



**CANTON ADMINISTRATION BUILDING
1150 S. CANTON CENTER ROAD
CANTON, MI 48188
REGULAR BOARD MEETING
FEBRUARY 11, 2020**

6:30 P.M.:

CALL TO ORDER

PLEDGE OF ALLEGIANCE

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

CLOSED SESSION: DISCUSS PENDING LITIGATION (WYATT INVESTMENTS VS. CANTON TOWNSHIP)

IMMEDIATELY FOLLOWING CLOSED SESSION:

ADOPTION OF AGENDA

APPROVAL OF MINUTES: JANUARY 25 & 28, 2020

CITIZEN'S NON-AGENDA ITEM COMMENTS/PUBLIC COMMENT

PAYMENT OF BILLS

CONSENT CALENDAR:

- 1) CONSIDER SECOND READING AND ADOPTION OF AN ORDINANCE AMENDING CHAPTER 90 OF THE CANTON CODE OF ORDINANCES, SEC. 90-93, THE CHERRY HILL HISTORIC DISTRICT (CLS)
- 2) CONSIDER APPROVAL OF CONTRACT EXTENSION WITH KENNEDY INDUSTRIES, WOLVERINE POWER SYSTEMS AND INTERSTATE SECURITY, INC. (CLS)
- 3) CONSIDER SECOND READING OF AN AMENDMENT TO APPENDIX A – ZONING OF THE CODE OF ORDINANCES REGARDING THE CEDAR GROUP INVESTMENT REZONING (MSD)

GENERAL CALENDAR:

- 1) CONSIDER WAIVING THE PENALTY FOR FAILURE TO FILE PROPERTY TRANSFER AFFIDAVITS (SUPERVISOR)
- 2) CONSIDER APPROVAL OF A BUDGET AMENDMENT FOR PROFESSIONAL AND CONTRACTUAL SERVICES – LEGAL (HR)

- 3) CONSIDER APPROVAL OF REAPPOINTMENTS AND NEW APPOINTMENT TO THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ADVISORY COUNCIL (FBD)
- 4) CONSIDER AWARD OF C.D.B.G. HOUSING REHABILITATION CONTRACTS (FBD)
- 5) CONSIDER APPROVAL OF THE PURCHASE OF A 2020 CHEVROLET TAHOE K-9 UNIT (MSD)
- 6) CONSIDER AWARD OF A CONTRACT TO DAN'S EXCAVATING, INC. FOR THE RIDGE ROAD PAVING PROJECT (MSD)
- 7) CONSIDER APPROVING AN AMENDMENT TO THE PARTNERS IN ARCHITECTURE CONTRACT FOR A/E SERVICES ON FIRE STATION NO. 2 (PSD)
- 8) CONSIDER THE PURCHASE OF 12 TASER X26P UNITS AND ACCESSORIES (PSD)
- 9) CONSIDER AMENDMENT TO, AND APPROVAL OF, OPERATIONS POLICY SEVEN (O:07) PROCEDURE FOR CONDUCT OF TOWNSHIP BOARD MEETINGS (CLERK)

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 25, 2020**

A special meeting of the Board of Trustees of the Charter Township of Canton was held Saturday, January 25, 2020 at 1150 Canton Center S. Canton, Michigan to have a strategy discussion with special guest Susan Radwan. Supervisor Williams called the meeting to order at 8:00 a.m.

Members Present: Anthony, Foster, Graham-Hudak, Siegrist, Slavens, Sneideman, Williams
Members Absent: None

Motion by Siegrist, supported by Sneideman to adopt the agenda as presented. Motion carried unanimously.

Public Comment: None

GENERAL CALENDAR:

Canton Trustees had a strategy discussion on Operations Policy 7, Procedure for conduct of Township Board Meetings, and strategy with special guest Susan Radwan.

Adjourn: Motion by Siegrist, supported by Sneideman to adjourn at 12:56 a.m. Motion carried unanimously.

Michael A. Siegrist, Clerk

Pat Williams, Supervisor

**Charter Township of Canton
Board Proceedings – January 28, 2020**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, January 28, 2020 at 1150 Canton Center S. Canton, Michigan. Supervisor Williams called the meeting to order at 6:30 p.m. and led the Pledge of Allegiance to the Flag.

Members Present: Anthony, Foster, Siegrist, Slavens, Sneideman, Williams
 Members Absent: Graham-Hudak
 Staff Present: Director Meier, Director Trumbull, Director Smith, Director Hohenberger, Kristin Kolb, Township Attorney

Motion by Siegrist, supported by Sneideman 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 6:30 p.m. Motion carried by all members present with a roll call vote.

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

Adoption of Agenda

Motion by Siegrist, supported by Anthony to adopt the agenda as amended, moving Item G8 to G0. Motion carried by all members present.

Approval of Minutes

Motion by Siegrist, supported by Foster to approve the proposed January 14, 2020 minutes. Motion carried by all members present.

Public comment was held.

Payment of the Bills:

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

EXPENDITURE RECAP FOR THE TOWNSHIP BOARD MEETING OF January 28, 2020		
101	GENERAL FUND	844,085.25
204	ROADS FUND	0.00
206	FIRE FUND	612,037.00
207	POLICE FUND	654,072.31
208	SUMMIT OPERATING (General)	84,661.03
219	STREET LIGHTING	22,773.12
230	CABLE TV FUND	15,305.01
245	PUBLIC IMPROVEMENT	0.00
246	TWP (COMMUNITY) IMPROVEMENT	76,260.85

248	DDA - CANTON	61,656.79
261	E-911 UTILITY	2,604.00
265	ORGANIZED CRIME - DRUG ENFORCEMENT	1,253.93
274	CDBG	19,110.58
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	18,155.01
592	WATER & SEWER FUND	185,242.23
596	SOLID WASTE	7,923.44
661	FLEET	37,681.01
701	TRUST & AGENCY FUND	0.00
702	CONSTRUCTION ESCROW	495.00
736	POST EMPLOYMENT BENEFITS	184,176.44
852	SPECIAL ASSESSMENT DEBT	0.00
	TOTAL - ALL FUNDS	2,827,493.00

Presentation:

Presentation given by the Detroit Institute of Arts.

Consent Calendar:

Item C-1. Consider payment of CityView Annual Software Maintenance Fees.

Motion by Siegrist, supported by Anthony to authorize the payment to Harris Computer Systems for the CityView annual software maintenance fees for a total cost not-to-exceed of \$59,717.37. Funds are available in the 2020 Budget in the accounts specified. Motion carried by all members present.

General Calendar:

Item G-0. Consider first reading of an Ordinance Amending Chapter 90 of the Canton Code of Ordinances, Sec. 90-93, the Cherry Hill Historic District.

Motion by Siegrist, supported by Anthony introduce for first reading an ordinance amending Chapter 90, Sec. 90-93, the Cherry Hill Historic District. Motion carried by all members present.

Item G-1. Consider approval of first reading of an Amendment to Appendix A – Zoning of the Code of Ordinances regarding the Cedar Group Investment Rezoning.

Motion by Siegrist, supported by Slavens 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 (tax parcel no. 051-99-0003-000) from R-1, Single-Family Residential District to R-6, Single-Family Attached Residential District and to table for consideration of the amendment for a second reading on February 11, 2020. Motion carried by all members present.

Item G-2. Consider approval of a special land use for Culver’s drive-through restaurant and site plan for a private road easement in the Meijer parking lot.

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

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

Site Plan Approval for a Private Road and Parking Modification on the Meijer Site
And Special Land Use for a Drive-Through Restaurant for Culver’s Restaurant.

Whereas the Project Sponsor, has requested special land use approval and site plan approval for the Private Road and Special Land Use to be located on parcel 049-99-0001-715 pursuant to the information and plans provided;

Whereas the Planning Commission found the proposals to be consistent with the development objectives of the Township and recommended approval, subject to coordination with Chase Bank relative to internal site driveway access to the Meijer east-west driveway; and

Whereas the Township Board has reviewed the plans and determines the proposals to be consistent with the Zoning Ordinance regulations and development objectives subject to any conditions described in the analysis and recommendation attached hereto and made a part hereof now, therefore, be it;

Resolved, the Board of Trustees of the Charter Township of Canton, Michigan

1. does hereby approve the request of the Project Sponsor for site plan approval on parcel no. 058-99-0003-720 for a private road (including a modification to the minimum parking required for the remaining Meijer site) and modification of the minimum width of the private road easement as shown on the plans) and, further approves the special land use for a drive-through restaurant for Culver’s on the proposed outparcel as described on the plans, as the plans meet all the specific design criteria for drive-through restaurants and general criteria for special land use; subject to coordination with Chase Bank on access to the site from the east-west Meijer driveway and all other applicable local and state regulations.

Item G-3. Consider approval of the purchase of vehicles for 2020.

Motion by Siegrist, supported by Slavens to approve the purchase of fifteen (15) vehicles totaling \$466,725 as depicted in the spreadsheet. Motion carried by all members present.

Item G-4. Consider approval of 2020 blanket purchase orders.

Motion by Siegrist, supported by Slavens to approve the 2020 purchase orders as attached. Motion carried by all members present.

Item G-5. Consider approval of a budget amendment and bid award for Cable Studio Video equipment.

Motion by Siegrist, supported by Slavens to award the bid for the Cable Studio Video Equipment replacement to Provideo, 26471 South Point Road, Perrysburg OH 43551 in the amount of \$127,890 with funds to be paid from Account # 230-250-970_0010, Capital Outlay Computers and Equipment and approve the following budget amendment:

Decrease Expense:

230-250.999 Transfer to Fund Balance \$127,890

Increase Expenses:

230-250.970_0010 Capital Outlay for \$127,890

Computer & Equipment

Motion carried by all members present.

Item G-6. Consider approval of two purchase orders for the relocation and the electrical infrastructure design for the uninterrupted power supply.

Motion by Siegrist, supported by Slavens to approve a purchase order in the amount of \$7,500 for Peter Basso Associates Inc., 5145 Livernois Rd, Suite 100, Troy, MI 48098, to be paid from Account #246-750.970_0020 Community Improvement Fund – Mechanical. Motion carried by all members present.

Motion by Siegrist, supported by Slavens to approve a second purchase order in an amount of \$10,000 Corby Energy Services, Inc., P.O. Box 970, Belleville, MI 48112 to be paid from Account #246-750.970_0020 Community Improvement Fund – Mechanical. Motion carried by all members present.

Item G-7. Consider approval of the Contract, Purchase Order and Budget Amendment to Develop Land for Kopper Park including playground.

Motion by Siegrist, supported by Slavens to approve to award the following budget amendment:

Increase Revenue

274-000.501 CDBG \$250,710.00

Increase Expense

274-694.970_0080 CDBG \$250,710.00
Motion carried by all members present.

Motion by Siegrist, supported by Slavens to approve to award the following budget amendment:

Increase Revenue
246-000.695 Fund Balance Appropriation \$145,690.16
Increase Expense
246-750.970_0080 Capital Outlay Land Improvements \$145,690.16
Motion carried by all members present.

Motion by Siegrist, supported by Sneiderman to approve to award a contract and approve a purchase order to Great Lakes Recreation, 39 Veterans Drive Suite 310, Holland, MI to develop land for Kopper Park including playground. A purchase order will be submitted in the amount of \$396,400.16 with \$250,710 from the CDBG Account #274-694.970_0080 Capital Outlay Land Improvements, and \$145,690.16 from Account #246-750.970_0080 Capital Outlay Land Improvements. Motion carried by all members present.

Item G-9. Consider approval of purchasing Bulk Envelopes for 2020 Elections.

Motion by Siegrist, supported by Slavens to approve purchase of State of Michigan approved envelopes and forms for absentee voters from the trusted printing vendor of Printing Systems Inc. to rebuild the needed stockpile of resources with a cost not to exceed \$12,000 and the budget amendment as follows: Increase Revenues - 101-000.695 Fund Balance Appropriation - \$12,000. Increase Expenditures - 101-262.900_0040 Printing & Publishing - \$12,000. Motion carried by all members present.

Item G-10. Consider approval of Purchasing FOIA Software for Modernization.

Motion by Siegrist, supported by Slavens to approve the annual purchase of the NextRequest FOIA Software suite as provided in the amount of \$15,263 whereas Public Safety will incur \$11,447.25 of the cost and the Township Administration would contribute \$3,815.75 towards the cost annually. Motion carried by all members present.

Motion by Siegrist, supported by Slavens to approve the following amendment of the 2020 Police Budget: Increase Revenues: 207-000.695, Fund Balance Appropriation, \$11,447.25. Increase Expenses: 207-301.50.801_0050, Professional & Contracted Services POF, \$11,447.25. Motion carried by all members present.

Item G-11. Consider approval of a 2020 Budget Adjustment.

Motion by Siegrist, supported by Anthony to approve the following budget adjustment:
Increase Revenues - 207-000.695 Fund Balance Appropriation \$60,000
Decrease Expenditures 206-336-50.999 Transfer to Fund Balance \$60,000
Increase Expenditures 207-336-50.801_0020 Professional & Contract – Legal \$60,000
206-336-50.801_0020 Professional & Contract – Legal \$60,000.
Motion carried by all members present.

Additional Public comment was held.

Adjourn: Motion by Siegrist, supported by Anthony to adjourn at 8:09 p.m. Motion carried by all members present.

Michael A. Siegrist, Clerk

Pat Williams, Supervisor

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 11, 2020

AGENDA ITEM # C-1

<p>ITEM: Consideration of Second Reading and Adoption of an Ordinance Amending Chapter 90 of the Canton Code of Ordinances, Sec. 90-93, The Cherry Hill Historic District</p>

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: The Historic District Commission (HDC) has undertaken a thorough review of the Cherry Hill historic district, resulting in recommendations to revise the Canton Code of Ordinances, Chapter 90, Article III, Division 2, Sec 90-93 in an effort to clarify and keep accurate the list of historic sites and contributing building and sites within the Cherry Hill historic district. The HDC studied the properties listed in Sec 90-93 and submitted the findings to the State Historic Preservation Office for its review. In addition, the HDC held public hearings and affected property owner were provided notice of the proposed changes and given the opportunity to speak. The Historic District Commission – the entity having the authority to create, modify, or terminate historic districts – has made recommendations to update the list of historic sites and contributing building and sites within the Cherry Hill historic district, which are set forth in the proposed Ordinance.

STRATEGIC PLAN/GOALS: Make sure ordinances remain updated.

ACTION REQUESTED: Remove from the table, hold the second reading, and adopt an amendment to Chapter 90, Sec. 90-93, “Cherry Hill Historic District.”

BUDGET IMPLICATIONS & ACCOUNT NUMBER: None.

IMPLEMENTATION PLAN: If approved, the ordinance will be published and become effective on February 20, 2020.

DIRECTOR’S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR’S RECOMMENDATION: Approval

SUPERVISOR’S RECOMMENDATION: Approval

MODEL RESOLUTION:

- (1) I move to remove from the table, hold the second reading and adopt an ordinance amending Chapter 90, Sec. 90-93, the Cherry Hill Historic District.

ATTACHMENTS:

1. Draft text amendment to Chapter 90, Sec. 90-93 (redlined).
2. Text amendment to Chapter 90, Sec. 90-93 (clean).

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 11, 2020

AGENDA ITEM #C-2

ITEM: Consider Approval of Contract Extension with Kennedy Industries, Wolverine Power Systems and Interstate Security, Inc.

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY:

Leisure Services staff is requesting approval to extend a 3-year service contract for Wolverine Power Systems, Kennedy Industries, Inc., and Interstate Security, Inc. Staff has been very happy with the services provided by all three companies within the last 3 years and wish to extend their service contracts.

BACKGROUND:

In 2017, a Request for Proposal (RFP) was advertised for Preventative Maintenance and Service for Generators. At that time, staff chose to award a 3-year service contract with an optional 3-year extension to Wolverine Power Systems. In April 2020, this contract will have reached expiration. Leisure Services staff and Wolverine Power Supply wish to exercise the 3-year extension option of their contract with a reduced cost due to decreased frequency in visits. (Attachment A)

In 2017, a Request for Proposal (RFP) was advertised for Pump Maintenance and Services. At that time, staff chose to award a 3-year service contract with an optional 3-year extension to Kennedy Industries, Inc. In March 2020, this contract will have reached expiration. Leisure Services staff and Kennedy Industries, Inc. wish to exercise the 3-year extension option of their contract with a reduced cost due to decreased frequency in visits. (Attachment B)

In 2017, a Request for Proposal (RFP) was advertised for Alarm Monitoring, Security System Maintenance Repair. At that time, staff chose to award a 3-year service contract with an optional 3-year extension to Interstate Security Inc. In January 2020, this contract will have reached expiration. Leisure Services staff and Interstate Security Inc. wish to exercise the 3-year extension option of their contract while holding current pricing. (Attachment C)

STRATEGIC PLAN/GOALS: Strengthen Operational Efficiency

ACTION REQUESTED:

Authorize a 3-year contract with Wolverine Power Supply for Preventative Maintenance and Service for Generators.

Authorize a 3-year contract with Kennedy Industries, Inc. for Pump Maintenance and Service.

Authorize a 3-year contract with Interstate Security Inc. for Alarm Monitoring, Security System Maintenance Repair.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

IMPLEMENTATION PLAN: Leisure Services will work with Wolverine Power Supply, Kennedy Industries, Inc. and Interstate Security, Inc. to implement the contracts.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to award the extensions of following contracts:

1. Wolverine Power Supply, 50160 Pontiac Trail, Suites 8&9, Wixom, MI 48393
2. Kennedy Industries, Inc., 4925 Holtz Drive, Wixom, MI 48393
3. Interstate Security, Inc., 51233 Oro Drive, Shelby, MI 48315

ATTACHMENT:

Attachment A – Wolverine Power Supply RFP & Contract

Attachment B – Kennedy Industries, Inc. RFP & Contract

Attachment C – Interstate Security, Inc. Contract

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 11, 2020

AGENDA ITEM #C-3

ITEM: Consider Second Reading of an Amendment to Appendix A – Zoning of the Code of Ordinances regarding the Cedar Group Investment Rezoning

PRESENTER: Jade Smith, Municipal Services Director

INDIVIDUAL IN ATTENDANCE: Ali Beydoun, Cedar Group Investment

EXECUTIVE SUMMARY: The applicant is proposing to rezone the subject property from R-1, Single-Family Residential to R-6, Single-Family Attached Residential District, allowing a maximum of 5-8 dwelling units/acre. The request is consistent with the surrounding zoning to the north and the east and the general pattern of attached residential land use between Haggerty Road and I-275. The request is also consistent with the Medium-High Density Residential designation on the Future Land Use Map of the Comprehensive Plan. The maximum number of units that can be accommodated under R-6 zoning would be 19 units based on the site size.

BACKGROUND:

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

-Location: East side of Haggerty Road between Ford and Cherry Hill Roads

-Net Acres: 2.4 acres

-Existing Land Use: Single-Family

-Surrounding Land Use

N : R-1, ITC Corridor and MR, Village Green Apartments

S : R-1, Frontage Residential

E : R-6, Wyndchase Apartments

W: R-5, Cherry Hill Pines Subdivision

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

-Community Planner's Recommendation: Approval.

-Planning Commission Recommendation: The Planning Commission voted 7-0 to recommend approval of the request to rezone from R-1 to R-6.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Remove consideration of the proposed amendment from the table and approve the amendment to Appendix A – Zoning of the Code of Ordinances which changes the zoning on the subject parcel from R-1, Single Family Residential to R-6, Single-Family Attached Residential District.

BUDGET IMPLICATION & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: N/A

DIRECTOR’S RECOMMENDATION:

FINANCE AND BUDGET DIRECTOR’S RECOMMENDATION: N/A

SUPERVISOR’S RECOMMENDATION: Approval

MODEL RESOLUTIONS:

1. I move 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 no. 051-99-0003-000) from R-1, Single-Family Residential District to R-6, Single-Family Attached Residential District.
2. Further, I move to adopt and publish the second reading of the ordinance amending Appendix A-Zoning of the Code of Ordinances of the Charter Township of Canton which rezones the subject parcel (tax parcel no. 051-99-0003-000) from R-1, Single-Family Residential District to R-6, Single-Family Attached Residential District, with an effective date of February 27, 2020.

ATTACHMENTS:

1. Ordinance
2. Map

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 11, 2020

AGENDA ITEM # G-1

ITEM: Consider Waiving the Penalty for Failure to File Property Transfer Affidavits

PRESENTER: Patrick Williams, Supervisor

INDIVIDUALS IN ATTENDANCE: Aaron Powers, Assessor's office

EXECUTIVE SUMMARY: The State Tax Commission will be conducting another round of AMAR reviews of all Wayne County assessing departments in 2020. The Commission is instructing communities to adopt Board or Council resolutions referencing non collection of the \$200 penalty for late filing of property transfer affidavits.

BACKGROUND: The Township has not collected the late filing penalty since the inception of Proposal A (1994). The late filed transfer affidavit collection fee would be another layer of billing and collection for the Township Treasurer to collect. Also the Assessor's Office audits the Wayne County Register of Deeds records on a monthly basis to ensure all property transfers are accounted for regardless if a purchaser delivers a transfer affidavit late or is a non-filer.

It is my recommendation to the Township Board to continue not imposing by resolution the \$200 late filed transfer affidavit penalty; the passing of the resolution will ultimately satisfy the 2020 AMAR review.

STRATEGIC PLAN/GOALS:

ACTION REQUESTED: Pass the attached Resolution

BUDGET IMPLICATIONS & ACCOUNT NUMBER: No impact to the budget

IMPLEMENTATION PLAN: If resolution is passed, the Supervisor will inform the Assessor

DIRECTOR'S RECOMMENDATION:

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

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

WAIVER OF PENALTIES FOR FAILURE TO FILE PROPERTY TRANSFER AFFIDAVITS

Whereas the Township of Canton is aware that Michigan statute, MCL211.27a(10) requires the buyer, grantee or other transferees of a property to notify the appropriate assessing office within 45 days when a transfer of ownership occurs;

Whereas MCL211.27a(10) further requires that such notification be made on a form prescribed by the State Tax Commission, commonly known as a Property Transfer Affidavit (form 2766 or L-4260);

Whereas the Township is aware that MCL211.27b(1)(c) and (d) provides for specific penalties to be levied if the appropriate assessing office is not notified within 45 days;

Whereas MCL 211.27b(5) allows the governing body to waive, by resolution, the penalty levied under subsection (1)(c) or (d);

Whereas the Canton Township Assessing office has procedures in place to notify the buyer, grantee or transferee of a property when the Property Transfer Affidavit has not been filed;

Whereas the Township of Canton has determined the costs to administer and collect the penalty, then share collected penalties with other taxing jurisdictions outweighs the benefit;

Whereas the Township finds the collection of penalties is unnecessary; now, therefore be it

Resolved, the Board of Trustees of the Township of Canton, as provided in MCL211.27b(5), waives the collection of penalties under subsections (1)(c) or (d), and also any resolution, policy or directive in conflict with this Resolution is hereby repealed.

February 11, 2020

Patrick Williams, Canton Township Supervisor

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 11, 2020

AGENDA ITEM # G-2

ITEM: Consider Approval of a Budget Amendment for Professional and Contractual Services – Legal.

PRESENTER: Kerreen Conley, Human Resources Manager

INDIVIDUALS IN ATTENDANCE: N/A

EXECUTIVE SUMMARY: The Human Resources Department is requesting an increase to the 2020 budget, line item Professional and Contractual Services – Legal, in the amount of \$ 35,000. The request is necessary due to the anticipated initial legal expenses associated mediation/312 arbitration, and workers compensation protest.

BACKGROUND INFORMATION: The unplanned legal expenses have required a Budget Amendment to be requested to increase Professional and Contractual Services - Legal and an increase to the Fund Balance Appropriation in the same amount. These legal expenses were unexpected and not planned for during the preparation of the 2020 budget.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approval of a Budget Amendment in the amount of \$ 35,000 to Account # 101-270.801_0020: Professional and Contractual Services – Legal such funds to come as an appropriation from fund balance 101-000.695: Fund Balance.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The following Budget Amendment will be necessary:

Increase Expenditure: #101-270.801_0020 Professional and Contractual Services – Legal: \$35,000.

Increase Fund Balance Appropriation: #101-000.695: \$35,000.

IMPLEMENTATION PLAN: Upon Board approval, a Budget Amendment will be coordinated with the Finance Department.

FINANCE AND BUDGET DIRECTOR’S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the following Budget Amendment:

Increase Expenditure: Professional and Contractual Services – Legal #101-270.801_0020: \$
35,000

Increase Revenue: Fund Balance Appropriation #101-000.695: \$35,000.

ATTACHMENTS: None

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 11, 2020

AGENDA ITEM #G-3

<p>ITEM: Consider Approval of Reappointments and New Appointment to the Community Development Block Grant (CDBG) Advisory Council</p>
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PRESENTER: Wendy Trumbull, Finance & Budget Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: Under CDBG Bylaws, the confirmation of all Advisory Council members must be approved by a majority of the Board of Trustees. Katherine Martin and Sylvester Noetzel are up for reappointment as their terms expired on 12/31/2019. In addition, a new appointment is needed to fill a vacancy created by the loss of one of the Advisory Council members. The seven member Advisory Council reviews requests for CDBG project funding, holds the required CDBG public hearings, makes program recommendations to the Board, and provides guidance for the overall CDBG program. The Council meets several times a year as needed, except during the summer. All members are Canton residents.

BACKGROUND: The Community Development Block Grant Advisory Council is an advisory group to the Canton Board of Trustees. Sylvester Noetzel and Katherine Martin have over 20 years of experience and have expressed interest in continuing their service.

To fill the vacant position, the Supervisor's Office reached out to residents who expressed interest in serving on CDBG. After a review of résumés, E. Colleen Conklin is being recommended for appointment by Pat Williams, Steven Sneiderman, and Sommer Foster.

STRATEGIC PLAN/GOALS: Increase community participation in the Community Development Block Grant program.

ACTION REQUESTED:

1. Approve the reappointments of Katherine Martin and Sylvester Noetzel to the CDBG Advisory Council.
2. Approve the appointment of E. Colleen Conklin to the CDBG Advisory Council.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: There are no budget implications as CDBG Advisory Council members are volunteers.

IMPLEMENTATION PLAN: Once approved, Mr. Sheppard will notify Ms. Martin and Mr. Noetzel of their reappointments and contact Ms. Conklin to start her orientation.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to reappoint Katherine Martin and Sylvester Noetzel to the CDBG Advisory Council for a three year term, effective January 1, 2020 and expiring on December 31, 2022.

I move to appoint E. Colleen Conklin to the CDBG Advisory Council for the remainder of Duke Morrow's unfulfilled term, expiring on 12/31/2020.

ATTACHMENTS: E. Colleen Conklin's Résumé.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 11, 2020

AGENDA ITEM #G-4

ITEM: Consider Award of C.D.B.G. Housing Rehabilitation Contracts

PRESENTER: Wendy Trumbull, Finance & Budget Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: Under Canton’s affordable housing program, federal dollars are used to pay for major and minor repairs to owner-occupied single family homes in Canton. The participating families must meet HUD income requirements. Formal bid procedures were followed and the public bid opening was held on January 16, 2020 for the CDBG housing rehabilitation program. The bid results for the projects ready for Board approval are attached. Two companies submitted complete bids for the 9 projects. The Finance & Budget Department is requesting to approve contracts for multiple HUD/CDBG funded home rehabilitation projects that exceed the \$10,000 purchasing threshold.

BACKGROUND INFORMATION:

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

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

<u>Street</u>	<u>Home Type</u>	<u>Contractor</u>	<u>Low Bid/Cap</u>
XXXX Edenbrooke	Single Family Home	Stratton Home Improvement	\$25,000
XXXX Forest	Single Family Home	Stratton Home Improvement	\$20,800
XXXX Hannan	Single Family Home	Stratton Home Improvement	\$25,000
XXXX Ranier	Single Family Home	Stratton Home Improvement	\$25,000

A budget adjustment is necessary to funds the housing rehabilitation projects for the four (4) contracts on the single family detached homes using available grant dollars.

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

ACTION REQUESTED: Approve contracts for the four projects.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 11, 2020

AGENDA ITEM #G-5

ITEM: Consider Approval of the Purchase of a 2020 Chevrolet Tahoe K-9 Unit

PRESENTER: Jade Smith, Municipal Services Director

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.

The Township will again utilize existing publicly bid government pricing contract administered through Oakland County.

The unit taken out of service will be auctioned off using our online auction site, BidCorp.com, for disposal. The proceeds from this sale will partially offset the cost of the replacement vehicle.

The total value of the purchase for the 2020 Chevrolet Tahoe is \$36,849 and there are adequate funds budgeted for this vehicle.

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

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

ACTION REQUESTED: Approve the purchase of (1) 2020 Chevrolet Tahoe for the Police Department K-9 unit.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The cost to purchase this vehicle is \$36,849, Account number is 207-301-50.970_0040

IMPLEMENTATION PLAN: Upon approval by the Township Board, a purchase order will be created for Berger Chevrolet, 2525 28th Street, Grand Rapids MI, 49512. Delivery can be expected 10 days from order date. The new vehicle will be delivered to the Fleet Service Center. Any usable equipment will be transferred over to the new unit coming into service.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the purchase of the 2020 Chevrolet Tahoe.

ATTACHMENTS:

1. Vehicle Build Specification.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 11, 2020

AGENDA ITEM #G-6

ITEM: Consider Award of a Contract to Dan's Excavating, Inc. for the Ridge Road Paving Project

PRESENTER: Jade Smith, Township Supervisor

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Canton Township has publicly bid the Ridge Road, Ford to Warren paving project and received seven bids ranging from \$3,597,584.43 to \$4,496,292.59. Our design engineer, Fishbeck, Inc. has evaluated the bids and has adjusted the bid from Dan's Excavating, Inc. to \$3,596,396.43 based on minor discrepancies found after a detailed review of their bid. Fishbeck, Inc. has recommended award of the project to Dan's Excavating, Inc. Based on this information, Engineering Services recommends the award of Ridge Road Paving project to Dan's Excavating, Inc. in the amount of \$3,596,396.43 with a 5% contingency of \$179,819.82 for a total award of \$3,776,216.25. In addition, Engineering Services recommends the award of Ridge Road Paving Construction Engineering to Fishbeck, Inc. in the amount of \$312,350 with a 10% contingency of \$31,235 for a total award of \$343,585.

BACKGROUND: In late 2014, the Township and Wayne County DPS began receiving numerous complaints from the users of Ridge Road between Ford Road and Warren Road. The complaints included speeding, safety concerns and excessive dust migration from the heavily traveled gravel road. The Township retained an engineering consultant in 2017 to complete the design of the improvements for a first phase from south of Hanford Road to Warren Road. The design was finalized in the summer of 2019, gas and electric re-locations are progressing with DTE, and the commitments for right-of-way and easements have been completed. We are working with Wayne County on these takings. Based on the design, we anticipate this project will be completed by the end of 2020. This project is a joint effort by Canton Township and Wayne County initiated through an Intergovernmental Agreement that was put in place in June 2018. Based on this agreement, Wayne County has committed to funding \$1,900,000 of this project. Fishbeck, Inc. has prepared their cost proposal to handle construction engineering, inspection and testing.

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

ACTION REQUESTED: Consider award of a contract for the Ridge Road Paving project to Dan's Excavating, Inc. for of \$3,596,396.43 with a 5% contingency of \$179,819.82 for a total award of \$3,776,216.25. Consider award of a contract for the Ridge Road Paving Construction Engineering to Fishbeck, Inc. in the amount of \$312,350 with a 10% contingency of \$31,235 for a total award of \$343,585.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The funds for this project will come from Account 403-446-02.970_0050 (Capital Outlay Infrastructure) paid for by the Wayne County IGA in the amount of \$1.9 million with the remainder coming from the General Fund and Special Assessment Fund.

IMPLEMENTATION PLAN: Upon Board approval, Engineering Services and Finance will issue purchase orders for this work to Dan’s Excavating, Inc. and Fishbeck, Inc. and will initiate the work.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR’S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve the following budget adjustment:

Increase Revenues:

101-000.695	Fund Balance Appropriation	\$400,000
852-000.695	Fund Balance Appropriation	\$500,000
403-000.699_1010	Transfer In – General Fund	\$400,000
403-000.699_8520	Transfers In Spec Assess – Debt Service	\$500,000
403-000.695	Fund Balance Appropriation	\$165,000

Increase Expenditures

101-696.995_4030	Transfers Out Cap Projects – Roads	\$400,000
852-905.995_4030	Transfers Out Cap Projects – Roads	\$500,000
403-446-02.970_0050	Capital Outlay Infrastructure	\$1,065,000

I move to approve to Dan’s Excavating, Inc. for of \$3,596,396.43 with a 5% contingency of \$179,819.82 for a total award of \$3,776,216.25.

I move to approve to Fishbeck, Inc. for of \$312,350 with a 10% contingency of \$31,235 for a total award of \$343,585.

ATTACHMENTS:

1. Bid Tabulation
2. Recommendation of Award from Fishbeck
3. Proposal from Fishbeck, Inc. for Construction Engineering

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 11, 2020

AGENDA ITEM #G-7

**ITEM: Consider Approving an Amendment to the Partners in Architecture Contract for
A/E Services on Fire Station No. 2**

PRESENTER: Joshua C. Meier, Director of Public Safety

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: The Fire Department is requesting to increase their current contract for architecture and engineering services with Partners in Architecture in the amount of \$7,998, for reimbursable costs incurred in addition to the original scope of work quoted. These permitting and plan review fees are related to additional floodplain and wetland site work required by Wayne County and the Michigan DEQ, on the Fire Station No. 2 property.

BACKGROUND INFORMATION: In 2019, the Board approved a contract with Partners in Architecture for architecture & engineering services for the new Fire Station No. 2 building. As site approval work began, Wayne County and the MDEQ required additional floodplain and wetland site work outside of the original scope quoted by Partners. This additional work was a result of the complicated property being developed for the new station, and was necessary to move forward with permitting from the state, county and township.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approve a contract amendment for Partners in Architecture in the amount of \$7,998, to cover additional site work costs incurred outside of the original scope of services quoted.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds will be expensed from the Professional & Contracted Services Account Number 206-336-50.801_0050.

IMPLEMENTATION PLAN: n/a

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION: I move to approve a contract amendment for Partners in Architecture in the amount of \$7,998, to cover reimbursable costs incurred for site work performed outside of the original scope of services quoted for Fire Station No. 2.

ATTACHMENTS: Attachment A – Proposal from Partners in Architecture

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 11, 2020

AGENDA ITEM #G-8

ITEM: Consider the Purchase of 12 Taser X26P Units and Accessories

PRESENTER: Joshua C. Meier, Director of Public Safety

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: As part of the department's annual replacement rotation plan, we are requesting to purchase 12 Taser X26P units, accessories and warranties from Axon Enterprise, Inc., in the amount of \$19,994.50.

Axon Enterprise, Inc., (formerly Taser International) is proprietary, and is the sole-source vendor of their product. Taser brand is the industry standard and a feasible, alternate option does not exist on the market to-date.

BACKGROUND INFORMATION: The Township Board originally approved the purchase of Tasers in 2005, as a means of a less-lethal force application by police officers. At that time, department policy was established for Tasers to be purchased and carried by all sworn police officers. This annual purchase will phase out the last of the department's older models, and will accommodate the department's increased staffing needs.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Waive the bidding process and approve the purchase of 12 Taser X26P packages from Axon Enterprise, Inc., in the amount of \$19,994.50.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: \$20,000 is budgeted in the 2020 Police Capital Outlay Machinery & Equipment Account #207-301-50.970_0030.

IMPLEMENTATION PLAN: n/a

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION: I move to waive the bidding process and approve the purchase of 12 Taser X26P packages from the sole-source vendor Axon Enterprise, Inc., in the amount of \$19,994.50.

ATTACHMENTS: Attachment A – Price Quote from Axon Enterprises, Inc.
Attachment B – Sole Source Vendor Letter

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: February 11, 2020

AGENDA ITEM # G-9

<p>ITEM: Consider Amendment to, and Approval of, Operations Policy Seven (O:07) Procedure for Conduct of Township Board Meetings</p>

PRESENTER: Michael Siegrist, Clerk

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Operations policy seven is a Township Board Approved procedure for the conduct of board meetings, and has outdated processes and language. The need to amend the policy was discussed and proposals were reviewed at the board meeting on January 25, 2020. Future board members shall be given a copy of the rules adopted pursuant to the provisions of Section 7(6) of Public Act 359 of 1947, the Charter Township Act (MCL 42.7).

STRATEGIC PLAN/GOALS:

ACTION REQUESTED: Approve Operations Policy Seven and the proposed amendments.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: None in 2019

IMPLEMENTATION PLAN: The Clerk will forward the Policy to Human Resources to be placed on The Source.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: N/A

SUPERVISOR'S RECOMMENDATION: Approved

***MODEL RESOLUTION:**

I move to approve Operations Policy Seven and the proposed amendments.

ATTACHMENTS:

O: 07 Redlined

O: 07 Final