



**CANTON ADMINISTRATION BUILDING  
1150 S. CANTON CENTER ROAD  
CANTON, MI 48188  
REGULAR BOARD MEETING  
JANUARY 22, 2019**

**7:00 P.M.:**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

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

ADOPTION OF AGENDA

APPROVAL OF MINUTES: JANUARY 8, 2019

CITIZEN'S NON-AGENDA ITEM COMMENTS/PUBLIC COMMENT

PAYMENT OF BILLS

**CONSENT CALENDAR:**

- 1) APPOINTMENT AND REAPPOINTMENTS TO THE CANTON TAX BOARD OF REVIEW (SUPERVISOR)
- 2) CONSIDER REAPPOINTMENT TO THE COMMISSION FOR CULTURE, ARTS & HERITAGE (CLS)
- 3) CONSIDER APPROVAL OF BUDGET AMENDMENTS FOR THE BLOCK PROGRAM (CLS)

**GENERAL CALENDAR:**

- 1) CONSIDER APPROVAL OF SITE PLAN FOR ALRIG FAST FOOD ESTABLISHMENT (MSD)
- 2) CONSIDER FIRST READING OF AN AMENDMENT TO APPENDIX A- ZONING OF THE CODE OF ORDINANCES FOR THE KRUPP-CASSALOU FAMILY TRUST REZONING (MSD)
- 3) CONSIDER APPROVAL OF A SPECIAL LAND USE FOR A GROUP DAY CARE (TARA'S TODDLER TIME) (MSD)
- 4) CONSIDER AWARD OF CONTRACT FOR A 2019 USFS TREE PLANTING PROGRAM TO CRIMBOLI NURSERY (MSD)
- 5) CONSIDER APPROVAL OF THE PURCHASE OF VEHICLES FOR 2019 (MSD)
- 6) CONSIDER PURCHASE OF WATER METERS AND METERING CONTROL DEVICES FOR 2019 (MSD)

- 7) CONSIDER APPROVAL AND AWARD OF A PURCHASE ORDER CONTRACT TO FESSLER BOWMAN TO REMOVE AND REPLACE CONCRETE PAVEMENT AT THE CANTON PUBLIC WORKS FACILITY (MSD)
- 8) REQUEST BOARD APPROVAL OF 2019 BLANKET PURCHASE ORDERS (FBD)
- 9) CONSIDER APPROVAL OF ACTUARIAL VALUATION OF THE CHARTER TOWNSHIP OF CANTON RETIREE HEALTH CARE PLAN (FBD)
- 10) CONSIDER APPROVAL FOR AN ACCESS CONTROL SYSTEM AND ALARM SYSTEM AT CANTON HUMAN SERVICES BUILDING (CLS)
- 11) CONSIDER APPROVAL OF CONTRACT FOR GENERAL PAVING REHABILITATION (CLS)
- 12) CONSIDER APPROVAL OF AN INTER-GOVERNMENTAL AGREEMENT BETWEEN WAYNE COUNTY AND CANTON TOWNSHIP FOR THE CONSTRUCTION OF HISTORIC FORD PLANT PATHWAY TRAIL AND AUTHORIZE BUDGET AMENDMENT (CLS)
- 13) REQUEST TO APPROVE A 2019 FIRE BUDGET AMENDMENT FOR ARCHITECTURAL SERVICES (PSD)
- 14) CONSIDER REQUEST TO PURCHASE AN UPGRADE TO THE CURRENT 911 DISPATCH SYSTEM (PSD)

ADDITIONAL PUBLIC COMMENT  
OTHER  
ADJOURN

#### ACCESS TO PUBLIC MEETINGS

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

**Charter Township of Canton  
Board Proceedings – January 8, 2019**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, January 8, 2019 at 1150 Canton Center S., Canton, Michigan. Supervisor Williams called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance to the Flag.

**Roll Call**

Members Present: Foster, Graham-Hudak, Siegrist, Slavens, Sneiderman, Williams  
 Members Absent: Anthony  
 Staff Present: Director Faas, Director Meier, Director Trumbull

**Adoption of Agenda**

Motion by Sneiderman, supported by Slavens to amend the agenda to add item C-0 Resolution Recognizing Canine Officer Thor. Motion carried by all members present.

**Approval of Minutes**

Motion by Siegrist, supported by Foster to approve the Board Meeting Minutes of December 11, 2018 as presented. Motion carried by all members present.

Motion by Siegrist, supported by Foster to approve the Board Study Session Minutes of December 18, 2018 as presented. Motion carried by all members present.

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

Roxanna Gholami, 43440 Lipka Court, commented on the township ordinance regarding poultry.  
 Andrew Richmond, 46477 Swanmere Drive, commented on the township tree ordinance.  
 George Miller, 1846 Briarfield, thanked the township for honoring his father, property maintenance ordinance, and roads projects.  
 Mike Schultz, 44580 Dionne, commented on panhandlers at I275 and Michigan Avenue and the addition of Tractor Supply to the township.

**Payment of the Bills:**

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

<b>CHARTER TOWNSHIP OF CANTON EXPENDITURE RECAP FOR THE TOWNSHIP BOARD MEETING OF 12/25/2018</b>		
101	GENERAL FUND	587,957.46
206	FIRE FUND	183,885.97
207	POLICE FUND	461,976.99
208	SUMMIT OPERATING (General)	55,926.42
219	STREET LIGHTING	21,594.65
230	CABLE TV FUND	11,334.71
246	TWP (COMMUNITY) IMPROVEMENT	12,926.00
248	DDA - CANTON TWP ACCT	27,652.55

261	E-911 UTILITY	811.22
274	CDBG	2,381.75
403	CAP PROJ - ROAD PAVING	13,180.00
555	Solid Waste	20,132.01
584	GOLF FUND	26,438.14
592	WATER & SEWER FUND	711,531.66
661	FLEET	26,807.25
701	TRUST & AGENCY FUND	28,986.26
702	CONSTRUCTION ESCROW	42,148.33
736	POST EMPLOYMENT BENEFITS	64,665.48
204	Roads Fund	20,000.00
TOTAL - ALL FUNDS		2,320,336.85

CHARTER TOWNSHIP OF CANTON EXPENDITURE RECAP FOR THE TOWNSHIP BOARD MEETING OF 1/8/2019		
101	GENERAL FUND	574,276.74
206	FIRE FUND	326,507.73
207	POLICE FUND	469,806.26
208	SUMMIT OPERATING (General)	42,398.07
230	CABLE TV FUND	36,804.71
246	TWP (COMMUNITY) IMPROVEMENT	65,862.00
248	DDA - CANTON TWP ACCT	2,858.19
555	Solid Waste	323,626.20
584	GOLF FUND	11,636.77
592	WATER & SEWER FUND	951,811.03
661	FLEET	32,759.84
701	TRUST & AGENCY FUND	3,623.30
736	POST EMPLOYMENT BENEFITS	103,583.39
TOTAL - ALL FUNDS		2,945,554.23

**PUBLIC HEARING:**

**PH-1: Public Hearing for Consideration of a New “Class C License” for AKI3, Inc. located at 250 N. Canton Center Road, Canton, Michigan, 48187, Canton Township, Wayne County. (Clerk)**

Motion by Siegrist, supported by Slavens to open the Public Hearing at 7:17 p.m. to consider the request for a new Class “C” Liquor License for AKI3, Inc. 250 N. Canton Center Road, Canton, Michigan, 48187, Canton Township, Wayne County. Motion carried by all members present.

The Clerk’s office has received an application for a new “Class C” License from Andy Tang. This would be a quota licensed. We have 6 available quota licenses. (4 as one is tied to a PDD amendment in Uptown, and there is a pending request for another). The business is located at 250 N. Canton Center Road. Mr. Andy Tang, the co-owner of AKI3, is applying for a New Class

“C” Liquor with an Off-Premise SDM (Specially Designated Merchant) License through the State of Michigan Liquor Control Commission. Mr. Tang would like to be able to sell sake, beer, and wine for consumption off premise to compliment his carry-out business.

Wayne Deering, representative for Andy Tang, owner of AKI3, Inc. gave the board an overview of the business and how the addition of a liquor license will complement the menu of Aki Sushi and Thai as well as increase the staff. Mr. Tang described the offerings of this business.

There was no public comment.

Motion by Siegrist, supported by Foster close the Public Hearing at 7:21 p.m. to consider the request for a new Class “C” Liquor License for AKI3, Inc. 250 N. Canton Center Road, Canton, Michigan, 48187, Canton Township, Wayne County. Motion carried by all members present.

Motion by Siegrist, supported by Sneiderman to approve the request for a new Class “C” Liquor License for AKI3, Inc. 250 N. Canton Center Road, Canton, Michigan, 48187, Canton Township, Wayne County “above all others”. Motion carried by all members present.

**CONSENT CALENDAR:**

**Item C-0. Resolution Recognizing Canine Officer Thor**

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

**RESOLUTION OF  
BOARD OF TRUSTEES  
CHARTER TOWNSHIP OF CANTON  
RESOLUTION RECOGNIZING CANINE OFFICER THOR**

**Whereas,** the Canton Public Safety Department recognizes the importance of its K-9 Unit; and

**Whereas,** in April of 2011, Thor started his career in law enforcement with the Canton Police Department, teaming up with his partner, Officer Ken Robinson; and

**Whereas,** Thor and his partner worked their first six years together on patrol, responding to runs that included robbery, breaking & entering, homicide, assault, narcotics possession, and missing & wanted persons; and

**Whereas,** in early 2017, Thor and Officer Robinson were assigned to a regional drug enforcement task force unit where they participated in classified team operations for almost two years; and

**Whereas,** Thor and his partner attended weekly training classes, and were required to

certify bi-annually with the National Association of Professional Canine Handlers; and

**Whereas,** On December 5, 2018, with Officer Robinson by his side, Thor lost his life due to illness; and

**Whereas,** The Canton Police Department recognizes the dedication and commitment demonstrated by Thor and Officer Robinson in their law enforcement careers and the K-9 Unit community alike;

**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 Thor for his commendable contribution to the Canton Public Safety Department.

Date: January 8, 2019

Pat Williams, Supervisor

**Item C-1. Set Public Hearing for Consideration of a Local Government Approval for the Michigan Department of Licensing and Regulatory Affairs Liquor Control Commission (MLCC) Liquor License Application Bryan Finnerty representing High Velocity Sports Group for a Class “C” Liquor License with outdoor, Sunday Sales (PM) Permit, and an Off Premise SDM License located at 46245 Michigan Avenue, Canton, Michigan, 48188, Canton Township, Wayne County. (Clerk)**

Motion by Siegrist, supported by Sneiderman to set the Public Hearing on February 26, 2019 for consideration of the Local Government Approval of the request for a New Class “C” Liquor License with outdoor, Sunday Sales (PM) Permit, and an Off Premise SDM License for High Velocity Sports Group located at 46245 Michigan Avenue, Canton, Michigan, 48188, Canton Township, Wayne County. The Notice of Public Hearing to be published on January 31, 2019. Motion carried by all members present.

The Clerk’s office has received an application for a new Class “C” Liquor License with outdoor, Sunday Sales (PM) Permit and Off Premise SDM permit from Bryan Finnerty, the Managing Partner of the High Velocity Sports Group (LLC) located at 46245 Michigan Avenue, Canton MI 48188. This would be a quota licensed.

The Township currently has six available quota licenses. One is tied to a PDD amendment in Uptown. There is a Public Hearing set for February 12, 2019 to review the application of AK13, Inc. at 250 N. Canton Center Road for another. This applicant is requesting one of the remaining four.

The proposal is to set the public hearing for February 26, 2019.

High Velocity Sports has been a part of the Canton community for over 18 years. They see over

600,000 door swings on an annual basis and serve our community on a year round basis through sports leagues, corporate outings/events, summer camps and adult social events.

High Velocity is also home to the Canton Soccer Club, one of the largest youth and adult recreation organizations in the State of Michigan. All of their partners are Michigan residents with one of them being a 20+ year Canton Resident (Past CSC President, John Staub).

Their goal from the beginning days at High Velocity was to offer a sports venue to keep players, teams and businesses close to home (vs. driving up to Wixom to play at another facility). They have done that over the past 18 years and have expanded to include corporate events and private parties that not only keep our residents close, but also attract others from outside the Canton area. These groups consistently request "adult beverages" as part of their outings and High Velocity be able to offer this to their clients to complete their events

**Item C-2. Authorization to Pay Bills when no regular Board Meeting is scheduled. (FBD)**

Motion by Siegrist, supported by Sneideman to authorize the payment of the Township's bills as normally scheduled, subject to prior review by the Clerk and Treasurer, when no regular Board Meeting is scheduled. Motion carried by all members present.

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

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

**Item C-3. Consider Approval of the Performance Resolution & Application for the 2019 Annual MDOT Maintenance Permit (MSD)**

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

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

RESOLVED WHEREAS, the Charter Township of Canton hereinafter referred to as the "GOVERNMENTAL AGENCY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the GOVERNMENTAL AGENCY agrees that:

1. Each party to this Agreement shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this Agreement, as provided by law. This Agreement is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. If any of the work performed for the GOVERNMENTAL AGENCY is performed by a contractor, the GOVERNMENTAL AGENCY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employee's, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the GOVERNMENTAL AGENCY. Failure of the GOVERNMENTAL AGENCY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
3. Any work performed for the GOVERNMENTAL AGENCY by a contractor or subcontractor will be solely as a contractor for the GOVERNMENTAL AGENCY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the GOVERNMENTAL AGENCY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the GOVERNMENTAL AGENCY.
4. The GOVERNMENTAL AGENCY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
5. The GOVERNMENTAL AGENCY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the GOVERNMENTAL AGENCY'S facilities according to a PERMIT



issued by the DEPARTMENT.

6. With respect to any activities authorized by a PERMIT, when the GOVERNMENTAL AGENCY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
7. The incorporation by the DEPARTMENT of this resolution as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
8. This resolution shall continue in force from this date until cancelled by the GOVERNMENTAL AGENCY or the DEPARTMENT with no less than thirty (30) days prior written notice provided to the other party. It will not be cancelled or otherwise terminated by the GOVERNMENTAL AGENCY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED, that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the GOVERNMENTAL AGENCY.

I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by the Board of the Trustees of the Charter Township of Canton of Wayne County at a Regular meeting held on the 8<sup>th</sup> day of January A.D. 2018

\_\_\_\_\_  
Date

\_\_\_\_\_  
Michael A. Siegrist - Clerk

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

**Item C-4. Consider Approval of the Resolutions for Three (3) Annual Permits and Authorizing the Township Clerk's Signature for Work within the Wayne County Right-of-Way During 2019. (MSD)**

Motion by Siegrist, supported by Sneedman to approve Resolution 1; Permit A-19038 allowing for routine maintenance of sanitary sewers and water mains including inspection and repair, along with dust palliative applications, sidewalk repair and replacement, to authorize the Township Clerk as the designated officer to sign the 2019 Annual Permit for Wayne County Department of Public Services. Motion carried by all members present.

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

The first, Permit A-19038 allows for the maintenance of sanitary sewers and water mains including inspection and repair, installation of residential & commercial water service connections, dust palliative applications, and sidewalk repair & replacement. This permit must also incorporate, the Scope of Work and Conditions for Municipal Maintenance Permits and Indemnity and Insurance Attachment.

The second, Permit A-19093 allows for pavement restoration. This permit must also include the Indemnity and Insurance Attachment.

The third Permit A-19081, allows for special events such as parades, festival celebrations and similar activities. This permit must incorporate use of a county road as a detour for traffic around such activity taking place even on a non-county road, and placement of a temporary banner within the right-of-way. In addition this permit must incorporate Annual Special Events Attachment for Municipalities and Banner Attachment for Municipalities.

Motion by Siegrist, supported by Sneideman to approve Resolution 2; Permit A -19093 allowing the Township to occupy the right-of-way for pavement repair and restoration in 2019, and authorize the Township Clerk as the designated officer to sign the 2019 Annual Permit for Wayne County Department of Public Services. Motion carried by all members present.

Motion by Siegrist, supported by Sneideman to approve resolution 3; Permit A-19081 allowing the Township to perform Special Events which temporarily occupy the Wayne County Road right-of-way in 2019, and authorize the Township Clerk as the designated officer to sign the 2019 Annual Permit for Wayne County Department of Public Services. Motion carried by all members present.

### **GENERAL CALENDAR:**

#### **Item G-1. Consider Payment of CityView Annual Software Maintenance Fees. (MSD)**

Motion by Siegrist, supported by Slavens to authorize the payment to Harris Computer Systems for the CityView annual software maintenance fees, for a total cost not-to-exceed of \$56,915.35. Funds are available in the 2019 Budget in the accounts specified. Motion carried by all members present.

Harris Computer Systems charges annual software maintenance (ASM) fees to support the continuing development and operation of CityView. The \$56,915.35 ASM fee covers technical support, application development, maintenance, user conference registration and upgrades. The cost is shared among the different MSD Divisions. Each year new license files are issued which allow the application to function until the specified expiration date. New license files are issued

after payment of the ASM fee. The ASM cost for 2019 increased by \$2,155.01 which represents a 4% increase.

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

**Item G-2. Consider Approval of an Agreement for Lobbying Services Between Canton Township and Kandler, Reed, Khoury, and Muchmore. (Supv.)**

Motion by Siegrist, supported by Sneiderman to approve a two-year agreement with Kandler, Reed, Khoury, & Muchmore for government lobbying services, and authorize the Township Supervisor to sign on behalf of Canton Township, for an amount not to exceed \$36,000 per year. Motion carried by all members present.

Trustee Foster requested the firm present an update to the board in the near future. Supervisor Williams stated he will try to arrange that in February. Trustee Graham-Hudak asked how the services work. Supervisor Williams and Director Meier explained how they have worked in conjunction with the firm's representative. Both are very satisfied with the results.

Given the political climate in the State of Michigan and the number of bills that impact local government, the need to work with a lobbying firm to be our eyes and ears in Lansing has become a necessity. Since August 1, 2015, Canton Township has had an agreement with Kandler, Reed, Khoury & Muchmore (KRKM) to provide legislative support and lobbying services. That agreement expired on December 31, 2018. The Supervisor and Corporation Counsel have been highly satisfied with the service provided by KRKM and would like to enter into a new two-year agreement beginning in January of 2019 and expiring December 31, 2020. KRKM has agreed to the same compensation rate for the new agreement.

**ADDITIONAL PUBLIC COMMENT:** None

**OTHER:** Treasurer Slavens commented on the upcoming change to bi-monthly water billing for residents in May.

Clerk Siegrist commented the funds raised by the Roads Millage will not be used for patching of potholes. If residents see potholes they should contact Wayne County at 1-888-ROAD CREW (1-888-762-3273)

**ADJOURN:** Motion by Siegrist, supported by Foster to adjourn at 7:33 p.m. Motion carried by all members present.

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**Michael A. Siegrist, Clerk**

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**Pat Williams, Supervisor**

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** January 22, 2019

**AGENDA ITEM C-1**

**ITEM: Appointment and Reappointments to the Canton Tax Board of Review**

**PRESENTER:** Pat Williams, Supervisor

**INDIVIDUALS IN ATTENDANCE:** None anticipated

**EXECUTIVE SUMMARY:** Charles Ten Broeck, Lois Beerbaum, Elizabeth Manwell, and Anthony Rosati are experienced members of Canton's Tax Board of Review, and all have terms expiring in March of 2019. All four have expressed interest in continuing their service, and all four have been rated as excellent board members by our Assessor. The Supervisor is recommending the reappointments of Charles, Lois, Elizabeth and Anthony.

Carol Richardson, a Tax Board of Review member for many years, also has a term expiring in March of 2019. Carol is not able to continue serving, which creates an open position. Supervisor Williams would like to appoint Paul Talwar to fill the vacancy. Paul's bio is attached.

**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 Charles Ten Broeck, Lois Beerbaum, Elizabeth Manwell, and Anthony Rosati, and approve the appointment of Paul Talwar.

**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 Charles, Lois, Elizabeth, and Anthony of their reappointments and Paul of his appointment, and set up training for Paul.

**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 Charles Ten Broeck, Lois Beerbaum, Elizabeth Manwell, and Anthony Rosati to the Canton Tax Board of Review for two-year terms to expire on 3/1/21, and the appointment of Paul Talwar to the Canton Tax Board of Review for a two-year term to expire 3/1/21.

**ATTACHMENTS:**

1. Bio for Paul Talwar

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: January 22, 2019**

**AGENDA ITEM #C-2**

**ITEM: Consider Re-Appointment to the Commission for Culture, Arts & Heritage**

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

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:**

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

The Executive Board of the Commission is recommending the re-appointment of Sharon Dillenbeck whose current term expired on 12-31-18. Sharon has been an active member of this commission since 2004. Sharon is a very strong advocate of the arts in our community, teaching various art classes and offering free classes to veterans. Sharon is the owner of D&M Art Studio in Canton. This appointment will be for three-year term through 12-31-21.

**STRATEGIC PLAN/GOALS:** Demographically Oriented Community

**ACTION REQUESTED:** Re-appoint Sharon Dillenbeck to the Commission for Culture, Arts & Heritage.

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

**IMPLEMENTATION PLAN:** CLS will notify the candidate of her appointment.

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:** I move that the Board of Trustees of the Charter Township of Canton approve the re-appointment of Sharon Dillenbeck to the Commission for Culture, Arts & Heritage for a three-year term to expire December 31, 2021.

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: January 22, 2019**

**AGENDA ITEM # C-3**

**ITEM: Consider Approval of Budget Amendments for the BLOCK Program**

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

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:** In June of 2018, Canton Leisure Services accepted a \$10,000 sponsorship from Masco Corporation for the 2018-2019 school year to support the implementation of the Lead #LikeAGirl Program. \$3,500 of these funds were recognized and expensed in 2018. In order to recognize and expense the remaining funds, a budget amendment is necessary.

**STRATEGIC PLAN/GOALS:** Position the Department for Sustainability

**ACTION REQUESTED:** Approve the budget adjustments for 2019

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** \$6,500 in grant revenue will help to offset the program expenses.

The following budget amendment is necessary:

Increase Revenues:

101-756-62.675	Donations	\$6,500
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Increase Expenses:

101-756-62.760	Operating Supplies	\$6,500
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**IMPLEMENTATION PLAN:**

Upon Board approval, the Youth Recreation budgets will be amended and a purchase order will be entered. The Lead #LikeAGirl Program Coordinator and Recreation Specialist will monitor budget, staff wages and the purchase of program supplies.

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

I move to approve the following budget amendments:

Increase Revenues:

101-756-62.675	Sponsorships	\$6,500
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Increase Expenses:

101-756-62.760	Operating Supplies	\$6,500
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**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** January 22, 2019

**AGENDA ITEM #G-1**

**ITEM: Site Plan for Alrig Fast Food Establishment**

**PRESENTER:** Jeff Goulet, Community Planner

**OWNER/REPRESENTATIVE:** Mr. Bryan Amann

**EXECUTIVE SUMMARY:** The applicant proposes to locate a fast food restaurant with drive through window on the parcel currently occupied by Elite Eye Care. The Board approved the special land use request at the meeting of December 11, 2018. The site plan complies with Ordinance standards with the exception of width of foundation planting beds, width of parking lot peninsulas and size of loading zone. The Planning Commission recommended approval of the modifications due to the size of the site and the applicant's effort to satisfy the intent of the Ordinance.

**BACKGROUND:**

- **Existing Zoning:** C-2, Community Commercial, Central Business District Overlay, Downtown Development District

- **Location:** North of Ford between Sheldon and Canton Center Roads

- **Net Acres:** 0.58 acres

- **Existing Land Use:** Elite Eye Care

- **Surrounding Land Use & Zoning:**

N- C-2, New Towne Plaza

S- MR, Hidden Glen Condominiums

E- C-2, New Towne Plaza

W- C-2, Comerica Bank

- **Comprehensive Plan:** Community Shopping

- **Community Planner's Recommendation:** Approval of the site plan including the requested modifications.

**-Planning Commission Recommendation:** On January 7, 2019 by a vote of 8-0, the Planning Commission recommended approval of the site plan for the Alrig Fast Food establishment including the requested modifications.

**ANALYSIS / RATIONALE:** The project sponsor proposes to locate a Smoothie King with drive through window on the parcel currently occupied by the Elite Eye Care building. The existing building will be demolished and a new one constructed to meet the prospective tenant's needs. The request for special land use was approved by the Board of Trustees on December 13, 2018.

A copy of the site plan is included with this analysis. The applicant is proposing to maintain the existing parking lot configuration. This site was developed in 1979 prior to adoption of the Ordinance requirements of 20 foot wide parking lot islands and peninsulas in the C-2 Zoning District and minimum widths for foundation planting beds. The applicant proposes to construct parking lot peninsulas to satisfy the interior parking lot landscaping requirements however they will not be 20 feet in any single dimension. There are currently no parking lot islands or peninsulas just the separation between the parking lot and the drive entrance into New Towne Plaza. Foundation planting beds have been reduced to 5 feet adjacent to the building wall. The plant material selected is appropriate for the smaller space provided.

The Ordinance requires that all commercial and industrial sites be furnished with a 10 foot by 50 foot loading space to accommodate deliveries. That space may not conflict with spaces for vehicle parking or serve to satisfy both parking and loading requirements. The business will not be receiving deliveries by vehicles that need a large loading space but will instead have deliveries before it opens by smaller box truck type vehicles. Therefore the large loading space is not needed. A 10 foot by 30 foot loading area has been shown.

The site plan conforms to all other Ordinance requirements for commercial zoning, the Central Business District Overlay and the Downtown Development District with respect to landscaping, parking, lighting, open space and garden wall location. Access will only be from the existing parking lot of New Towne Plaza; a cross access agreement was recorded some time ago to preclude construction of an additional drive on Ford Road. Staff recommends approval including the requested dimensional modifications.

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

**ACTION REQUESTED:** Approval of the site plan for the proposed Alrig Fast Food Restaurant

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

**IMPLEMENTATION PLAN:** If approved, the applicant will be notified.

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

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

RESOLUTION OF  
BOARD OF TRUSTEES  
CHARTER TOWNSHIP OF CANTON

**Site Plan for Alrig Fast Food Restaurant**

**WHEREAS,** the Project Sponsor, Mr. Bryan Amann, has requested site plan approval for the Alrig Fast Food Restaurant to be located on Ford Road between Sheldon and Canton Center Roads, identified as tax EDP #039-99-0027-010; and,

**WHEREAS,** the Planning Commission reviewed the site plan and made a recommendation to approve the request to grant site plan approval, including modifications to planting bed widths, parking lot peninsula widths and the size of the proposed loading zone, as summarized in the attached written analysis and recommendation.

**NOW THEREFORE BE IT RESOLVED,** the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the request of the petitioner, Mr. Bryan Amann, to approve the site plan for the proposed Alrig Fast Food Restaurant subject to any and all state and local development regulations and further subject to any conditions recommended by the Planning Commission and staff, as described in the analysis and recommendation attached hereto and made a part hereof.

Attachments:

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

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: January 22, 2019**

**AGENDA ITEM #G-2**

**ITEM: Consider First Reading of an Amendment to Appendix A- Zoning of the Code of Ordinances for the Krupp-Cassalou Family Trust Rezoning**

**INDIVIDUALS IN ATTENDANCE:** Mike Noles, Diffin Umlor and Joe Skore, Pulte Homes

**PRESENTER:** Jeff Goulet, Community Planner

**EXECUTIVE SUMMARY:** The applicant is proposing to rezone the subject property from RR, Rural Residential to R-1, Single Family Residential District. The property will be combined with several other parcels near the northwest corner of Ridge and Warren Roads for a potential low-density residential development. The request is consistent with the surrounding zoning future land use designation on the Future Land Use Map of the Comprehensive Plan.

**BACKGROUND:**

**-Existing Zoning:** RR, Rural Residential

**-Location:** West side of Ridge Road north of Warren Road

**-Net Acres:** 14.75 acres

**-Existing Land Use:** vacant

**-Surrounding Land Use**

N – R-1, Partridge Circle Private Road

S - R-1, vacant and frontage residential

E – R-1, Cheshire Lane Private Road

W- R-1, Hampton Ridge South Site Condominium

**-Comprehensive Plan:** Very- Low Density Residential (up to 1 dwelling units/acre)

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

**- Planning Commission Recommendation:** The Planning Commission voted 8-0 to recommend approval of the request to rezone the parcel from RR, Rural Residential to R-1, Single-Family Residential.

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

**ACTION REQUESTED:** Introduce and table the proposed request to amend the zoning ordinance for the Krupp-Cassalou rezoning request.

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

**IMPLEMENTATION PLAN:** N/A

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

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTIONS:**

1. I move to introduce and hold the first reading of the proposed amendment to Appendix A-Zoning of the Code of Ordinances of the Charter Township of Canton as provided in the attached ordinance which rezones the subject parcel (tax parcel # 024-99-0006-708) from RR, Rural Agricultural District to R-1, Single-Family Residential District.
2. Further, I move to table consideration of the amendment for a second reading on February 12, 2019.

**ATTACHMENTS:**

1. Planning Commission Minutes
2. Draft Ordinance
3. Maps

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: January 22, 2019**

**AGENDA ITEM #G-3**

**ITEM: Consider Approval of a Special land Use for a Group Day Care (Tara's Toddler Time)**

**INDIVIDUAL IN ATTENDANCE:** Tara Towler

**PRESENTER:** Jeff Goulet, Community Planner

**EXECUTIVE SUMMARY:** The applicant is proposing to conduct a Group Day Care Home in a personal residence. Ms. Towler presently has a license for a Family Day Care Home, which allows for up to 6 children, which is a permitted use. Anything other than a Family Day Care Home is a Special Land Use. Group Day Care allows for up to 12 children. The Special Land Use criteria are established by the State of Michigan (MCL 125.3205).

**BACKGROUND:** The State of Michigan criteria are outlined and addressed as follows:

1. 4(a). Separation: The provided information demonstrates that the proposed group child care home meets the required separation distance from other licensed group child care homes, adult foster care small and large homes, substance abuse treatment facilities, correction facilities and/or halfway houses.
2. 4(b). Fencing: The plot plan of the home shows that the back yard is enclosed with a privacy fence.
3. 4(c). The existing home maintains consistency with the visible character of the neighborhood.
4. 4(d). Please provide proposed hours and days of operation. MS. Towler has indicated that hours will be from 8:00 a.m. to 5:00 p.m. Drop off times would be from 8:00 a.m. to 9:00 a.m.
5. 4(e). Please note that the only sign permitted by Section 2.06 of the zoning code for a home occupation is one (1) non-illuminated nameplate, not more than one 910 square foot in area that is attached flat to the wall of the house, which displays only the name and occupation of the resident.
6. 4(f). Please provide information relative to off-street parking for employees (e.g. parking in the garage, driveway, etc.) Ms. Towler has indicated that drop-off and parking would occur in the driveway. Employee parking would be in the garage.

7. The home could have up to 12 trips twice per day, double the amount that a Family Day Care Home could have. Please provide information that explains the statement that only 2-3 additional trips twice per day would be generated. Ms. Towler indicated that the 2-3 additional trips twice per day was based on the number of additional families anticipated.

**-Existing Zoning:** R-5, Single-Family Residential

**-Location:** Wilshire Subdivision, Corner of Epping Drive and Epping Court.

**-Existing Land Use:** Single-Family Home (Family Dare Care Home)

- **Community Planner's Recommendation:** Approval, subject to meeting all of the requirements of MCL 125.3205, limited to the hours of operation as provided in the application of 8:00 a.m. to 6:00 p.m. Monday through Friday, and, subject to obtaining any applicable building permits for interior alterations as may be required for the use and State License.

- **Planning Commission Recommendation:** The Planning Commission voted ---- to recommend approval of the Special land Use for the Group Day Care Home, subject to:

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

**ACTION REQUESTED:** Approve the request for a Special Land Use approval for a Group Day Care Home, as requested.

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

**IMPLEMENTATION PLAN:** N/A

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

**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 Special Land Use for a Group Day Care Home (Tara's Toddler Time)**

**WHEREAS,** the Project Sponsor, Tara Towler, has requested special land use approval for a Group Day Care Home at 7060 Epping Drive, located in the Wilshire Subdivision; and,

**WHEREAS,** the Planning Commission reviewed the request and applicable criteria and voted 8-0 to recommend approval, subject to the hours of operation as provided in the application of 8:00 a.m.to 6:00 p.m. Monday through Friday, and further subject to meeting all of the requirements of MCL 125.3205 and obtaining any applicable building permits for interior alterations as may be required for the use and State License.

**NOW THEREFORE BE IT RESOLVED,** the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the request for a Group Day Care Home for Tara's Toddler Time at 7060 Epping Drive on tax parcel no. 037-03-0084-000, subject to the hours of operation as provided in the application of 8:00 a.m.to 6:00 p.m. Monday through Friday, and further subject to meeting all of the requirements of MCL 125.3205 and obtaining any applicable building permits for interior alterations as may be required for the use and State License.

**ATTACHMENTS:**

1. Planning Commission Minutes
2. Zoning Map
3. Special Land Use Criteria



**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: January 22, 2019**

**AGENDA ITEM #G-4**

**ITEM: Consider Award of Contract for a 2019 USFS Tree Planting Program to Crimboli Nursery**

**PRESENTER:** Jeff Goulet, Community Planner

**INDIVIDUALS IN ATTENDANCE:** N/A

**EXECUTIVE SUMMARY:** Planning Services received six qualified bids for a Spring 2019 US Forest Service Tree Planting Project for Patriot Park. The lowest qualified bidder was Crimboli Nursery, Inc. with a bid of \$23,395 for the work.

**BACKGROUND:** The qualified low bidder of the 2019 USFS Tree Planting Program is Crimboli Nursery who has performed numerous landscaping projects in Canton for many years. It is well qualified to perform the tree installation work. The three lowest bidders are shown below for your review.

Crimboli Nursery	\$23,395
Natural Community Services	\$26,790
Margolis Companies	\$27,112

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

**ACTION REQUESTED:** Approval of the low bid for the 2019 USFS Tree Planting to Crimboli Nursery to perform tree planting work along Ford Road at Patriot Park for a total purchase order of \$24,000.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** The funds for this project are available in account #101-585.801\_0050, Contracted Services. 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.

The US Forest Service will contribute \$8,625 for this project, and Canton Township will contribute the balance of \$15,375 USFS will reimburse the Canton Tree Fund \$8,625 upon completion of the planting.

**IMPLEMENTATION PLAN:** Planning Services will notify and make arrangements to execute the contract.

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

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

1. I move to award a contract for a 2019 USFS Tree Planting Program to Crimboli Nursery, Inc for a total amount not-to-exceed \$24,000.

**ATTACHMENTS:**

1. Bid Tabulation Sheet
2. Unit Costs

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: January 22, 2019**

**AGENDA ITEM #G-5**

**ITEM: Consider Approval of the Purchase of Vehicles for 2019**

**PRESENTER:** Township Supervisor, Patrick Williams

**INDIVIDUALS IN ATTENDANCE:** None Anticipated.

**EXECUTIVE SUMMARY:** MSD Fleet Services evaluates all vehicles that meet the minimum replacement criteria each year and recommends replacements as part of the Capital Improvement Program process. This year nineteen (19) vehicles are budgeted for replacement and/or to meet the services needs of the various users. The on-street vehicle fleet has 171 total units.

The Township will again utilize existing publicly bid government pricing contracts administered through Oakland County (for all GMC purchases), Macomb County (for all Ford purchases) Rochester Hills Co-op for Freightliner, Knaphiede, and Truck and Trailer Specialty for dump truck bodies.

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

The total value of the purchases for 2019 is \$660,903 and each unit has adequate funds budgeted in the respective department budgets.

**BACKGROUND:** The Fleet Replacement Policy PW:607 has four criteria to establish replacement of an existing vehicles; 1) Vehicle Age, 2) Vehicle Mileage, 3) Maintenance & Repair Costs, and 4) Physical Appearance/Condition.

The nineteen (19) replacements vehicles for 2019 include:

- 12 units for Police
- 1 unit for Fire
- 2 units for Public Works
- 1 unit for Building & Inspection Services
- 1 unit for Recreation BLOCK Teen Center
- 1 unit for Facilities Maintenance
- 1 unit for Parks Maintenance

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

**ACTION REQUESTED:** Approve the purchase of vehicles for 2019.

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

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

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

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:** I move to approve the purchase of nineteen (19) vehicles totaling \$660,903 as depicted in the spreadsheet.

**ATTACHMENTS:**

1. Spreadsheet of 2019 Vehicle Purchases.
2. Vehicle Build Specifications

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** January 22, 2019

**AGENDA ITEM:** G-6

**ITEM: Consider Purchase of Water Meters and Metering Control Devices for 2019**

**PRESENTER:** Pat Williams, Township Supervisor

**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 2019 compared to last year. The total value of the inventory required for 2019 is \$1,012,420.

**BACKGROUND:** Nothing additional

**STRATEGIC PLAN/GOALS:** Projections indicate that several new residential developments, as well as condominiums and commercial buildings will be constructed in 2019. 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 \$1,012,420. The Public Works Division proposes to purchase; (100) 5/8x3/4inch Iperl water meters, (400) 1 inch Iperl meters, (400) 1" angle meter stops, (400) 1" meter couplings, (50) 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 2019 calendar year.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** The funds for this purchase are budgeted in account #592-110\_0011 (Inventory Meters and Parts). 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:** N/A

**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 \$1,012,420 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.

**ATTACHMENTS:**

1. 2019 Etna Supply Company Quote
2. 2019 Meter and Brass Tabulation

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** January 22, 2019

**AGENDA ITEM #G-7**

**ITEM:** Consider Approval and Award of a Purchase Order Contract to Fessler Bowman to Remove and Replace Concrete pavement at the Canton Public Works facility

**PRESENTER:** Patrick Williams, Township Supervisor

**INDIVIDUALS IN ATTENDANCE:** None Anticipated.

**EXECUTIVE SUMMARY:** As part of Canton Township's effort to effectively manage and maintain its facilities, the concrete pavement at the Public Works facility requires replacement.

The lowest qualified bid obtained by Public Works through the open bid process was \$528,249.75 from Fessler Bowman.

**BACKGROUND:** In 2018, an independent pavement assessment was performed at the Public Works facility by Northwest Consultants Incorporated (NCI). The assessment verified that many areas around the facility are in need of replacement. NCI prepared a detailed survey and construction plan for the proposed concrete replacement program.

In November 2018, bids were solicited for the removal and replacement of concrete surrounding the Public Works facility. Much of the concrete was installed in 2002, and is failing. Approximately 5020 Square yards of concrete will be replaced. Six bids were received and reviewed by NCI, and Fessler Bowman of Flushing, Michigan was the qualified lowest bidder in the amount of \$528,249.75.

In the 2018 Water and Sewer rate calculations, many capital items purchases were included with the rates, including \$200,000 for DPW pavement replacement. Other capital items in those calculations also came in lower than anticipated, which resulted in adequate fund reserve amounts to cover the complete pavement project as proposed.

**STRATEGIC PLAN/GOALS:** Maintain Canton's infrastructure and facilities in an effective manner.

**ACTION REQUESTED:** Authorize a purchase order contract with Fessler Bowman for an amount \$528,249.75, plus a 10% contingency of \$52,825 for a total not-to-exceed amount of \$581,074.75.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** The following budget amendments are necessary to fund this project.

Increase expense #592-536.970_0050 Water Capital Outlay Infrastructure	\$290,538
Increase expense #592-537.970_0050 Sewer Capital Outlay Infrastructure	\$290,538
Decrease expense #592-536.999 Transfer to Fund Balance	\$581,076

**IMPLEMENTATION PLAN:** Upon approval by the Board of Trustees, the Public Works staff will enter a Purchase Order for Fessler Bowman.

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

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

1.) I move to authorize a budget amendment as follows:

Increase expense #592-536.970_0050 Water Capital Outlay Infrastructure	\$290,538
Increase expense #592-537.970_0050 Sewer Capital Outlay Infrastructure	\$290,538
Decrease expense #592-536.999 Transfer to Fund Balance	\$581,076

2.) Furthermore, I move to award a purchase order contract to Fessler Bowman in an amount of \$528,249.75, plus a 10% contingency of \$52,825 for a total not-to-exceed amount of \$581,074.75.

**ATTACHMENTS:**

1. Bids
2. Recommendation letter from NCI



**CANTON COMMUNITY**  
**REQUEST FOR BOARD ACTION**

**MEETING DATE:** January 22, 2019

**AGENDA ITEM # G-8**

**ITEM:** Request Board Approval of 2019 Blanket Purchase Orders

**PRESENTER:** Wendy Trumbull, Finance Director

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:** Blanket Purchase Orders allow for recurring purchases of a specific service or commodity when the quantity of items or frequency of service cannot be fully determined. Attached is the list of Blanket Purchase Orders requested for 2019.

**BACKGROUND:** Per Canton's Purchasing Policy F:10, Blanket Purchase Orders will not be issued in excess of \$30,000, nor will a single purchase in excess of \$1,000 be approved without the Board's approval.

**STRATEGIC PLAN/GOALS:** Identify cost efficiencies

**ACTION REQUESTED:** Approve the Blanket Purchase Orders.

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

**IMPLEMENTATION PLAN:** The Blanket Purchase Orders will be entered.

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

**SUPERVISOR'S RECOMMENDATION:** Approved

**MODEL RESOLUTION:** I move to approve the 2019 Purchase Orders as attached.

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** January 22, 2019

**AGENDA ITEM # G-9**

**ITEM: Consider approval of Actuarial Valuation of the Charter Township of  
Canton Retiree Health Care Plan**

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

**INDIVIDUALS IN ATTENDANCE:** N/A

**EXECUTIVE SUMMARY:** To comply with the reporting requirements of the Governmental Accounting Standards Board (GASB) Statements No. 74 & 75, all Municipals are required to have prepared an Actuarial Valuation of the Retiree Health Care benefits. We are required to update the Actuarial Valuation every two years, with the last one dated December 31, 2016. This report will provide us with required information that is necessary to be disclosed in the 2019 and 2020 Financial Audits.

Additionally, Public Act 202 of 2017 requires that the Township receive an additional valuation using a separate set of standard assumptions as defined by the State of Michigan Treasury Department. We are recommending that the Board approve the Director of Finance & Budget to enter into a contract with CBIZ for the December 31, 2018 Actuarial Valuation for Retiree Health Care benefits. CBIZ has prepared this valuation for us for the last two required valuations. They have agreed to hold their fee flat for the valuation required under the GASB 75, however due to the additional requirements set by the State of Michigan, there is an additional fee of \$2,750. Therefore the total cost of the valuation for the year ended December 31, 2018 amounts to \$20,250.

**BACKGROUND INFORMATION:**

While the Township has set aside some money to cover this legacy cost, the valuation will determine to what degree our assets cover the liability. The report will also define our annual required contribution for GASB purposes. However, under current State law, there are no requirements to pre-fund the annual required contribution as calculated under GASB rules.

CBIZ is proposing a fee of \$15,000 for this valuation, with a potential for an additional \$2,500 to provide long term planning information. The additional fee will provide useful information regarding the expected future retiree benefit payouts, provide a projected funding study assuming an additional \$1,000,000 annual contribution to the trust fund, and additionally provide 3 scenarios regarding health care rate trends. Furthermore, there is a fee of \$2,750 being assessed for additional calculations and reporting under PA 202 of 2017. The total cost will not exceed \$20,250.

**STRATEGIC PLAN/GOALS:** Improve financial reporting to the Board.

**ACTION REQUESTED:**

Approve the proposal of CBIZ to provide the required Actuarial Valuation for the Charter Township of Canton for the Retiree Health Care Plan and to authorize the Finance Director to sign the Acceptance of Letter of Engagement.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** The valuation was budgeted within the Post-Employment Benefits (account 736-238.801\_0050).

**IMPLEMENTATION PLAN:** Finance & Budget will inform CBIZ of the acceptance of their proposal and will be responsible for providing required information to CBIZ to complete the Actuarial Report.

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

**SUPERVISOR'S RECOMMENDATION:** Approved

**MODEL RESOLUTION:** I hereby move to approve the proposal from CBIZ Retirement Plan Services to provide an Actuarial Valuation of the Retiree Health Care benefits for a not-to-exceed fee of \$20,250 and to authorize the Finance Director to sign the Acceptance of Letter of Engagement.

**ATTACHMENTS:**

1. CBIZ – Services Agreement
2. Terms of Agreement
3. Addendum A – Employee Benefits Consulting Scope of Services
4. Addendum B – Fees for Services

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** January 22, 2019

**AGENDA ITEM #G-10**

<b>ITEM:</b> <b>Consider Approval for an Access Control System and Alarm System at Canton Human Services Building</b>
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**PRESENTER:** Greg Hohenberger, Leisure Services Director

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:**

The Canton Human Services Building is home to a number of groups which serve the Canton Community. The services that are provided through the Service Center address the needs of individuals and families that are confronted by an array of problems and issues that challenge their resolve and resources. These conditions require the Township to outfit the building and staff with access control and alarm monitoring to assure the security and safety of both participants and employees.

In late 2018 a thorough security survey was completed. As a result, security mirrors and upgraded lighting have already been installed by Township Staff. Access control and an upgraded security system have shown to be a necessity. Interstate Security, the preferred vendor for Canton Township, was contacted and a quote was obtained to replace and upgrade the existing alarm system and to install an access control system for the building. This will be done at a cost of \$48,895.00 which will be paid with Federal Community Development Block Grant (CDBG) funds.

**BACKGROUND INFORMATION:**

Built in 2002, the Canton Human Services Building has not had a significant upgrade to the building's security or access control since its construction. Since that time, in response to numerous incidents, it has become apparent that for the safety of persons and property an access control system and upgraded alarm system is required. The project was reviewed by township staff and use of CDBG funds was approved.

Interstate Security has been the preferred vendor for security services for several years for the township and has provided excellent service. They were contacted and have provided an estimate for the provision of a new and upgraded security system and an access control system which will affect 17 doors at the facility and will allow for great control and safety to building staff and users. A summary of the scope of work and associated costs are provided in Attachment A.

**STRATEGIC PLAN/GOALS:** Improve infrastructure.

**ACTION REQUESTED:** Approve the purchase and installation of an upgraded alarm and access control system from Interstate Security, 51233 ORO Drive, Shelby Twp., MI 48315 in the amount of \$48,895.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:**

Funds were budgeted in the amount of \$48,895.00 for this project through Community Development Block Grant Account #274-694.970\_0020.

**IMPLEMENTATION PLAN:** Upon approval a purchase order will be made and the contractor will be contacted to install the equipment.

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

I move to approve the purchase from Interstate Security, 51233 ORO Drive, Shelby Twp., MI 48315 for the installation of an alarm and access control system for the Canton Human Services Building in the amount of \$48,895.00 to be paid from Community Development Block Grant Account #274-694.970\_0020.

**ATTACHMENTS:**

**Attachment A** – Scope of Work

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: January 22, 2019**

**AGENDA ITEM#G -11**

**ITEM: Consider Approval of Contract for General Paving Rehabilitation**

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

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:** In March 2018, bids were solicited for General Paving Rehabilitation for small pavement restoration projects throughout Township properties. The lowest qualified bid was provided by S&J Asphalt Paving Company. The Board awarded a contract for this project in May 2018. The work was performed with excellent service throughout the 2018 paving season. The contractor agreed to continue the service in 2019 holding the same costs identified in the amounts provided in the Invitation to Bid for General Paving Rehabilitation, issued 3/15/18. Based on conversations with experts in the field, prices were not expected to drop in 2019. Leisure Services is recommending waiving the bid process and awarding the 2019 contract to S&J Asphalt Paving Company.

**BACKGROUND INFORMATION:** The Township owns and operates multiple parking areas, roadways and paths. The condition of these paved areas range from good to poor. Many of these areas have large pot holes, cracks and conditions that contribute to the accelerated deterioration of the surface. In an effort to complete spot repairs and necessary routine maintenance to extend the life of paved surfaces at specific areas of the township, a bid specification was designed to include pothole filling, pavement repair, crack sealing, sealcoating and restriping.

In 2018, the General Paving Rehabilitation project was awarded to S&J Asphalt Company. Leisure Services has budgeted \$150,000 for the same type of work for the 2019 paving season. The contractor has agreed to hold the same line item costs as bid in 2018.

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

**ACTION REQUESTED:** Award the contract for the General Paving Rehabilitation to S&J Asphalt Company, 39571 Michigan Ave., Canton, MI 48188 in the amount of \$150,000.

**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 S&J Asphalt Company will be contacted.

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:** I move to waive the bidding process and award the contract for the General Paving Rehabilitation project to S&J Asphalt Company, 39571 Michigan Ave., Canton, MI 48188 for \$150,000 with funds to be paid from Account #246-750.970\_0020, Capital Outlay Buildings and Improvements.

**ATTACHMENTS:**

**Attachment A** – Contract with S&J Asphalt Co.

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** January 22, 2019

**AGENDA ITEM #G-12**

**ITEM: Consider Approval of an Inter-Governmental Agreement Between Wayne County and Canton Township for the Construction of Historic Ford Plant Pathway Trail and Authorize Budget Amendment**

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

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:**

In June of 2017, Canton entered into an Intergovernmental Agreement with Wayne County for the Construction of the Historic Ford Plant Pathway Trail, Cherry Hill/West of Ridge. The pathway will connect the subdivisions to the west to the Cherry Hill Village District. Further, in 2017, Canton authorized expending \$210,016 for our portion of the project.

The original budget projection for the project was for a total cost of \$412,716 which included a 10% contingency as well as engineering expenses. Canton was to fund \$210,016 of this cost with the balance funded with a Transportation Alternative Program (TAP) grant through the Southeast Michigan Council of Governments (SEMCOG) in the amount of \$202,700.

Once the project was bid, costs came in much higher than anticipated, with a total cost of \$472,595. To continue with the project, staff worked with SEMCOG to secure the additional \$60,000 necessary to fund the project, which will now be split \$210,016 funded by Canton and \$262,700 funded with a TAP grant through SEMCOG.

We are requesting authorization to accept the increased grant funds and further authorize a budget amendment for Canton to pay our portion of the project in the amount of \$210,016.

**BACKGROUND INFORMATION:**

Improvements will be made along Cherry Hill Road, which is under the jurisdiction of Wayne County and located in Canton Township. Construction will include an asphalt shared-use path along south side of Cherry Hill Road, from the west side of the Historic Ford Cherry Hill Plant property to Ridge Road. The project will include removal of old pavement, relocating utility lines, installation of a 10 foot wide pathway, an ADA accessible crosswalk, and a 14 foot wide pedestrian bridge. The pathway will connect the subdivisions to the west to the Cherry Hill Village District. Currently, there is no pedestrian access from the Rivers Edge Subdivision to the Village District.

**ACTION REQUESTED:** Approve accepting the additional funds from SEMCOG and approve a budget amendment.



**BUDGET IMPLICATIONS & ACCOUNT NUMBER:**

Increase Revenue

246-000.695	Fund Balance Appropriation Increase	\$210,016
246-000.501	Federal Grants Increase	\$262,700

Increase Expenses

246-750.970_0080	Capital Outlay Land Improvements Increase	\$472,716
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**IMPLEMENTATION PLAN:** Finance Department will make necessary budget adjustments to record grant funds and related expenditures.

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:** I move to approve accepting \$262,700 in a Transportation Alternative Program grant through the Southeast Michigan Counsel of Governments for the Construction of Historic Ford Plant Pathway Trail, Cherry Hill/West of Ridge – Pathway.

I further authorize the Finance Department to make necessary budget adjustments to record grant funds and related expenditures:

Increase Revenue

246-000.695	Fund Balance Appropriation Increase	\$210,016
246-000.501	Federal Grants Increase	\$262,700

Increase Expenses

246-750.970_0080	Capital Outlay Land Improvements Increase	\$472,716
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**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** January 22, 2019

**AGENDA ITEM #G-13**

**ITEM: Request to Approve a 2019 Fire Budget Amendment for Architectural Services**

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

**INDIVIDUALS IN ATTENDANCE:** n/a

**EXECUTIVE SUMMARY:** In October 2018, the Board of Trustees approved an RBA authorizing a contract for Phase II Architectural Services for Fire Station #2, and an associated budget amendment to utilize Fire Fund Balance in the amount of \$340,659. Due to only a small portion of the funds being expensed in 2018, we are requesting to amend the 2019 budget for the remaining balance of the contract in the amount of \$317,446. This is a budgetary request only—the contract remains in place as approved last fall.

**BACKGROUND INFORMATION:** RBA #G-10, dated October 9, 2018, is attached for your review.

**STRATEGIC PLAN/GOALS:**

**ACTION REQUESTED:** Approve the below listed budget amendment to the 2019 Fire Budget utilizing Fund Balance for the remainder of the Phase II architectural services contract for Fire Station #2.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Decrease the 2019 Fire Transfer to Fund Balance Account #206-336-50.999 by \$317,446; and increase the Fire Professional and Contracted Services Account #206-336-50.801\_0050 by \$317,446.

**IMPLEMENTATION PLAN:**

**DIRECTOR'S RECOMMENDATION:** Approve

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

**SUPERVISOR'S RECOMMENDATION:** Approve

**MODEL RESOLUTION:** I move to approve the below listed budget amendment to the 2019 Fire Budget to accommodate the remainder of the 2018 board approved contract for Phase II of architectural services for Fire Station #2.

<b><i>Decrease Expenditure:</i></b>		
Fire Transfer to Fund Balance:	#206-336-50.999	\$317,446

<b><i>Increase Expenditure:</i></b>		
Professional Contracted Services - Prof	#206-336-50.801_0050	\$317,446

**ATTACHMENTS:** Attachment A – RBA #G-10 dated October 9, 2018

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** January 22, 2019

**AGENDA ITEM #G-14**

**ITEM: Consider Request to Purchase an Upgrade to the Current 911 Dispatch System**

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

**INDIVIDUALS IN ATTENDANCE:** n/a

**EXECUTIVE SUMMARY:** In preparation for compliance with the NextGen 911 going into effect this year, we are requesting to do an upgrade our current 911 dispatch system. Upgrading the system at this time is recommended by PSD-IT as being the most cost-effective and least interruptive to the agency. West (formerly Intrado) is quoting the upgrade of four workstations, adding a fifth station for the supervisor, and includes a five-year service and maintenance coverage for a total amount of \$255,550.06. Funds for this purchase are budgeted in the E-911 Account.

**BACKGROUND INFORMATION:** Canton is slated for NextGen 911 implementation in early 2019. To be compliant with this new system, there are multiple components of our current West 911 dispatch system that are required to be updated. Due to the system being seven years old, with 10 years being considered full lifespan, PSD-IT staff is recommending a full system upgrade as opposed to upgrading in segments as components are required by NextGen 911, or as they fail. A full upgrade at once will reduce 911 system downtime, as well as the overall costs associated with the upgrade.

**STRATEGIC PLAN/GOALS:**

**ACTION REQUESTED:** I move to approve the upgrade of West's 911 Dispatch System from West Safety Solutions Corporation, in the amount of \$255,550.06, utilizing funds budgeted in the 2019 E-911 Fund.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Funds in the amount of \$272,000 are budgeted in the 2019 E-911 Capital Outlay Computers Account #261-346-50.970\_0010 for this upgrade.

**IMPLEMENTATION PLAN:**

**DIRECTOR'S RECOMMENDATION:** Approve

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

**SUPERVISOR'S RECOMMENDATION:** Approve

**MODEL RESOLUTION:** I move to approve the upgrade purchase of the West 911 Dispatch System from West Safety Solutions Corporation, in the amount of \$255,550.06, utilizing funds budgeted in the 2019 E-911 Fund.

**ATTACHMENTS:** Attachment A – Price Quote from West Safety Solutions Corp.