



**CANTON ADMINISTRATION BUILDING
1150 S. CANTON CENTER ROAD
CANTON, MI 48188
REGULAR BOARD MEETING
APRIL 23, 2019**

6:30 P.M.:

SPECIAL HEARING

- 1) PETITION TO APPEAL SOLICITING, CANVASSING, AND PEDDLING LICENSE DENIAL;
CHAPTER 54 ARTICLE II SECTION 54-33; FOR TARLOCHAN GILL (CLERK)

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: APRIL 9, 2019

CITIZEN'S NON-AGENDA ITEM COMMENTS/PUBLIC COMMENT

PAYMENT OF BILLS

CONSENT CALENDAR:

- 1) APPOINTMENT TO HISTORIC DISTRICT COMMISSION (SUPERVISOR)
- 2) CONSIDER THE SECOND READING OF CODE OF ORDINANCE AMENDMENTS TO PART
I, CHAPTER 74 ENTITLED "UTILITIES", ARTICLE II, DIVISION 2, SUBDIVISION II
ENTITLED "SCHEDULE OF RATES AND CHARGES", SECTION 74-83 AND SECTION 74-
84 ENTITLED "WATER BILLING; WATER METERS" (MSD)
- 3) CONSIDER APPROVAL OF A METRO-ACT PERMIT FOR US SIGNAL (MSD)

GENERAL CALENDAR:

- 1) CONSIDER APPROVAL OF A SPECIAL LAND USE FOR ALRIG MULTI-TENANT
BUILDING (MSD)
- 2) CONSIDER APPROVAL OF THE SITE PLAN FOR FIRE STATION #2 (MSD)
- 3) CONSIDER APPROVAL FOR CHANGE ORDER TO COMPLETE INDEPENDENCE PARK
SIDEWALK GAP WITH ROTONDO CONSTRUCTION CORPORATION (MSD)

- 4) CONSIDER AWARD OF A CONTRACT FOR PROFESSIONAL DESIGN AND ENGINEERING SERVICES TO WADE TRIM ASSOCIATES, INC. FOR IMPROVEMENTS AT ADMINISTRATION COMPLEX HERITAGE PARK – PAVING AND DESIGN (MSD)
- 5) CONSIDER APPROVAL AND AWARD OF A PURCHASE ORDER CONTRACT TO DPR ARCHITECTS FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR PUBLIC WORKS STORAGE FACILITY EXPANSION (MSD)
- 6) CONSIDER PURCHASE OF THREE (3) MOWERS FOR THE PARKS DIVISION (CLS)
- 7) FIRST READING OF AN ORDINANCE TO AMEND THE PENALTY FOR DOMESTIC ASSAULT TO 93 DAYS IN JAIL (PSD)
- 8) CONSIDER APPROVAL OF CDBG HOUSING REHAB CHANGE ORDER (FBD)
- 9) CONSIDER REQUEST OF MICHIGAN TOWNSHIPS ASSOCIATION (MTA) TO DISCUSS AND CONSIDER A PROPOSAL TO MAKE TOWNSHIP ELECTIONS NONPARTISAN (SUPERVISOR)
- 10) CONSIDER APPROVAL OF BUDGET AMENDMENT FOR CABLE TELEVISION PRODUCTION ASSISTANT UPGRADE AND FACTOR ANALYSIS (CLS)

ADDITIONAL PUBLIC COMMENT
OTHER
ADJOURN

ACCESS TO PUBLIC MEETINGS

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

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: April 23, 2019

AGENDA ITEM #SH-1

**ITEM SH-1: Petition to Appeal Soliciting, Canvassing, and Peddling License Denial;
Chapter 54 Article II Section 54-33; for Tarlochan Gill.**

PRESENTER: Michael A. Siegrist

INDIVIDUALS IN ATTENDANCE:

EXECUTIVE SUMMARY: On March 22, 2019 Tarlochan Gill, submitted an application for a Soliciting, Canvassing, and Peddling License for his ice cream truck business. The license application was denied on March 27, 2019 by the Township Clerk citing failure to comply with the requirements of Section 54-33(b)(5) of the Township Code of Ordinances which allows the clerk to deny a license to a person whose master driving record indicates that his use of a motor vehicle in association with a requested license may present an unreasonable threat to persons or property within the township by such use of a motor vehicle. Public Safety indicated that Mr. Gil had been stopped recently in Westland on March 19, 2019 for speeding in a school zone. This coupled with two traffic violations in 2016 (impeding traffic, failure to stop in the assured clear distance) prompted the recommendation for denial.

STRATEGIC PLAN/GOALS: Meets the requirements of the Township Ordinance Chapter 54, Article II, Section 54-33.

ACTION REQUESTED: Hear appeal of applicant and for the Board to render an appeal determination.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: The Clerk's Office will follow up with a written statement of determination to the applicant.

DIRECTOR'S RECOMMENDATION: Determination to be made by the Board of Trustees.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: N/A

***MODEL RESOLUTION:**

1. I move to open the appeals hearing to the denial of a 2019 License for Tarlochan Gill.

2. I move to open the appeals hearing to the denial of a 2019 License for Tarlochan Gill.
3. I move that the determination of the Board of Trustees, upon hearing all the evidence submitted and reviewing documents is deny/approve the appeal and uphold the Clerk's denial/overturn the denial of a 2019 license for I move to open the appeals hearing to the denial of a 2019 License for Tarlochan Gill.

ATTACHMENTS:

- Public Safety Complaints
- Original License Application
- Denial Letter
- Appeal Request Letter

**Charter Township of Canton
Board Proceedings – April 9, 2019**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, April 9, 2019 at 1150 Canton Center S. Canton, Michigan. Supervisor Williams called the meeting to order at 7:04 p.m. and led the Pledge of Allegiance to the Flag.

Roll Call

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

Adoption of Agenda

Motion by Siegrist, supported by Slavens to approve the agenda as presented. Motion carried unanimously.

Approval of Minutes

Motion by Siegrist, supported by Sneideman to approve the Board Meeting Minutes of March 26, 2019 as presented. Motion carried unanimously.

Public Comment was held.

Payment of the Bills:

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

CHARTER TOWNSHIP OF CANTON		
March 26, 2019		
101	GENERAL FUND	659,764.00
204	ROADS FUND	25,000.00
206	FIRE FUND	392,937.21
207	POLICE FUND	523,415.56
208	SUMMIT OPERATING (General)	39,976.55
219	STREET LIGHTING	20,009.73
230	CABLE TV FUND	9,172.17
245	PUBLIC IMPROVEMENT	0.00
246	TWP (COMMUNITY) IMPROVEMENT	11,162.00
248	DDA - CANTON	28,420.52
261	E-911 UTILITY	0.00
265	ORGANIZED CRIME - DRUG ENFORCEMENT	971.16
274	CDBG	45.00
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	55,087.43
592	WATER & SEWER FUND	1,483,423.86

596	SOLID WASTE	2,754.98
661	FLEET	22,348.71
701	TRUST & AGENCY FUND	19,815.50
702	CONSTRUCTION ESCROW	0.00
736	POST EMPLOYMENT BENEFITS	168,589.79
TOTAL - ALL FUNDS		3,462,894.17

Public Hearing:

PH-1: Public hearing for Local Government approval Liquor License application of Desi Restaurant Group, LLC.

Motion by Siegrist, supported by Slavens to open the Public Hearing at 7:07 p.m. to consider the request for a new Class “C” Liquor License for Desi Restaurant Group LLC located at 42070 Ford Road Canton, MI 48187. Motion carried unanimously.

Comments were made by Attorney Patrick Howe representing Desi Restaurant giving favorable support to the restaurant. Farzana Poly, owner, expressed her experience and knowledge and support. Raj Reddy spoke in support. Mark Lemer, contractor, spoke in support. Siegrist explained available quota liquor licenses can increase with escrow licenses unused and spoke in support. Graham-Hudak, Williams, Slavens and Sneiderman spoke in support.

Motion by Graham-Hudak, supported by Anthony to close the Public Hearing at 7:17 p.m. to consider the request for an application for new Class “C” Liquor License from Desi Restaurant Group LLC located at 42070 Ford Road Canton, MI 48187. Motion carried unanimously.

Motion by Siegrist, supported by Foster to approve the request for a new Class “C” Liquor License from Desi Restaurant Group LLC located at 42070 Ford Road Canton, MI 48187. Motion carried unanimously.

Consent Calendar:

Item C-1. Consider the amendment to the FOIA Policy as required by Public Act 564 of 2014.

Motion by Siegrist, supported by Sneiderman to approve the proposed amendment to the Freedom of Information Act Policy, Procedures and Guidelines. Motion carried unanimously.

Item C-2. Consider appointment of Daljit Benipal and Christopher Carlisle to the Building Board of Appeals for a two (2) year term.

Motion by Siegrist, supported by Sneiderman to appoint Daljit Benipal and Christopher Carlisle to the Building Board of Appeals for two (2) year term to expire April 9, 2021. Motion carried unanimously.

Item C-3. Consider the second reading and adoption of an amendment to Appendix A-zoning of the code of ordinance for the Oakwood Healthcare/Filmore Place rezoning.

Motion by Siegrist, supported by Sneiderman to remove from the table and hold the second reading of the proposed amendment to Appendix A-Zoning of the Code of Ordinances of the Charter Township of Canton as provided in the attached ordinance which rezones the subject parcel (tax parcel # 125-99-0002-709) from LI-R, Light Industrial Research to R-6, Single-Family Attached Residential District. Motion carried unanimously.

Motion by Siegrist, supported by Sneideman to adopt and publish the second reading of an ordinance amending Appendix A-Zoning of the Code of Ordinances of the Charter Township of Canton which rezones the subject parcel (tax parcel # 125-99-0002-709) from LI-R, Light Industrial Research to R-6, Single-Family Attached Residential District as provided in the attached ordinance with an effective date of April 25, 2019. Motion carried unanimously.

Item C-4. Consider authorizing the Township Supervisor to sign the Sanitary Sewer Service agreement between WTUA, Wayne County, and the City of Plymouth.

Motion by Siegrist, supported by Sneideman to authorize the Township Supervisor to sign the sanitary sewer service agreement between WTUA, Wayne County, and the City of Plymouth. Motion carried unanimously.

General Calendar:

Item G-1. Consider the adoption of the recommendations from Municipal Services and Finance and budget on the 2019 Water and Sewer rates.

Motion by Siegrist, supported by Slavens to move to adopt the 2019 Water and Sewer Rate Study. Motion carried unanimously.

Item G-2. Consider the first reading of Code of Ordinance Amendments to Part I, Chapter 74 entitled ‘Utilities’, Article II, Division 2, Subdivision II Entitled ‘Schedule of Rates and Charges’ Section 74—83 and Section 74-84 entitled ‘Water Billing; Water Meters’.

Motion by Siegrist, supported by Slavens to introduce for first reading an ordinance which amends Chapter 74, Article II, Sections 74-83 and Section 74-84 of the Canton Code of Ordinances. Motion carried unanimously.

Motion by Siegrist, supported by Slavens to table for consideration the proposed text amendment to Code of Ordinances, and to schedule a second reading for April 23, 2019. Motion carried unanimously.

Item G-3. Consider authorization of bid award for 2019 Bus Transportation.

Motion by Siegrist, supported by Slavens to award the 2019 Bus Transportation Services to Trinity Transportation, 4624 13th St., Wyandotte, Michigan 48192 in the amount not to exceed \$19,684 from the following accounts: 101-756-61.762 (Enrichment) \$6,475.00; 101-756-62.801 0050 (B.L.O.C.K.) \$518.00; 101-756-63.860 (TR) \$12,691.00. Motion carried unanimously.

Additional Public Comment: None

Other: Siegrist reported the Board of Trustees is accepting applications for the Ethics Committee until April 26, 2019. The Ethics Subcommittee is needed to review the applications.

Motion by Siegrist, supported by Slavens to reinstate the ethics subcommittee for the purpose of screening applicants for the Ethics Committee and making a recommendation to the Board of Trustees. Motion carried unanimously.

Other: Foster reminded residents the HOA letter of interest for local road repair is due by April 30, 2019 at 4:30 p.m. and more information is on Canton Township website www.canton-mi.org.

Adjourn: Motion by Siegrist, supported by Anthony to adjourn at 7:32 p.m. Motion carried unanimously.

Michael A. Siegrist, Clerk

Pat Williams, Supervisor

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: April 23, 2019

AGENDA ITEM # C- 1

ITEM: Appointment to the Historic District Commission

PRESENTER: Pat Williams, Supervisor

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY:

Due to the resignation of Darrin Sylvester, there is an opening on the Historic District Commission. Darrin's term was to end on April 30, 2019.

The vacancy was advertised in the Focus, Canton Observer, Eagle, Detroit News, MLive, and radio stations, as well as all social media channels. Joan Lager was the only one to send in a letter of interest. Joan has extensive experience with the HDC as she used to be secretary when she worked in the Clerk's office at Canton Township. Joan retired in early 2019 and would now like to fill the vacancy created by Mr. Sylvester's resignation.

BACKGROUND:

Per MCL 399.204 Historic District Commission consists of not less than 7 or more than 9 members. Canton's Historic District Commission consists of 8 members, one of which is a representative of the Canton Historical Society. The Commission also has a Township Staff representative, Gregg King.

Long term commitment to this commission and community is the foundation of the historical prospective that is requisite for the review and implementation of the U.S. Department of Interior - Secretary of the Interior's Standards for the Treatment of Historic Properties whose recommendations guide this commission. Without a solid historical perspective, the commission loses its ability to maintain and safeguard the heritage of the township.

STRATEGIC PLAN/GOALS:

Appointment of qualified individuals to the Historic District Commission.

ACTION REQUESTED:

Approve Supervisor Williams' recommendation for the appointment of Joan Lager for a three-year term on the Historic District Commission.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

Historic District Commissioners are unpaid.

IMPLEMENTATION PLAN:

The Supervisor's office, with the aid of Leisure Services, will handle all communications regarding the reappointments.

DIRECTOR'S RECOMMENDATION:

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION:

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve the Township Supervisor's recommendation for appointment of Joan Lager to the Canton Historic District Commission for a three-year term effective through April 30, 2022.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: April 23, 2019

AGENDA ITEM #C-2

ITEM: Consider the Second Reading of Code of Ordinance Amendments to Part I, Chapter 74 Entitled “Utilities”, Article II, Division 2, Subdivision II Entitled “Schedule of Rates and Charges”, Section 74-83 and Section 74-84 Entitled “Water Billing; Water Meters”

PRESENTER: Patrick Williams, Township Supervisor

INDIVIDUALS IN ATTENDANCE: None Anticipated

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

In order to satisfy the revenue requirements for the 2019 fiscal year, the attached rate changes are recommended for adoption by the Board of Trustees. The new rates would take effect on all customers’ bills starting on May 1, 2019 and represent an average reduction of 3.36%.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Remove from table for consideration and hold the second reading of the changes to the Township Code of Ordinances.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: The amended ordinance was published on April 12, 2019 and will become effective on May 1, 2019.

DIRECTOR’S RECOMMENDATION: N/A

FINANCE AND BUDGET DIRECTOR’S RECOMMENDATION: Approval

SUPERVISOR’S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to remove from the table, adopt and publish the Second Reading of the Code of Ordinance, Part I, Chapter 74 Entitled “UTILITIES”, Article II, Division 2, Subdivision II entitled “SCHEDULE OF RATES AND CHARGES”, Section 74-83, and Section 74-84 Entitled “Water Billing; Water Meters” with a publication date of April 12, 2019 and effective date of May 1, 2019.

ATTACHMENTS:

1. Legal Summary
2. Marked Up Ordinance Amendment
3. Clean Copy Ordinance Amendment

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: April 23, 2019

AGENDA ITEM #C-3

ITEM: Consider Approval of a Metro-Act Permit for US Signal

PRESENTER: William Serchak, Engineering Manager

INDIVIDUALS IN ATTENDANCE: None

EXECUTIVE SUMMARY: In 2003 Canton Township's Telecommunication Ordinance No. 157 (now known as Chapter 66 of the Township Code of Ordinances) became effective. Under this ordinance, the Township must not unreasonably withhold the issuance of a permit to occupy and use the public right-of-way for telecommunication providers provided the application is administratively complete.

On February 21, 2019, we received an application from US Signal for a permit to install various underground and aboveground utilities within the Township. The application appears to be administratively complete and the applicant has paid the \$500 application fee.

BACKGROUND: The applicant will be required to obtain permits from Wayne County and MDOT in order to perform any construction work in the public right-of-way owned by these outside agencies.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Authorize the Township Clerk to execute the permit application for US Signal

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Canton Township receives revenue through the METRO Act that amounts to around \$45,000 per year from the various telecommunication providers within the Township.

IMPLEMENTATION PLAN: Upon approval Municipal Services will forward to the Township Clerk for signature and provide one original to Verizon Incorporated.

DIRECTOR'S RECOMMENDATION: N/A

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the Metro-Act Right-of-Way Telecommunications permit to US Signal and authorize the Township Clerk to sign the permit on behalf of Canton Township.

ATTACHMENTS:

1. US Signal Telecommunications Permit Application

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: April 23, 2019

AGENDA ITEM #G-1

ITEM: Consider Approval of a Special Land Use for Alrig Multi-Tenant Building

PRESENTER: Jeff Goulet, Community Planner

INDIVIDUALS IN ATTENDANCE: Bryan Amann

EXECUTIVE SUMMARY: The applicant is proposing to renovate and divide the existing 7,700 square foot restaurant building into a multi-tenant commercial building. The Corporate Park Overlay District has certain restrictions on uses and requires the uses listed in Section 6.08 to be approved by Special Land Use Approval. The applicant is proposing to include the following as potential uses within the building once it is renovated: general office, medical and dental clinics, training and education centers, standards restaurant/bar with an accessory drive-through window, specialty retail, business and personal service establishments, and general retail uses.

BACKGROUND/ANALYSIS: The existing site would be modified by removing some parking in the rear, which would enlarge the green space behind the building to screen the trash enclosure and loading area. The trash enclosure would be moved from directly behind the building to the southeast corner of the site, and a pick-up window lane would be added to the east side of the building. The plan submitted as part of the Special Land Use request is conceptual. A final site plan would be reviewed at a later date.

-Existing Zoning: C-3/Corporate Park Overlay District

-Location: Southeast corner of Ford and Lotz Roads

-Net Acres: 1.47 acres

-Existing Land Use: Restaurant (Previously Hayden's)

-Surrounding Land Use

- N - C-3/Corporate Park Overlay(PDD) – Sam's Club
- S - C-3/Corporate Park Overlay – Home Depot
- E - C-3/Corporate Park Overlay – Home Depot Parking Lot
- W- MRD/Corporate Park Overlay (SLU) – Physical Rehabilitation

-Comprehensive Plan: General Commercial

- Community Planner's Recommendation: Approval. The request meets the general criteria for a special land use approval in the Corporate Park Overlay District. The building and site can accommodate the proposed uses and renovation of the building and updates to the site will bring the parcel into closer conformance within the design guidelines of the district.

- **Planning Commission Recommendation:** The Planning Commission voted 6-0 to recommend approval of the special lands uses requested.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approve the request for special land use for a multi-tenant building which could include general office, medical and dental clinics, training and education centers, standard bar/restaurant with accessory pick-up window, specialty retail, business services and personal service establishments, and general retail uses on parcel no. 049-99-0001-704.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: A site plan will be required for site and building modifications.

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 Multiple Tenant Commercial Building
(Formerly Hayden's Restaurant)**

WHEREAS, the Project Sponsor has requested special land use approval for a multiple tenant building that would incorporate general office, medical and dental clinics, training and education centers, standard bar/restaurant with accessory pick-up window, specialty retail, business services and personal service establishments, and general retail uses on parcel no. 049-99-0001-704, located at the southeast corner of Ford and Lotz Roads; and,

WHEREAS, the Planning Commission reviewed the request and applicable criteria and voted 6-0 to recommend approval, as the request meets a general criteria for a special land use approval in the Corporate Park Overlay District, the building and site can accommodate the proposed uses and renovation of the building and, updates to the site will bring the parcel into closer conformance within the design guidelines of the district;

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the request for a multi-tenant building which could include general office (6.08.D.1), medical and dental clinics (6.08.D.2), training and education centers (6.08.D.11), standard bar/restaurant with accessory pick-up window (6.08.D.17), specialty retail, business services and personal service establishments (6.08.D.19) and general

retail uses (6.08.D.20) on parcel no. 049-99-0001-704, subject to final site plan approval.

ATTACHMENTS:

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

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: April 23, 2019

AGENDA ITEM #G-2

ITEM: Consider Approval of the Site Plan for Fire Station #2

PRESENTER: Jeff Goulet, Community Planner

INDIVIDUALS IN ATTENDANCE: Public Safety Director Joshua Meier,
Deputy Director Christopher Stoecklein, and Michael Malone, Partners in Architecture

EXECUTIVE SUMMARY: Canton Township proposes to build a new fire station on the property currently occupied by Fire Station #2 and two adjacent parcels. The existing Fire Station is aging and needs modernization to effectively serve the community. The existing fire station will continue to be used during construction of the new station. Once the new station is ready to be occupied, the old station will be demolished and the remainder to the parking lot and site work will be completed.

BACKGROUND: The applicant was granted a variance to allow an encroachment into the 25 foot wetland setback at the Zoning Board of Appeals meeting of 1/10/19. A request to modify the required front yard setback for the hose tower portion of the building that exceeds the maximum permitted building height was approved by the ZBA meeting on 2/14/19. The Township Board approved the Special Land Use on February 26, 2019.

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

- **Location:** North of Warren Road between Haggerty and Lilley Roads

- **Net Acres:** 4.68 acres

- **Existing Land Use:** Fire Station #2

- **Surrounding Land Use & Zoning:**

N- LI, Reliable Moving and Storage

S- R-6, Copper Creek Attached Condominiums

E- R-5, Frontage Residential

W- R-5, Frontage Residential

- **Comprehensive Plan:** Light Industrial with Research Park recommended

- **Community Planner's Recommendation:** Approval
- **Planning Commission Recommendation:** The Planning Commission voted to recommend approval of the Site plan for Fire Station No. 2.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approve the site plan for Fire Station #2.

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 Site plan for Fire Station No. 2

WHEREAS, the Project Sponsor, Canton Township, has requested site plan approval for a municipal building for a fire station on the north side of Warren Road between Lilley and Haggerty Roads; and,

WHEREAS, the Planning Commission reviewed the request and voted to recommend approval;

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the site plan for a municipal building for a fire station on tax parcel nos. 041-99-0003-000, 041-99-0006-000 and 041-99-0008-000, subject to all applicable local and state requirements.

ATTACHMENTS:

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

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: April 23, 2019

AGENDA ITEM #G-3

ITEM: Consider Approval for Change Order to Complete Independence Park Sidewalk Gap with Rotondo Construction Corporation

PRESENTER: William Serchak, Engineering Manager

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Canton Township has had a long-standing sidewalk gap at Independence Park along Denton Road and Proctor Road. In an effort to complete the trail and sidewalk system in this area of the Township, the design of this gap was completed last year by Northwest Consultants, Inc. (NCI). The design has been approved by Wayne County for a permit in the right-of-way.

Engineering Services obtained a cost of \$124,816.75 from Rotondo Construction Corporation (our current sidewalk contractor) to complete the sidewalk gaps, and proposes to award this work to Rotondo. The permit from Wayne County will cost \$6,120. The proposed change order for Rotondo, including the permit fees, is for \$130,936.75. In addition we have added a ten percent contingency of \$13,093.68 for a total change order of \$144,030.43 for Rotondo Construction Corporation.

BACKGROUND: In 2018 the sidewalk gap at Independence Park was designed and permitted. Due to constraints in the 2018 budget the construction did not take place. Rotondo is the contractor approved by the Board for the sidewalk repair program this year. Engineering Services solicited a proposal from Rotondo to complete this sidewalk gap in 2019. The sidewalk construction work is summarized in Attachment 1. The bid sheet from Rotondo is provided as Attachment 2.

STRATEGIC PLAN/GOALS: To provide safe, barrier free sidewalk connections in the community.

ACTION REQUESTED: Authorize Engineering Services to issue a change order to Rotondo Construction Corporation to construct the sidewalk gaps at Independence Park.

BUDGET IMPLICATIONS AND ACCOUNT NUMBERS: Funds for this work come from the Right-of-Way Maintenance account #101-447-03.930_0050 Capital Outlay Infrastructure.

IMPLEMENTATION PLAN: Upon approval a purchase order will be created and the contractor will be given the authorization to proceed.

DIRECTOR'S RECOMMENDATION: N/A

FINANCE AND BUDGET DIRECTORS RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve a change order contract with Rotondo Construction Corporation for the Independence Park sidewalk gap in the amount of \$144,030.43; and further authorize the contractor to pull the permit with WCDPS on behalf of Canton Township.

ATTACHMENTS:

1. Inter Office Memo to Engineering Services Manager
2. Rotondo Construction, Corp. proposal for Independence Park sidewalk gaps

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: April 23, 2019

AGENDA ITEM #G-4

<p>ITEM: Consider Award of a Contract for Professional Design and Engineering Services to Wade Trim Associates, Inc. for Improvements at Administration Complex Heritage Park – Paving and Design</p>
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PRESENTER: William Serchak, Engineering Manager

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: Each year Canton Township utilizes the Community Improvement Fund to address parking lot rehabilitation and re-construction. The plan and budget that was developed for the 2019 paving program anticipated beginning a multi-year re-construction of the Public Safety parking lot east of the administration building. This project was planned and budgets were developed with a combination of sources including the general fund, the police fund, fire fund and fleet fund. Although the planning and conceptual design for the future expansion of the public safety building is currently underway, the final building footprint and parking lot configurations have not been established. For these reasons, the re-design and re-construction of the public safety parking lot will be delayed until a future year, and the Township paving program will focus on the next major parking area, Heritage Park. Although there is enough funding in the Community Improvement Fund to cover the initial design for Heritage Park, upon award of a construction contract, a budget amendment may be required to fund the construction utilizing general fund dollars in place of the previously budgeted police, fire and fleet funds.

The Heritage Park multi-year paving program will address the associated parking lots, roads and pathways. Engineering Services Division solicited proposals from our seven prequalified consulting firms for survey of the entire park, development of a phasing plan, and design of the first phase of Heritage Park Administration Complex. Three firms' submitted proposals on April 4, 2019 and Wade Trim Associates, Inc. (WTA) was selected as the design consultant. Engineering Services recommends awarding this project to WTA in the amount of \$43,500 plus a 10% contingency of \$4,350 for a not-to-exceed amount of \$47,850.

BACKGROUND: Heritage Park has not been addressed in any recent parking lot repairs and has a significant amount of paved areas including parking lots at the sports facilities, the maintenance building, and a network of asphalt paths. The design and repairs to this complex will likely take several years. Due to the lack of historical information, and the need to address existing and future drainage, Engineering Services has commissioned a full survey of the storm sewer system and topography of the park. This will be followed by layout of a multi-year concept for phasing the work. Phase I will likely include (a) Heritage Park Drive and Maintenance Building, (b) Heritage Park Parking, Softball Fields and Pathways, and (c) Veterans Way, Civic Center to Summit Blvd. Engineering Services anticipates Phase I design to be complete in late spring/early summer, with construction in late Summer/Fall. Three firms submitted proposals on April 4, 2019: Mannik & Smith Group, Spalding DeDecker Associates, Inc. and WTA. WTA provided the lowest cost proposal, along with an innovative drone survey for topography, and can meet the aggressive schedule.

At this time Engineering Services proposes to award the portion of that work which includes: (1) the survey and storm sewer as-builts and (2) design of the first phase which covers the Maintenance Building off Heritage Park Drive and the parking lots and path system around the softball fields and (3) complete design and bid of the first phase. A summary of the three proposals is provided in Attachment 1. The remaining expense for construction staking and other costs will be awarded with the construction bid award. Engineering Services recommends including a ten (10) percent contingency of \$4,350.00 for a total contract award of \$47,850.00 to WTA. The proposal from WTA is provided as Attachment 2. This work will be funded by the Community Improvement Fund.

STRATEGIC PLAN/GOALS: The Township is responsible for maintenance and repair of pavements and parking lots around and located at our facilities. In addition, to provide a safe and connected pedestrian system, connecting various park areas within the project area.

ACTION REQUESTED: Consider award of the Administration Heritage Park Paving & Design Improvement Project engineering consulting services to Wade Trim & Associates, Inc. under their existing master services agreement in the amount of \$43,500 plus a 10% contingency of \$4,350 for a not-to-exceed amount of \$47,850.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds for this work come from the Community Improvement Fund account #246-441.970_0050 Capital Outlay Infrastructure.

IMPLEMENTATION PLAN: Upon approval, Engineering Services will notify the consultant to begin the work under our Master Services Agreement and the purchase order will be entered.

DIRECTOR'S RECOMMENDATION: N/A

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to award a contract and purchase order for engineering consulting services for the Administration Complex Heritage Park – Paving & Design, to Wade Trim & Associates, Inc. in an amount of \$43,500 plus a 10% contingency of \$4,350 for a not-to-exceed amount of \$47,850.

ATTACHMENTS:

1. Proposal Tabulation
2. WadeTrim Associates, Inc. Proposal

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: April 23, 2019

AGENDA ITEM #G-5

ITEM: Consider Approval and Award of a Purchase Order Contract to DPR Architects for Architectural and Engineering Services for Public Works Storage Facility Expansion

PRESENTER: Patrick Williams, Township Supervisor

INDIVIDUALS IN ATTENDANCE: None Anticipated.

EXECUTIVE SUMMARY: As part of Canton Township's effort to effectively manage operations and maintain equipment and inventory, an expansion to the existing DPW storage facility is necessary.

In March 2019 a Request for Proposal (RFP) was issued and one qualified proposal was received. The qualified proposal was submitted by DPR Architects located in Plymouth, Michigan.

BACKGROUND: In 2002 the existing storage facility was constructed at the Public Works campus. The current building is shared with Leisure Services, Public Safety, and the DDA. Since 2002 the Public Works' fleet, equipment, and inventory has increased and the department has outgrown its portion of the storage facility. Some equipment and inventory is now stored/parked outside. Expanding the storage facility will allow us to securely park all equipment indoors extending the equipment's useful life.

In March 2019, Requests for Proposals were solicited for architectural and engineering services for the expansion of the Public Works Storage facility. Approximately 6000 Square feet (75'x80') of additional building space is being proposed. One proposal was received from DPR Architects in Plymouth MI. The proposal in the amount of \$35,500 included Architectural, Mechanical, Electrical, Structural and Civil Engineering services.

STRATEGIC PLAN/GOALS: Maintain and secure Canton's equipment and inventory.

ACTION REQUESTED: Authorize a purchase order contract with DPR Architects for an amount of \$35,500, plus a 10% contingency of \$3,550 for a total not-to-exceed amount of \$39,050.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds for this project were allocated in the 2019 budget, accounts 592-536.970_0020 and 592-537.970_0020.

IMPLEMENTATION PLAN: Upon approval by the Board of Trustees, the Public Works staff will enter a Purchase Order for DPR Architects and authorize the design to start. It is anticipated that the design will be completed this summer, and the project construction can be bid publicly in the Fall of 2019.

DIRECTOR'S RECOMMENDATION: N/A

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to award a purchase order contract to DPR Architects in an amount of \$35,500, plus a 10% contingency of \$3,550 for a total not-to-exceed amount of \$39,050.

ATTACHMENTS:

1. Request for Proposal
2. Bids Tabulation

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: April 23, 2019

AGENDA ITEM #G-6

ITEM: Consider Purchase of Three (3) Mowers for the Parks Division

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: The Parks Division utilizes four zero-turn mowers daily in season for the maintenance of athletic fields, parks and other Township properties. Three of our current mowers are well beyond their useful life in years and hours of service. Bids were requested for replacement of three zero-turn mowers and Wayne Lawn and Garden submitted the lowest qualified bid. We are recommending the purchase of three (3) SCAG Turf Tiger II zero-turn riding mowers in the amount of \$37,188 from Wayne Lawn & Garden.

BACKGROUND: In February 2015, the oldest zero-turn mower was replaced. We are now recommending replacement of three additional zero-turn mowers that have far exceeded the life expectancy of years and hours. These units will now complete the replacements of the zero-turn type mowers for the Parks Division.

Fleet Maintenance evaluated the current brand vs. several other brands based on parts availability and maintenance costs for comparable mowers of different manufacturers, and they are recommending the SCAG brand. Parks operators tested the recommended mowers in the field to make sure they met our needs. They performed well; therefore, we are recommending SCAG units.

Three companies submitted bids for these mowers with Wayne Lawn and Garden being selected as the low bid. Please see attachment A. Their bid was equal to Saxton's Power Equipment in Livonia, however, we will be recommending Wayne Lawn and Garden based on past positive customer service experiences and the fact they accept 60 day billing compared to 15 day billing for Saxton's. These units were recommended by Fleet Maintenance mechanics and field tested by our full time staff. They performed at a very high level relative to operator use and maintenance issues. These units displayed great consistency and durability as they will be used daily from April-November for park mowing.

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

ACTION REQUESTED: Authorize the purchase of (3) mowers from Wayne Lawn and Garden.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: \$60,000 is available in Capital Outlay Machinery and Equipment Account # 101-752-50.970_0030.

IMPLEMENTATION PLAN: Upon approval, a purchase order will be generated and equipment will be ordered immediately.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to authorize the purchase of (3) SCAG Turf Tiger II zero-turn riding mowers in the amount of \$37,188 from Wayne Lawn & Garden, 39915 Michigan Ave, Canton, MI 48188 with funds coming from Budget Account 101-752-50.970_0030 Capital Outlay Machinery and Equipment.

ATTACHMENTS:

Attachment A: Quotes

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: April 23, 2019

AGENDA ITEM # G-7

ITEM: FIRST READING OF AN ORDINANCE TO AMEND CHAPTER 46, ARTICLE II OF THE CANTON TOWNSHIP CODE OF ORDINANCES, ENTITLED “OFFENSES AGAINST THE PERSON,” SECTION 46-31, “ASSAULT AND BATTERY” TO INCREASE THE MAXIMUM PUNISHMENT TO 93 DAYS IN JAIL.

PRESENTER: Joshua Meier, Public Safety Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

BACKGROUND: Currently, the Township’s assault and battery and domestic assault and battery ordinance has a maximum penalty of 90 days in jail and/or a \$500 fine. The Police Department has requested the ordinance be amended to increase the penalty to a maximum of **93** days in jail or \$500, which is the same penalty under state law, in order to provide a greater punishment/deterrent for offenders.

The Charter Township Act limits penalties for violations of local ordinances to 90 days in jail and/or \$500, unless the local ordinance “substantially corresponds to a violation of states law.” With the proposed amendments, Canton’s assault and battery ordinance is now identical to state law, and thus the maximum penalty may be increased to 93 days in jail and/or \$500 fine.

STRATEGIC PLAN/GOALS: Maintain the public peace, health, safety and welfare.

ACTION REQUESTED: Introduce and hold the first reading of an ordinance amending the Township Code of Ordinances, Chapter 46, Businesses, Article II, Section 46-31, “Assault and batter; domestic assault and battery” to increase the maximum penalty to 93 days in jail, mirroring the maximum punishment under state law.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: A second reading will be scheduled for May 14, 2019, and if approved, the amendment will be published as required by law and become effective on May 23, 2019.

DIRECTOR’S RECOMMENDATION

SUPERVISOR’S RECOMMENDATION: Approve

MODEL RESOLUTION:

1. I move to introduce for first reading an ordinance which amends Chapter 46 of the Canton Township Code of Ordinances, Article II, Section 46-13 entitled “Assault and battery; domestic assault and battery.”
2. I further move to table for consideration the proposed text amendment to Chapter 46 of the Canton Code of Ordinances and schedule a second reading for May 14, 2019.

Attachments:

1. Proposed ordinance amending Chapter 46 of the Canton Township Code of Ordinances.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: April 23, 2019

AGENDA ITEM # G-8

ITEM: CONSIDER APPROVAL OF CDBG HOUSING REHAB CHANGE ORDER

PRESENTER: Wendy Trumbull, Finance & Budget Director

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: The Finance & Budget Department is requesting the Board to approve a change order for a housing rehab project funded by CDBG (previously awarded by the Township on May 24, 2018 for \$24,900) by \$4,000. After the contractor began the work on the Fernwood home, it was determined that the sheathing (80 sheets OSB) under the roof shingles needs to be replaced. The Township has an internal policy, which limits any one home's rehabilitation project to a maximum of \$25,000. As this work will cause the project to exceed that amount, we are asking the Board to waive the policy.

BACKGROUND INFORMATION: Under Canton's affordable housing program, formal bid procedures were followed, and the public bid opening was held on May 24, 2018 for the CDBG housing rehabilitation program. The project was bid out with standard/minimum specifications in order to minimize costs. After the contractor was able to begin work on the Fernwood home, it was determined that the sheathing (80 sheets OSB) under the roof shingles need to be replaced. The change order request is to rehabilitate the home to meet Michigan Building Code and the homeowner's satisfaction. The cap for each home is \$25,000 and the original contract was for \$24,900. We are requesting an increase of \$ 4,000 to complete this rehabilitation and your approval to exceed the \$25,000 per home cap.

The Township has an internal policy which limits any rehabilitation work funded utilizing the Community Development Block program to \$5,000 for mobile homes and \$25,000 for single family homes. Funding is available.

Funds are budgeted in housing rehabilitation #274-666.890 for the change order.

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 change order.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds are budgeted in Housing Rehabilitation #274-666.890 for the change order on the single-family detached homes. \$4,000 is requested.

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

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to waive the internal policy and exceed the \$25,000 per home threshold limit award the increase to the change order to the contract for a housing rehabilitation at xxxx Fernwood to Stratton Home Improvement in the amount of \$4,000.

ATTACHMENTS:

Pictures of the xxxx Fernwood Roof

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: April 23, 2019

AGENDA ITEM # G-9

ITEM: Consider Request of Michigan Townships Association (MTA) to Discuss and Consider a Proposal to Make Township Elections Nonpartisan

PRESENTER: Patrick Williams, Supervisor

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: The Michigan Townships Association Board of Directors has requested action by our township board on the attached resolution regarding a time-sensitive legislative policy issue.

BACKGROUND: Over the years, township officials have suggested to MTA that elective Michigan township offices should be nonpartisan. Consistent with long-standing policy and bylaws, the Michigan Townships Association Board of Directors put the question before the membership at the MTA Annual Meeting in 2012, where it was voted down by the MTA membership in attendance. However, a state representative intends to introduce and actively promote legislation to make nonpartisan township offices optional to townships. As an option rather than a mandate, the bill creates a policy dilemma for MTA between continued policy guidance on the question based on the 2012 Annual Meeting vote that did not address a nonpartisan option, and MTA's core value supporting the principle of local control. Also, a considerable period of time has lapsed since the membership voted to oppose nonpartisan elections and arguably the perspective of township officials may be different now.

MTA will need take a position on the optional nonpartisan election bill in the near future, even if that position is neutral. Because the MTA board has already finalized and provided notice to the membership of the proposed 2019 Policy Platform, the upcoming Annual Meeting is not conducive to ascertaining how the broadest spectrum of MTA member boards and their communities would value the opportunity to hold nonpartisan township elections.

To ascertain perspectives of the MTA membership, the MTA Board of Directors is asking member township boards to put this issue on the agenda to discuss and take a position at a township board meeting. The MTA board is taking this unusual step with the hope that the issue be framed in terms of a position that best reflects the values of townships as communities as opposed to what is in the best political interest of incumbent officials.

MTA is requesting that township clerks forward this memo to all members of their township boards and that if there is interest among the board to indicate a policy preference, to discuss the issue in the same manner that the board considers other pertinent issues, take a vote on the attached resolution, and return the resolution to MTA by April 30, 2019. The MTA bylaws do

not allow this method of reaching out to members to be binding on the board of directors or staff in directing the association's legislative policies, but the association will take the input it receives seriously.

To assist your board in its discussions, a table is attached listing the pros and cons of partisan and nonpartisan elections that have been expressed to MTA, as well as the perceptions of MTA leaders. The list may not be all-inclusive and is not intended to influence whatever position your board may take.

STRATEGIC PLAN/GOALS:

ACTION REQUESTED: Discuss and see if there is a consensus on making Township elections nonpartisan

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

IMPLEMENTATION PLAN: Whether the consensus is support or opposition, the resolution will be filled out and sent to MTA by the Township Clerk as requested

DIRECTOR'S RECOMMENDATION:

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION:

SUPERVISOR'S RECOMMENDATION:

MODEL RESOLUTION: The Canton Township Board of Trustees supports/opposes the proposal to make Township elections nonpartisan

ATTACHEMENTS:

1. MTA Support and Opposition Arguments Sheet
2. Resolution

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: April 23, 2019

AGENDA ITEM # G-10

<p>ITEM: CONSIDER APPROVAL OF BUDGET AMENDMENT FOR CABLE TELEVISION PRODUCTION ASSISTANT UPGRADE AND FACTOR ANALYSIS</p>
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PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY:

The Human Resources Manager completed a factor analysis after submission of a Job Analysis Questionnaire for both Cable Television Productions Assistant Positions. After the factor analysis, it was determined that a reclassification from a Grade A to a Grade D on the Merit Commission wage scale. The upgrade was approved at the Merit Commission meeting on April, 22nd. These upgrades necessitate a budget amendment in the amount of \$9,000 from the Cable Fund Balance.

BACKGROUND INFORMATION:

When the two Cable Television Production Assistant positions moved from part-time to full-time back in 2013, the positions were placed as a Grade A on the Non-Union Wage Scale. The JAQ recently completed was far more extensive than the original JAQ lending itself to a more comprehensive review of the duties performed in the position. After completing the factor analysis, the Human Resource Manager felt the positions warranted an upgrade.

Funds for the Cable Television Production Assistant come from the Cable Fund and these upgrades will have no impact on the General Fund

STRATEGIC PLAN/GOALS:

ACTION REQUESTED:

Approve the budget amendment

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

Increase	Salaries and Wages Full Rime	230-250.703_0010	\$7,500
Increase	Various Fringes	230-250.724	\$1,500
Decrease	Transfer to Fund Balance	230-250.999	\$9,000

IMPLEMENTATION PLAN:

Upon Board approval, Finance will make the necessary budget amendments and a PCN will be

processed.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: N/A

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION:

I move to make the following budget amendments:

Increase	Salaries and Wages Full Rime	230-250.703_0010	\$7,500
Increase	Various Fringes	230-250.724	\$1,500
Decrease	Transfer to Fund Balance	230-250.999	\$9,000