BMW Southeast Michigan Price Quote  
Attachment B – MSP Motorcycle Evaluation

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: April 10, 2018**

**AGENDA ITEM #G-2**

**ITEM: Consider Adoption of the Recommendations from Municipal Services and Finance and Budget on the 2018 Water and Sewer Rates**

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

**INDIVIDUALS IN ATTENDANCE:** None anticipated

**EXECUTIVE SUMMARY:** Each year recommendations are prepared by the staff on the proposed water and sewer rates to take effect in May. This year the recommended increases result in an average decrease of 6.35% on a typical customer's bill. The details behind the recommendations were presented to the Board at a study session on March 20, 2018 and a Community Rate Forum was held on March 28, 2018 for which sixteen residents attended.

**BACKGROUND:** During January through March, staff updated the annual rate study document to align the system revenues with the cost of services.

Staff's recommendations on the proposed rates are to be effective for any usage billed as of May 1, 2018. These recommendations continue the concepts of the true cost-of-service that have been the basis of the studies previously done by Utility Financial Solutions. Staff did update the capital equity charges section pursuant to the methodology used in the past.

At this time, staff is requesting approval of the proposed water and sewer rates as well as approval of the rate methodology presented in the enclosed true cost-of-service rate study update. The necessary ordinance amendments have been prepared as a separate Board action item. A communication plan is already prepared to inform residents of the changes.

**STRATEGIC PLAN/GOALS:** Efficiently utilize resources and maintain fiscal responsibility.

**ACTION REQUESTED:** To approve the 2018 cost-of-service water and sewer rate study.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Revenues and expenditures are budgeted in the Water and Sewer Fund and will be adjusted as necessary to reflect changes.

**IMPLEMENTATION PLAN:** Staff has prepared the necessary ordinance amendments for Board approval.

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:** I move to adopt the 2018 water and sewer rate study.

**ATTACHMENTS:**

1. 2018 Water and Sewer Rate Study



**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** April 10, 2018

**AGENDA ITEM #G-3**

**ITEM: Consider Approval of First Reading of Code of Ordinance Amendments to Part I, Chapter 74 Entitled “Utilities”, Article II, Division 2, Subdivision II Entitled “Schedule of Rates and Charges”, Section 74-83**

**PRESENTER:** Tim Faas, Municipal Services Director

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:** Each year staff prepares a comprehensive analysis of proposed rates and charges for water and sewer services based on the true cost-of-service. The Board has adopted those recommendations and it is now necessary to amend the Township’s Utilities Ordinance to reflect the changes being proposed.

**BACKGROUND:** In order to satisfy the revenue requirements for the 2018 fiscal year, the attached rate changes are recommended for adoption by the Board of Trustees. The new rates would take effect on all customers’ bills starting May 1, 2018 and represent an average quarterly reduction of 6.35%.

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

**ACTION REQUESTED:** Introduce and publish the ordinance, as amended, for first reading.

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

**IMPLEMENTATION PLAN:** First Reading, April 10, 2018 with a publication date April 20, 2018. Second Reading will occur on April 17, 2018 with a publication date of April 27, 2018 and effective date of May 1, 2018.

**DIRECTOR’S RECOMMENDATION:** Approval

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

**SUPERVISOR’S RECOMMENDATION:** Approval

**MODEL RESOLUTION:** I move to introduce and table for consideration the first reading of the Code of Ordinance amendments to Part I, Chapter 74 Entitled “UTILITIES”, Article II, Division 2, Subdivision II entitled “SCHEDULE OF RATES AND CHARGES”, Section 74-83 with publication on April 20, 2018, and then remove from the table for Second Reading on April 17, 2018 with publication date of April 27, 2018 and effective date of May 1, 2018.

**ATTACHMENTS:**

1. Legal Summary
2. Code of Ordinance Amendment

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: April 10, 2018**

**AGENDA ITEM #G-4**

**ITEM: Consider Approval of the Site Plan for Bickford of Canton Senior Living Facility**

**PRESENTER:** Tim Faas, Municipal Services Director

**INDIVIDUALS IN ATTENDANCE:** Richard Eby, Bickford of Canton, LLC

**EXECUTIVE SUMMARY:** The Final Planned Development was approved on February 27, 2018 by the Township Board of Trustees. The proposed development consists of a 40,700 square feet and 64 assisted living units on 3.67 acres. The one-story building exceeds the masonry requirement of the code with 63% brick and stone elements overall. The project will provide a transitional use from the office and commercial uses on Canton Center to the single-family neighborhood to the west, which is less intense than what could be developed under the permitted commercial uses in the C-2 district. The site plan is consistent with the Planned Development Agreement and meets all applicable requirements of the zoning code.

**BACKGROUND:**

- **Existing Zoning:** C-2, Community Commercial District
- **Location:** West side of Canton Center Road between Ford and Hanford Roads
- **Net Acres:** 3.67 acres of a 7.15 acre site
- **Existing Land Use:** Vacant
- **Surrounding Land Use & Zoning:**
  - N- C-2, Vacant and Fraser Bicycles
  - S- C-2, Vacant part of site and Auto One Repair
  - E- C-2, Essex Office Building and Jewelry Showroom
  - W- R-4, Sunflower No. 11 Subdivision
- **Comprehensive Plan:** Community Commercial
- **Community Planner's Recommendation:** Approval.
- **Planning Commission Recommendation:** The Planning Commission voted 7-0 to recommend approval of the site plan.

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

**ACTION REQUESTED:** Approve the Site Plan for Bickford of Canton Assisted Living.

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

**IMPLEMENTATION PLAN:** N/A

**MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

RESOLUTION OF  
BOARD OF TRUSTEES  
CHARTER TOWNSHIP OF CANTON, MICHIGAN

**Approval of the Site Plan for  
Bickford of Canton Senior Living Facility**

**WHEREAS,** the Project Sponsor has requested approval of the site plan for Bickford of Canton Senior Living Facility, located on the west side of Canton Center Road between Ford and Hanford Roads; and,

**WHEREAS,** the Planning Commission reviewed the site plan and made a recommendation to approve the request as it is consistent with the Planned Development Agreement and standards for site plan approval;

**NOW THEREFORE BE IT RESOLVED,** the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the site plan for the Bickford of Canton Senior Living Facility, proposed on the north 3.67 acres a tax parcel #037-99-0006-717, subject to any and all applicable state and local development regulations.

**ATTACHMENTS:**

1. Planning Commission Minutes
2. Zoning Map
3. Site Plan

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** April 10, 2018

**AGENDA ITEM #G-5**

**ITEM: Consider Approval of the Site Plan for Northgate Apartments**

**PRESENTER:** Tim Faas, Municipal Services Director

**INDIVIDUAL IN ATTENDANCE:** Mr. Danny Veri, Mr. Evan Priest

**EXECUTIVE SUMMARY:** The project sponsor proposes an apartment complex consisting of 90 units to be located on the north side of Koppernick Road adjacent to the I-275 Expressway. A conditional zoning approval was granted by the Board of Trustees at their meeting of October 10, 2017 containing provisions proposed by the applicant to develop this property as multi-family residential. Provisions included a 25 foot non-disturb buffer adjacent to the Holiday Park Subdivision and inclusion of an 8 foot walking path for use by residents and connecting to the trail along I-275. The plan conforms to requirements of the Zoning Ordinance for multiple family housing and to the approved Statement of Conditions.

**BACKGROUND:**

- **Existing Zoning:** R-6, Single Family Attached, Conditional Zoning

- **Location:** North of Koppernick Road, East of I-275

- **Net Acres:** 16.3 acres

- **Existing Land Use:** Vacant

- **Surrounding Land Use & Zoning:**

N- MR, Crossings of Canton

S- R-5, Frontage Residential

E- R-5, Holiday Park Subdivision

W- I-275 Expressway, C & O Railroad

- **Comprehensive Plan:** Light Industrial

- **Community Planner's Recommendation:** Approval

- **Planning Commission Recommendation:** The Planning Commission voted 7-0 to recommend approval of the site plan

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

**ACTION REQUESTED:** Approve the Site Plan for Northgate Apartments/

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

**IMPLEMENTATION PLAN:** N/A

**MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

RESOLUTION OF  
BOARD OF TRUSTEES  
CHARTER TOWNSHIP OF CANTON, MICHIGAN

**Approval of the Site Plan for Northgate Apartments**

**WHEREAS,** the Project Sponsor has requested approval of the site plan for Northgate Apartments, located on the north side of Koppernick Road east of Haggerty Road; and,

**WHEREAS,** the Planning Commission reviewed the site plan and made a recommendation to approve the request as it is consistent with the Conditional Rezoning Statement of Conditions and standards for site plan approval;

**NOW THEREFORE BE IT RESOLVED,** the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the site plan for Northgate Apartments, located tax parcel nos. 004-99-0002-003 and 003-99-0007-004, subject to any and all applicable state and local development regulations.

**ATTACHMENTS:**

1. Planning Commission Minutes
2. Zoning Map
3. Site Plan

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: April 10, 2018**

**AGENDA ITEM #G-6**

**ITEM: Consider Re-Approval of the Preliminary Site Plan and Approval of the Final Site Plan for Westbury Estates Site Condominium**

**PRESENTER:** Tim Faas, Municipal Services Director

**INDIVIDUALS IN ATTENDANCE:** Joe Skore, Pulte Home

**EXECUTIVE SUMMARY:** The project sponsor is proposing a 30 unit single-family residential development on 30.49 acres located south of Joy Road and west of Beck Road. The minimum lot size is 18,000 square feet. Over 13 acres (40%) of the land area is maintained in open space area and much of that area is being replanted with trees to re-establish a wooded area. Access is from Joy Road, which eliminates turning movement issues on Beck across from the high school entrance area. Pulte Homes is purchasing the development rights of this project from the original applicant.

**BACKGROUND:** The Planned Development Agreement and Preliminary Site Plan was originally approved by the Township Board on March 24, 2015. The final site plan was reviewed and recommended for approval by the Planning Commission on September 14, 2015, but was never approved by the Township Board since the developer was not ready to move forward at that time. Since the preliminary site plan expired, the applicant is requesting both preliminary and final site plan approval. The site plan is consistent with the provisions of the Planned Development Agreement was approved on March 24, 2015.

- **Existing Zoning:** R-1, Single-Family Residential

- **Location:** South of Joy Road and West of Beck Road

- **Net Acres:** 30.49 acres

- **Existing Land Use:** Vacant/Agricultural

- **Surrounding Land Use**

N – R-1, Frontage Residential and Plymouth Township

E – R-2, Plymouth Canton Educational; Park

S – R-1, Raminder Court Private Road

W – R-1, Autumn Court Estates

- **Community Planner's Recommendation:** Approval

- **Planning Commission Recommendation:** Voted 5-0 to Recommend Approval

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

**ACTION REQUESTED:** Re-approve the Preliminary Site Plan and Approval the Final Site Plan for Westbury Estates, as presented.

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

**IMPLEMENTATION PLAN:** N/A

**MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTIONS:**

RESOLUTION OF  
BOARD OF TRUSTEES  
CHARTER TOWNSHIP OF CANTON

**Preliminary and Final Site Plan Approval for Westbury Estates Condominium**

**WHEREAS,** the Project Sponsor, Pulte Homes, has requested re-approval of the preliminary site plan and approval of the final site plan for Westbury Estates Site Condominium, located on the south side of Joy Road and west side of Beck Road on tax parcel #s 017-99-0001-713 and 017-99-0001-723; and,

**WHEREAS,** the Planning Commission reviewed the site plan and made a recommendation to approve the request for preliminary and final site plan approval as the plans are consistent with the original approval and the Planned Development agreement.

**NOW THEREFORE BE IT RESOLVED,** the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the request of the petitioner to re-approve the preliminary and approve the final site plan for Westbury Estates Site Condominium on tax parcel #s 017-99-0001-713 and 017-99-0001-723, subject to any and all applicable state and local development regulations.

**ATTACHMENTS:**

1. Planning Commission Minutes
2. Zoning Map
3. Site Plan

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: April 10, 2018**

**AGENDA ITEM #G-7**

**ITEM: Consider Award of Contract for a 2018 Tree Removal & Pruning Project to Owen Tree Service, Inc.**

**PRESENTER:** Tim Faas, Municipal Services Director

**INDIVIDUALS IN ATTENDANCE:** N/A

**EXECUTIVE SUMMARY:** Planning Services received three qualified bids for a 2018 Tree Removal & Pruning Project for maintenance of trees on major roads and Canton property. The lowest qualified bidder was Owen Tree Service, Inc. Based on the anticipated quantities, the contract should be awarded for an amount not-to-exceed \$36,500 in year 1 and \$38,325 in year 2.

**BACKGROUND:** The qualified low bidder of the tree removal & pruning project is Owen Tree Service who has performed numerous such projects in Canton for many years. It is well qualified to perform the street tree work. The three bidders are shown below for your review.

Owen Tree Service, Inc.  
CHOP LLC  
Marathon Resource Management Group

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

**ACTION REQUESTED:** Approval of the low bid for tree removal and pruning to Owen Tree Service for a total purchase order of \$36,500.00, and approval to renew the bid for a second year at an increase of five percent for unit prices.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** The funds for this project are available in account #101-285.930\_0070, Maintenance & Repair Grounds. An internal budget transfer will be needed to cover the expense and will be prepared upon Board approval. The Tree Fund Account is used to plant and maintain trees on major roads and Canton property, and this is a continuation of that program.

**IMPLEMENTATION PLAN:** Planning Services will notify and make arrangements to execute the contract and a purchase order will be entered for the \$36,500 contract amount.

**DIRECTOR'S RECOMMENDATION:** Approval

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



**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

1. I move to award a contract for a 2018 Tree Removal and Pruning Project to Owen Tree Service, Inc for a total amount not-to-exceed \$36,500, and to renew a contract for a second year at a five percent increase for an amount not-to-exceed \$38,325 under a separate purchase order in 2019.

**ATTACHMENTS:**

1. Bid Tabulation Sheet
2. Unit Costs
3. Invitation to Bid Document

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** April 10, 2018

**AGENDA ITEM #G-8**

**ITEM: Consider Approval of Annual Maintenance & Technical Support Agreement for Cityworks Asset Management Software**

**PRESENTER:** Tim Faas, Municipal Services Director

**INDIVIDUALS IN ATTENDANCE:** None Anticipated.

**EXECUTIVE SUMMARY:** As part of Canton Township's effort to more effectively automate information processing, Municipal Services incorporated the use of the Cityworks asset management software in 2007. This GIS-centric software is used to record and process Service Requests from residents, businesses and staff, as well as to track labor, material, and equipment costs on Work Orders associated with maintaining over \$300 million worth of water distribution, sanitary sewer collection system, stormwater and fleet assets within the community.

Public Works is requesting approval of the annual maintenance and technical support for the Cityworks software application. This year's cost of \$40,000 is the same as last year's support package.

**BACKGROUND:** The annual maintenance and technical support fees are the ongoing costs associated with maintaining the latest version of the software by Azteca. This keeps us current with enhancements to ensure that all users have the latest version of tools used in the software, includes version updates and patches on a regular basis, protects against software viruses and bugs, and most importantly allows us to call Technical Support 24/7 to resolve any issues that occur.

**STRATEGIC PLAN/GOALS:** Continue to update and develop Canton's Asset Management System in order to optimize use of and improve our vital public infrastructure.

**ACTION REQUESTED:** Approve payment of the annual maintenance & technical support contract to Azteca Systems, Inc. 11075 South State St., Suite 24, Sandy, UT 84070, provider of the Cityworks software.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Funding to come from accounts:

Public Works - Water:	#592-536.930_0010	\$15,360
- Sewer:	#592-537.930_0010	\$23,040
Public Works - Fleet:	#661-550.930_0010	\$1,000
DDA:	#248-730.930_0010	<u>\$600</u>
	Total:	\$40,000

**IMPLEMENTATION PLAN:** Upon approval by the Board of Trustees, the Public Works staff will enter a Purchase Order to Azteca Systems, Inc. for the annual maintenance & technical support agreement renewal.

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:** I move to approve payment of the Annual Software Maintenance and Technical Support Agreement for Cityworks from Azteca Systems, Inc., 11075 South State St., Suite 24, and Sandy, UT 84070 and approve a purchase order for a not-to-exceed amount of \$40,000.

**ATTACHMENTS:**

1. 2018-2019 Quote

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: April 10, 2018**

**AGENDA ITEM #G-9**

**ITEM: Consider Approval of an Increase to PO #2018-00001413 for Bricco Excavating Co., LLC to Complete the Michigan Avenue Water Main Replacement Project**

**PRESENTER:** Tim Faas, Municipal Services Director

**INDIVIDUAL IN ATTENDANCE:** N/A

**EXECUTIVE SUMMARY:** The 2017 Water System Capital Improvement Program was advertised in April of 2017 and all the work has been awarded to Bricco Excavating Co, LLC. The project included the replacement of 2,220 feet of 6-inch water main along Michigan Avenue, west of Beck. While constructing this portion of the project, the contractor and Township discovered there was an additional 600 feet of 6-inch water main that needed to be replaced, as it is also undersized.

The cost for this extra work is \$133,897 plus a contingency of 20% totaling \$160,676.40. There is also an additional \$84,863.70 of restoration work that has not been paid yet. A total of \$59,603 still remains unspent in the original purchase order. Therefore, Engineering Services is requesting an additional \$185,937 to be added to the purchase order. This includes paying for the additional restoration work as well as a 20% contingency on the proposed additional water main replacement work.

The Board should also be aware that there is additional site restoration work that has been completed, but has not been paid for. This is because the financial responsibility for these quantities needs to be settled between the Township and the Contractor. Once those quantities are settled, Engineering Services will present the information to the Board for approval and payment.

**BACKGROUND:** The 2017 Water System Capital Improvement Program encompasses the following projects; completion of a looped system along Michigan Avenue near Beck Road, replacement of water main in Hampton Court Subdivision, and replacement of the water main on Briarfield Drive. The section of pipe to be replaced on Michigan Avenue was a 6-inch main that was too small and outdated. To date, the originally planned replacement is finished, but in completing this work, the Township discovered an additional 600 feet of 6-inch water main which is undersized. Archived information indicated this 600 feet of 6-inch was 8-inch; however this was inaccurate. Therefore, Engineering Services would like to have Bricco Excavating Co. LLC continue working on the project and replace the remaining 6-inch.

**STRATEGIC PLAN/GOALS:** Ensure a safe water system for our customers and continue investment in our infrastructure assets.

**ACTION REQUESTED:** Authorize an increase to PO #2018-00001413 of \$185,937 (this includes \$26,779.40, a 20% contingency on the additional proposed Michigan Avenue water main) to Bricco Excavating Co, LLC for the replacement of an existing water main section along Michigan Avenue.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Funding for this change order will come from account #592-536.970\_0050 which has a remaining balance of \$500,000.

**IMPLEMENTATION PLAN:** Upon approval of the change order, the purchase order will be amended and the contractor will be authorized to complete the work.

**MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:** I move to approve an increase to PO #2018-00001413 by \$185,937 for Bricco Excavating Co., LLC for payment of completed restoration work and the replacement of an existing section of water main along Michigan Avenue.

**ATTACHMENTS**

1. Sketch of location of work
2. Contract Modification 6
3. Contract Modification 7
4. 2017 Watermain CIP Budget Breakdown

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** April 10, 2018

**AGENDA ITEM #G-10**

**ITEM: Consider Approval of a Budget Amendment and Approval of the Purchase of a Replacement KIP Scanner for the Municipal Services Department**

**PRESENTER:** Tim Faas, Municipal Services Director

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:** The current KIP scanner is over 10 years old and is due for replacement. Bids were advertised publicly in March and three bids were received on March 15<sup>th</sup>, 2018. Based on an analysis of the bids ARC Document Solutions of Clawson, Michigan is recommended as the vendor for purchase of the KIP Scanner for an amount of \$15,382. This scanner unit will serve a critical role over the next ten (10) years as the various divisions work on scanning most of the paper records into the OnBase software. ARC Document Solutions is the vendor the Township is currently using to scan the Building plans, so there is a benefit and savings in having the same company configure the new hardware with the OnBase software.

A budget amendment is also necessary in 2018 as this item as budgeted for replacement in 2017; however, staff were unable to complete the bidding process prior to the capital purchasing deadlines. The funds were not expended last year and instead it was decided to purchase the unit in 2018.

**BACKGROUND INFORMATION:** The Municipal Services Department uses the KIP scanner and printer extensively. The current machine is over 10 years old and has recurring maintenance issues. Toshiba and ARC Document Solutions both submitted prices on the requested KIP7170. Ricoh Americas submitted a bid for an alternate machine (a Ricoh MP W6700). Due to our long-standing use of the KIP scanner, staff would prefer to retain the same type of equipment.

ARC Document Solutions (ARC) is our current service provider and supplier of the KIP brand equipment. In addition, ARC has been our vendor for service on the current KIP scanner for 20 years and they are also the vendor for the On-Base document scanning program. For this reason, we recommend keeping ARC as our vendor for the KIP scanner and awarding them the bid for this equipment based on the option presented to purchase the unit.

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

**ACTION REQUESTED:** Approve a budget amendment and an award of a contract to ARC Document Solutions for purchase of a new KIP 7170 2-Roll Scanner/Copier/Printer in the amount of \$15,382.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** A budget amendment is required for this purchase. The expenses for this project are to be budgeted in Account # 101-447-50.970\_0010 (Engineering – Capital Outlay Computers & Equipment).

**IMPLEMENTATION PLAN:** With Board approval, a new PO will be issued to ARC for purchase and installation of the KIP scanner.

**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 general fund, Engineering Services budget by:

**Increase Expense:**

Account #101-447-50.970\_0010 (Capital Outlay Computers)                      \$15,382

**Increase Revenue:**

Account #101-000.695 Fund Balance Appropriation                                      \$15,382

2. I move to approve the purchase of a KIP 7170 Scanner from ARC Document Solutions for a cost of \$15,382.

**ATTACHMENTS:**

1. Bid Tabulation
2. Proposal from ARC Document Solutions
3. Invitation to Bid Document
4. Photo of KIP 7170 Scanner

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** April 10, 2018

**AGENDA ITEM#**G-11

**ITEM: Consider Approval of Proposal for Backflow Gate Valve and Fire Sprinkler  
Valve Replacement**

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

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:** During a regularly scheduled inspection of Township back flow prevention devices, a six inch double check backflow preventer with bypass and gate valve at the Summit on the Park could not pass the test regimen. Also during that series of inspections, it was observed at the Township Administration Building that a six inch OS&Y fire sprinkler valve and a three inch domestic double check RPZ backflow assembly needed to be replaced as they could not pass the testing protocol. These valves are critical components of the water delivery and Fire Suppression systems for these buildings.

Fire Suppression System maintenance is covered under a current contract with Vanguard Fire & Security Systems. Vanguard provided the attached proposal in the amount of \$17,519.12 to complete the necessary repair work.

**BACKGROUND INFORMATION:** The valves and backflow preventers identified are main valves at The Summit on the Park and the Canton Township Administration Building. For this service to be provided, all water will have to be turned off to those buildings during the replacement of the valves. This will require the work to be done after hours. The quotes reflect after hours rates.

**STRATEGIC PLAN/GOALS:** Create and ensure quality facilities and services.

**ACTION REQUESTED:** Approve the proposal for the Back Flow Gate Valve and Fire Sprinkler Valve Replacement at The Summit on The Park and Township Administration Building to Vanguard Fire and Security Systems Inc. in the amount of \$17,519.12.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Funds to be paid from Account # 246-750-970\_0020, Community Improvement Fund, Capital Outlay Bldgs and Improvements.

**IMPLEMENTATION PLAN:** Upon Board Approval, a purchase order will be generated and Vanguard Fire and Security Systems Inc. will be contacted.

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval



**MODEL RESOLUTION:** I move to approve the proposal for the Backflow Gate Valve and Fire Sprinkler Valve Replacement at the Summit on the Park and Township Administration Building to Vanguard Fire and Security Systems Inc., 2101 Martindale Ave. SW, Grand Rapids, Michigan 49509 in the amount of \$17,519.12 to be paid from Account # 246-750-970\_0020, Community Improvement Fund, Capital Outlay Buildings and Improvements.

**ATTACHMENTS:**

**Attachment A:** Proposal from Vanguard

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** April 10, 2017

**AGENDA ITEM #G-12**

**ITEM: Consider Authorization of Bid Award for 2018 Bus Transportation**

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

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:**

Bids were solicited for summer camp bus services with two companies submitting bids: First Student and Trinity Transportation. The lowest bid was provided by First Student at a cost of \$260.00 per trip, and a total cost of \$18,720.00 (including a contingency for extra buses). Leisure Services is recommending to award the bid to First Student, which has satisfactorily provided transportation services for Canton in the past.

**BACKGROUND INFORMATION:**

Leisure Services annually provides transportation for State-licensed, revenue-generating day camp programs, which include off-site field trips. Associated fees, including bus expenses, are recovered through participant registration fees. In 2017, a total of \$17,744.50 was spent on bus transportation.

<b>2018 Program Name</b>	<b># of Bus Trips</b>	<b>Projected Transportation Expense</b>	<b>Total Budgeted Expenses</b>	<b>Budgeted Revenue</b>	<b>Projected Net</b>
Camp Canton	19	\$4,940.00	\$128,427.50	\$155,182.50	\$26,755.00
Camp A.B.L.E.	28	\$7,280.00	\$81,125.00	\$27,392.00	\$(53,733.00)
Leisure Club	14	\$3,640.00	\$87,850.00	\$51,648.00	\$(36,202.00)
Canton Activity Crew	3	\$780.00	\$43,768.00	\$9,650.00	\$(34,118.00)
BLOCK	2	\$520.00	\$11,000.00	\$47,000.00	\$36,000.00
Bus Contingency	6	\$1,560.00			
<b>Total</b>	<b>72</b>	<b>\$18,720.00</b>	<b>\$352,170.50</b>	<b>\$290,872.50</b>	<b>\$(61,298.00)</b>

In order to allow for emergency situations, such as programs needing an extra bus for wheelchair accommodations, six additional trips have been allocated beyond the 66 planned trips as shown in the above table. These six extra buses have been included in the 'not to exceed' amount requested.

**STRATEGIC PLAN/GOALS:**

Position the department for sustainability, Create and ensure quality facilities and services.

**ACTION REQUESTED:**

Award the 2018 Transportation Services to First Student and authorize a purchase order not to exceed \$18,720.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:**

Funds are available for Camp Canton and Canton Activity Crew in the Recreation Enrichment Account #101-691-61.801\_0050 Professional and Contractual Services, the Youth Account #101-691-62.801\_0050 Professional & Contractual Services, as well as in the Therapeutic Recreation budget for Camp ABLE and Camp Leisure Club Account #101-691-63.860 Transportation.

**IMPLEMENTATION PLAN:**

Upon Board approval, a purchase order will be generated and First Student will be notified.

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

I move to award the 2018 Bus Transportation Services to First Student, 1717 Park Street Suite 225, Naperville, Illinois 60653 in the amount not to exceed \$18,720 from the following accounts:

101-691-61.801_0050	\$5,720.00
101-691-63.860	\$12,480.00
101-691-62.801_0050	\$520.00

**ATTACHMENTS:**

**Attachment A** – Trinity Transportation Bid

**Attachment B** – First Student Bid

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** April 10, 2018

**AGENDA ITEM #G-13**

**ITEM: Consider Approval of Proposal for Cherry Hill Pathway Construction  
Engineering / I-275 to Lotz Road**

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

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:** The pathway along the south side of Cherry Hill Road providing pedestrian access from Lotz Road to the I-275 Metro Trail was preliminarily designed by Spalding DeDecker as part of the engineering for the Lotz Road Construction Project. To complete the construction of the pathway, the engineer will need to finalize the engineering scope of services.

Currently, funding for the pathway construction has been approved as part of the 2018 Community Development Block Grant (CDBG) program. In order to complete the project, the engineer will need to add to their scope of services to provide bid documents and construction administration.

Spalding DeDecker provided a proposal for the engineering scope of services in the amount of \$13,800. Refer to Attachment A – Scope of Services.

**BACKGROUND INFORMATION:** On May 10, 2016 the Board approved the engineering for the Lotz Road Project to Spalding DeDecker. The scope of work included the engineering design for a pathway connection from the intersection of Lotz and Cherry Hill roads to the I-275 Metro Trail. The design of the path was completed at the time that the road work was engineered.

Funding for the engineering is going to be provided in part through the balance remaining in the Abby Woods Development, Community Benefit funds, which was allocated for trail improvements. The balance remaining in Account # 101.255\_0041 is \$10,130. Since the total amount of the proposed work is \$13,800 the additional funding of \$3,670 is to be taken from Account #101-447-03.801\_0050.

**STRATEGIC PLAN/GOALS:** Strengthen Operational Efficiency

**ACTION REQUESTED:** Approve the proposal for Cherry Hill Pathway Construction Engineering I-275 to Lotz to Spalding DeDecker, 905 South Blvd. East, Rochester Hills, MI 48307 in the amount of \$13,800.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Funds are available in the community benefit Account #101.255\_0041 in the amount of \$10,130 and General Fund Account #101-447-03.801\_0050 in the amount of \$3,670. A budget amendment is necessary to move funds to the expenditure account #101-447-03.970\_0050.

**IMPLEMENTATION PLAN:** Upon Board Approval, Finance and Budget will process the Budget Amendment. A purchase order will be established and the engineer will be contacted.

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

1. I move to approve the following budget amendment:

Increase Revenues:                    #101-000.675 Donations                    \$10,130

Increase Expenditures:            #101-447-03.970\_0050 Capital Outlay Infra.    \$13,800

Decrease Expenditures:            #101-447-03.801\_0050 Professional Services    \$ 3,670

2. I further move to approve the proposal for Cherry Hill Pathway Construction Engineering I-275 to Lotz to Spalding DeDecker, 905 South Blvd. East, Rochester Hills, MI 48307 in the amount of \$13,800 to be paid from Account #101-447-03.970\_0050.

**ATTACHMENTS:**

**Attachment A:** Scope of Services Proposal

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: April 10, 2018**

**AGENDA ITEM #G-14**

**ITEM: Consider Approval of Bid Award for Fire Station I Roof Replacement and Budget Amendment**

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

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:**

In March 2018, bids were solicited for the roof replacement at Fire Station I. The lowest qualified bid was provided by Citi Roofing for \$71,660.

After reviewing the bid specs and the budget, we are recommending that the reinstallation of the lightning protection system be omitted from the bid resulting in an \$18,000 reduction in cost. We are also recommending that the bid alternate of \$4,500 be added to the scope of work for laminated shingles along with a \$3,000 contingency.

The revised total including all adjustments is \$61,160. We recommend that Citi Roofing be awarded the bid, including the upgraded shingles and contingency in the amount of \$61,160.

**BACKGROUND INFORMATION:**

Fire Station I was built in 1997. The shingles on the station house are original to the building and have received several repairs due to failing conditions as well as blown off shingles. The roof is in poor condition and is past its useful life as was documented by Roofing Technologies Associates during a roof inspection.

In March 2018, bid specifications were designed for the replacement of the shingles on Fire Station I with a bid alternate available for the installation of Laminated Shingles. The following companies submitted bids based on the specifications provided:

<b>Name of Company</b>	<b>Submitted Base Bid</b>	<b>Additional Bid Alternate</b>
Citi Roofing	\$71,660.00	\$ 4,500.00
Aspen	\$87,000.00	\$ 6,000.00
Roof One	\$73,480.00	\$29,640.00
Reasonable Construction	\$73,878.00	\$ 2,374.00
Kearns Brothers Inc	\$82,000.00	\$ 6,000.00
Barnett Roofing and Siding	\$83,594.00	\$ 1,995.00
Weather Seal Home Improvement	\$88,994.00	\$17,291.00
Bruttell Roofing	\$95,325.00	\$ 3,139.00

**STRATEGIC PLAN/GOALS:** Create and ensure quality facilities and services.

**ACTION REQUESTED:** Award the bid for the Fire Station I Roof Replacement to Citi Roofing, 6004 Williams Lake Rd. Waterford MI 48329 for \$61,160.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Funds are available in Account #206-336-50.970\_0020, Capital Improvement – Buildings & Improvements.

A budget amendment will be made as follows for the design of the fire station roof:

<u>Increase Expenditures:</u>		
206-336-50.970_0020	(Capital Improvement – Buildings & Improvements)	\$7,700
<u>Decrease Expenditures:</u>		
206-336-50.990	(Transfer to Fund Balance)	\$7,700

**IMPLEMENTATION PLAN:** Upon Board Approval, a purchase order will be generated and Citi Roofing, Inc. will be contacted. Finance & Budget will transfer funds.

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

I move to award the bid and the contract for the Fire Station I Roof Replacement to Citi Roofing, 6004 Williams Lake Rd., Waterford, MI 48329 in amount not to exceed \$61,160 with funds to be paid from Account #206-336-50.970\_0020, Capital Outlay Buildings and Improvements.

I further move to approve the following budget amendment for the design of the fire station roof:

<u>Increase Expenditures:</u>		
206-336-50.970_0020	(Capital Improvement – Buildings & Improvements)	\$7,700
<u>Decrease Expenditures:</u>		
206-336-50.990	(Transfer to Fund Balance)	\$7,700

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** April 10, 2018

**AGENDA ITEM #G-15**

**ITEM:** Consider Approval of Bid Award for Pheasant Run Golf Club Roof Replacement

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

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:** In March 2018, bids were solicited for the roof replacement at Pheasant Run Golf Club. The lowest qualified bid was provided by Reasonable Roofing for \$42,780. With the addition of the Bid Alternate for Designer Shingles (on clubhouse only) the bid amount totals \$65,185, which remains the lowest qualified bid. We are recommending that Reasonable Roofing be awarded the bid including the upgraded shingles.

**BACKGROUND INFORMATION:** Pheasant Run Golf Club was built in 1997. The shingles on the clubhouse are original to the building and have received several repairs due to failing conditions as well as blown off shingles. The roof is in poor condition and is past its useful life as was documented by Roofing Technologies Associates during a roof inspection.

In March 2018, bid specifications were designed for the replacement of the shingles on the clubhouse with a Bid Alternate available for the installation of premium shingles. The following companies submitted bids based on the specifications provided:

<b>Name of Company</b>	<b>Submitted Base Bid</b>	<b>Bid + Alternate</b>
Reasonable Roofing	\$42,780	\$65,185
Weather Seal Home Improvement Co.	\$61,675	\$73,387
PG Contracting	\$65,630	\$81,180
Aspen Contracting Inc.	\$79,450	\$103,950
Great Lakes Roofing Inc.	\$87,102	\$110,784
Bruttell Roofing Inc.	\$90,121	\$122,247
Roof One	\$86,200	\$97,152

Reasonable Roofing was the lowest qualified bid at \$65,185 including the bid alternate for upgraded shingles.

**STRATEGIC PLAN/GOALS:** Create and ensure quality facilities and services.

**ACTION REQUESTED:** Award the bid for the Pheasant Run Golf Club Roof Replacement to Reasonable Roofing, 1728 Michigan, Port Huron, MI 48060 for \$65,185.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Funds are available in Account #246-750.970\_0020 Capital Outlay Buildings and Improvements.



**IMPLEMENTATION PLAN:** Upon Board Approval, a purchase order and contract will be generated and Reasonable Roofing, Inc. 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 and the contract for the Pheasant Run Golf Club Roof Replacement to Reasonable Roofing, 1728 Michigan, Port Huron, MI 48060 for \$65,185 with funds to be paid from Account #246-750.970\_0020, Capital Outlay Buildings and Improvements.

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: April 10, 2018**

**AGENDA ITEM #G-16**

**ITEM: Consider Approval of Bid Award for Summit Senior Center Renovation and  
Approval of Budget Amendment**

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

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:**

On March 15, 2018 bids were received for the Summit Senior Center Renovation. Leisure Services is recommending to award the bid to Cross Renovation Inc., who submitted the lowest qualified bid in the amount of \$64,777.

\$45,000 is budgeted in Account 101-672-50.970\_0060 for this project. Funds from the Pulte PDD Agreement and funds raised from the Senior Summit will be transferred to cover the remaining \$19,777 needed.

On February 23, 2016 the Board approved the Planned Development District with Pulte Homes for Grandview Estates. As part of that agreement, Pulte Homes provided a donation of \$100,000 to Canton Leisure Services as a community benefit. Of that original sum \$18,250 is available in Account 101-000.675 for use in this project.

We are requesting that the remaining \$1,527 needed will be transferred from Account 701-284.0007, funds raised from the Senior Summit.

**BACKGROUND INFORMATION:**

The Summit on The Park is the anchor to the Canton Township Recreational Facilities portfolio. Each year over 600,000 people attend events, classes, banquets and other activities in this 95,000 square foot Community Center. A very key element to the facility is the Senior Center.

The Senior Center is original to the Summit on The Park, which was built in 1996. Since that time, the room design has remained unchanged. Over the years the center has grown in popularity and is now in need of a renovation to better support the activities, staff and participants using that area. In March of 2017, TMP Associates was contracted to assist staff in developing a design that would better afford users and employees the ability to maximize the space. Those design specifications were put out to bid in March of 2018.

On March 15, 2018 the following bids were received. Cross Renovation Inc. was the lowest qualified bid at \$64,777.

Company	Total
Cross Renovation Inc., 34133 Schoolcraft Rd. Livonia Mi. 48150	\$64,777
Evangelista Corp., 55800 Grand River Ste 150., New Hudson MI 48165	\$77,400
Construction Solutions Inc., 4297 Muirfield Dr., Brighton, MI 48116	\$83,800
Brix Corp., 30591 Schoolcraft Rd., Livonia, MI 48150	\$90,000
Heaney General Contracting, 7560 Carpenter Rd. Ypsilanti, MI 48197	\$128,000

**STRATEGIC PLAN/GOALS:** Strengthen Operational Efficiency

**ACTION REQUESTED:** Award the bid and the contract for the Summit Senior Center Renovation to Cross Renovation, Inc., 34133 Schoolcraft Road, Livonia, MI 48150 in the amount of \$64,777.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:**

Funds in amount of \$45,000 are available in Account 101-672-50.970\_0060, Capital Outlay Office Equipment.

A budget amendment to transfer the donated funds will be made as follows:

<u>Increase Revenues:</u>	101-000.675	Donations	\$19,777
<u>Increase Expenditures:</u>	101-672-50.970_0060	Capital Outlay Office Equipment	\$19,777

**IMPLEMENTATION PLAN:** Upon Board Approval, a purchase order will be generated and a contract will be signed with Cross Renovations Inc.

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:** I move to award the bid and the contract for the Summit Senior Center Renovation to Cross Renovation Inc., 34133 Schoolcraft Rd., Livonia, MI 48150 in the amount of \$64,777 to be paid from Account 101-672-50.970\_0060, Capital Outlay Office Equipment.

I further move to approve the following budget amendment:

<u>Increase Revenues:</u>	101-000.675	Donations	\$19,777
<u>Increase Expenditures:</u>	101-672-50.970_0060	Capital Outlay Office Equipment	\$19,777

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** April 10, 2018

**AGENDA ITEM #G-17**

**ITEM: Consider Approval of Bid Award for Summit Carpet Replacement**

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

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:**

On March 15, 2018 bids were received for the Summit West End Carpet Replacement. Leisure Services is recommending to award the bid to Seeley Group LTD, who submitted the lowest qualified bid in the amount of \$36,624.48.

**BACKGROUND INFORMATION:**

The Summit on The Park is the anchor to the Canton Township Recreational Facilities portfolio. Each year over 600,000 people attend events, classes, banquets and other activities in this 95,000 square foot Community Center.

In February 2018, bids were solicited for the replacement of carpet in all of the hallways (excluding banquet) and the Arts II room. The carpet in these areas was installed in 2007 and 2008. While staff has done a good job in maintaining and cleaning the carpet, it is worn, stained and is past its seven years of anticipated life. Replacement carpet tiles are no longer available as well. The replacement carpet, approximately 6,625 square yards with vinyl cover base is heavy duty commercial grade carpet from the Mohawk Group, Get Smart Collection and is the GT137 Kinesthetic Tile style.

The following qualified bids were received for the Summit Halls Carpet Replacement:

<b>Company</b>	<b>Total</b>
Seeley Group LTD	36,624.48
Independent Carpet One	37,400.00
G & K Floorcovering Inc.	44,804.00

The lowest qualified bid was provided by Seeley Group LTD. This company has performed excellent work in the past for Canton Township.

**STRATEGIC PLAN/GOALS:** Strengthen Operational Efficiency

**ACTION REQUESTED:** Award the bid for the Summit Halls Carpet Replacement to Seeley Group Ltd., 1411 Lake Lansing Rd., Lansing, MI 48912 in the amount of \$36,624.48.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Funds are budgeted in the Capital Outlay Building Improvements Fund #208.757.50.970\_0020.

**IMPLEMENTATION PLAN:** Upon Board Approval, a purchase order and contract will be generated and Seeley Group Ltd 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 and the contract for Summit Halls Carpet Replacement to the Seeley Group Ltd., 1411 Lake Lansing Rd., Lansing, MI 48912 in the amount of \$36,624.48 to be paid out of the Capital Outlay Building Improvements Fund, Account #208.757.50.970\_0020.

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** April 10, 2018

**AGENDA ITEM #G-18**

**ITEM: Consider Approval for Welcome Sign Replacement and Budget Amendment**

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

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:** On December 27, 2017 a vehicle struck the eastbound Michigan Avenue center medium “Welcome to Canton” sign. The sign was totally destroyed. Michigan Municipal Risk Management Authority (MMRMA) was contacted and has recommended that the sign be replaced and the expense be submitted for reimbursement.

Spectrum Signs & Design, who is currently under contract for sign design and installation, was contacted to design and replace the damaged sign. Spectrum provided a proposal to install a new sign that will look similar to the original sign. See Attachment A.

**BACKGROUND INFORMATION:**

**STRATEGIC PLAN/GOALS:** Strengthen Operational Efficiency

**ACTION REQUESTED:** Approve proposal from Spectrum Signs & Designs, 3001 S. Gulley Road, Suite D, Dearborn, MI 48124, to replace the eastbound Michigan Avenue “Welcome to Canton” sign in the amount of \$7,489.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Funds are to be expensed in Account 246-200.970\_0080 and anticipated to be reimbursed from Insurance Revenue 246-000.696 once the budget amendment is approved.

**IMPLEMENTATION PLAN:** Upon Board Approval, a plan for the new sign will be submitted to the Michigan Department of Transportation for a permit. Once the permit is received, Spectrum Signs & Designs will fabricate and install the sign. Upon Board approval, Finance & Budget will make the necessary budget adjustments.

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

1. I move to approve a \$7,489 budget amendment to the Community Improvement Fund, Account Number 246-200.970\_0080 (Capital Outlay Land Improvements) as follows:

Increase Revenues: #246-000.696 Insurance Settlement \$7,489  
Increase Expenditures: #246-200.970\_0080 Capital Outlay Land Improve \$7,489

2. I move to approve the proposal from Spectrum Signs & Designs, 3001 S. Gulley Road, Suite D, Dearborn, MI 48124, to replace the east bound Michigan Avenue “Welcome to Canton” sign in the amount of \$7,489 to be paid out of the Community Improvement Fund General Government #246-200.970\_0080.

**ATTACHMENTS:**

**Attachment A:** Proposal from Spectrum

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** April 10, 2018

**AGENDA ITEM # G-19**

<p><b>ITEM:</b> First Reading of Addition of Chapter 2, Article V to Canton Township Code of Ordinances, Entitled “Code of Ethics” Sections 2-225, through 2-251</p>
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**PRESENTER:** Michael Siegrist

**INDIVIDUALS IN ATTENDANCE:** None

**EXECUTIVE SUMMARY:** On April 4, 2017, in a study session dedicated to the review of the Ethics Policy, the Board established an Ad Hoc Ethics Committee, and Supervisor Williams recommended the appointment of Clerk Siegrist, Trustee Anthony, and Trustee Graham-Hudak. The committee reviewed the existing policy, material from the Michigan Townships Association, Michigan Municipal League, the Attorney General’s office, and benchmark communities, to identify best practices and make a recommendation. The draft ordinance was edited by Corporation Counsel, Human Resources, and the Finance Department to ensure it conformed to existing regulations and requirements. The Board reviewed the proposed policy and made recommendations at a study session on February 20, 2018.

A Board of Ethics would be established to hear complaints against representatives of the Charter Township of Canton and, when there is a reasonable basis to believe that the respondent has violated this ordinance, to refer those complaints for prosecution and/or a disciplinary hearing by the appointing authority. The ordinance provides for penalties for violations of this ordinance. The Ordinance would be reviewed annually.

**BACKGROUND INFORMATION:** The Board would hold a first reading at this meeting and a second reading at the May 8, 2018 meeting. The Board would need to repeal policy HR 21 “Ethic’s Policy” at the May 8th meeting. The ordinance will be published and become effective on May 17, 2018.

On August 25, 2009, Supervisor Philip LaJoy presented, and the Township Board approved, a Code of Ethics policy to provide practical guidelines for ethical decision-making and to encourage ethical behavior from township representatives responsible to the citizen of our community. This policy would be obsoleted by the ordinance.

**STRATEGIC PLAN/GOALS:** To strengthen operational efficiency and meet the service needs of a changing community.



**ACTION REQUESTED:** Introduce, hold the first reading a proposed addition to Chapter 2 of the Township Code, Sections 2-225 through 2-251. Providing for Publication and Effective Date to the Code of Ordinance.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** None

**IMPLEMENTATION PLAN:** Introduce, hold the first reading a proposed addition to Chapter 2 of the Township Code, Sections 2-225 through 2-251. Publication of the first reading will be April 19, 2018 in the Journal Newspaper. The second reading will be held on May 8, 2018 with publication and effective date of May 17, 2018.

**DIRECTOR'S RECOMMENDATION:** Approve

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

**SUPERVISOR'S RECOMMENDATION:** Approve

**\*MODEL RESOLUTION:** I move to introduce and hold the first reading establishing Canton Township Code of Ordinances Chapter 2, Article V, Entitled "Code of Ethics" Sections 2-225, through 2-251.

**ATTACHMENTS:**

Ordinance Final Draft

Redline Version of Changes

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: April 10, 2018**

**AGENDA ITEM #G-20**

**ITEM: Award C.D.B.G. Housing Rehabilitation Contracts**

**PRESENTER:** Wendy Trumbull, Finance & Budget Director

**INDIVIDUALS IN ATTENDANCE:** None anticipated.

**EXECUTIVE SUMMARY:** Under Canton's affordable housing program, the federal dollars are used to pay for major and minor repairs to owner-occupied single family homes in Canton. The participating families must meet HUD income requirements. Formal bid procedures were followed and the public bid opening was held on March 1, 2018, for the CDBG housing rehabilitation program. The bid results for the projects ready for Board approval are attached. Only one company submitted complete bids for the 5 projects. The Finance & Budget Department is requesting to approve contracts for multiple HUD/CDBG funded home rehabilitation projects with Stratton Home Improvement. Stratton Home Improvement has performed many projects for this CDBG program, and both the homeowners, and Township staff have been satisfied with their quality and service.

**BACKGROUND INFORMATION:**

The Community Development Block Grant Program caps rehabilitation work of mobile homes to \$5,000 and single family homes to \$25,000. In instances where the formal bids came in higher than the allowable limits, we work with the contractor to change the scope slightly to come within those limits. Funding is available within the CDBG program.

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

<u>Street</u>	<u>Home Type</u>	<u>Contractor</u>	<u>Low Bid/Cap</u>
XXXX Forest Trail	Single Family Home	Stratton Home Improvement	\$25,000
39500 Warren Lot on Elm	Mobile Home	Stratton Home Improvement	\$5,000
39500 Warren Lot on Fern	Mobile Home	Stratton Home Improvement	\$5,000
39500 Warren Lot on Hickory	Mobile Home	Stratton Home Improvement	\$5,000
39500 Warren Lot on Oak	Mobile Home	Stratton Home Improvement	\$5,000

Funds are budgeted in housing rehabilitation #274-666.890 for the five (5) contracts on the single family detached homes.

**STRATEGIC PLAN/GOALS:** Housing Rehabilitation addresses the HUD goal of preserving safe and affordable housing. The projects help residents to continue to live in Canton in their own homes.

**ACTION REQUESTED:** Approve contracts for the five projects.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Funds are budgeted in Housing Rehabilitation #274-666.890 for the five contracts on the single-family detached homes, \$45,000 is requested.

**IMPLEMENTATION PLAN:** Work should commence immediately after contract signings. Finance Department staff and Municipal Services Department inspectors cooperate on housing rehabilitation projects.

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

**SUPERVISOR'S RECOMMENDATION:** Approval

- **MODEL RESOLUTION:** I move to award the contract for a housing rehabilitation at xxxx Forest Trail to Stratton Home Improvement in the amount of \$25,000.
- I move to award the contract for a housing rehabilitation at 39500 Warren Rd Lot x Elm to Stratton Home Improvement in the amount of \$5,000
- I move to award the contract for a housing rehabilitation at 39500 Warren Rd Lot x Fern to Stratton Home Improvement in the amount of \$5,000
- I move to award the contract for a housing rehabilitation at 39500 Warren Rd Lot x Hickory to Stratton Home Improvement in the amount of \$5,000
- I move to award the contract for a housing rehabilitation at 39500 Warren Rd Lot x Oak to Stratton Home Improvement in the amount of \$5,000

**ATTACHMENTS:**

Results of CDBG HOUSING REHABILITATIONS