



**CANTON ADMINISTRATION BUILDING
1150 S. CANTON CENTER ROAD
CANTON, MI 48188
REGULAR BOARD MEETING
JANUARY 14, 2020**

6:00 P.M.:

CALL TO ORDER

PLEDGE OF ALLEGIANCE

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

CONTINUED DANGEROUS BUILDING SHOW CAUSE HEARING:

- 870 Lotz

ADOPTION OF AGENDA

APPROVAL OF MINUTES: DECEMBER 10, 17 & 23, 2019

RECOGNITION:

- 1) RESOLUTION IN RECOGNITION OF TABITHA HARDY

CITIZEN'S NON-AGENDA ITEM COMMENTS/PUBLIC COMMENT

PAYMENT OF BILLS

CONSENT CALENDAR:

- 1) CONSIDER 2020 MEETING DATES FOR THE COMMISSION FOR CULTURE, ARTS & HERITAGE (CLS)
- 2) CONSIDER AUTHORIZATION TO AMEND THE AGREEMENT WITH KATHERINE'S CATERING AND SPECIAL EVENTS, INC. (CLS)
- 3) CONSIDER REAPPOINTMENTS TO THE CANTON TAX BOARD OF REVIEW (SUPERVISOR)
- 4) AUTHORIZATION TO PAY BILLS WHEN NO REGULAR BOARD MEETING IS SCHEDULED (FBD)

GENERAL CALENDAR:

- 1) REQUEST APPROVAL TO RENEW CIVICPLUS WEBSITE HOSTING SERVICES (FBD)
- 2) REQUEST APPROVAL TO PURCHASE KRONOS WORKFORCE DIMENSIONS AND TELESTAFF SOFTWARE (FBD)

- 3) CONSIDER PRELIMINARY APPROVAL OF THE FILMORE PLACE PLANNED DEVELOPMENT DISTRICT (MSD)
- 4) CONSIDER AWARD OF A CONTRACT TO VIN-CON INC. FOR THE DEMOLITION OF DANGEROUS BUILDING AT 44112 YOST ROAD AND APPROVE A BUDGET ADJUSTMENT (MSD)
- 5) CONSIDER APPROVAL OF AN EXTENSION OF THE CONTRACT WITH ROTONDO CONSTRUCTION CORPORATION FOR THE 2020 SIDEWALK REPAIR PROGRAM (MSD)
- 6) CONSIDER APPROVAL OF RESIDENTIAL CROSS CONNECTION CONTROL CONTRACT WITH HYDROCORP INCORPORATED TO IMPLEMENT CANTON'S RESIDENTIAL CROSS CONNECTION CONTROL PROGRAM (MSD)
- 7) CONSIDER AUTHORIZING THE TOWNSHIP SUPERVISOR TO EXECUTE THE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION AUTHORIZING THE TOWNSHIP TO MAINTAIN THE TURF ALONG THE MICHIGAN AVENUE MEDIAN (MSD)
- 8) CONSIDER AWARD OF CONTRACT FOR A 2020 TREE MAINTENANCE PROJECT TO FRANK'S LANDSCAPING & SUPPLIES (MSD)
- 9) CONSIDER CONTINUATION OF TWO CONTRACTS WITH GREAT LAKES CONTRACTING SOLUTIONS, LLC. FOR THE 2020 ROAD IMPROVEMENT PROGRAM (MSD)
- 10) CONSIDER PURCHASE OF WATER METERS AND METERING CONTROL DEVICES FOR 2020 (MSD)
- 11) CONSIDER ANIMAL SHELTERING AGREEMENT WITH THE MICHIGAN HUMANE SOCIETY (PSD)
- 12) CONSIDER ACCEPTANCE OF A BYRNE JAG, APPROVAL OF A TRUNARC PURCHASE, AND THE ASSOCIATED BUDGET AMENDMENTS TO 2020 POLICE BUDGET (PSD)
- 13) CONSIDER APPROVAL FOR THE EMERGENCY PURCHASE ORDER FOR ROOF TOP UNIT 9 AT THE SUMMIT ON THE PARK (CLS)
- 14) CONSIDER AWARD OF BID, APPROVAL OF BUDGET AMENDMENT AND PURCHASE ORDER FOR EQUIPMENT PURCHASE AND INSTALLATION FOR THE VILLAGE THEATER PROJECTION EQUIPMENT (CLS)

ADDITIONAL PUBLIC COMMENT
OTHER
ADJOURN

ACCESS TO PUBLIC MEETINGS

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

**Charter Township of Canton
Board Proceedings – December 10, 2019**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, December 10, 2019 at 1150 Canton Center S. Canton, Michigan. Supervisor Williams called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance to the Flag.

Members Present: Anthony, Foster, Graham-Hudak, Siegrist, Slavens, Sneiderman, Williams
 Members Absent: None
 Staff Present: Director Meier, Director Trumbull, Director Smith, Kristin Kolb, Kerreen Conley, William Serchak

Motion by Siegrist, supported by Sneiderman to move from open session to closed session under section 8(e) of the Open Meetings Act for the purpose of consulting with an attorney regarding legal strategy in connection with pending litigation at 6:01 p.m. Motion carried unanimously by roll call vote.

Motion by Siegrist, supported by Anthony to move from closed to open session at 7:09 p.m. Motion carried unanimously.

Adoption of Agenda

Motion by Siegrist, supported by Slavens to adopt the agenda as amended, removing item C1 and placing it on the general calendar as item G0. Motion carried unanimously.

Approval of Minutes

Motion by Siegrist, supported by Foster to approve the proposed November 19 & 26, and December 3, 2019 minutes. Motion carried unanimously.

Public comment was held.

Promotion Recognition:

- 1) SERGEANT COLTHURST
- 2) LIEUTENANT ANDES
- 3) LIEUTENANT JOHNSON

Payment of the Bills:

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

CHARTER TOWNSHIP OF CANTON EXPENDITURE RECAP FOR THE TOWNSHIP BOARD MEETING OF December 10, 2019		
101	GENERAL FUND	341,964.49
204	ROADS FUND	0.00

206	FIRE FUND	155,990.67
207	POLICE FUND	227,071.71
208	SUMMIT OPERATING (General)	54,776.19
219	STREET LIGHTING	0.00
230	CABLE TV FUND	5,130.55
245	PUBLIC IMPROVEMENT	0.00
246	TWP (COMMUNITY) IMPROVEMENT	4,758.00
248	DDA - CANTON	31,242.59
261	E-911 UTILITY	0.00
265	ORGANIZED CRIME - DRUG ENFORCEMENT	44,227.91
274	CDBG	175.67
275	ARRA GRANTS FUND	0.00
276	NSP GRANTS FUND	0.00
401	CAP PROJ - ENERGY PROJECT	0.00
402	CAP PROJ - SUMMIT CONSTR	0.00
403	CAP PROJ - ROAD PAVING	0.00
584	GOLF FUND	21,352.74
592	WATER & SEWER FUND	558,691.25
596	SOLID WASTE	349,822.54
661	FLEET	14,187.21
701	TRUST & AGENCY FUND	0.00
702	CONSTRUCTION ESCROW	3,445.32
736	POST EMPLOYMENT BENEFITS	73,245.87
852	SPECIAL ASSESSMENT DEBT	0.00
TOTAL - ALL FUNDS		1,886,082.71

Consent Calendar:

Item C-2. Consider approval of second reading of an amendment to Appendix A-Zoning of the Code of Ordinances regarding the Greatland Real Estate rezoning.

Motion by Siegrist, supported by Sneiderman to remove from the table and hold the second reading of the proposed amendment to Appendix A-Zoning of the Code of Ordinances of the Charter Township of Canton as provided in the attached ordinance which rezones the subject parcel (tax parcel nos. 133-01-0215-301, 133-01-0216-301- and 133-01-0217-301) from LI, Light Industrial to C-2, Community Commercial District.. Motion carried unanimously.

Motion by Siegrist, supported by Sneiderman to adopt and publish the second reading of an ordinance amending Appendix A-Zoning of the Code of Ordinances of the Charter Township of Canton which rezones the subject parcel (tax parcel nos. 133-01-0215-301, 133-01-0216-301- and 133-01-0217-301) from LI, Light Industrial to C-2, Community Commercial District with an effective date of December 26, 2019. Motion carried unanimously.

General Calendar:

Item G-0. Consider approval of re-appointment of Ron Pennington to the Building Board of Appeals.

Motion by Siegrist, supported by Sneideman to approve appointment of Ron Pennington to the Building Board of Appeals. Motion carried unanimously.

Item G-1. Request Approval for Notice of Intent Resolution to Issue Limited Tax General Obligation Bonds.

Motion by Siegrist, supported by Slavens to approve the attached resolution authorizing the Township Clerk to publish a Notice of Intent to issue Limited Tax General Obligation bonds not to exceed \$20,000,000; and appoint Bendzinski & Co and Dickenson Wright PLLC as the Township's registered municipal advisor and bond counsel, respectively, in connection with the sale and issuance of the bonds. Motion carried unanimously.

WHEREAS, the Charter Township of Canton (the "Township") proposes to issue its tax-exempt bonds in one or more series to finance the costs of Township capital improvements as described in the Canton Township Capital Improvement Plan (CIP) 2019-2023 Township Owned Facilities, as such capital improvement plan may be amended or supplemented from time to time (the "Improvements"); and

WHEREAS, it is anticipated that the Township will advance all or a portion of the costs of the Improvements prior to the issuance of the bonds, such advance to be repaid from proceeds of the bonds upon the issuance thereof; and

WHEREAS, Section 1.150-2 of the Treasury Regulations on Income Tax (the "Reimbursement Regulations") specifies conditions under which a reimbursement allocation may be treated as an expenditure of bond proceeds, and the Township intends by this resolution to qualify amounts advanced by the Township to the Improvements for reimbursement from proceeds of the bonds in accordance with the requirements of the Reimbursement Regulations.

BE IT RESOLVED by the Township Board of the Charter Township of Canton, Wayne County, Michigan, as follows:

1. The Township hereby declares its official intent to issue its limited tax general obligation bonds in one or more series in the aggregate principal amount of not to exceed \$20,000,000 to finance the costs of the Improvements. The Township hereby declares that it reasonably expects to seek reimbursement for its advances to the Improvements as anticipated by this resolution. The bonds shall be authorized by proper proceedings subsequent to this resolution.

2. The Township Clerk is hereby instructed to publish the notice attached hereto once in a newspaper of general circulation in the Charter Township of Canton, which notice shall not be less than ¼ page in size in such newspaper.

3. Bendzinski & Co., Municipal Finance Advisors and Dickinson Wright PLLC are hereby appointed to serve as registered municipal advisor and bond counsel, respectively, in connection with the sale and issuance of the bonds.

4. All resolutions and parts of resolutions insofar as they may be in conflict herewith are hereby rescinded.

Item G-2. Consider approval of the Collective Bargaining Agreement between Canton Township and the International Union of the American Federation of State, County and Municipal Employees with a term ending December 31, 2023.

Motion by Siegrist, supported by Sneiderman to approve the Collective Bargaining Agreement between the Charter Township of Canton and the International Union of the American Federation of State, County and Municipal Employees for a term commencing January 1, 2020 through December 31, 2023, and authorize the Township Supervisor and Clerk to sign on behalf of Canton Township. Motion carried unanimously.

Item G-3. Consider approval of the Collective Bargaining Agreement between Canton Township and the Technical Professional and Office Workers Association of Michigan with a term ending December 31, 2022.

Motion by Siegrist, supported by Slavens to approve the Collective Bargaining Agreement between the Charter Township of Canton and the Technical Professional and Office Workers Association of Michigan for a term commencing January 1, 2019 through December 31, 2022, and authorize the Township Supervisor and Clerk to sign on behalf of Canton Township. Motion carried unanimously.

Item G-4. Consider Approval of Wage Increase and Other Merit Recommendations for Merit (Full-Time, Non-Union) Employees for the 2020 Fiscal Year.

Motion by Siegrist, supported by Slavens to approve the proposed recommendation of the Merit Commission which includes the 2.5% across the board wage scale increase, \$250 optical reimbursement for employees and a 2% base wage MERS employer contribution for those in the hybrid plan for the 2020 fiscal year. Motion carried unanimously.

Item G-5. Consider Approval of Wage Increase for Elected Officials for the 2020 Fiscal Year.

Motion by Siegrist, supported by Sneiderman to approve a 2.5% wage increase for the Canton Township Supervisor, Clerk, Treasurer and Trustees to be effective January 1, 2020. Motion failed unanimously.

Item G-6. Consider Award of the Final Adjusting Change Order to Fishbeck, Inc. for Professional Engineering Services for the 2019 Road Improvement Program.

Motion by Siegrist, supported by Slavens to approve a change order to the existing purchase order contract for the 2019 Major Road construction projects to Fishbeck, Inc. in the amount of \$27,720. Motion carried unanimously.

Item G-7. Consider Award of a Change Order to the Contract with Great Lakes Contracting Solutions, LLC. for the Major Road, Major Concrete Projects for the 2019 Road Improvement Program.

Motion by Siegrist, supported by Sneideman to approve a change order to the purchase order and contract with Great Lakes Contracting Solutions, LLC. for the 2019 Major Road-Major Concrete Projects construction in the amount \$31,057.40. Motion carried unanimously.

Item G-8. Consider Award of the Final Adjusting Change Order to the Contract with Great Lakes Contracting Solutions, LLC for the Major Road, Minor Concrete Projects for the 2019 Road Improvement Program.

Motion by Siegrist, supported by Sneideman to approve a change order to purchase order contract #2019-1534 with Great Lakes Contracting Solutions, LLC. for the 2019 Major Road-Minor Concrete Projects construction in the amount of \$129,553.02. Motion carried unanimously.

Item G-9. Consider Approval of 2019 Budget Adjustments

Motion by Siegrist, supported by Slavens to approve the attached listing of budget adjustments to the 2019 budget. Motion carried unanimously.

101 General Fund Increase Decrease

Revenue

Canton Sports Center GCYBSA Reimbursement 101-755-50.676_0008 17,000

Total General Fund Revenue \$ 17,000 \$ -

Expenses

Canton Sports Center Part-time Wages 101-755-50.703_0015 17,000

Total General Fund Expenses \$ 17,000 \$ -

206 Fire Fund Increase Decrease

Expenses

Professional Services - Legal 206-336-50.801_0020 5,000

Total Fire Fund Expenses \$ 5,000 \$ -

Total Increase (Decrease) in Use of Fund Balance \$ 5,000

207 Police Fund Increase Decrease

Expenses

Professional Services - Legal 207-301-50.801_0020 5,000

Total Police Fund Expenses \$ 5,000 \$ -

Total Increase (Decrease) in Use of Fund Balance \$ 5,000

403 Capital Projects - Roads Increase Decrease

Expenses

Capital Outlay Infrastructure 403-446-02.970_0050 3,135,000

Total Expenses \$ - \$ 3,135,000

Total Increase (Decrease) in Use of Fund Balance \$(3,135,000)

Item G-10. Request Approval to deposit additional monies to MERS to Fund Pension and OPEB Liabilities.

Motion by Siegrist, supported by Slavens to approve the additional funding to the MERS pension system for Canton Township in the total amount of \$8,535,119. Motion carried unanimously.

Motion by Siegrist, supported by Anthony to approve additional funding to the MERS Retiree Health Funding Vehicle in the amount of \$750,000. Motion carried unanimously.

Motion by Siegrist, supported by Anthony to approve the following budget amendments: Motion carried unanimously.

Increase Expenses

101-261.724_0050 Fringe Benefits Pension Contribution \$2,000,000
206-336-50.724_0050 Fringe Benefits Pension Contribution \$4,000,000
207-301-50.724_0050 Fringe Benefits Pension Contribution \$2,000,000
248-729.724_0050 Fringe Benefits Pension Contribution \$44,593
592-536.724_0050 Fringe Benefits Pension Contribution \$167,224
592-537.724_0050 Fringe Benefits Pension Contribution \$167,225
596-528.724_0050 Fringe Benefits Pension Contribution \$22,297
661-530.724_0050 Fringe Benefits Pension Contribution \$133,780
736-238.724_0025 Fringe Benefits Medical \$750,000

Decrease Expenses

248-729.999 Transfer to Fund Balance \$44,593

Increase Revenues

101-000.695 Fund Balance Appropriation \$2,000,000
206-000.695 Fund Balance Appropriation \$4,000,000
207-000.695 Fund Balance Appropriation \$2,000,000
592-000.695 Fund Balance Appropriation \$334,449
596-000.695 Fund Balance Appropriation \$22,297
661-000.695 Fund Balance Appropriation \$133,780
736-000.695 Fund Balance Appropriation \$750,000

Item G-11. Consider Request to Issue Purchase Order for Patrol Vehicle Conversion Parts.

Motion by Siegrist, supported by Slavens to approve a purchase order to Cruisers Corporation, in Howell, MI, for patrol vehicle conversion parts in an amount of \$21,389.50. Motion carried unanimously.

Item G-12. Consider Approving the Purchase of a 2020 One-Year Extended Service Agreement for the Motorola Dispatch Console.

Motion by Siegrist, supported by Slavens to approve the 2020 purchase of a Motorola Solutions one year extended service agreement for radio and dispatch console equipment in the amount of \$29,064.81, utilizing funds in the 2020 E-911 Budget. Motion carried unanimously.

Additional Public comment was held.

Adjourn: Motion by Siegrist, supported by Anthony to adjourn at 8:00 p.m. Motion carried unanimously.

Michael A. Siegrist, Clerk

Pat Williams, Supervisor

**Charter Township of Canton Board
Proceedings – December 17, 2019**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, December 17, 2019 at 1150 Canton Center S. Canton, Michigan. Supervisor Williams called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance to the Flag.

Motion by Sneideman, supported by Foster to appoint Treasurer Slavens as Temporary Clerk for this meeting only.

Members Present: Anthony, Foster, Graham-Hudak, Slavens, Sneideman, Williams
Members Absent: Siegrist
Staff Present: Director Hohenberger, Jon LaFever, Laura Mortier, Jennifer Provenzano, Jennifer Girard.

Adoption of Agenda

Motion by Siegrist, supported by Anthony to adopt the agenda as presented. Motion carried by all members present.

STUDY SESSION:

Presentation of Canton Therapeutic Recreation Overview by Jennifer Girard and Jennifer Provenzano.

Presentation of B.L.O.C.K Teen & Youth Center Master Plan by Laura Mortier.

Additional Public comment was held.

Other: None

Adjourn: Motion by Anthony, supported by Sneideman to adjourn at 7:30 p.m. Motion carried by all members present.

Dian Slavens, Temporary Clerk

Pat Williams, Supervisor

**Charter Township of Canton
Board Proceedings – December 23, 2019**

A special meeting of the Board of Trustees of the Charter Township of Canton was held Monday, December 23, 2019 at 1150 Canton Center S. Canton, Michigan to consider going into closed session. Supervisor Williams called the meeting to order at 10:00 a.m.

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

Members Present: Anthony, Foster, Slavens, Sneideman, Williams
Members Absent: Graham-Hudak, Siegrist
Staff Present: Director -Fire – Meier, Director Trumbull

Motion by Foster, supported by Sneideman to adopt the agenda as presented. Motion carried by all members present.

GENERAL CALENDAR:

1) Request Approval for 2019 Budget Adjustment.

Motion by Slavens, support by Sneideman to encumber funds for the Fire Station construction and approve the following budget adjustment in 2019. These funds will be re-encumbered in 2020 in the same amounts:

Decrease Expenses		
206-336-50.970_0020	Capital Outlay Building	\$4,000,000
Decrease Revenues		
206-000.695	Fund Balance Appropriation	\$4,000,000

Motion carried by by all members present.

Public Comment was held.

Adjourn: Motion by Anthony, supported by Sneideman to adjourn at 10:06 a.m. Motion carried by all members present.

Dian Slavens, Temporary Clerk

Pat Williams, Supervisor



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

Resolution Recognizing Tabitha Hardy

Whereas the Canton Department of Public Safety recognizes the importance of heroic citizens and their involvement in the accomplishment of its mission;

Whereas on the morning of January 22, 2019, Tabitha Hardy was attending class at a Technical College in Canton when she was notified by a classmate of his intention to cause potentially fatal harm to himself and/or other students;

Whereas Ms. Hardy was able to remain calm and convince the individual to terminate the plan and return home to clear his thoughts;

Whereas a 9-1-1 call was placed and the Police Department immediately began an in-depth investigation which culminated into felony charges being issued against the individual by the Wayne County Prosecutor's office; and

Whereas due to Ms. Hardy's calm actions, willingness to get involved, and disregard for her own safety, a potentially dangerous situation was averted that morning; now, therefore be it

Resolved, that the Board of Trustees of the Charter Township of Canton upon recommendation of the Director of Public Safety, does hereby recognize Tabitha Hardy for her commendable contribution to the Canton community and to the Canton Department of Public Safety.

January 14, 2020

Patrick Williams, Canton Supervisor

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 14, 2020

AGENDA ITEM #C-1

ITEM: Consider 2020 Meeting Dates for the Commission for Culture, Arts & Heritage

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: In accordance with the Open Meetings Act, the Commission for Culture, Arts & Heritage is required to establish and post a schedule of board meetings for the calendar year.

STRATEGIC PLAN/GOALS: Michigan Law requires local approval.

ACTION REQUESTED: Establish the 2020 dates for the regular meetings of the Canton Commission for Culture, Arts & Heritage.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: None

IMPLEMENTATION PLAN: The meeting schedule for the Commission for Culture, Arts & Heritage will be posted in the Administration Building and on Canton's website.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to establish the 2020 Canton Commission for Culture, Arts & Heritage meeting schedule at 7:00 p.m. in the Lower Level Meeting Room E of the Administration Building, 1150 S. Canton Center Road, quarterly on the designated Thursday of the established months.

Meeting Dates: February 13, 2020
 May 14, 2020
 August 13, 2020
 November 12, 2020

CANTON COMMUNITY
REQUEST FOR BOARD ACTION

MEETING DATE: January 14, 2020

AGENDA ITEM# C-2

ITEM: Consider Authorization to Amend the Agreement with Katherine's Catering and Special Events, Inc.

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY:

Canton Leisure Services currently holds an agreement with Katherine's Catering and Special Events, Inc. to supply exclusive catering services at the Summit on the Park Banquet facility. After careful evaluation, both Canton Township and Katherine's catering decided to amend the current contract to remove exclusivity and open the catering opportunities to other businesses, beginning on March 1, 2020.

BACKGROUND:

Katherine's Catering has been the exclusive caterer for the Summit on the Park since 2013. Due to the terms of the current contract, other catering or food service companies are not permitted to provide food at the Summit Banquet Center. After careful evaluation, it was determined by both Canton Township and Katherine's catering that the agreement was not profitable for either party. Therefore, it was agreed to amend the contract to remove the exclusivity and open the catering opportunities to other businesses. This will allow Katherine's catering to reduce staffing levels at the Summit on the Park and Canton Township to use other companies for their venues.

Katherine's Catering and Special Events, Inc.'s original contract expired on October 31, 2018 and was automatically renewed for an additional 2 years, expiring on October 31, 2020. At this point their contract will have the option to renew again for another 2 years, expiring on October 31, 2022.

STRATEGIC PLAN/GOALS: Strengthen Operational Efficiency - Provide High Quality Services

ACTION REQUESTED: Authorize the amended Agreement with Katherine's Catering and Special Events, Inc.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: Upon Board approval, Katherine's Catering and Special Events, Inc. will be notified immediately to formally amend their agreement.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to authorize the Township Supervisor to sign the amended agreement with Katherine's Catering and Special Events, Inc. beginning March 1, 2020.

ATTACHMENTS:

Amended Contract

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 14, 2020

AGENDA ITEM C-3

ITEM: Consider Reappointments to the Canton Tax Board of Review

PRESENTER: Pat Williams, Supervisor

INDIVIDUALS IN ATTENDANCE: None anticipated

EXECUTIVE SUMMARY: Stan Turek and Brooke Franklin are experienced members of Canton's Tax Board of Review, and both have terms expiring on March 1, 2019. Both have expressed interest in continuing their service, and both have been rated as excellent board members by our Assessor. The Supervisor is recommending the reappointments of Stan and Brooke.

BACKGROUND INFORMATION: The Tax Board of Review is a 3-member board required by state law who hear property assessment appeals. Canton has always tried to maintain two 3-member boards plus an alternate member so we can offer more times to the residents who are making appeals. The Tax Board of Review hears appeals two times per year: March and December.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approve the reappointments of Stan Turek and Brooke Franklin.

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

IMPLEMENTATION PLAN: Assessor will notify Stan and Brooke of their reappointments.

DIRECTOR'S RECOMMENDATION: N/A

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: N/A

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move that the Canton Board of Trustees approve the reappointments of Stan Turek and Brooke Franklin to the Canton Tax Board of Review for two-year terms to expire on 3/1/22.

ATTACHMENTS: None

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 14, 2020

AGENDA ITEM #C-4

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

PRESENTER: Wendy N. Trumbull, Finance & Budget Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY:

From time to time, Board Meetings are cancelled or aren't held due to lack of an agenda, holidays, or other various reasons. Therefore, we are requesting that the Board authorize payment of Township bills as normally scheduled upon review by the Clerk and Treasurer in the event any Board Meeting is cancelled.

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

STRATEGIC PLAN/GOALS:

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

BUDGET IMPLICATIONS & ACCOUNT NUMBER: None.

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

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION:

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

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 14, 2020

AGENDA ITEM # G-1

<u>ITEM:</u> Request Approval to Renew CivicPlus Website Hosting Services
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PRESENTER: Wendy Trumbull, Finance & Budget Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: IT Services is requesting permission to renew our hosting, services and support agreement with CivicPlus Inc which expires on January 22, 2020. IT Services is recommending extending the current contract for a period of 1 year with CivicPlus to continue the hosting services, support and access to CivicPlus' custom designed web content management system.

BACKGROUND: The Township's websites are hosted and supported by CivicPlus. The service not only provides for the actual website operation, it also includes access to their Content Management System (CMS) which allows for ease of website content update and maintenance by all Township departments. CivicPlus continually updates their CMS with new features, updated features and enhancement requests voted on by their user population. They also assume responsibility for securing of the Township's website content and the data center hosting the websites.

IT Services is recommending that the Township continue contracting with CivicPlus to host the Township's website on an annual basis. By continuing a year by year basis, the Township will maintain the flexibility to change direction of the Township's web presence by not being tied into a multi-year contract.

IT Services requests approval to create a 2020 purchase order in the amount of \$17,842.81 payable to Civic Plus Inc., Manhattan KS for a 1-year extension to the existing contract currently in effect between Canton Township and CivicPlus.

STRATEGIC PLAN/GOALS: Efficiently utilize resources and maintain fiscal responsibility while still providing high levels of uptime to all Township Divisions.

ACTION REQUESTED: Approve the request to renew the Township's website hosting and other services with CivicPlus for a period of one year in an amount not to exceed: \$17,842.81

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The renewal of this agreement was budgeted for in 2020 and will be expensed from the ITS Division's 101-228.801_0050 Professional Services account from the 2020 fiscal year.

IMPLEMENTATION PLAN: This is a service & support renewal agreement only, there is no interruption of services to Township Departments.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION:

MODEL RESOLUTION: Approve a purchase order in the amount not to exceed \$17,842.81 payable to CivicPlus Inc. for a renewal of hosting services, software support and maintenance services provided by CivicPlus covering a period of one (1) year.

ATTACHMENTS: Canton Twp 20-21 Website Hosting.pdf

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 14, 2020

AGENDA ITEM #G-2

<p>ITEM: Request approval to purchase Kronos Workforce Dimensions and Telestaff software</p>

PRESENTER: Wendy Trumbull, Finance & Budget Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: In 2008, The Township purchased the Stromberg timekeeping solution. In 2010, Kronos purchased Stromberg, and the Kronos Workforce Central solution has served the Township adequately since that time. In 2019, the Township became aware that the Kronos solution we are currently using would no longer be supported after December 2020 without significant upgrade costs. Instead of simply upgrading the current software, the Township decided to issue an RFP for timekeeping and scheduling solutions. Through Summer and Fall of 2019, a panel of approximately 20 Township staff from various departments participated in 6 vendor software demonstrations and interviews. It was clear that the Kronos software is the most robust, has the most experience with governmental timekeeping, and can provide us the best solution to make sure our employees' time is properly tracked and paid. Should the Township approve this option, it is the staff's recommendation to approve the Township Supervisor to sign a 5 year agreement, which will lock in the current fees for a 5 year term with no increases unless our staffing levels increase.

BACKGROUND INFORMATION: The current timekeeping solution (Kronos Workforce Central) is maintained on Canton servers. The new software (Kronos Dimensions and Telestaff) will be maintained on Kronos servers accessed through the cloud. This will free up Township resources and reduce the amount of server maintenance the Township will be required to perform. In addition, the new solution will allow for employees to access their timecards remotely from a mobile device, increasing efficiency by eliminating the need to come to the Township to "clock-in" before going to their off-site work area. Another feature the new solution will provide is an advanced scheduling solution that will automatically call in fire and police personnel when needs arise, freeing up command staff time from having to do this manual administrative task. Lastly, the new system will come equipped with an accruals module that will give employees a more accurate and up-to-date view of the accruals balances available to them.

STRATEGIC PLAN/GOALS: To provide a cost effective, accurate, and high-quality timekeeping and attendance solution to all Township staff.

ACTION REQUESTED: To approve the purchase of Kronos Dimensions and Telestaff for timekeeping and attendance needs.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Costs will be split between the general, police, and fire funds. The initial year 1 costs are anticipated not to exceed \$135,571:
\$92,763 General 101-210.970_0010 Capital Outlay Computers & Equipment
\$21,404 Fire 206-336-50.970_0010 Capital Outlay Computers & Equipment
\$21,404 Police 207-301-50.970_0010 Capital Outlay Computers & Equipment

This expense will be reduced by the amount of the current contract with Kronos Workforce Central that will not be used.

Funds have been budgeted in the general fund, the following amendment will be needed for public safety.

Decrease expense:

206-336-50.999 Transfers to Fund Balance \$21,404

Increase expense:

206-336-50.970_0010 Capital Outlay Computers & Equipment \$21,404

Increase revenues:

207-000.695 Fund Balance Appropriation \$21,404

Increase expense:

207-301-50.970_0010 Capital Outlay Computers & Equipment \$21,404

IMPLEMENTATION PLAN: Finance will proceed with the purchase of Kronos Dimensions and Telestaff. Finance will work with IT and other departments to implement new software with an anticipated “go live” date of Summer 2020.

FINANCE AND BUDGET DIRECTOR’S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION:

MODEL RESOLUTION: I move to approve the purchase of Kronos Dimensions and Telestaff software in an amount not to exceed \$135,571 and authorize the Township Supervisor to sign a 5 year agreement to freeze the annual fees at the current rates.

I further move to approve the following budget amendment for the costs of Kronos Dimensions and Telestaff:

Decrease expense:

206-336-50.999 Transfers to Fund Balance \$21,404

Increase expense:

206-336-50.970_0010 Capital Outlay Computers & Equipment \$21,404

Increase revenues:

207-000.695 Fund Balance Appropriation \$21,404

Increase expense:

207-301-50.970_0010 Capital Outlay Computers & Equipment \$21,404

ATTACHMENTS: Kronos price summary

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 14, 2020

AGENDA ITEM: # G-3

ITEM: Consider Preliminary Approval of the Filmore Place Planned Development District

PRESENTER: Jade Smith, Municipal Services Director

OWNER/REPRESENTATIVE: Kevin Spizizen (Filmore Place Associates, LLC)

EXECUTIVE SUMMARY: The applicant proposes to locate 504 apartment units on approximately 97.3 acres located on the west side of Beck Road between Michigan Avenue and Geddes Road. The project density of 5.18 residential units per acre is less than the maximum density of 8 units per acre recommended by the Comprehensive Plan and allowed under R-6 zoning. Two (2) entrances are proposed along Beck Road and a secondary access is proposed in the southwest part of the site for a future connection to Woodbridge Estates. The secondary access to Woodbridge Estates is conceptual at this time and its location will be finalized prior to site plan review.

Each Planned Development District is required to demonstrate definite benefits to the community. The project sponsor proposes the following definite benefits: maintaining 33% of the site (almost 33 acres) as open space, which exceeds the 25% open space minimum and includes a large woodland area in the north part of the site; providing trails and active recreation through the open spaces; reforesting 2 acres of the open space in the southeast part of the site adjacent to Beck Road; connecting the proposed sidewalk along Beck Road to the current sidewalk termination south of the Sines Drain; and making traffic signal improvements noted in the Traffic Impact Assessment. Other site amenities include a clubhouse, pool, playground, dog-park, community garden, and gazebos.

BACKGROUND AND ANALYSIS:

Location: West side of Beck Road between Geddes Road and Michigan Avenue.

Existing Zoning: R-6, Single Family Attached Residential

Net Acres: 97.33 acres

Existing Land Use: Vacant

Surrounding Zoning and Land Uses:

North – R-6, Woodlands of Chatterton attached condominiums, Chatterton Village attached condominiums, and Chatterton Square detached condominiums

South – LI-R, Canton Business Park (Kingfa Engineering Building)

East – R-3, Meadow Villages of Canton subdivision

R-6, Victorian Square Apartments

C-3, Target (Crossroads Village Shopping Center)

West – R-6, Woodbridge Estates attached condominiums

Comprehensive Plan: Medium-High Density Residential (up to 8 dwelling units/acre)

Traffic Impact. The project sponsor has submitted a Traffic Impact Assessment, which recommends optimization of signal timing and adding lane detection at the intersections of Beck Rd. & Geddes Rd. and Beck Rd. & Michigan Ave. Canton Township’s traffic engineering consultant has reviewed the Traffic Impact Assessment and is in agreement with its methodology and conclusions. A traffic signal is already planned to be installed at the intersection of Beck Rd. & Michigan Ave. in 2020. Also, the project sponsor for Park Creek (located at the northwest corner of Beck Rd. and Geddes Rd.) will add left turn signals at the intersection of Beck Rd. & Geddes Rd. We will defer to Wayne County and MDOT regarding any improvements to the traffic signals.

Architecture. The architectural plans submitted show the 50% brick/masonry required by Section 26.06 of the Zoning Ordinance. The architectural plans also illustrate the horizontal offsets of at least four (4) feet along the rear sides of the facades.

Schedule of Regulations and Modifications. The following modifications to Zoning Ordinance requirements are proposed: side building separation (20 feet proposed; 30 feet required); rear building separation (70 feet proposed; 80 feet required); building length (171 feet proposed; maximum of 150 feet permitted); and wetland setbacks as illustrated on the plans. Of the 95 buildings proposed, 68 will be longer than 150 feet and 27 will be shorter than 150 feet.

Natural Features. Due to proposed grading and filling in wetland areas, the applicant must obtain approval from the Michigan Department of Environment, Great Lakes, and Energy (EGLE), which was formerly the MDEQ. Many wetland areas and densely wooded areas will be preserved. A tree survey will be required on the preliminary site plan.

Fiscal Impact. The fiscal impact analysis provided by the project sponsor states that the apartments will have an estimated value of \$160,000 per unit. Our initial calculations of the applicable tax revenues and budget expenditures indicate a relatively neutral impact on the General Fund, Library Fund, Police Fund, Fire Fund, and Road Improvement Fund.

Landscaping. Although a full landscape plan is not required at the time of Planned Development review, the PD plans include an illustrative landscape plan for the site. A full landscape plan and tree survey will be required at the time of site plan review.

PD Agreement. The PD Agreement is consistent with the Township's PD Agreement template, and we will defer to the Township Engineer and Township Attorney regarding any necessary revisions prior to Final PDD review.

- **Community Planner's Recommendation:** Approval of the Preliminary Planned Development, based upon the concept plan and definite benefits identified in the draft PDD Agreement.
- **Planning Commission's Recommendation:** At its meeting on December 2, 2019, the Planning Commission voted 8-0 to recommend preliminary approval of the Filmore Place Planned Development on tax parcel no. 125-99-0002-709, as provided in the Planned Development Agreement and plan documents.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approve the Filmore Place Planned Development on tax parcel nos. 125-99-0002-709, as provided in the Planned Development Agreement and plan documents, subject to all applicable state and local development regulations.

BUDGET IMPLICATION & ACCOUNT NUMBER: N/A.

IMPLEMENTATION PLAN: N/A.

MUNICIPAL SERVICES DIRECTOR'S RECOMMENDATION: N/A

ENGINEERING SERVICES DIVISION'S RECOMMENDATION: Approval of Preliminary PDD, subject to outside agency permitting and the Township's traffic engineering consultant comments on the Traffic Impact Assessment.

FIRE MARSHAL'S RECOMMENDATION: Approval of Preliminary PDD, subject to comments being addressed at the time of site plan review.

BUILDING OFFICIAL'S RECOMMENDATION: N/A

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: N/A

SUPERVISOR'S RECOMMENDATION: N/A

MODEL RESOLUTION:

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON, MICHIGAN

Preliminary Approval of a Planned Development for Filmore Place

WHEREAS, the Project Sponsor has requested preliminary approval of a Planned Development for Filmore Place, located on the west side of Beck Road between Michigan

Avenue and Geddes Road; and,

WHEREAS, the Planning Commission reviewed the Preliminary Planned Development Plan and draft Development Agreement, and voted 8-0 to recommend approval of the request, as it meets the criteria for a Planned Development and results in definite benefits to the community;

RESOLVED, the Board of Trustees of the Charter Township of Canton, Michigan: does hereby approve the request for a Preliminary Planned Development for Filmore Place, proposed on tax parcel no. 125-99-0002-709, as provided in the Planned Development Agreement and plan documents, subject to any and all applicable state and local development regulations.

ATTACHMENTS:

1. Planning Commission Minutes
2. Zoning Map
3. PDD Preliminary Development Plan
4. Proposed PDD Agreement

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 14, 2020

AGENDA ITEM: # G-4

Item: Consider Award of a Contract to Vin-Con Inc. for the Demolition of Dangerous Building at 44112 Yost Road and Approve a Budget Adjustment

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: Local area residents expected.

EXECUTIVE SUMMARY:

The property located at 44112 Yost Road, Canton, Michigan has been in a state of disrepair for some time. Extensive mold and exterior damage issues are among the major issues. On March 23, 2018 a dangerous building hearing was held and it was determined that the structure needed to be demolished. The owner has failed to appear at the hearing or demolish the structure in the time allotted by the hearing officer so the Township will pursue demolition. The owner of the property was notified of a Show of Cause Hearing which was held on August 14, 2018 in front of the Township Board. The Township Board at that hearing determined to proceed with demolition of the property. The Township went advertised for bids on October 24, 2019 and the bids were opened on November 7, 2019. Five bids were submitted. The lowest qualified bid was received from Vin-Con Inc., in the amount of \$9,956.00.

BACKGROUND: Dangerous building hearings were completed and times were allotted for the repair and/or demolition of the noted property. These allotted times and dates of completion have now passed without any work completion or demolition. The Township will move to demolish the structure pursuant to the dangerous building hearing officer's findings and determinations of the Township Board on August 14, 2018.

There is no withholding check for 44112 Yost Road so the Township will pay upfront for the demolition out of the general fund. The lowest quote is for \$9,956.00. The Township will place a lien on the property and bill the property owner for the cost of the demolition.

The contractor will perform the demolition service in accordance with all policies, permits and processes as stated in the demolition agreement with Canton.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approve the demolition of 44112 Yost Road.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: A budget amendment is necessary for both the expenditure and offsetting revenues that have been received from the insurance

agency and those that will be received from the homeowner. The following amendment is necessary:

Increase Expense Account # 101-371.801_0050 - Professional Services \$9,956.00.

Increase Revenue Account #101-000.676-0004 - Reimbursement Miscellaneous \$9,956.00.

IMPLEMENTATION PLAN: Upon Board approval, the Building Official will award the demolition work to Vin-Con Inc. for the properties located at 44112 Yost Road. The contractor will perform the demolition service in accordance with all policies, permits and processes as stated in the demolition agreement.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I authorize the Finance Department to make the following budget amendments to record demolition expense and revenue:

Increase Expense Account # 101-371.801_0050 - Professional Services \$9,956.00.

Increase Revenue Account #101-000.676-0004 - Reimbursement Miscellaneous \$9,956.00.

I further move to authorize the Building Official to award a contract to Vin-Con Inc. for an amount not to exceed \$9,956.00 for the demolition of 44112 Yost Road.

ATTACHMENTS:

1. Invitation to Bid
2. Bid Tabulation
3. Vin-Con Inc. Bid
4. Hearing Notices/Results

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 14, 2020

AGENDA ITEM: # G-5

ITEM: Consider Approval of an Extension of the Contract with Rotondo Construction Corporation for the 2020 Sidewalk Repair Program

PRESENTER: Jade Smith, Canton Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: In January 2017, Canton Township publicly bid the annual Sidewalk Repair (SWR) Program, which includes work in the subdivisions, on the primary roads, the sidewalk gaps and incidental flatwork on Township properties. The Board awarded a contract to Rotondo Construction Corporation (Rotondo) for the 2017 program, and extended his contract for 2018 and 2019 with a provision to extend the contract into 2020, “based on satisfactory performance and stable prices”. The contractor displayed satisfactory performance and is requesting a change in the unit cost to reflect only the increase in concrete pricing for 2020, therefore Engineering Services requests to extend the contract with Rotondo for 2020.

BACKGROUND: The budget for all of the components of the 2020 Sidewalk Program is \$395,000. After assessment of the actual sidewalks in the community, the total estimated cost for the 2020 program will increase to \$837,000, an increase of \$442,000. This increase is primarily due to poor condition of sidewalks in the targeted neighborhoods and a significant increase in miscellaneous locations where complaints were made. For this reason Engineering Services is requesting to increase in the 2020 Sidewalk Repair Program budget by \$442,000 plus a contingency of ten percent, \$44,200, for a total increase of \$486,200. The budget increase affects only the part of the program that is reimbursed by the property owners. The details of the proposed costs and data from the past several years are provided in the attachments.

STRATEGIC PLAN/GOALS: To provide safe, barrier free sidewalk and drive approaches in the community so pedestrians can safely use the sidewalk system.

ACTION REQUESTED: Authorize Engineering Services to issue a notice to Rotondo Construction Corporation to extend the existing contract and issue the purchase orders for the 2020 program that reflect the changes in the budget and the new unit costs.

BUDGET IMPLICATIONS AND ACCOUNT NUMBERS: The current budget for the 2020 SWR program is \$250,000, which is insufficient to complete the 2020 program. Although a budget amendment is necessary, the increase in the contract amount is driven by an increase in work adjacent to private property, which is reimbursed by the property owners. Maintenance & Repair of Sidewalks Account #101-447-03.930_0050 will be increased by \$330,000 and Fund Balance Appropriations will be increased \$156,200 to cover this

expense. In addition, Fees-Sidewalk Replacements account #101-000.607_000 will be increased by \$486,200.

IMPLEMENTATION PLAN: Upon approval, a purchase order will be created and the sidewalk repair program will proceed.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTORS RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve the following budget amendment:

Increase Revenues:

Fees – Sidewalk Replacements	#101-000.607_0026	\$486,200
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Increase Expenses:

Maintenance and Repair of Sidewalks	#101-447-03.930_0050	\$330,000
Fund Balance Appropriation	#101-000-695	\$156,200

I move to approve an extension of the contract with Rotondo Construction Corporation for the 2020 sidewalk repair program in the amount of \$881,200.

ATTACHMENTS:

1. 2020 Contractor Sidewalk Prices
2. 2020 Contractor Supplier Concrete Prices
3. Memo from Engineering Services - 2020 Sidewalk Repair Program Plan and Budget

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 14, 2020

AGENDA ITEM: # G-6

ITEM: Consider Approval of residential Cross Connection Control Contract with HydroCorp Incorporated to Implement Canton's residential Cross Connection Control Program.

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: The Michigan Department of Environment Great Lakes and Energy (EGLE) requires municipalities provide for a safe water supply system through an effective cross-connection control program. EGLE requires municipalities to inspect commercial, industrial and residential properties and submit annual reports for their programs.

Since 2006, Canton has contracted the industrial/commercial Cross Connection Control program with HydroCorp Incorporated. They have upheld their contractual obligations and achieved the goals expected of the requested services. EGLE is now requiring Canton Township to implement a program to inspect, control and report on residential properties. To accomplish compliance an extensive evaluation including interviews with Brownstown, Novi, and Oakland County were conducted to determine Canton's next steps. Due to the cost of necessary hiring, training, staffing and equipment purchase it has been found the best option is to have HydroCorp perform these services as an extension of services. The three-year Proposal for the required services is in the amount of \$142,440 annually or \$11,870 monthly.

BACKGROUND: N/A

STRATEGIC PLAN/GOALS: Provide annual inspections for the residential cross-connection program, educate the community, and report activities to meet EGLE/federal requirements and Township Ordinance.

ACTION REQUESTED: Consider approval of residential Cross Connection Control Contract with HydroCorp Incorporated in the amount of \$142,440 annually.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Account #592-536.801_0050 (Contractual Professional Services) contains adequate funds annually for the residential cross connection control program.

IMPLEMENTATION PLAN: Upon approval, the contract will be signed with HydroCorp Incorporated and the residential program will begin in 2020.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTORS RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the professional services contract with HydroCorp, Inc. to provide management services and inspections for the Township's residential Cross Connection Control Program for an amount of \$142,440 per year; and Further, authorize the Township Supervisor to sign the agreement on behalf of the Township.

ATTACHMENTS:

1. HydroCorp Incorporated Proposal

CANTON COMMUNITY
REQUEST FOR BOARD
ACTION

MEETING DATE: January 14, 2020

AGENDA ITEM: # G-7

ITEM: Consider Authorizing the Township Supervisor to Execute the Agreement with the Michigan Department of Transportation Authorizing the Township to Maintain the Turf Along the Michigan Avenue Median

PRESENTER: Jade Smith, Municipal Service Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: Since 2011, Canton's Public Works Division has been mowing the median of Michigan Avenue through the Township. Mowing is typically required 4 to 6 times per season, and MDOT has reimbursed us for our costs plus overhead. This arrangement has worked well and resulted in Michigan Avenue looking much better. If MDOT were to perform the work themselves the Township would see maintenance only done once per year. The term of the current agreement expired on September 30, 2019 and we would like extend this contract term for another three-year cycle.

STRATEGIC PLAN/GOALS: Provide safe roads for vehicular and pedestrian traffic.

ACTION REQUESTED: Authorize the Township Supervisor to execute the agreement between MDOT and Canton Township for the maintenance of the turf in the median and along the right of way of Michigan Avenue.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The cost to the Township will be reimbursed by MDOT.

IMPLEMENTATION PLAN: Upon authorization and execution of the agreement by the Township Supervisor, Public Works will forward two (2) executed agreements to MDOT for signature.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to authorize the Township Supervisor to execute the agreement between the Michigan Department of Transportation and Canton Township for maintenance of the turf in the Michigan Avenue road right of way.

ATTACHMENTS:
Agreement

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 14, 2020

AGENDA ITEM: # G-8

ITEM: Consider Award of Contract for a 2020 Tree Maintenance Project to Frank's Landscaping & Supplies

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: N/A

EXECUTIVE SUMMARY: Planning Services received four qualified bids in 2018 for tree maintenance. Work includes the following maintenance 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 \$18,500.00 to cultivate, fertilize, and mulch 727 trees, remove stakes and straps on 100 trees, and water 1,000 trees. The 2018 Invitation to Bid allows the contract to be renewed for a second and third year at the same unit price.

BACKGROUND: The qualified low bidder of the street tree planting program was Frank's Landscaping & Supplies who has performed this and similar work for Canton over the last few years. Frank's is well qualified to perform the tree maintenance work.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approval of the low bid for 2020 tree maintenance to Frank's Landscaping & Supplies for a total purchase order of \$18,500.00.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The funds for this project are available in account #101-585.930_0070, Tree Program Repair and Maintenance. The Tree Fund Account is used to 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.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

1. I move to award an extension of contract for 2020 Tree Maintenance to Frank's Landscaping and Supplies for a total amount not-to-exceed \$18,500.00.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 14, 2020

AGENDA ITEM: # G-9

ITEM: Consider Continuation of Two Contracts with Great Lakes Contracting Solutions, LLC. for the 2020 Road Improvement Program

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Canton Township Engineering Services and our consultants have developed the basic designs and scope of work for the 2020 major road projects, and for all of the subdivisions that have joined the residential matching program. Based on their performance in 2019, Engineering Services has met with Great Lakes Contracting Services, LLC (Great Lakes) and they have agreed to hold their unit rates for the 2020 program. Engineering Services requests that the existing Great Lakes contract for Major Roads Concrete be held over to address the three concrete major roads projects planned for 2020: Haggerty (Warren to Hanford), Haggerty (Palmer to US-12) and the Canton Center / Warren project. This Major concrete road work is estimated to be approximately \$1,552,000 for 2020. In addition, Engineering Services requests that the existing Great Lakes contract for Residential Roads be held over to address the concrete subdivision projects planned for 2020. The Residential Road work is estimated at approximately \$1,220,000 for 2020. The total estimate for both the Major and Residential concrete road work is \$2,772,000. Given the preliminary nature of the scoping and designs for these projects, Engineering Services requests adding a contingency of 10% (\$277,200) and an additional amount of \$50,000 for unknown traffic control issues resulting in a total, not to exceed cost of \$3,099,200.

BACKGROUND: In 2019 Great Lakes completed work on Major Roads including Canton Center, Lotz, Saltz and Hanford Roads and the residential catch basin work north of Ford Road. Great Lakes is willing to hold their pricing for 2020 “Major Roads” projects with several conditions: (1) there will be variability in the Maintenance of Traffic component of these projects based on staging and final approvals from Wayne County; (2) asphalt paving costs for a portion of the Warren/Haggerty project will be adjusted based on actual quantities and a cost submittal from Great Lakes, and (3) the mobilization/demobilization costs for the Major Road projects will be pro-rated based on the size of each project.

STRATEGIC PLAN/GOALS: Board Goal #2: Maintenance of Infrastructure in the community

ACTION REQUESTED: Consider extension of the contracts with Great Lakes Contracting Solutions, LLC for the 2020 Major Road Concrete projects and the 2020 Residential projects in the approximate amounts of \$1,552,000, and \$1,220,000, respectively, a contingency of \$277,200 (10%) and an allowance for unknown traffic control of \$50,000 for a total not to exceed cost of \$3,099,200.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The funds for the Major Road projects will come from the Road Construction Fund, #204-446-11.970_0050 (Roads Major – Capital Outlay). The funds for the Residential projects will come from the Road Construction Fund, #204-446-12.970_0050 (Roads Local – Capital Outlay).

IMPLEMENTATION PLAN: Upon Board approval, Municipal Services will finalize the detailed design and will develop the final contract costs, issue a contract extensions, and issue purchase orders for this work to Great Lakes Contracting Solutions, LLC.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to accept the unit rates provided by Great Lakes Contracting Services, LLC for the Major road projects and the Residential road projects for 2020 and issue a purchase order in an amount not to exceed \$3,099,200.

I further authorize Municipal Services Department to finalize these contract extensions once the detailed designs and outside agency approvals are completed.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 14, 2020

AGENDA ITEM: # G-10

ITEM: Consider Purchase of Water Meters and Metering Control Devices for 2020

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

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

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

In the past, Canton has purchased from Etna Supply Company, a sole source supplier for Sensus meters and equipment. For this reason, we are requesting a waiver of the purchase policy requirements to solicit bids. Most of the unit prices stayed the same for 2020 compared to last year. The total value of the inventory required for 2020 is \$1,061,270.

BACKGROUND: Nothing additional

STRATEGIC PLAN/GOALS: Projections indicate that several new residential developments, as well as condominiums and commercial buildings will be constructed in 2020. All new sites will require a water meter and MXU to be installed to accurately measure water consumption. Our on-going maintenance procedures also include monitoring and maintaining present equipment and replacing ineffective equipment when necessary. Many of the MXU devices in this community are starting to reach their serviceable life, and will need to be replaced this year.

ACTION REQUESTED: Accept the quote from Etna Supply Company and approve a purchase order not to exceed \$1,061,270. The Public Works Division proposes to purchase; (100) 5/8x3/4inch Iperl water meters, (300) 1 inch Iperl meters, (300) 1" angle meter stops, (300) 1" meter couplings, (100) 2 inch Omni T2 meters, (4) 3 inch Omni T2 meters, (4) 4 inch Omni T2 meters, (2) 6 inch Omni T2 meters, (5,000) Radio Read Transceiver Units (MXU), and associated maintenance equipment and supplies during the 2020 calendar year.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The funds in the amount of \$992,250 for this purchase are budgeted in account #592-536.939 (Inventory Purchased). A budget adjustment of \$69,020 is necessary to complete the purchase Revenue offsets a significant amount of this cost from new developments.

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

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to accept the quote from Etna Supply Company and approve a purchase order not to exceed \$1,061,270 and authorize the Public Works Division to purchase the necessary meter equipment and supplies.

I further move to waive the Finance Purchasing Policy requiring formal bids, as these items are supplied under a sole-source contract through the Etna Supply Company.

Finally, I move to approve the following budget amendment:

<i>Increase Revenue:</i> Fund Balance Appropriation 592-000.695	\$69,020
<i>Increase Expenditures:</i> Inventory Purchased 592-536.939	\$69,020

ATTACHMENTS:

1. 2020 Etna Supply Company Quote
2. 2020 Meter and Brass Tabulation

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 14, 2020

AGENDA ITEM #G-11

ITEM: Consider Animal Sheltering Agreement with the Michigan Humane Society

PRESENTER: Joshua C. Meier, Director of Public Safety

INDIVIDUALS IN ATTENDANCE:

EXECUTIVE SUMMARY: The Public Safety Department, with endorsement from the Township Attorney, is requesting approval of a one-year contract with the Michigan Humane Society (Westland Shelter) for the Township's animal sheltering needs. The proposed new agreement is for the duration of January 1, – December 31, 2020, and includes a flat monthly fee of \$2,795 for boarding and handling of animals. Additional fees are listed in the contract for specialty services, as needed.

BACKGROUND INFORMATION: In late 2014, the Board approved entering into an agreement with the Michigan Humane Society (MHS), Westland Shelter, to provide animal sheltering services for animals found in Canton. This year a new section has been added to include investigations of crimes against animals in Canton. The flat monthly fee and ancillary specialty service fees remain consistent with the previous agreement between Canton and MHS.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approve the proposed contract with Michigan Humane Society for animal sheltering services during the time period of January 1, – December 31, 2020, in the total amount of \$35,000. (\$33,540 in flat monthly fees and an additional \$1,460 for ancillary specialty services as needed, per contract.)

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds in the amount of \$35,000 are budgeted in the 2020 Police - Animal Care Account #207-301-50.870 for this expense.

IMPLEMENTATION PLAN: n/a

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION:

MODEL RESOLUTION: I move to approve the proposed contract with Michigan Humane Society for animal sheltering services commencing January 1, – December 31, 2020, in the total amount of \$35,000.

ATTACHMENTS: Attachment A – Proposed contract with Michigan Humane Society

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 14, 2020

AGENDA ITEM #G-12

ITEM: Consider Acceptance of a Byrne JAG, Approval of a TruNarc Purchase, and the Associated Budget Amendments to 2020 Police Budget

PRESENTER: Joshua C. Meier, Director of Public Safety

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The Canton Police Department has been awarded a Byrne Justice Assistance Grant (JAG) in the amount of \$28,225, for the purchase of one TruNarc machine from Thermo Scientific Portable Analytical Instruments Inc. The JAG covers the full amount of the machine which includes a 3-year warranty, 24/7 tech support and on-site instructor training.

BACKGROUND INFORMATION: Police Departments around the country have begun using TruNarc, a mobile device that rapidly detects single or multiple compounds and drugs, including those more difficult to detect such as “bath salts” within seconds. Currently, officers use lab kits to test for narcotics or illegal drugs, but this is becoming problematic with the increase of compound drugs on the street. TruNarc also eliminates the need for an officer’s exposure to a harmful drug during testing, such as fentanyl.

TruNarc provides immediate results through a non-intrusive process, and the field-testing technology is accepted by the Wayne County Prosecutor’s Office.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Accept the Byrne JAG in the amount of \$28,225 for the purchase of one TruNarc unit for \$28,225. Also approve an amendment to the 2020 Police Budget, increasing Federal Grants Revenue by \$28,225, and increasing JAG Program Expenditures by \$28,225.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: An amendment to the 2020 Police Budget will be required to increase Federal Grants Revenue by \$28,225, and to increase JAG Program Expenditures by \$28,225.

IMPLEMENTATION PLAN: n/a

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION:

MODEL RESOLUTION: Accept the Byrne JAG for TruNarc in the amount of \$28,225, and approve the purchase a TruNarc from Thermo Scientific Portable Analytical Instruments Inc., in the amount of \$28,225.

Additionally, to approve the below listed budget amendment to the 2020 Police Budget:

<i>Increase 2020 Police Revenues:</i>		
Federal Grants:	#207-000.501	\$28,225

<i>Increase 2020 Police Expenditures:</i>		
Program Expenses JAG	#207-301-50.763-0026	\$28,225

ATTACHMENTS: Attachment A – TruNarc Quote
Attachment B – Byrne JAG Contract

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 14, 2020

AGENDA ITEM #G-13

ITEM: Consider Approval for the Emergency Purchase Order for Roof Top Unit 9 at the Summit on the Park

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY:

In December 2019, Rooftop Unit (RTU) #9 at the Canton Summit on the Park Oak Room unexpectedly failed and needed to be replaced. This unit is the original unit to the building which was installed in 1997. Due to the urgency of this issue, Goyette Mechanical was called to evaluate the RTU. It was determined that the unit could not be repaired. Therefore, the contractor was asked to submit their proposal to replace the unit as soon as possible. The amount to replace the unit was proposed to be \$16,234. Because this issue occurred after the last 2019 Board meeting, an emergency purchase order was submitted (P.O. #3793-19) with the approval of the Supervisor and Finance Director and the unit was replaced.

BACKGROUND:

Facility Services staff was notified that the Oak Room at the Summit was very cold. Upon inspection, the rooftop unit that serves that area was found to be broken upon repair. The frame to the motor and fan had rotted away which eventually broke apart and no longer held the motor and fan in place. Goyette Mechanical was called to evaluate the unit and submit a proposal. Since the unit was in actual pieces, it was determined that the unit needed to be replaced instead of repaired. Goyette Mechanical supplied a proposal in the amount of \$16,234.

STRATEGIC PLAN/GOALS: Provide High Quality Services

ACTION REQUESTED: Authorize the 2019 emergency purchase order in the amount of \$16,234 for the replacement of RTU #9 at the Canton Township Summit on the Park by Goyette Mechanical, 3842 Gorey Ave., PO Box 33, Flint, MI 48501.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

The unit replacement will be paid to Goyette Mechanical from account #246-750.970_0020 Capital Outlay Buildings and Improvements.

IMPLEMENTATION PLAN: Upon Board approval, the unit installation and the emergency purchase order to Goyette Mechanical will be approved for the replacement of RTU #9.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve the 2019 emergency purchase order (P.O. #3793-19) for the replacement of the RTU #9 for the Canton Township Summit on the Park to Goyette Mechanical, 3842 Gorey Ave., PO Box 33, Flint, MI 48501 in the amount of \$16,234 to be paid from Account #246-750.970_0020 Capital Outlay Buildings and Improvements.

ATTACHMENT:

Memo

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: January 14, 2020

AGENDA ITEM #G-14

**ITEM: Consider Award of Bid, Approval of Budget Amendment and Purchase Order for
Equipment Purchase and Installation for the Village Theater Projection Equipment**

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: The screens and projectors at the Village Theater are reaching their life expectancy with outdated capabilities making them unreliable and inefficient. To keep the images captured and aired by Canton Cable current, efficient, and high quality, staff determined that the projectors and screens should be updated at the Village Theater. Because the projector and screens primarily impact the ability of the Cable Studio to film and broadcast theater productions at a superior level, the cost of the new equipment will be funded from the cable budget through Cable PEG fees, and will require a budget adjustment.

On December 19, 2019, Bids were solicited for Cherry Hill Village Theater Projectors and Screens, refer to Attachment A. Five bids were received with TelSystems being the lowest bidder (Attachment B.) Staff is requesting to award TelSystems to provide and install the projectors and screens at the Village Theater in the amount of \$267,766.

BACKGROUND:

In an effort to sustain quality and efficient recordings of productions at the Village Theater, an upgrade in projection equipment is being requested. In 2019, cable recorded over 50 productions in addition to many other events at the Theater location, including the annual State of the Township. It is necessary that the equipment be reliable, of high quality, and efficient. The equipment that was bid is very specific to what was needed to receive the best overall product.

In addition to cable being able to record productions and events, the theater will also have its benefits, including:

- Laser projectors – durability, reliability, and longevity.
- Cost savings may be passed on to facility partner groups in the way of backdrops, and potential set pieces.
- Creative capabilities with the ability to create backdrops, resulting in a better experience for all. Backdrops will be more vivid, and all images will be crisp and clear. This also provides the opportunity to project on different surfaces, further enhancing creativity.
- Showcasing the Village Theater - No one in the area will possess this capability.
- Rear projection onto large surfaces backstage means significant reductions in shadows, blocking, or obstructing the image or video.
- Efficiency - Instant on and off with no warm up time required. Lamp (vs. laser) style projectors take time to warm up, typically up to 20 minutes to reach its full brightness. They also take time to cool down. Laser projectors will reach full brightness instantly and won't need to cool down. Laser

projectors also draw less power than lamp based projectors, and significantly less than a video wall.

- Increased quality in technology – In addition to the quality of laser projectors being far and above that of lamp style projectors, lamp style projectors put off a lot of heat and tend to be loud because of the fan needed to keep the lamp cool. Laser projectors also draw less power than lamp based projectors, and significantly less than a video wall.
- Purchasing projectors with higher lumens will allow the images to be bright, clear, and won't be washed out or distorted by other stage lighting.
- Minimal maintenance – The estimated Lifespan is 20,000 hours (estimated 40 years with our current usage). Laser projectors have no filters or lamps to change or clean.
- Reduced lamp replacement cost - Replacement lamps for the current projector are approximately \$350 and last about 1-2 years, with the lamp continuously degrading and becoming dimmer. High lumen lamp projectors tend to have multiple lamps to achieve this brightness, doubling the cost. Laser projectors do not use lamps.

STRATEGIC PLAN/GOALS: Future Sustainability, Advanced Technology, Premier Facilities

ACTION REQUESTED: Award the project and approve a purchase order to TelSystems, 7235 Jackson Rd., Ann Arbor, MI 48103 for the purchase and installation of the Projector Equipment at the Village Theater in the amount of \$267,766

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

Funds are available in the Cable TV Fund Balance and needs to be transferred to account #230-250.970_0010 Capital Outlay for Computer & Equipment.

The following budget amendment is necessary:

<u>Decrease Expense:</u> 230-250.999	Transfer to Fund Balance	\$267,766
<u>Increase Expenses:</u> 230-250.970_0010	Capital Outlay for Computer & Equipment	\$267,766

IMPLEMENTATION PLAN: Upon Board approval, the bid will be awarded, the Cable TV budget will be amended and a purchase order will be generated.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to:

- 1) Approve the following budget amendment:

Decrease Expense:

230-250.999	Transfer to Fund Balance	\$267,766
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Increase Expenses:

230-250.970_0010	Capital Outlay for Computer & Equipment	\$267,766
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- 2) Award the Bid and submit a Purchase order to TelSystems, 7235 Jackson Rd., Ann Arbor, MI 48103 in the amount of \$267,766 to be paid from Account # 230-250.970_0010 for the purchase and installation of projector equipment at the Village Theater

ATTACHMENT:

Attachment A: Request for Bids

Attachment B: Bid Results