



**CANTON ADMINISTRATION BUILDING
1150 S. CANTON CENTER ROAD
CANTON, MI 48188
REGULAR BOARD MEETING
MAY 9, 2017**

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 18 & 25 and MAY 2, 2017

CITIZEN'S NON-AGENDA ITEM COMMENTS

PAYMENT OF BILLS

CONSENT CALENDAR:

- 1) CONSIDER SECOND READING OF CODE OF ORDINANCE AMENDMENTS TO PART II, CHAPTER 78 ENTITLED "BUILDINGS AND BUILDING REGULATIONS", ARTICLE VIII, ENTITLED "RESIDENTIAL RENTAL REGISTRATION AND INSPECTIONS", SECTIONS 78-280 AND 78-284 (MSD)
- 2) CONSIDER SECOND READING OF CODE OF ORDINANCE AMENDMENTS TO PART II, CHAPTER 78 ENTITLED "BUILDINGS AND BUILDING REGULATIONS", ARTICLE VII, ENTITLED "PROPERTY MAINTENANCE CODE", SECTIONS 78-231 THROUGH 78-233 (MSD)
- 3) CONSIDER RE-APPROVAL OF THE SITE PLAN FOR SPEEDWAY #2358 GAS STATION REDEVELOPMENT (LILLEY AND FORD ROADS) (MSD)
- 4) CONSIDER RE-APPROVAL OF THE SITE PLAN FOR SPEEDWAY #8724 GAS STATION REDEVELOPMENT (CANTON CENTER AND FORD ROADS) (MSD)
- 5) REAPPOINTMENT TO DOWNTOWN DEVELOPMENT AUTHORITY BOARD (SUPERVISOR)

GENERAL CALENDAR:

- 1) CONSIDER REQUEST TO CREATE AND FILL PARALEGAL POSITION (SUPERVISOR)
- 2) CONSIDER AWARD OF A CONTRACT TO KIRIWORKS FOR PROFESSIONAL SERVICES TO ASSIST BUILDING & INSPECTION SERVICES WITH PHASE 1 OF THE DOCUMENT SCANNING PROJECT (MSD)

- 3) CONSIDER AWARD OF A CONTRACT TO OHM ADVISORS FOR THE DESIGN OF A NEW PRESSURE REDUCING VALVE ON WARREN ROAD (MSD)
- 4) CONSIDER AWARD OF CONTRACT TO JOE RAICA EXCAVATING INC. FOR THE PLYMOUTH HIGH SCHOOL WATERMAIN EXTENSION PROJECT (MSD)
- 5) CONSIDER APPROVAL OF THE PURCHASE OF FOUR (4) TRIMBLE TDC100 GPS UNITS (MSD)
- 6) CONSIDER AWARD OF A CONTRACT TO HD WATERWORKS SUPPLY COMPANY FOR ROMAC WATERMAIN REPAIR CLAMPS (MSD)
- 7) CONSIDER AWARD OF A CONTRACT TO SUBURBAN CALCIUM CHLORIDE SALES FOR THE 2017 DUST CONTROL PROGRAM FOR LOCAL GRAVEL ROADS (MSD)
- 8) CONSIDER AUTHORIZATION OF AGREEMENT WITH KICKERS OF CANTON, LLC FOR RESTAURANT OPERATIONS AT THE CANTON SPORTS CENTER (CLS)
- 9) CONSIDER BID AWARD FOR HERITAGE PARK ADA PATHWAY IMPROVEMENTS (CLS)
- 10) CONSIDER APPROVAL OF AGREEMENT FOR ENERGY AUDIT (CLS)
- 11) CONSIDER APPROVAL OF AGREEMENT FOR PREVENTATIVE MAINTENANCE AND SERVICE FOR GENERATORS (CLS)
- 12) CONSIDER APPROVAL OF AGREEMENT FOR PREVENTATIVE MAINTENANCE & SERVICE FOR PUMPS AND APPROVAL OF BUDGET AMENDMENT (CLS)
- 13) CONSIDER APPROVAL OF AGREEMENT FOR ROOFING CONSULTING SERVICES (CLS)
- 14) CONSIDER APPROVAL OF BID AWARD FOR VILLAGE THEATER VIDEO EQUIPMENT (CLS)
- 15) CONSIDER AUTHORIZATION OF BID AWARD FOR SUMMIT POND OUTLET RECONSTRUCTION (CLS)
- 16) CONSIDER APPROVAL OF BUDGET AMENDMENT FOR WAYNE COUNTY INTERGOVERNMENTAL AGREEMENT (IGA) FOR PATRIOT PARK IMPROVEMENTS (CLS)
- 17) CONSIDER THE TRADE-IN AND PURCHASE OF GLOCK HANDGUNS (PSD)
- 18) CONSIDER AUTHORIZATION OF PERMIT FOR 2017 LIBERTY FEST FIREWORKS DISPLAY (PSD)
- 19) CONSIDER ANIMAL SHELTERING AGREEMENT WITH THE MICHIGAN HUMANE SOCIETY (PSD)
- 20) CONSIDER APPROVAL OF BID AWARD FOR HERITAGE PARK PRIMARY ELECTRICAL CABLE REPLACEMENT AND APPROVAL OF BUDGET AMENDMENT (CLS)

ADDITIONAL PUBLIC COMMENT
OTHER
ADJOURN

ACCESS TO PUBLIC MEETINGS

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

**Charter Township of Canton
Board Proceedings – April 18, 2017**

A regular study session meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, April 18 2017 at 1150 Canton Center S., Canton, Michigan. Supervisor Williams called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance to the Flag.

Roll Call

Members Present: Anthony, Foster, Graham-Hudak, Siegrist, Slavens, Sneideman, Williams
Members Absent: None
Staff Present: Director Hohenberger, Deputy Director Jon LaFever, Brad Sharp, Greg King, Paula Kosbe
Staff Absent: Director Faas, Director Meier, Director Trumbull

Adoption of Agenda

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

STUDY SESSION:

TOPIC 1: Canton Mobility Transportation

The session opened with Director Hohenberger giving a brief history of the SMART program as well as a history of the Canton Mobility Transportation program. He presented to the board a PowerPoint of the Leisure Services Department's program for senior citizens and the disabled. He was assisted by Deputy Director LaFever.

Director Hohenberger introduced the staff members present and representatives from Huron Valley Ambulance (HVA) - Kevin Irwin and Peggy Steffes. Deputy Director LaFever and Kevin Irwin covered the following items on the presentation:

- The make-up and structure of the Advisory Committee
- Summary of Curb-to-Curb service
- Qualifications for the program
- Public transportation history of Canton Township
- Program utilization and ridership trends
- Service Funding
- Program boundaries
- Trip prioritization
- The service coupon program
- Fleet analysis
- Future considerations

Trustee Foster stated her support for the program.

Trustee Sneideman agreed with Trustee Foster.

Treasurer Slavens agreed with both Trustees Foster and Sneideman. Slavens asked about the hospitals that are in the service area. LaFever explained that the University of Michigan and St. Joseph medical complexes were typical stops.

Supervisor Williams asked if the SMART Grant process could be accelerated. Hohenberger stated that it was not possible.

Trustee Anthony stated he was happy with the service levels and the savings from moving away from the SMART system.

Trustee Graham-Hudak stated that the ridership numbers used to compare SMART and the current system are from 1999 and that she would like to see new projections if the Township opted in. Additionally, she supported expanding public transportation options for under-served communities along Michigan Avenue who walk to the SMART bus stops in Wayne.

PUBLIC COMMENT

Jonathan Vandongen, 48912 Crescent Drive, commented that he takes the program to work and that he is satisfied with the level of service.

Winifred Young, 6147 Runnymede, commented on expanding services to include more priority 3 rides to restaurants and the movies.

Yi Li, 44505 Ford Rd. Apt. 60, commented on the benefits of the program.

Robin Bennett, 2105 N. Sheldon Rd. Apt 202, Chair of the Michigan Statewide Independent Living Council, commented on transportation as the most significant factor in obtaining employment for the disabled. She would like expanded serves, including longer service hours.

Kathy Filas, 5765 Wedgewood Drive, commented on the SMART millage rate savings and suggested Canton may benefit from increased commerce if it were to opt in to SMART services.

TOPIC 2: Energy Performance Phase II

Director Hohenberger introduced Brad Sharp and representatives from Ameresco- Krista Nesbit, James Horton, and Jeff Metcalf. Brad Sharp and Kevin Metcalf covered the following items on the presentation:

- The history and a summary of ESPC Phase I
- Overview of money and energy savings
- An introduction to the project team
- Potential projects for Phase II
- Phase II goals

PUBLIC COMMENT

Kathy Filas, 5765 Wedgewood Drive, commented on the savings and human health effects of new technology.

A copy of the PowerPoint presentations may be obtained by contacting the Secretary to the Clerk at 734-394-5120 of the Charter Township of Canton, 1150 S. Canton Center Rd, Canton, MI 48188, during regular business hours.

ADDITIONAL PUBLIC COMMENT: None

OTHER: None

ADJOURN: Motion by Anthony, supported by Sneideman to adjourn at 7:34 p.m. Motion carried by all members present.

Michael A. Siegrist, Clerk

Pat Williams, Supervisor

**Charter Township of Canton
Board Proceedings – April 25, 2017**

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, April 25, 2017 at 1150 Canton Center S., Canton, Michigan. Supervisor Williams called the meeting to order at 7:01 p.m. and led the Pledge of Allegiance to the Flag.

Roll Call

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

Adoption of Agenda

Motion by Siegrist, supported by Anthony to amend the agenda to remove Item G-1 Consider First Reading of an Amendment to Appendix A – Zoning of the Code of Ordinances for the Manshlo Rezoning. Motion carried by all members present.

Approval of Minutes

Motion by Siegrist, supported by Foster to approve the Board Meeting Minutes of April 11, 2017 as presented. Motion carried by all members present.

Citizen’s Non-Agenda Item Comments:

Matthew A. Grisius, Canton Resident – refused to give his address, commented on Child Lead Exposure Elimination Commission.

George Miller, 1946 Briarfield, inquired about gases from the Lilley and Michigan Avenue landfill area. Miller inquired if the township uses wells for irrigation. Supervisor Williams explained to Mr. Miller these should be addressed in a FOIA request. Mr. Miller agreed.

Payment of the Bills:

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

April 25, 2017		
101	GENERAL FUND	734,597.41
206	FIRE FUND	328,861.38
207	POLICE FUND	452,081.66
208	SUMMIT OPERATING (General)	45,466.04
219	STREET LIGHTING	24,086.11
230	CABLE TV FUND	9,555.93
246	TWP (COMMUNITY) IMPROVEMENT	9,401.50
248	DDA - CANTON TWP ACCT	49,390.57
261	E-911 UTILITY	6,100.00
274	CDBG	13,360.00

402	CAP PROJ - SUMMIT CONSTR	36,215.00
555	Solid Waste	3,326.92
584	GOLF FUND	144,280.79
592	WATER & SEWER FUND	254,845.35
661	FLEET	45,987.34
701	TRUST & AGENCY FUND	256.00
736	POST EMPLOYMENT BENEFITS	113,108.30
TOTAL - ALL FUNDS		2,270,920.30

CONSENT CALENDAR:

Item C-1. Consider 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”, Revising Section 74-83 and “Water billings; water meters”, Section 74-84. (MSD)

Motion by Siegrist, supported by Sneiderman to remove from the table 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”, Revising Section 74-83 and “Water billings; water meters”, Section 74-84. Motion carried by all members present.

Motion by Siegrist, supported by Sneiderman to hold the second reading, amend, and publish the Code of Ordinance Part I, Chapter 74 entitled “Utilities”, Article II, Division 2, Subdivision II Entitled “Schedule of Rates and Charges”, Revising Section 74-83 and “Water billings; water meters”, Section 74-84 with a publication and effective date of May 4, 2017 . Motion carried by all members present.

**STATE OF
MICHIGAN COUNTY
OF WAYNE
CHARTER TOWNSHIP OF CANTON**

**AMENDMENT TO CODE OF ORDINANCES
CHAPTER 74
UTILITIES ORDINANCE, PART I**

AN ORDINANCE AMENDING THE CHARTER TOWNSHIP OF CANTON CODE OF ORDINANCES PART I, CHAPTER 74 ENTITLED “UTILITIES”, ARTICLE II, DIVISION 2, SUBDIVISION II, ENTITLED “RATES AND CHARGES”, SECTION 74-83 AND “WATER BILLINGS; WATER METERS”, SECTION 74-84 .

THE AMENDMENTS TO SECTION PROVIDE FOR REVISED WATER RATES AND CHARGES.

THE CHARTER TOWNSHIP OF CANTON ORDAINS:

SECTION 1. AMENDMENT TO SUBDIVISION II RATES AND CHARGES.

This Ordinance is hereby adopted to amend Code of Ordinances, Part 1, Chapter 74, Article II, Division 2, Subdivision II, Rates and Charges to read as follows:

Sec. 74-83. Schedule of rates and charges.

(a) *Water rates and charges.* Water rates and charges shall be as follows:

(1) Consumption rate: \$5.96 per 1,000 gallons.

a. In addition to the consumption charge, there shall be a water cost of service charge per reading cycle, or portion thereof, based on meter size:

TABLE INSET:

Meter Size	Bi-Monthly Customers	Quarterly Customers
1" meter or less	\$5.68	\$8.52
1.5	12.78	19.17
2.0	22.74	34.11
3.0	51.16	76.74
4.0	90.94	136.41
6.0	204.60	306.90
8.0	363.74	545.61
10.0	568.34	852.51

- (2) a) [UNCHANGED]
- b) [UNCHANGED]
- c) [UNCHANGED]
- d) [UNCHANGED]
- e) [UNCHANGED]

(b) *Sewer rates and charges.* Sewer rates and charges shall be as follows:

(1) Sewage treatment rate: \$6.87 per 1,000 gallons of the water used or per 1,000 gallons of metered sewage flow.

a. In addition to the consumption charge, for customers connected to the sanitary sewer system there shall be a wastewater cost of service charge per reading cycle, or portion thereof, based on meter size:

TABLE INSET:

Meter Size	Bi-Monthly Customers	Quarterly Customers
1" meter or less without FD*	\$5.76	\$8.64
1" meter or less with FD*	16.26	24.39
1.5	12.94	19.41
2.0 meter without FD*	23.02	34.53
2.0 meter with FD*	33.52	50.28
3.0	51.80	77.70
4.0	92.08	138.12
6.0	207.20	310.80
8.0	368.34	552.51
10.0	575.54	863.31

*FD means Footing Drains connected to the sanitary sewer system (no sump pump).

(2) Minimum sewage bill:

a. Minimum sewage disposal bill if not connected to the township water system, per quarterly reading cycle: \$257.63 plus applicable fixed charges, based on the County minimum volume of 12,500 gallons per month.

b. Minimum sewage disposal bill if not connected to the township water system, per bi-monthly reading cycle: \$171.75 plus applicable fixed charges, based on the County minimum volume of 12,500 gallons per month.

c. If a customer has a township supplied water meter, installed per Township specifications for their non-township water source, then readings from that meter shall be used for sewer charges in lieu of the minimum sewage disposal charge.

(3) [UNCHANGED]

(4) [UNCHANGED]

(5) [UNCHANGED]

(6) Industrial waste charge (IWC) rates: The following IWC charges are billed as a pass through to the users and become effective on July 1 each year.

TABLE INSET:

METER SIZE (INCHES)	RATES (\$/MONTH)
5 / 8	\$ 5.72
3 / 4	8.58
1	14.30
1 1 / 2	31.46
2	45.76
3	82.94
4	114.40

6	171.60
8	286.00
10	400.40
12	457.60
14	572.00
16	686.40
18	800.80
20	915.20
24	1,029.60
30	1,144.00
36	1,258.40
48	1,372.80

(7) *Industrial surcharge rates.* The following industrial surcharges will be charged when billed to the township by the Detroit Water and Sewerage Department and become effective on July 1 each year:

- a. Biochemical oxygen demand (BOD) in excess of 275 mg/l . . . \$0.486/lb
- b. Total Suspended Solids (TSS) in excess of 350 mg/l . . . \$0.493/lb
- c. Phosphorus (P) in excess of 12 mg/l . . . \$7.266/lb
- d. Fats, oils and grease (FOG) in excess of 100 mg/l . . . \$0.468/lb

Sec. 74-84. - Water billings; water meters.

- a) *Billing generally; payment of bills; collection of delinquent charges.* Bills for water and sewage disposal shall be billed as directed by the township board. All bills shall be payable on or before the due date. A penalty equal to five percent of any unpaid current charges shall be added to any bill not paid on or before the due date. A dishonored check, regardless of the reason for return, is subject to a service charge per item. This charge also applies to "e-check" payments returned from an electronic payment center. If two or more customer checks or "e-checks" are dishonored, future payments may be required to be made by bank check or cash payment at the township treasurer's office. Customers whose bills are unpaid on the due date may be forwarded a shut off notice, and if the bills are not paid within 20 days of the due date, the customer's service shall be turned off without further notice. An additional charge of \$70.00 will be charged to the customer for involuntary disconnection and \$45.00 for reconnection. Both charges must be paid prior to the resumption of service. Charges for water supply and sewage disposal services as set forth in this article shall constitute a lien on the property serviced. On or before October 1, of each year, the township clerk shall deliver to the supervisor a certified statement of water and sewer disposal charges six months due and unpaid, including a \$100.00 service charge. The supervisor shall place such delinquencies, including the \$100.00 service charge, on the next general tax roll and the same shall be collected as part of the general township taxes.
- b) *Annual removal and reinstallation of irrigation meters.* There shall be a charge of \$50.00 for shutoff and removal of irrigation meters and a charge of \$50.00 for testing and reinstallation of irrigation meters.
- c) *Shutoff and turn-on service charge.* If the township receives a request from a customer to

discontinue service, there shall be a \$15.00 shutoff service charge. At such point when a request is made to reinstate the service, there shall be a \$15.00 service charge for turn-on.

- d) *Meter reading.* Residential water accounts will be read quarterly. Commercial accounts will be read bimonthly unless designated otherwise by the township board.
- e) *Service charge for resealing meter.* A service charge of \$100.00 will be charged to reseal an open bypass on those meters that have bypasses. Water usage that did not register on the meter during the open bypass period will be estimated based on previous usage and/or the usage of similar users.
- f) *Estimation of use when meter fails to register.* The official water meter for billing purposes is the meter located inside the residence, building or meter pit. If a water meter fails to register as a result of a mechanical failure, the township shall have the authority to estimate the quantity of water on which the billing is made until such time as the meter is repaired or replaced. The estimated water use shall be based on previous usage and/or the usage of similar users.
- g) *Access to meter.* The owner or lessee of the real property which is a water service customer shall provide access inside the owner or lessee's building to an authorized representative of the township for the purpose of examining, repairing, updating or replacing the water meter or other remote reading equipment so that such equipment is operating properly. Failure to provide access inside the building to the township within seven days after the township has made a written demand to the owner or lessee for such access shall constitute a misdemeanor.
- h) *Tampering with or removing meter.* Tampering, damaging, changing, rerouting, winterizing, removing or by-passing the water meter by persons other than township personnel is strictly prohibited and would constitute a misdemeanor.

SECTION 2. VIOLATION AND PENALTY

Any person or entity that violates any provision of the Ordinance may, upon conviction be found guilty of a misdemeanor and, be fined not more than Five Hundred (\$500.00) Dollars or imprisoned not more than Ninety (90) days, or both, in the discretion of the court.

SECTION 3. SEVERABILITY

If any clause, sentence, section, paragraph or part of this Ordinance, or application thereof to any person, firm, corporation, legal entity or circumstances, shall be for any reason adjudged by a Court of competent jurisdiction to be unconstitutional or invalid, said judgment shall not affect, impair or invalidate the remainder of this Ordinance.

SECTION 4. REPEAL

All Ordinances, or part of the Ordinances, in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

SECTION 5. SAVINGS CLAUSE

All rights and duties which have been mattered, penalties which have been incurred, proceedings which have begun and prosecution for violations of law occurring before the effective date of this Ordinance are not affected or abated by this Ordinance.

SECTION 6. PUBLICATION

The Clerk for the Charter Township of Canton shall cause this Ordinance to be published in the manner required by law.

SECTION 7. EFFECTIVE DATE

The Ordinance becomes effective on the 4th day of May, 2017 after publication of the second reading.

This Ordinance was duly adopted and/or considered by the Township Board of Trustees of the Charter Township of Canton at its regular Board meeting called on the 25th day of April, 2017 and was ordered given publication in the manner required by law.

CHARTER TOWNSHIP OF CANTON

By: _____
MICHAEL SIEGRIST
Its: Clerk

Introduced: April 11, 2017
Published: May 4, 2017
Adopted: May 4, 2017
Effective upon Publication: May 4, 2017

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 2017 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, 2017 and represent an average change of 2.7%.

Item C-2. Approve Annual Maintenance – Tyler Technologies New World ERP. (FBD)

Motion by Siegrist, supported by Sneiderman to approve and authorize the Finance Director to sign the Software Maintenance Agreement with Tyler Technologies for annual maintenance for the New World ERP Financial Management System, through the period ending 4/30/2021. Motion carried by all members present.

In April 2016, the Board approved a 5 year contract with Tyler Technologies for the period 5/1/2016 – 4/30/2021. At that time, Tyler Technologies had just recently purchased New World Systems and the two companies were in the middle of integration. The contract approved in

April 2016 was prepared by New World Systems, prior to the merger. As this time, as the combining of the two companies is complete, Tyler Technologies would like to convert all outstanding New World Systems contracts to Tyler contracts. The contract presented today is very similar to the previous contract signed 1 year ago, with the same dates, services included, and dollar amounts.

The Township has been using the Logos.Net as our integrated financial management system since 2008. This program is essential to the daily operation of such functions as utility billing, payroll, accounts payable, purchasing, budgeting, financial management, and community development, to name a few. The proposed contract will remain in effect for five (5) years until 4/30/2021, with 3% increases annually.

The New World ERP annual maintenance is allocated between the General Fund (86.5%) and the Water & Sewer Fund (13.5%). Funds are properly budgeted for in the appropriate departments.

GENERAL CALENDAR:

Item G-1. Consider First Reading of an Amendment to Appendix A – Zoning of the Code of Ordinances for the Manshlo Rezoning. (MSD) – Removed by motion to amend agenda.

Item G-2. Consider Approval of the Site Plan for First Baptist Church. (MSD)

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

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

Site Plan for Faith Baptist Church

WHEREAS, the project sponsor Mr. Don Mahoney, has requested site plan approval for Faith Baptist Church to be located at the northwest corner of Warren and Beck Roads, identified as tax parcel EDP# 020-99-0009-000; and

WHEREAS, the Planning Commission reviewed the site plan and made a recommendation to approve the request to grant site plan approval, with conditions, as summarized in the attached written analysis and recommendation.

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the request of the project sponsor, Mr. Don Mahoney, to approve the site plan for Faith Baptist Church, subject to any and all state and local development regulations, as described in the analysis and recommendation attached hereto and made a part thereof.

I hereby certify that the foregoing is a true and complete copy of a Motion adopted by the Board of Trustees of the Charter Township of Canton, County of Wayne, State of Michigan, at a regular meeting held on the 25th Day of April, 2017 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: April 25, 2017

Michael A. Siegrist, Clerk
Charter Township of Canton

Trustee Sneiderman asked if there will be a drive around on Warren Road across from the entrance of the church. Alan Moore, S & B Construction Manager, explained this is under Wayne County's jurisdiction and they have not heard from the County yet. Supervisor Williams agreed to issue a memo regarding this matter to Director Faas and Wayne County.

The project sponsor proposes to locate a religious institution on a six acre parcel at the northwest corner of Warren and Beck Roads. The property is currently zoned RR, Rural Residential. Religious institutions are permitted as a special land use; special land use approval was granted by the Board of Trustees at the meeting of January 10, 2017. The site plan conforms to all design guidelines set forth in Article 6.02U, Religious Institutions and to Ordinance requirements with regard to parking, lighting, landscaping and exterior material standards.

Item G-3. Consider Approval of the Final Site Plan for the Landings Site Condominium. (MSD)

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

**RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON TOWNSHIP
Final Site Plan Approval for The Landings Site Condominium**

WHEREAS, the Project Sponsor has requested approval of the final site plan for the Landings Site Condominium, located on the south side of Saltz Road between Ridge and Beck Roads on tax parcel #s 072-99-0005-701 and 072-99-0005-702; and,

WHEREAS, the Planning Commission reviewed the site plan and made a recommendation to approve the request for site plan approval, subject to adding grading details for berms along the west side of Denton Road and Ridge Road, and receipt of all outside agency permits and financial assurances prior to review and approval of the Township Board.

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the request of the petitioner to approve the final site plan for The Landings Site Condominium on tax parcel #s 072-99-0005-701 and 072-99-0005-702, subject to any and all applicable state and local development regulations.

I hereby certify that the foregoing is a true and complete copy of a Motion adopted by the Board of Trustees of the Charter Township of Canton, County of Wayne, State of Michigan, at a regular meeting held on the 25th Day of April, 2017 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: April 25, 2017

Michael A. Siegrist, Clerk
Charter Township of Canton

The final site plan is consistent with the Consent Agreement between Cherry Ridge LLC and Canton Township, filed with the Circuit Court on August 26, 2014. The development includes 91 units on 50 foot wide lots. Nine of the units are located off of a cul-de-sac with access from Ridge Road. The remaining 82 units are located south of Saltz Road and east of Denton Road, with 2 access points onto Denton Road. Trustee Graham-Hudak asked about a pass around lane at this location as well. Supervisor Williams agreed to issue a memo regarding this matter to Director Faas and Wayne County.

Item G-4. Consider First Reading of Code of Ordinance Amendments to Part II, Chapter 78 Entitled “Buildings and Building Regulations”, Article VIII, Entitled “Residential Rental Registration and Inspections”, Sections 78-280 and 78-284. (MSD)

Motion by Siegrist, supported by Sneideman to introduce and hold the first reading of the proposed amendments to Part II, Chapter 78 Entitled “Buildings and Building Regulations”, Article VIII, Entitled “Residential Rental Registration and Inspections”, Sections 78-280 and 78-284. Motion carried by all members present.

Motion by Siegrist, supported by Graham-Hudak to table for consideration the proposed amendments to Part II, Chapter 78 Entitled “Buildings and Building Regulations”, Article VIII, Entitled “Residential Rental Registration and Inspections”, Sections 78-280 and 78-284 and hold the second reading on May 9, 2017 with a publication and effective date of May 18, 2017. Motion carried by all members present.

In 2014 a new ordinance was enacted by the Township Board in order to implement the Residential Rental Inspection Program. Following the first two-year cycle, the Building & Inspection Services staff found the need to make a couple of minor amendments to the ordinance to: 1) clarify the fact that we do not inspect facilities already licensed and inspected by the State of Michigan; and 2) provide for an incentive to property owners that keep their properties in compliance with our ordinance by offering an optional self- inspection using a Township

checklist thereby extending the cycle by an additional two years. The ordinance amendment as drafted by our legal counsel accomplishes these two changes.

At a Study Session of the Township Board held on January 17, 2017 the Building Official and Municipal Services Director outlined the findings from the first two-year cycle of the residential rental inspection program. A task force of property managers, HOA members and industry professionals met three times during February and March to consider changes to the program. These two changes were supported by the task force. A copy of the final report from the task force is attached for reference.

Item G-5. Consider First Reading of Code of Ordinance Amendments to Part II, Chapter 78 Entitled “Buildings and Building Regulations”, Article VII, Entitled “Property Maintenance Code”, Sections 78-231 through 78-233. (MSD)

Motion by Siegrist, supported by Sneiderman to introduce and hold the first reading of the proposed amendments to Part II, Chapter 78 Entitled “Buildings and Building Regulations”, Article VII, Entitled “Property Maintenance Code”, Sections 78-231 through 78-233. Motion carried by all members present.

Motion by Siegrist, supported by Sneiderman to table for consideration the proposed amendments to Part II, Chapter 78 Entitled “Buildings and Building Regulations”, Article VII, Entitled “Property Maintenance Code”, Sections 78-231 through 78-233 and hold the second reading on May 9, 2017 with a publication and effective date of May 18, 2017. Motion carried by all members present.

In 2014 a new ordinance was enacted by the Township Board in order to implement the Residential Rental Inspection Program. At the same time, another new companion ordinance was enacted by the Township Board to adopt the International Property Maintenance Code with a few minor exceptions requested by the Municipal Services and Public Safety Department staff.

Between the first and second readings of the latter ordinance, a clerical error occurred in which a portion of the 2012 International Property Maintenance Code language was inadvertently omitted. As such, the final published version of the code was partially incomplete. This amendment will correct the missing language in order that the code can take full force and effect to support the Residential Rental Inspection Program and other Ordinance enforcement work. A few additional changes were requested by staff to clarify other requirements of the code. The ordinance amendment as drafted by our legal counsel accomplishes this change by adopting the 2015 International Property Maintenance Code (IPMC) in place of the prior code.

Item G-6. Consider Approving Upgrades to Plymovent Exhaust Extrication Systems (PSD)

Motion by Siegrist, supported by Sneiderman to approve the proposed upgrades to three Plymovent Exhaust Extrication systems from Hastings Air Energy Control, in the amount \$49,717.50, utilizing funds budgeted in the 2017 Fire Capital Outlay Buildings Account.

Motion carried by all members present.

Canton's three fire stations are equipped with Plymovent Exhaust Extrication Systems that capture the vehicle exhaust from fire apparatus inside the station, and re-directs the toxic gases out through the roof, improving air quality within the station.

The upgrade being proposed includes replacing the lower portion of the system's hoses and adaptors in all three fire stations for a total cost of \$49,717.50. Hastings Air Energy Control has provided the quote and is the exclusive dealer of Plymovent Exhaust Extrication Systems in Michigan.

As the fire services continues to take steps toward preventing cancer in firefighters, vehicle exhaust extrication systems are becoming a vital tool in removing toxic exhaust fumes from inside fire stations. Plymovent Exhausts Extrication Systems meet NFPA 1500 and 1901 guidelines. Canton has three Plymovent Exhaust Extrication Systems ranging in age from 10-20 years old, and in size, based on the number of vehicles operating out of the station.

The department's current systems use an air pressured cuff that squeezes the exhaust pipe and releases as the vehicle pulls past a disconnect switch. These mechanical pieces often break, requiring repair or replacement—meanwhile, leaving vehicles running in the station without proper exhaust ventilation. The cuffs on the current system occasionally get stuck to the exhaust pipes, eventually releasing the hose in a violent manner causing paint damage to vehicles parked nearby. The proposed upgraded system uses hoses that connect with magnets, eliminating the need for the unreliable mechanical parts.

Hastings Air Energy Control, the exclusive dealer of Plymovent Exhaust Systems in Michigan, has quoted \$49,717.50 to upgrade the lower hoses and attachment portions on all three station systems. The 2017 Fire Department budget included \$62,000 for this project in Capital Outlay Buildings.

Item G-7. Consider Award of Tow Contract to Westland Car Care. (PSD)

Motion by Siegrist, supported by Sneiderman to approve the acceptance of Westland Car Care's Towing Services Bid Proposal, and award them with a one-year contract, with three renewal options in one-year increments to begin May 1, 2017. Motion carried by all members present.

Supervisor Williams explained the fees charges are paid directly to the Towing Service provider. The township realizes no revenue for these services.

The Police Department's current towing contract expires on April 30, 2017. Based on bid proposals received, the department is recommending Westland Car Care be awarded a one-year contract, with three renewal options in one-year increments.

The Canton Police Department maintains a towing contract to provide for the towing and impounding of vehicles and related services as required by state law, township ordinance and at the direction of the police department.

In compliance with Township policy, formal bids were solicited to establish a new towing contract. Upon completion of the process, three companies submitted bids. Police Department staff reviewed the bids, evaluating numerous categories with emphasis on the most commonly used tow service category of Gross Vehicle Weight less than 5,000 and daily storage rates.

The police department is recommending a one-year contract be awarded to the low bidder, Westland Car Care, with three renewal options in one-year increments solely at the option of the Township. The Township would also reserve the right to terminate the contract at any time with seven days written notice.

Item G-8. Consider Authorization to Purchase New Fitness and Strength Equipment. (CLS)

Motion by Siegrist, supported by Sneideman to award the bid to Direct Fitness Solutions, 600 Tower Road, Mundelein, IL 60060, in an amount not to exceed \$100,000. Motion carried by all members present.

Motion by Siegrist, supported by Sneideman to authorize approval in the amount of \$100,000 to Direct Fitness Solutions from Account No. 208-757-50.970_0030, Capital Outlay Machinery & Equipment. Motion carried by all members present.

Requests for Proposals were solicited in February 2017 for new strength equipment for the Summit on the Park. Four fitness equipment providers submitted bids: Direct Fitness Solutions; Commercial Fitness; Forte Fitness; and All Pro Exercise. A committee was formed with representation from Leisure Services Administration, Facility Services and Finance to score and rank each company. After interviewing, researching and reviewing each provider and their proposals, Leisure Services is recommending to award the bid to Direct Fitness Solutions, in an amount not to exceed \$100,000.

Leisure Services has budgeted \$100,000 this year for the purchase of new strength equipment for the Summit on the Park. Most of the current strength equipment was purchased during the Summit fitness center expansion in 2001, with a few pieces originally purchased when the Summit was built in 1996. This latest purchase will include the trade in of 27-30 current pieces of strength equipment that will be credited towards the purchase of 22-28 new replacement pieces.

The replacement of the strength equipment will occur in coordination with carpet replacement in the fitness center during the Summit's annual maintenance shutdown, after Labor Day. The intention is to provide new state-of-the art equipment to our current members, as well as make it a more desirable environment for potential new members.

Direct Fitness Solutions has been a cardio and fitness equipment provider for the Summit for over 10 years. They have proven themselves to be an excellent partner by providing excellent customer service and high quality cardio and fitness equipment. Currently, the Summit has over 20 pieces of Precor Equipment, which is the line of new strength equipment that Direct Fitness

Solutions is recommending in their bid. This new equipment will provide a seamless transition from our members' perspective when moving from one machine to another.

Trustee Graham-Hudak asked if leases are utilized for equipment. Director Hohenberger explained the Cardio equipment is leased. The rest of the equipment is purchased as these items have a much longer useful life.

Item G-9. IT Services – Renewal of VMware Software Support Agreement. (FBD)

Motion by Siegrist, supported by Sneiderman to approve a purchase order in the amount not to exceed \$27,556.03 payable to VMWare Inc. for a renewal of software support and maintenance services covering a period of three (3) years. Motion carried by all members present.

IT Services is requesting permission to renew our software services and support agreement with VMware Inc which expires on April 28, 2017. The Township utilizes VMware ESX server software which provides the environment in which all Township business applications and file services operate. Maintaining access to support and timely updates is critical to the continuity of Township operations and services.

In 2007, the ITS Division implemented the use of server virtualization technologies and standardized on the solution provided by VMware. At that time, virtualization technologies allowed ITS to migrate multiple aging physical servers onto a single server making better use of processor, RAM memory and hard disk resources. Ongoing, the benefits of this technology have been the cost savings and increased capability to recover from server failures. Depending on any given server's targeted workload, average replacement server costs range \$7,500 - \$15,000. Having this environment allows IT Services to more quickly and cost effectively respond as departmental business applications and file storage needs increase over time, sometimes un-expectedly.

Currently, IT Services manages 47 virtual servers installed within this virtual environment which is supported by five (5) physical servers. All major Township Business applications operate within this virtualized environment. It is critical that IT Services maintain access to timely software, security and products updates along with access to 24x7x365 support, all provided by VMWare Inc.

IT is requesting permission to purchase a 3-year renewal agreement at a cost of \$27,556.03. In comparison, purchasing the same support over the next three (3) years annually would cost \$32,397.72.

Item G-10. Approve IT Services – Virtual Servers Hardware Replacement. (FBD)

Motion by Siegrist, supported by Sneiderman to approve the purchase of Dell server hardware to replace an existing eight (8) year old server within the Township's current VMware Virtual Computing environment. A purchase order to Dell Computers will be created with a total not to exceed \$17,725. Motion carried by all members present.

IT Services cycles physical server hardware every 4-5 years in the data center for that hardware which supports the virtual environment. Server four (4) has exceeded normal life span and reached the point of service where it needs to be retired and new hardware installed in its place. The primary reason for hardware cycling is to minimize the risk of hardware failure common with aged hardware. Recent advances in the virtualization software used by the Township also requires newer versions of Intel processors to provide access to those improvements. Replacing a currently eight (8) year old server will permit IT to continue to provide stable and highly available computing resources to Township departments.

Most Township data and business applications reside and operate from within the Township's VMWare Virtual Computing environment which is critical to the day to day operation of all Township business applications. That virtual environment is currently comprised of five (5) Dell Servers. The oldest server purchased in 2009 is due for upgrade as the warranty expired in 2014. The newest version of the VMware software works best with modern processor architecture and features not present on that current server. IT services is working towards creating a "High Availability" environment for the most critical of workloads. High Availability works best with identically configured servers and therefore IT has requested from Dell Computers an identically configured server to the one purchased in February of 2017.

With the latest version of software, the best practice recommendation from VMware has changed and it is recommended for the management server to be located within the virtual environment instead of residing externally. VMware has also stated that all future development of the management server will be done towards the virtual appliance and not the software running on a Windows based server as has been the practice. The management server is responsible for all configurations of the virtual environment, it controls all aspects and permits IT to utilize all five (5) servers in a more cohesive and centrally administered fashion. It is imperative that for the protection of the management server within the virtual environment, that a High Availability environment be created, thus requiring two identical server hardware platforms.

Trustee Graham-Hudak inquired about leases. Director Trumbull explained our equipment has a longer life and a lease option would have been more costly. Trumbull agreed to continue to investigate lease options in the future.

Item G-11. IT Services – Renewal of Veeam Software Support Agreement. (FBD)

Motion by Siegrist, supported by Anthony to approve a purchase order in the amount not to exceed \$11,780.00 payable to CDW Government for a renewal of software support and maintenance services provided by Veeam Inc. covering a period of three (3) years. Motion carried by all members present.

IT Services is requesting permission to renew our software services and support agreement with Veeam Inc. which expired on April 21, 2017. The Township utilizes Veeam software products to backup and protect the Township's virtual computing environment. Maintaining access to support and timely updates is critical to the continuity of Township operations and services.

IT Services needs to provide backup and restoration capabilities to protect the Township's virtual computing environment. This software which has been utilized for nearly seven (7) years with superb success. Files, folders, entire applications are adversely affected at times through human mistakes or hardware failures. The Township has in the past 18 months been affected by two incidents of a Crypto Virus infection, each time tens of thousands of files were recovered because of this backup solution.

Currently, IT Services manages 47 virtual servers installed within this virtual environment. This software allows IT to maintain high levels of protection for files, applications and all 47 server installations. It is critical that IT Services maintain access to timely software, security and products updates along with access to 24x7x365 support, all provided by Veeam. Inc.

IT is requesting permission to purchase a 3-year renewal agreement at a cost of \$11,780.00. In comparison, purchasing the same support over the next three (3) years annually would cost \$12,570.00. Additionally, IT is requesting that the Township Board waive the Request For Proposal for this purchase. The pricing provided by the reselling vendor, CDW Government, has already been negotiated by The State of Michigan and is offered to the Township as part of that overall agreement. CDW Government has obtained permission from Veeam for a late renewal if purchased by month's end. Renewal after the end of April will cause a 20% "Renewal Fee" assessed by Veeam.

ADDITIONAL PUBLIC COMMENT: Not offered

OTHER: Supervisor Williams reminded the board Canton Fire Department will hold its award ceremony on Wednesday April 26, 2017 at 6:00 p.m. at the Summit on the Park.

Director Trumbull stated she has emailed the board members a copy of the IT Strategic Plan. She is requesting the board review this document to get a general idea of the direction the IT Department is heading. Supervisor Williams reinforced this with the board as this will guide the decisions the board will make in the future.

ADJOURN: Motion by Anthony, supported by Sneiderman to adjourn at 7:40 p.m. Motion carried by all members present.

Michael A. Siegrist, Clerk

Pat Williams, Supervisor

**Charter Township of Canton
Board Proceedings – May 2, 2017**

A regular study session meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, May 2, 2017 at 1150 Canton Center S., Canton, Michigan. Supervisor Williams called the meeting to order at 6:03 p.m. and led the Pledge of Allegiance to the Flag.

Roll Call

Members Present: Anthony, Foster, Graham-Hudak, Siegrist (arrived at 6:09 p.m.), Slavens, Sneiderman, Williams

Members Absent: None

Staff Present: No staff was present for this Study Session

Adoption of Agenda

Motion by Sneiderman, supported by Anthony to approve the agenda as presented. Motion carried by all members present.

Supervisor Williams introduced Senator Patrick Colbeck in the audience. Williams noted Representatives Dave Noble and Kristy Pagan were invited to attend this meeting, however, they are still in session. Williams had also invited County Commissioner Joe Barone, however, he was also unable to attend because of a personal issue.

Senator Colbeck gave a brief update of state legislative activities. Colbeck stated the budget should be completed by the second week of June. The overall budget proposed by the senate is about \$56 billion – about \$300 million below the governor’s recommendation, with the overall revenue sharing for Canton Township is increased about \$160,000 (a 1% increase) for infrastructure upgrades/repairs. Colbeck explained some of the budget issues facing the legislature including OPEB and Road Construction/Maintenance accountability. Senate Bill 351 regarding fireworks and giving local municipalities more control was also discussed.

Trustee Sneiderman asked where someone could get additional information regarding the proposed health care reform package. Sneiderman also inquired if these reforms have been in place in other states. Colbeck stated www.morninginmichigan.com would be the website to obtain more information regarding this and other issues. Colbeck explained it was implemented in the state of Washington, as well as in the state of New Jersey for their employees

Trustee Graham-Hudak asked if Senator Colbeck has reviewed construction requirements in other states. Colbeck replied in suburban areas (subdivisions and parking lots) of Ohio and Kentucky, however the upgrade pilot/test program would be on trunk-line roads. MDOT has used some of the sealants on segments of I-275 already. This application would utilize a cement hydration catalyst to essentially keep the water out and result in a longer lasting paving job.

Trustee Anthony asked if Canton residents can expect any additional funding from the State to repair the roads. Colbeck replied not in addition to the 1% increase in revenue sharing. There is no separate allocation for pothole repair.

Trustee Foster asked if the tests in Ohio and Kentucky were on roads that were treated with salt. Colbeck did not think so.

Clerk Siegrist inquired about the possibility of acquiring an off/on ramp on Warren Road to I-275. Colbeck explained recent improvements have moved us off the “Top 10” list. This type of addition would go all the way to the Federal level. This would be in the \$300 million dollar realm and would require substantial infrastructure changes. Obtaining funds is relative to other needs throughout the state. However, he agreed to continue to pursue this type of improvement and take every opportunity to obtain addition funds for Canton.

Trustee Graham-Hudak inquired about additional federal funds for transportation. Colbeck agreed to investigate this further.

Supervisor Williams stated Canton’s priorities list consists of roads, roads, and more roads. As a Canton resident, Colbeck understands completely. Williams added that Wayne County drains/drainage issues are also a priority.

STUDY SESSION:

TOPIC 1: Legislative Update

Supervisor Williams introduced Stephanie Johnson and Ronald Khoury, representing Kandler, Reed, Khoury and Muchmore handling government lobbying services for Canton who conducted the update presentation.

Ms. Johnson explained the budget is taking up a majority of the time in the legislature. There is pending legislation to roll back the state income tax. The budgets are being complied with this possibility in mind. She is expecting the budgets to be completed by the middle of June.

Mr. Khoury gave an update on Ford Road issues:

The itemization of township issues with Ford Road is being updated, this includes a compilation of needs, population concerns, safety concerns, etc. He feels that contacting Congressmen Trott and Mitchell would be beneficial. Mitchell sits on the House Transportation Infrastructure Committee. Members of this committee are usually allowed a certain allocation for their areas. Also, the State House Appropriations Chairwoman is from Livonia. These are people we should be in contact with to promote our needs. We should also consider enlisting the assistance of the community east of the area in working together to get additional transportation access.

Ms. Johnson covered the Ambulance Quality Assurance Assessment Program, and how it is currently being investigated in the legislature.

Ms. Johnson covered the Firework legislation – there are several bills introduced in the legislature. Most of the bills are from Macomb and Wayne County. Opinions vary widely in the state and this is a very controversial issue.

Regarding “Dark Store” issues – Recently, the Michigan Tax Tribunal has been using what is known as "dark store assessing" to compare big-box stores to closed businesses from different regions of the state, in order to justify tax assessments benefiting the big corporations. This results in drastically reduced taxable property value in communities, forcing residents and small businesses to pay more to make up the difference. She is expecting more information this summer.

Pension (OPEB) issues – This is a top priority of the Senate Majority Leader, as well as the Speaker, to do pension reform. There should be more information/legislation out before the summer break. One of the issues is the lack of uniformity between municipalities. They are waiting on the publication of Governor Snyder’s pension report.

Marijuana issues – At this time, Canton has no ordinances governing these processors, growers, etc. Although a LARA license is required, a municipality may opt to restrict these establishments. Most of the issues surrounding this topic are still to be determined. Typically, if the state passes a law that is contradictory to the federal law, there will not be enforcement on the federal level. Currently the law gives the local jurisdictions the authority to restrict these types of businesses.

ADDITIONAL PUBLIC COMMENT: George Miller, 1946 Briarfield, commented he feels bicycles should pay for licenses to use bicycle paths along public roads and these fees should be used for roads. He also commented that gasoline used to run lawnmowers should be exempt from the taxes used for roads.

OTHER: None

ADJOURN: Motion by Sneiderman, supported by Anthony to adjourn at 7:33 p.m. Motion carried by all members present.

Michael A. Siegrist, Clerk

Pat Williams, Supervisor

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 9, 2017

AGENDA ITEM #C-1

ITEM: Consider Second Reading of Code of Ordinance Amendments to Part II, Chapter 78 Entitled “Buildings and Building Regulations”, Article VIII, Entitled “Residential Rental Registration and Inspections”, Sections 78-280 and 78-284

PRESENTER: Tim Faas, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: In 2014 a new ordinance was enacted by the Township Board in order to implement the Residential Rental Inspection Program. Following the first two-year cycle, the Building & Inspection Services staff found the need to make a couple of minor amendments to the ordinance to: 1) clarify the fact that we do not inspect facilities already licensed and inspected by the State of Michigan; and 2) provide for an incentive to property owners that keep their properties in compliance with our ordinance by offering an optional self-inspection using a Township checklist thereby extending the cycle by an additional two years. The ordinance amendment as drafted by our legal counsel accomplishes these two changes.

BACKGROUND: At a Study Session of the Township Board held on January 17, 2017 the Building Official and Municipal Services Director outlined the findings from the first two-year cycle of the residential rental inspection program. A task force of property managers, HOA members and industry professionals met three times during February and March to consider changes to the program. These two changes were supported by the task force. A copy of the final report from the task force is attached for reference.

STRATEGIC PLAN/GOALS: Our residents are satisfied, or very satisfied, in their interactions with us (MSD Strategic Plan 2016).

ACTION REQUESTED: Remove from the table and publish the ordinance, as amended for adoption.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: First Reading was held on April 25, 2017. Second Reading will occur on May 9, 2017 with a publication and effective date of May 18, 2017.

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 for consideration the Code of Ordinance amendments to Part II, Chapter 78 Entitled “Buildings and Building Regulations”, Article VIII Entitled “Residential Rental Registration and Inspections”, Sections 78-280 and 78-284; and

2. Further, I move to adopt and publish the second reading of the proposed text amendment to the Township Code of Ordinance on May 9, 2017 with publication and effective date of May 18, 2017.

ATTACHMENTS:

1. Final Report Dated February 24, 2017 from Task Force
2. Legal Summary
3. Code of Ordinance Amendment – Redline
4. Code of Ordinance Amendment – Clean Copy

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 9, 2017

AGENDA ITEM #C-2

ITEM: Consider Second Reading of Code of Ordinance Amendments to Part II, Chapter 78 Entitled “Buildings and Building Regulations”, Article VII, Entitled “Property Maintenance Code”, Sections 78-231 through 78-233

PRESENTER: Tim Faas, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: In 2014 a new ordinance was enacted by the Township Board in order to implement the Residential Rental Inspection Program. At the same time, another new companion ordinance was enacted by the Township Board to adopt the International Property Maintenance Code with a few minor exceptions requested by the Municipal Services and Public Safety Department staff.

Between the first and second readings of the latter ordinance, a clerical error occurred in which a portion of the 2012 International Property Maintenance Code language was inadvertently omitted. As such, the final published version of the code was partially incomplete. This amendment will correct the missing language in order that the code can take full force and effect to support the Residential Rental Inspection Program and other Ordinance enforcement work. A few additional changes were requested by staff to clarify other requirements of the code. The ordinance amendment as drafted by our legal counsel accomplishes this change by adopting the 2015 International Property Maintenance Code (IPMC) in place of the prior code.

BACKGROUND: The property maintenance code regulates and provides for a minimum standard which will apply to existing residential and non-residential structures, equipment and facilities. The additional changes are summarized as being:

- Adoption of the 2015 IPMC;
- IPMC Section 304.14 “Insect Screens” was added
- IPMC Section 602.3 “Heat Supply” was added
- IPMC Section 602.4 “Occupiable Work Spaces” was added
- IPMC Section 602.6 “Heat Certificate” was revised to allow additional time for a property owner to furnish a certification that the furnace system is functioning safely.
- IPMC Section 702.1 “General” was revised to include Township Ordinances
- IPMC Section 702.2 “Aisles” was revised to include Township Ordinances
- IPMC Section 703.1 “Fire Resistance Rated Assemblies” was revised to include Township Ordinances
- IPMC Section 703.2 “Opening Protectives” was revised to include Township Ordinances

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Remove from the table and publish the ordinance, as amended, for adoption.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: First Reading was held on April 25, 2017. Second Reading will occur on May 9, 2017 with a publication and effective date of May 18, 2017.

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 for consideration the Code of Ordinance amendments to Part II, Chapter 78 Entitled "Buildings and Building Regulations", Article VII Entitled "Property Maintenance Code", Sections 78-231 through 78-233; and
2. Further, I move to adopt and publish the second reading of the proposed text amendment to the Township Code of Ordinance with an effective date of May 18, 2017.

ATTACHMENTS:

1. Legal Summary
2. Code of Ordinance Amendment – Redline
3. Code of Ordinance Amendment – Clean Copy

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 9, 2017

AGENDA ITEM #C-3

ITEM: Consider Re-Approval of the Site Plan for Speedway #2358 Gas Station Redevelopment (Lilley and Ford Roads)

PRESENTER: Tim Faas, Municipal Services Director

INDIVIDUAL IN ATTENDANCE: Mandy Gauss, CESO

EXECUTIVE SUMMARY: The site plan and special land use was originally approved on December 8, 2015 and these approvals expire on June 9, 2017. Variances were also granted by the Zoning Board of Appeals and would expire On November 12, 2017 if the site plan is expired. The variances can be extended by 12 months if the Township Board reapproves the site plan. Extension of the site plan would keep the special land use and variances active. Speedway is starting construction on the Ford and Canton Center site in May, and doesn't anticipate starting redevelopment of this site until March of 2018.

The Speedway Station at Lilley and Ford Roads is proposing a complete redevelopment of the site. This redevelopment includes a 3,900 square foot brick convenience store, 8 pump islands, renovated landscaping, and new signs. Automobile filling stations are only permitted in the C-3 District as a special land use for redevelopment of existing gas station sites. The original approval also included a parking modification to allow 33 parking spaces instead of the 41 required by code.

BACKGROUND: The proposed automobile filling station required two variances, including variances to allowance of the building within the 30 foot rear setback and to the maximum building coverage for gas stations. These variances were approved by the Zoning Board of Appeals due to the configuration of the site. Redevelopment of the site will result in a better layout and traffic movement through the site.

-Existing Zoning: C-3, Regional Commercial (DDA and CBD Overlays)

-Location: Southeast corner of Lilley and Ford Roads

-Net Acres: 1.10 acres

-Existing Land Use: Gas Station

-Surrounding Land Use

N – C-3, Flagstar Bank, Willow Creek Plaza Office Building

S – C-3, Lilley Plaza Shopping Center

E – C-3, BD’s Mongolian Grille
NE – C-3. Canton Plaza
W - C-2, Canton Corners

-Comprehensive Plan: Regional Commercial

-Community Planner’s Recommendation: Approval.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED:

Re-approve the site plan for re-development of the Speedway Station #2358, located on parcel no. 053-99-0010-703, for 12 months, until June 9, 2018.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: N/A

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR’S RECOMMENDATION: N/A

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON

Re-approval of the Site Plan for Redevelopment of Speedway #2358

WHEREAS, the Project Sponsor received approval of a special land use for an automobile filling station and site plan for redevelopment of the Speedway located on the southeast corner of Ford and Lilley Roads, identified as tax parcel no. 053-99-0010-703 on December 8, 2015; and,

WHEREAS, due to permitting delays with Wayne County and coordination of scheduling with re-development of the Speedway site at Canton Center and Ford Roads, this site won’t start construction until 2018, thus there is a need to reapprove the site plan to maintain approval of the variances and special land use approval;

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the request of the petitioner, to re-approve the site plan for redevelopment of the Speedway Station #2358 located on tax parcel # 053-99-0010-703 for 12 months, until June 9, 2018, subject to any and all state and local development regulations, as described in the analysis and recommendation attached hereto and made a part hereof.

ATTACHMENTS:

1. Map
2. Site Plan

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 9, 2017

AGENDA ITEM #C-4

ITEM: Consider Re-Approval of the Site Plan for Speedway #8724 Gas Station Redevelopment (Canton Center and Ford Roads)

PRESENTER: Tim Faas, Municipal Services Director

INDIVIDUAL IN ATTENDANCE: Mandy Gaus, CESO

EXECUTIVE SUMMARY: The site plan and special land use was originally approved on December 8, 2015 and these approvals expire on June 9, 2017. Variances were also granted by the Zoning Board of Appeals and would expire if the site plan is expired. The variances can be extended by 12 months if the Township Board reapproves the site plan. Extension of the site plan would keep the special land use and variances active. Speedway is starting construction on the this site in May, but is still awaiting permits form Wayne County and doesn't want to jeopardize existing approvals if the County permit isn't received by the site plan expiration date.

The Speedway Station at Canton Center and Ford Roads is proposing a complete redevelopment of the site. This redevelopment includes a 3,900 square foot brick convenience store, 6 pump islands, closing of the Canton Center driveway closest to Ford Road, addition of DDA garden walls along Ford and Canton Center, renovated landscaping, and new signs. Automobile filling stations are only permitted in the C-2 District as a special land use for redevelopment of existing gas station sites. The original approval also included a parking modification to allow 27 parking spaces instead of the 37 required by code.

BACKGROUND: The proposed automobile filling station required several variances, including variances to the drain buffers, modification of the foundation landscaping and roadway buffer width area, allowance of parking in the front yard area, and a variance to the the maximum building coverage for gas stations. These variances were approved by the Zoning Board of Appeals due to the configuration of the site. Redevelopment of the site will result in a better layout and traffic movement through the site and safer access to Canton Center Road.

-Existing Zoning: C-2, Community Commercial (DDA and CBD Overlays)

-Location: Northeast corner of Canton Center and Ford Roads

-Net Acres: 1.68 acres

-Existing Land Use: Gas Station

-Surrounding Land Use

- N – C-2, Bittinger Office/Retail Center
- S – C-2, TCF Bank
- E – C-2, National Coney Island
- W - C-2, Kennedy Plaza

-Comprehensive Plan: Community Commercial

-Community Planner’s Recommendation: Approval.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED:

Re-approve the site plan for re-development of the Speedway Station #8724, located on parcel no. 039-99-0020-701, for 12 months, until June 9, 2018.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: N/A

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR’S RECOMMENDATION: N/A

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

RESOLUTION OF
BOARD OF TRUSTEES
CHARTER TOWNSHIP OF CANTON

Re-approval of the Site Plan for Redevelopment of Speedway #8724

WHEREAS, the Project Sponsor received approval of a special land use for an automobile filling station and site plan for redevelopment of the Speedway located on the northeast corner of Ford and Canton Center Roads, identified as tax parcel no. 039-99-0020-701 on December 8, 2015; and,

WHEREAS, due to permitting delays with Wayne County, there is a need to reapprove the site plan to maintain approval of the variances and special land use approval;

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the Charter Township of Canton, Michigan does hereby approve the request of the petitioner, to re-approve the site plan for redevelopment of the Speedway Station #8724 located on tax parcel # 039-99-0020-701 for 12 months, until June 9, 2018, subject to any and all state and local development regulations, as described in the analysis and recommendation attached hereto and made a part hereof.

ATTACHMENTS:

1. Map
2. Site Plan

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 9, 2017

AGENDA ITEM #C-5

<u>ITEM:</u> REAPPOINTMENT TO DOWNTOWN DEVELOPMENT AUTHORITY BOARD

PRESENTER: Pat Williams, Supervisor

INDIVIDUALS IN ATTENDANCE None anticipated

BACKGROUND: The Downtown Development Authority Board is made up of at-large members and members who have an interest in the District (owner of property, resident, owner of a business, manager or worker). Act 197 of the 1975 enabling legislation for the establishment of the Downtown Development Authority provides for a Board of 8 to 12 members. A majority of the members must have an interest in the development area, while the remaining members are citizens at large.

Chuck Jones's appointment to the DDA Board expires on May 14, 2017. Chuck is a Canton resident and has owned and operated the Play It Again Sports in Canton for almost 20 years. He is a member of the Canton Chamber of Commerce and participates in the ShopCanton marketing activities. Chuck has been a dedicated, contributing member of the Canton DDA and has expressed his interest in being reappointed to the DDA Board for another term.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Reappointment of Chuck Jones to the Downtown Development Authority Board of Directors for a term of 4 years to expire on May 14, 2021.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: Upon approval, the Canton Supervisor will direct the Downtown Development Coordinator to notify Chuck Jones of the reappointment.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: NA

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to reappoint Chuck Jones to the Canton Downtown Development Authority for a term of four years to expire on May 14, 2021.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 9, 2017

AGENDA ITEM #G-1

ITEM: Consider Request to Create and Fill Paralegal Position

PRESENTER: Kristin Kolb, Corporation Counsel

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: The current Executive Assistant in the Legal Affairs Division will be retiring effective June 30, 2017. As sometimes occurs when an employee voluntarily vacates a position, an analysis was performed to determine the needs of the Legal Affairs Division. In this case, it was determined that the addition of a staff member who could perform legal work would improve operational efficiencies. After consideration of multiple options, it was determined that the Executive Assistant position would be changed to a Paralegal, as a Paralegal would handle the customary administrative support functions, but would also have the knowledge and training to conduct legal research, perform legal analysis, and draft legal documents, ordinances, pleadings, etc. Any legal work conducted by a paralegal would be subject to final review of the corporation counsel.

A Job Analysis Questionnaire was completed, and the job was factored by the Human Resource Manager to be a Grade 4, the same level as the current executive assistant. The Merit Commission considered the request to create a Paralegal position at its April 24, 2017 meeting, and it approved the job description, set the grade for the position at a Grade 4, and authorized the internal and external posting of the position. Approval of the Township Board is required to officially create the new position.

The Finance and Budget Director reviewed the information relative to this request, and determined that no budget adjustment will be necessary.

STRATEGIC PLAN/GOALS: Improve operational efficiencies in the Legal Affairs Division in the most economical manner.

ACTION REQUESTED: Approve the request to create and fill the position of Paralegal upon retirement of current Executive Assistant in the Legal Affairs Division.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: None.

IMPLEMENTATION PLAN: If approved, the position will be posted externally and internally, and filled following interviews.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to create and fill the position of Paralegal in the Legal Affairs Division.

ATTACHMENTS:

1. Job Description

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 9, 2017

AGENDA ITEM #: G-2

ITEM: Consider Award of a Contract to Kiriworks for Professional Services to Assist Building & Inspection Services with Phase 1 of the Document Scanning Project

PRESENTER: Tim Faas, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: MSD Staff developed a scope of work for the first phase of document scanning in Building & Inspection Services and solicited a proposal from the vendor (Kiriworks) the Board approved in 2014 to provide technical assistance and software implementation services for the On-Base software.

The first phase includes the scanning and indexing of roughly 1,000 sets of commercial & industrial plans. We estimate that this first phase has about 30,000 pages for which a Request for Proposal (RFP) is being developed to hire a company to provide scanning services. In the meantime, the staff need assistance to set up the business practices, software and hardware for the project. Kiriworks will provide that technical assistance & training over what is anticipated to be a five month long engagement. Based on the scope, Kiriworks estimates that 60 hours of support services are necessary which will cost \$11,115.

BACKGROUND: In 2015 Public Works commenced a four year long pilot project to evaluate implementation of a document management program. The initial components of the pilot are largely completed which involved primarily the Division of Public Work's needs. Staff are now shifting to the organization-wide needs analysis including the Building & Inspection Services Division. A \$50,000 budget was approved previously to undertake the scanning and indexing of the commercial and industrial plans.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Award a service contract to Kiriworks for Phase 1 of the document scanning project in Building & Inspection Services for an amount not-to-exceed \$11,115.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: A total of \$50,000 was budgeted in 2017 for Phase 1 of the document scanning project. The expense will be funded from account #101-371.801_0050, Professional & Contractual Services.

IMPLEMENTATION PLAN: Upon approval, the proposal will be signed and a purchase order will be created and Kiriworks will be issued a notice to proceed.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to award a contract to Kiriworks to provide sixty hours of professional services to assist the Building & Inspection Services staff with Phase 1 of the document scanning project in an amount not-to-exceed \$11,115; and further authorize the Township Supervisor to sign the statement of services on behalf of Canton.

ATTACHMENTS:

1. Phase 1 Scanning Project Budget
2. Proposal form Kiriworks 4/26/2017

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 9, 2017

AGENDA ITEM #: G-3

ITEM: Consider Award of a Contract to OHM Advisors for the Design of a New Pressure Reducing Valve on Warren Road

PRESENTER: Tim Faas, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Due to recent public water system growth and numerous operational changes, some areas within our water distribution system are experiencing increased pressure fluctuations. OHM Advisors has modelled our water system as part of the water storage and pump station project and determined that installation of a new Pressure Reducing Valve (PRV) will aid in regulating pressures in the northwest quadrant of the Township.

OHM is the best qualified of the consultants previously prequalified by the Township as it has already developed a complex hydraulic computer model of the water distribution system as part of the water storage and pump station project. As such, staff felt other proposals were not necessary to solicit for this design. The total cost proposed for this design work is \$39,000.

BACKGROUND: This project was identified as the tenth highest priority need in our 2010 Water Master Plan. With the recent growth in the Township coupled with the changes in operation due to the water storage and pump station project, the necessity to construct this project sooner than later is now necessary.

The construction has been budgeted for 2018 in the amount of \$100,000.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Award a contract to OHM Advisors for the design of a new pressure reducing valve (PRV) on Warren Road, west of Ridge Road.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The proposed design cost is \$39,000. Funding will come from account #592-536.801_0040, Professional and Contractual Services Engineering.

IMPLEMENTATION PLAN: Upon approval, a purchase order will be created for OHM Advisors and the design work will commence under the existing master services agreement. It is anticipated that the design work will be completed this year, and construction will commence during the low water demand season in late 2017 or early 2018 depending on the required approvals.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to award a contract to OHM Advisors for the design of a new pressure reducing valve in an amount not-to-exceed \$39,000.

ATTACHMENTS:

1. OHM Advisors quote
2. Water Master Plan - Table 10 (Recommended system improvements)

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 9, 2017

AGENDA ITEM #G-4

ITEM: Consider Award of Contract to Joe Raica Excavating Inc. for the Plymouth High School Watermain Extension Project

PRESENTER: Tim Faas, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: The 2010 Water Master Plan identified a number of projects necessary to meet the existing and future water demands of our customers. One of the projects is completion of an extension of our water distribution system along Joy Road east of Beck Road. The design consultant (NCI) worked with our engineering staff to extend the main through the Plymouth High School site as an alternative which the PCCS District facilities staff agreed to last year.

Staff is recommending award of a contract to Joe Raica Excavating Inc. for the Plymouth High School Watermain Extension Project for an amount not-to-exceed \$244,110 including a ten percent contingency.

BACKGROUND: The project involves the construction of roughly 2,000 lineal feet of 12” diameter watermain through the high school campus using traditional open cut excavation methods.

The Plymouth High School Watermain Extension Project bids were advertised on April 6, 2017 and bids were opened on April 20, 2017. There were six (6) bids received which were reviewed by NCI for any errors or exceptions.

Based on the recommendation from NCI, the lowest qualified bid was furnished by Joe Raica Excavating, Inc. for \$222,110. A contingency of ten percent is recommended to be added to the award to cover unexpected conditions. The total amount of the contract award would thus be \$244,110.

STRATEGIC PLAN/GOALS: Provide for a water distribution system that meets consumer needs and provides reliable service to our customers.

ACTION REQUESTED: Award a contract in the amount of \$222,110.00 plus a 10% contingency of \$22,000 to Joe Raica Excavating Inc. for a total of \$244,110.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The work will be charged to Account #592-536.970_0050 (Capital Outlay Infrastructure) which had a budgeted transaction of \$405,600 in 2017.

IMPLEMENTATION PLAN: Upon approval, the contract will be executed and a P.O. entered and the notice of award will be provided to Joe Raica Excavating Inc.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to award a contract to Joe Raica Excavating, Inc. for the Plymouth High School Watermain Extension Project in an amount not-to-exceed \$244,110; and further authorize the Township Supervisor to sign the contract on behalf of Canton.

ATTACHMENTS:

1. Northwest Consultants, Inc. Recommendation Letter
2. Bid Summary
3. Sketch of Project Location
4. Water Master Plan – Table 10 (Recommended system improvements)

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 9, 2017

AGENDA ITEM #: G-5

ITEM: Consider Approval of the Purchase of Four (4) Trimble TDC100 GPS Units

PRESENTER: Tim Faas, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Starting in May 2017, Public Works staff will begin data collection for the impending residential cross-connection control program. Under this program starting in 2020, residential units that have outdoor irrigation systems will be required to test, certify, and report on the backflow device operation. This program is mandated by the Michigan Department of Environmental Quality (MDEQ). Public Works negotiated a voluntary compliance schedule in 2016 with the MDEQ.

These units cost \$1,569 each and would be purchased through the MiDeal State bid program. The total cost is \$6,276 in 2017 plus future data subscription costs of \$1,600 per year. While normally purchases under \$10,000 in value do not require Board approval, this cost over three to four years could trip that threshold. As such, staff thought the Board should approve this one.

BACKGROUND: Public Works is in the process of hiring four (4) seasonal staff to start performing the data collection this summer. Currently, we anticipate that nearly 15,000 homes in Canton have irrigation systems, which are not inventoried. It is projected that the data collection phase will take approximately three (3) years to complete. Township staff can also use these devices to collect other necessary data during slower work periods.

In order to collect the data, which will be added into the GIS system, seasonal staff equipped with handheld GPS units will be utilized. The most cost effective, accurate unit we have found is the Trimble TDC100 GPS unit. Additionally, these GPS units use the Terraflex operating software, which allows for seamless, cloud-based integration and upload into our GIS system which avoids additional data entry efforts.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approve the purchase of four (4) Trimble TDC100 GPS units from Michigan Surveyors Supply.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Cost for each unit is \$1,169, plus an annual Terraflex Software subscription of \$400 per unit. Total cost for year one will be \$6,276 which will be funded from account #592-536.970_0010, Capital Outlay Computers and Equipment.

IMPLEMENTATION PLAN: Upon approval, a purchase order will be created and Public Works will acquire the new units. Seasonal GIS staff will be trained to use the units and data collection will begin.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the purchase of four (4) Trimble TDC100 GPS units plus the annual software subscriptions from Michigan Surveyors Supply for an amount not-to-exceed \$6,276.

ATTACHMENTS:

1. Michigan Surveyors Supply - Quote
2. GPS Unit - Cost Analysis
3. Flyer

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 9, 2017

AGENDA ITEM: #G-6

ITEM: Consider Award of a Contract to HD Waterworks Supply Company for Romac Watermain Repair Clamps

PRESENTER: Tim Faas, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Canton experiences approximately 20-30 water main breaks per year. Stainless steel repair clamps are necessary to have in stock for proper repair of broken water mains and quick restoration of water service. In the past, repair sleeves have been purchased on an as-needed basis. Canton's infrastructure is continuing to age and we anticipate water main breaks to increase as the system ages. In order to prepare for increasing break numbers, Public Works proposes to make a bulk purchase of various size repair clamps that will cover all sized mains within our distribution system.

These items were advertised through the public bid process and HD Waterworks Supply, of Canton, MI, provided the lowest bid for the specified materials. The apparent low-bidder at the time of bid opening did not bid the specified items, instead of offering a substitute which was not acceptable to Public Works.

Accordingly staff is recommending award of the contract to HD Waterworks Supply for an amount not-to-exceed \$21,001.58

BACKGROUND: The repair clamp bids were advertised on April 6, 2017 and bids were opened on April 20, 2017.

There were four (4) bids received; 1) ETNA Supply Co., 2) Ferguson Waterworks, 3) EJ USA and 4) HD Waterworks Supply

STRATEGIC PLAN/GOALS: Provide a superior water distribution system for our customers and minimize disruptions to service.

ACTION REQUESTED: Award a contract to HD Waterworks Supply Company for one-hundred (100) various-sized Romac water main repair clamps for an amount not-to-exceed \$21,001.58.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds will come from Account #592-536.930_0050, Maintenance and Repair of Infrastructure.

IMPLEMENTATION PLAN: Upon approval, Public Works will enter a purchase order and order the materials from HD Supply Waterworks Company.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to award a contract to HD Waterworks Supply Company of canton for the purchase of one-hundred (100) various-sized water main repair clamps for an amount not-to-exceed \$21,001.58.

ATTACHMENTS:

1. Invitation to Bid
2. Bids Tabulation

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 9, 2017

AGENDA ITEM #: G-7

ITEM: Consider Award of a Contract to Suburban Calcium Chloride Sales for the 2017 Dust Control Program for Local Gravel Roads

PRESENTER: Tim Faas, Municipal Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Fugitive dust from unpaved surface roads can be significant and a nuisance to those who are living adjacent to the roads. In the past, Canton Township has agreed to fund the cost of dust control for seven miles of local gravel roads that are not part of the Wayne County DPS dust control program.

The 2017 Dust Control Program will include two (2) applications. Based on the low bidder's pricing, two (2) applications will cost \$9,870. Staff is recommending award of a contract to Suburban Calcium Chloride Sales to provide dust control services in 2017 for an amount not-to-exceed \$16,000 which represents the approved budget for this line item.

BACKGROUND: The liquid calcium chloride dust control application bids were advertised on April 6th 2017 and bids were opened on April 20th 2017. The application will consist of 26% calcium chloride which proved satisfactory in previous years. Approximately 1,500 gallons are placed per mile per pass. Generally, a gravel road takes two passes to complete the application.

There were two bids received this year:

- a. Suburban Calcium Chloride Sales for \$0.235 per gallon; and
- b. Bay Dust Control Division of Liquid Calcium Chloride Sales Inc. for \$0.576 per gallon

The approved \$16,000 budget will have a balance available for additional "spot applications" if needed due to dry weather conditions during the year.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Award a contract to Suburban Calcium Chloride Sales to provide Canton's 2017 dust control program on local roads for an amount not to exceed \$16,000.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Cost for each application is \$4,935. The two applications will cost a total of \$9,870. There is \$16,000 budgeted in Account #101-447-03.801_0090 (Professional & Contractual Services – Dust Control).

IMPLEMENTATION PLAN: Upon approval, a purchase order will be entered and Public Works will notify Suburban Calcium Chloride Sales that it was awarded the 2017 dust control program. The contractor will coordinate the application with Greg Pyle of the Public Works Division. After the roads have been graded by Wayne County, the calcium chloride will be placed. Public Works shall verify application placement.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to award a contract to Suburban Calcium Chloride Sales of Taylor, Michigan to provide Canton's 2017 Dust Control Program on local gravel roads for an amount not-to-exceed \$16,000.

ATTACHMENTS:

1. Invitation to Bid
2. Bid Tabulation

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 9, 2017

AGENDA ITEM#G-8

**ITEM: Consider Authorization of Agreement with Kickers of Canton, LLC for
Restaurant Operations at the Canton Sports Center**

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Kickers of Canton, LLC is the current provider of restaurant operations at the Canton Sports Center, and has done so in an exemplary manner. Kickers has a desire to invest \$106,000 in capital into the facility in order to continue growing the business. Kickers approached Leisure Services staff about a new contract to lengthen their agreement, giving them time to earn their investment back.

Due to their success and to ensure mutually beneficial and successful continuation in the delivery of services, both parties have proposed modifying the terms and extending the length of the current contract, which is due to expire in 2018. As a result, Leisure Services is recommending the authorization of a new, five-year contract ending in 2021 with Kickers of Canton, LLC with a mutual option of an additional (60) months extension for restaurant operations at the Canton Sports Center.

BACKGROUND INFORMATION: Kickers of Canton, LLC first began providing restaurant operations at the Canton Sports Center in 2009. In December of 2011, the Board of Trustees authorized an amendment to the participation agreement to modify the terms to seven years with mutual option of an additional sixty (60) months. Since that time, Kickers of Canton, LLC has operated under those terms successfully and continues to experience growth in the operations, serving Canton well.

Over the past several months, both parties have held discussions to revisit the current terms based on that growth. As a result, Leisure Services and Kickers of Canton, LLC have agreed in concept to a mutually beneficial extension, with new terms that would include the following:

- Modify term to five years with mutual option of an additional sixty (60) months
- License fee paid to Canton modified to a sliding percentage scale based on audited gross revenue of the prior year. The modified percentage will be applied to the entirety of the next year:
 - 12% for gross revenue less than \$800,000
 - 11% for gross revenue \$800,000 - \$900,000
 - 10% for gross total revenue greater than \$900,000
 - A minimum guaranteed amount due to Canton each year of \$80,000
- Non-exclusive provider of alcoholic beverages at the Canton Sports Center
- Additional capital investment by Kickers with a proposed total value of \$106,000 for the following:

- New kitchen equipment (May of 2017)
- Interior painting and tile replacement (May of 2017)
- Added beverage station to improve service delivery (May of 2017)
- Replacement of restaurant carpet (April of 2018)
- Bar upgrades and cooler replacement (2019-2020)

STRATEGIC PLAN/GOALS:

Provide premier facilities; efficiently utilize resources, demonstrate fiscal responsibility

ACTION REQUESTED: Authorize a five-year participation agreement with Kickers of Canton, LLC with a mutual option of an additional sixty (60) months extension for restaurant operations at the Canton Sports Center.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

IMPLEMENTATION PLAN: Agreement will be formally executed following Board approval.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to authorize a five-year Participation Agreement with Kickers of Canton, LLC with a mutual option of an additional sixty (60) months extension for restaurant operations at the Canton Sports Center.

ATTACHMENTS:

Attachment A: Kicker's Agreement

Attachment B: Kicker's Gross Revenue Summary

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 9, 2017

AGENDA ITEM#G-9

ITEM: Consider Bid Award for Heritage Park ADA Pathway Improvements

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: On March 30, 2017 an Invitation to Bid was issued for the construction of ADA pathway improvements at Heritage Park, connecting the Library and Civic Center Boulevard to Heritage Park. Leisure Services is recommending that the low bid contractor, JSS - Macomb, LLC, be approved to perform the work in an amount not to exceed \$40,000 utilizing Community Development Block Grant funds.

BACKGROUND: The Heritage Park ADA Pathway project is to be funded through the Community Development Block Grant (CDBG) and will consist of an accessible pathway connecting the Library and Civic Center Boulevard to Heritage Park. The goal of the CDBG program is to assist low and moderate income persons as well as disabled Canton residents. Canton's CDBG project remains consistent with those goals.

Two companies submitted bids on this project:

Company	Address	Bid Amount
Lacaria Construction	3720 Central Street Detroit, MI 48210	\$ 110,000.00
JSS - Macomb, LLC	48228 Conifer Drive, Shelby Twp., MI 48315	\$ 54,494.94

JSS - Macomb was determined to be the qualified low bidder, however, the bid amount was \$14,494.94 over the engineer's estimate and the project budget. Therefore, the scope of the project was negotiated with this contractor. Steps were taken to lower the project cost without taking away from the intent of the project.

Based on the negotiations, the contractor agrees to construct the project for an amount not to exceed \$40,000. The revised project scope is outlined in the letter provided in Attachment A.

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

ACTION REQUESTED: Award the ADA Pathway Improvements at Heritage Park to JSS – Macomb LLC 48228 Conifer Drive Shelby Twp. MI 48315

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds are available in the Community Development Block Grant Fund Account # 274-666.849.

IMPLEMENTATION PLAN: Upon Board approval, a purchase order will be generated.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to award the bid for the CDBG Improvement Project for the ADA Pathway Improvements at Heritage Park to JSS - Macomb, 48228 Conifer Drive, Shelby Twp., MI 48315 in the final negotiated amount not to exceed \$40,000 to be paid from Account #274-666.849, Community Development Block Grant Fund.

ATTACHMENT:

Attachment A – Contractor Letter – Project Scope

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 9, 2017

AGENDA ITEM #G-10

ITEM: Consider Approval of Agreement for Energy Audit

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: On February 9, 2017, Request for Proposals (RFP) were solicited with three companies submitting proposals for Energy Services. Ameresco, Inc. is being recommended to perform the work specified in the RFP. The first phase of the project is to perform a comprehensive Energy Audit of Canton Township Facilities. Phase One will be done at no cost to the Township. A copy of the Energy Audit Agreement is provided in Attachment A. This audit will be used to determine potential projects for a Performance Contract.

BACKGROUND: Canton completed its first Energy Savings Performance Contract in 2013. Based on the success of this project, Leisure Services staff solicited Requests for Proposals for an Energy Services Company to perform a second Energy Savings Performance Contract. The following companies submitted proposals based on the Township issued RFP:

Company	Address
Ameresco, Inc.	1559 68 th St. SE, Grand Rapids MI 49508
Energy Services Group	7804 Francis Court, Suite 210, Lansing MI 48917
Opterra Energy Services	200 East Big Beaver, Troy MI 48083

A review committee consisting of Township staff from Finance, Municipal Services and Leisure Services departments evaluated and interviewed all three companies, with Ameresco, Inc. being selected to perform the second Energy Savings Performance Contract. The first phase of this work is to conduct an Energy Audit. Ameresco, Inc. has proposed to implement the Audit at no cost to the Township under the attached Agreement.

STRATEGIC PLAN/GOALS: Strengthen Operational Efficiency

ACTION REQUESTED: Approve the Energy Audit Agreement with Ameresco, Inc.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: There are no costs associated with the Energy Audit Agreement.

IMPLEMENTATION PLAN: Upon Board Approval, Ameresco, Inc. will be notified to formally execute the Agreement.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the Agreement for an Energy Audit with Ameresco, Inc., 1559 68th St. SE, Grand Rapids, MI 49508.

ATTACHMENTS:

Attachment A – Agreement for Energy Audit

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 9, 2017

AGENDA ITEM #G-11

ITEM: Consider Approval of Agreement for Preventative Maintenance and Service for Generators

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: A Request for Proposal (RFP) was solicited for generator preventative maintenance and service. Wolverine Power Systems, Inc. is being recommended to perform the work specified in the three-year agreement provided in Attachment A.

BACKGROUND: Canton Township owns and operates 11 on-site emergency generators. These systems are critical to the function of the facilities where they are located. In January of 2017, a Request for Proposal for Preventative Maintenance and Service for Generators was issued with the following companies submitting proposals:

Company	Address
Wolverine Power Systems Inc. *	50160 Pontiac Trail Suites 8&9, Wixom MI 48393
Gen Power Products Inc.	29905 Anthony Drive Wixom MI 48393
Cummins Bridgeway LLC *	21819 Clessie Ct. New Hudson, MI 48165
Kennedy Industries Inc.	4925 Holtz Dr. Wixom, MI 48393
American Generators Sales & Service *	6158 Delfield Dr. St C, Waterford, MI 48239
PM Technologies *	29395 Wall St., Wixom, MI 48393
Michigan Cat	25000 Novi Rd., Novi, MI 48375

(*companies interviewed)

A review committee consisting of representatives from Municipal Services and Leisure Services staff evaluated all the proposals. Four companies were interviewed and scored, with Wolverine Power Systems Inc. being selected to best provide the service identified in the RFP.

STRATEGIC PLAN/GOALS: Strengthen Operational Efficiency

ACTION REQUESTED: Approve the Preventative Maintenance and Service for Generators Agreement with Wolverine Power Systems Inc., 50160 Pontiac Trail, Suites 8&9, Wixom, MI 48393.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Costs associated with specific generator maintenance and repair will be taken from department specific budgets as costs occur. The fee schedule for services is identified in the Agreement attached.

IMPLEMENTATION PLAN: Upon Board Approval Wolverine Power Systems Inc. will be notified to formally execute the contract.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the Agreement for the Preventative Maintenance and Service for Generators with Wolverine Powers Systems Inc., 50160 Pontiac Trail, Suites 8 & 9, Wixom MI 48393 for a three year period with the option to renew.

ATTACHMENT:

Attachment A – Agreement for Preventative Maintenance and Service of Generators

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 9, 2017

AGENDA ITEM #G-12

ITEM: Consider Approval of Agreement for Preventative Maintenance & Service for Pumps and Approval of Budget Amendment

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: A Request for Proposal (RFP) was solicited for Preventative Maintenance & Service to Pump Systems that handle sewage, storm water and ground water. Leisure Services is recommending Kennedy Industries, Inc. to perform the work specified in the three-year agreement provided in Attachment A.

There are funds budgeted for pump preventative maintenance in the Community Center Account #208-757-56.930_0030, Maintenance & Repair Machinery/Equipment. Many of these pumps are located in parks and other facilities. In order to more accurately recognize expenses, Leisure Services is recommending that some of these funds be moved. Therefore, a budget amendment is necessary.

BACKGROUND: Canton Township owns and operates 14 pump systems for sewage, storm water and ground water. These systems are critical to the function of the facilities where they are located. In January of 2017 a Request for Proposal for Preventative Maintenance and Service for Pumps was issued with the following companies submitting proposals:

Company	Address
Jett Pump and Valve, LLC.	4770 Pontiac Lake Rd., Waterford, MI 48328
Kennedy Industries Inc.	4925 Holtz Dr. Wixom, MI 48393

A review committee consisting of Municipal Services and Leisure Services staff evaluated the proposals and interviewed both companies. Kennedy Industries, Inc. was selected to best provide the service identified in the RFP.

STRATEGIC PLAN/GOALS: Strengthen Operational Efficiency

ACTION REQUESTED: Approve the Preventative Maintenance and Service for Pumps Agreement with Kennedy Industries, Inc. and Approve the Budget Amendment

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Costs associated with specific pump maintenance, repair and service will be taken from department specific budgets as costs occur. The fee schedule is identified in the Agreement attached.

In addition, funds were budgeted for pump preventative maintenance in the Community Center Account #208-757-56.930_0030, Maintenance & Repair Machinery/Equipment. Many of these pumps are located in parks and other facilities. In order to more accurately recognize expenses, Leisure Services is recommending that some of these funds be moved. Therefore, the following budget amendments are being recommended:

Decrease Expense	208-757-56.930_0030	Community Center Maintenance And Repair Equipment	\$12,500
Decrease Revenue	208-757-50.699_1010	Transfer in General	\$12,500
Decrease Expense	101-969.999_2080	Transfers Out Community Center	\$12,500
Increase Expenses	101-265.801.0051	Human Service Maintenance And Repair Equipment	\$2,500
Increase Expenses	101-755.56.930_0020	Canton Sports Center Maintenance And Repair Building	\$2,500
Increase Expenses	101-760.56.930_0030	Village Theater Maintenance And Repair Equipment	\$2,500
Increase Expenses	101-270.56.930_0020	Parks Maintenance And Repair Buildings	\$5,000

IMPLEMENTATION PLAN: Upon Board approval, Kennedy Industries, Inc. will be notified to formally execute the contract.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the Agreement for the Preventative Maintenance and Service for Pumps with Kennedy Industries, Inc., 4925 Holtz Dr. Wixom, MI 48393 for a three-year period with the option to renew.

I further move to approve the following budget amendments:

Decrease Expense	208-757-56.930_0030	Community Center Maintenance And Repair Equipment	\$12,500
Decrease Revenue	208-757-50.699_1010	Transfer in General	\$12,500
Decrease Expense	101-969.999_2080	Transfers Out Community Center	\$12,500
Increase Expenses	101-265.801.0051	Human Service Maintenance And Repair Equipment	\$2,500
Increase Expenses	101-755.56.930_0020	Canton Sports Center Maintenance And Repair Building	\$2,500
Increase Expenses	101-760.56.930_0030	Village Theater Maintenance And Repair Equipment	\$2,500
Increase Expenses	101-270.56.930_0020	Parks Maintenance And Repair Buildings	\$5,000

ATTACHMENTS:

Attachment A – Agreement for Preventative Maintenance and Service of Pumps

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 9, 2017

AGENDA ITEM #G-13

ITEM: Consider Approval of Agreement for Roofing Consulting Services

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: A Request for Proposal (RFP) was solicited for Roofing Consulting Services at Canton Township facilities. Leisure Services is recommending Roofing Technologies Associates, LTD to perform the work specified in the three-year agreement provided in Attachment A.

BACKGROUND: Township facilities encompass over 350,000 square feet of roofing systems with an average age greater than 15 years and replacement costs estimated in excess of \$3 million dollars. In order to extend the life of roof products and systems, standard maintenance with repairs and testing is required.

In March of 2017, a Request for Proposal was issued to seek a company to inspect, test and design roofing repairs and replacements at Township facilities on an as-needed basis. Four proposals were received from the following companies:

Company	Address
Building Technologies Associates	21850 Greenfield Road, Oak Park, MI 48237
Roofing Technology Associates	38031 Schoolcraft Road, Livonia, MI 48150
Testing Engineers & Consultants	1343 Rochester Road, Troy, MI 48099
Spalding DeDecker	905 South Blvd. East, Rochester Hills, MI 48307

A review committee consisting of Facility Services staff was formed to evaluate the proposals. All firms were interviewed and scored based on fee schedules and response times, means and methods to perform work, proven work experience and history, and quality of proposal. Roofing Technologies Associates is the company recommended by the panel. This company is focused on roofing consulting only, has an extensive history of providing consulting services, offers options for cost-effective solutions and has provided quality service to Canton in the past.

STRATEGIC PLAN/GOALS: Strengthen Operational Efficiency

ACTION REQUESTED: Approve an Agreement for Roofing Consulting Services with Roofing Technology Associates.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Costs associated with specific projects will be taken from department budgets as necessary. The fee schedule for services are identified in the attached agreement.

IMPLEMENTATION PLAN: Upon Board approval, Roofing Technology Associates, LTD, 38031 Schoolcraft Road, Livonia MI 48150 will be notified to formally execute the Agreement.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the Agreement for Roofing Consulting Services at Canton Township facilities with Roofing Technology Associates, LTD, 38031 Schoolcraft Road, Livonia, MI 48150 for a three year period with the option to renew.

ATTACHMENT:

Attachment A – Agreement for Roofing Consulting Services

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 9, 2017

AGENDA ITEM #G-14

ITEM: Consider Approval of Bid Award for Village Theater Video Equipment

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: In April of 2017, bids were solicited for the replacement and installation of video equipment for the Village Theater to include cameras, audio board and recording equipment. Leisure Services is recommending to award the bid to ProVideo, who submitted the lowest qualified bid in the amount of \$29,964.

BACKGROUND INFORMATION:

The Cable staff operates a production studio in the Village Theater for recording events and shows held at the theater. The equipment in this studio consists of cameras, camera controllers, an audio board and video switching and recording equipment; all of which is original to the theater and is now 12 years old. The former system only records in standard definition, versus high definition. This enhancement will provide a much higher quality product for all end users.

The following companies submitted bids based on the specifications provided:

Company	Address	Total
ProVideo	26471 South Point Road Perrysburg OH 43551	\$29,964
Telsystems	7235 Jackson Road Ann Arbor MI 48103	\$35,496
JMC Electrical Contractor LLC/Technology Group	33651 Giftos Drive Clinton Township MI 48035	\$34,229
ICOMM	24600 N. Industrial Drive Farmington Hills MI 48335	\$30,696

The lowest bid was provided by ProVideo at a cost of \$29,964. This company has performed excellent work in the past for Canton Township.

STRATEGIC PLAN/GOALS: Strengthen Operational Efficiency

ACTION REQUESTED: Award the bid for the Village Theater video equipment to PROVIDEO, 26471 South Point Road, Perrysburg, OH 43551 in the amount of \$29,694.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds are available in the Cable TV Fund Account # 230-250-970_0010, Capital Outlay Computers and Equipment.

IMPLEMENTATION PLAN: Upon Board Approval, a purchase order will be generated and ProVideo will be contacted.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to award the bid for the Village Theater video equipment replacement to ProVideo, 26471 South Point Road, Perrysburg OH 43551 in the amount of \$29,694 with funds to be paid from Account # 230-250-970_0010, Capital Outlay Computers and Equipment.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 9, 2017

AGENDA ITEM#G-15

ITEM: Consider Authorization of Bid Award for Summit Pond Outlet Reconstruction

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: In March of 2017, bids were solicited for the reconstruction of the Summit pond outlet structure due to erosion. JSS-Macomb, LLC submitted the lowest qualified bid in the amount of \$15,500. Leisure Services is recommending to award the bid to JSS-Macomb LLC.

BACKGROUND INFORMATION: The perimeter turf at the top edge of the ponds located at the front entrance to the Summit and at Hole #10 at Pheasant Run Golf Club has been eroding for many years. These ponds are connected together to supply water irrigation for the golf course. In order to control the erosion, Leisure Services is recommending a two-step process. The first step consists of reconstructing the pond outlet to a lower elevation. The second step will be to install a pond bank stabilization system on both ponds. This work is being designed and expected to be completed by November 2017.

To complete the reconstruction of the pond outlet, following bids were received:

Company	Address	Bid Amount
RAM Construction Services	13800 Eckles Road, Livonia, MI 48150	\$41,640
JSS-Macomb, LLC	48228 Conifer Drive, Shelby Twp., MI 48315	\$15,500
Anglin Civil LLC	13000 Newburgh Rd, Livonia, MI 48150	\$16,225

JSS-Macomb, LLC submitted the lowest qualified bid.

STRATEGIC PLAN/GOALS: Position the department for sustainability, create and ensure quality facilities and services.

ACTION REQUESTED: Award the 2017 Summit Pond Outlet Reconstruction to JSS-Macomb LLC, 48228 Conifer Drive, Shelby Twp., MI 48315 and authorize a purchase order in the amount of \$15,500.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds are available in Account #101-270-50.970_0080 Parks Capital Outlay Land Improvements.

IMPLEMENTATION PLAN: Upon Board approval, a purchase order will be generated and JSS-Macomb LLC, 48228 Conifer Drive, Shelby Twp, MI 48315 will be notified.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to award the 2017 Summit Pond Outlet Reconstruction to JSS-Macomb LLC, 48228 Conifer Drive, Shelby Twp., MI 48315 in the amount of \$15,500 from Account #101-270-50.970_0080, Parks Capital Outlay Land Improvements.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 9, 2017

AGENDA ITEM#G-16

ITEM: Consider Approval of Budget Amendment for Wayne County Intergovernmental Agreement (IGA) for Patriot Park Improvements

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: On November 3, 2016 Wayne County approved an Intergovernmental Agreement (IGA) with Canton Township in the amount of \$112,377 for improvements to Patriot Park. Leisure Services is requesting that the Board approve the budget amendments that will allow for the funds to be expensed as Patriot Park improvement projects are determined.

BACKGROUND INFORMATION: Leisure Service has developed the Patriot Park Master Plan, which was Board approved on April 14, 2015. The purpose of this plan is to create a long-term guide for the development of the 134 acres purchased at the northwest corner of Ford and Ridge Roads through a grant from the Michigan Dept. of Natural Resources Trust Fund. The Patriot Park Master Plan addresses the identified opportunities and future recreational demands for open space and recreation in Canton.

Leisure Services intends to use the master plan to develop the property as opportunities arise. Currently funds are available through the Wayne County IGA. The following projects are identified in the IGA:

- Earthwork - Engineering, Permitting, Grading, Hauling, Storm Water Systems
- Irrigation Systems - Design, Permitting, Material Installation and Purchasing
- Turf Establishment - Seeding, Stabilization, Silt Fence
- Pathway Construction - Engineering, Permitting, Grading, Hauling, Compacting

STRATEGIC PLAN/GOALS: Position the department for sustainability, create and ensure quality facilities and services.

ACTION REQUESTED: Approve budget amendment for the Wayne County Intergovernmental Agreement for improvements to Patriot Park.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The following budget adjustments will be made for the 2017 budget:

Increase to Revenues:

101-270-99.580 Contributions from Local Units

\$112,377

Increase in Expenses:

101-270-99.970_0080 Capital Outlay Land Improvements	\$ 62,377
101-270-99.801_0050 Professional & Contracted Services	\$ 50,000

IMPLEMENTATION PLAN: Upon Board approval, purchase orders will be established for improvements to Patriot Park as projects are determined.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to authorize the Finance Department to make the following necessary budget amendments for the Wayne County Intergovernmental Agreement for Patriot Park improvements:

Increase to Revenues:

101-270-99.580 Contributions from Local Units	\$112,377
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Increase in Expenses:

101-270-99.970_0080 Capital Outlay Land Improvements	\$ 62,377
101-270-99.801_0050 Professional & Contractual Services	\$ 50,000

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 9, 2017

AGENDA ITEM #G-17

ITEM: Consider the Trade-In and Purchase of Glock Handguns

PRESENTER: Joshua C. Meier

INDIVIDUALS IN ATTENDANCE:

EXECUTIVE SUMMARY: The Police Department is requesting to trade-in and purchase (111) Glock handguns through Kiesler's Police Supply, Inc. The department has reviewed studies and researched the feasibility of switching the department's current Glock 22, 40 caliber handguns to the Glock 17, 9 millimeter handguns. The recommendation is to transition to the Glock 17 as it is best suited for the department's needs, both logistically and financially.

BACKGROUND INFORMATION: The Police Department's proposed 2018 budget included \$15,000 for a transition from their current Glock 22 model, 40 caliber handguns, to Glock 17 model, 9 millimeter handguns. The transition was recommended based on numerous factors including an FBI study that identified 9 mm handguns to be best suited for law enforcement service requirements in the United States, as compared to 40 calibers.

- 9 mm ammunition costs less than 40 caliber ammunition:
 - \$60 less per case for practice ammunition
 - \$100 less per case for duty ammunition
- The Glock 17 holds 17 rounds of 9 mm ammo, whereas the Glock 22 holds 15 rounds of 40 cal ammo—thus allowing uniformed officers to carry an additional 6 rounds on their belt
- Ballistic tests show a 9 mm round has the same performance characteristics as a 40 caliber round, making it equivalent in penetration ratings
- FBI studies show that shooters are both faster and more accurate with the 9mm, when firing shot strings than they are with a 40 cal
- There is less recoil from the 9 mm round, making it easier for officers of smaller statures to fire accurately
- The size and functions of the Glock 22 and Glock 17 are the same and would require no extra training with the new firearms

Upon review of ammunition needs for the remainder of 2017, the department is requesting to move the handgun transition up from 2018 to this year. Moving the purchase up would negate the ongoing problem of locating 40 caliber ammo (nationwide shortage of 40 cal—no shortage of 9 mm), and it would provide an estimated cost-savings of \$7,000 annually.

Moving the purchase to 2017 also addresses a second major concern—buyback of the department’s current stock of 40 caliber handguns. There are four distributors in Michigan authorized to sell Glock products. Three of the distributors have stated they are either reluctant or unable to offer a buyback of the department’s current (111) 40 caliber handguns. According to one vendor, the FBI’s recent study citing 9 mm’s as a better law enforcement alternative to 40’s, has resulted in a surge of police agencies making the transition, creating an overabundance of 40’s in the handgun market.

At this time, Kiesler’s Police Supply, Inc., 2802 Sable Mill Road, Jeffersonville, IN, is quoting the below trade-in credit amounts for our current full stock of 40 caliber handguns: **NOTE:** **Glock sets manufacturer pricing on all of its products, so there is no variation between distributors.*

Quantity	Model	Purchase Price*	Trade-In Credit	Balance Due
100	Glock 22		-\$27,500	
100	Glock 17	\$40,900		\$13,400
6	Glock 23		-\$1,650	
6	Glock G19	\$2,886		\$1,236
5	Glock 27		-\$1,400	
5	Glock G43	\$1,843		\$ 443
				\$15,079

Due to the urgency of retaining a distributor willing to offer this generous buy-back credit on the department's current handgun stock, and the cost savings involved with purchasing ammunition this year, the Director of Public Safety is requesting a budget amendment to move this purchase from 2018 to 2017; and is also requesting to waive the formal bidding process.

Drug forfeiture funds will be utilized for this purchase.

STRATEGIC PLAN/GOALS:

ACTION REQUESTED: Waive the bidding process and approve the trade-in and purchase of (111) Glock handguns in the amount of \$15,079, from Kiesler’s Police Supply, Inc.; additionally approve a budget amendment to the 2017 Police Budget to accommodate this purchase utilizing Drug Forfeiture Funds.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Requesting a budget amendment to increase the 2017 Police Fund Balance Appropriations Account #207-000-695 by \$15,079; and to increase the 2017 Police Program Exp. Drug Forfeiture Account #207-301-50.743.0003 by \$15,079.

Additionally, the proposed 2018 Police Budget will be reduced by \$15,000.

IMPLEMENTATION PLAN:

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to waive the bidding process and approve the trade-in and purchase of (111) Glock handguns in the amount of \$15,079, from Kiesler's Police Supply, Inc.;

Additionally, I move to approve an amendment to the 2017 Police Budget to accommodate this purchase utilizing Drug Forfeiture Funds. (*See below:*)

<i>Increase Revenues:</i>		
2017 Police Fund Balance Appropriation:	#207-000.695	\$15,079

<i>Increase Appropriations:</i>		
2017 Police Program Exp. Drug Forfeiture:	#207-301-50-743.0003	\$15,079

ATTACHMENTS: Attachment A – Kiesler's Police Supply, Inc. Price Quote

Attachment B - Michigan Police Equipment Quote

Attachment C - CMP Distributors Quote

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 9, 2017

AGENDA ITEM #G-18

ITEM: Consider Authorization of Permit for 2017 Liberty Fest Fireworks Display

PRESENTER: Joshua C. Meier, Director of Public Safety

INDIVIDUALS IN ATTENDANCE:

EXECUTIVE SUMMARY: The fireworks display permit application and associated documentation from ACE Pyro, LLC, from Manchester, Michigan, has been reviewed by the Fire Marshal and was found to be compliant with all National Fire Prevention Association (NFPA) requirements as well as all state and federal fireworks laws. Canton Fire Department personnel and equipment will be staged at the fireworks location in case an emergency situation arises.

BACKGROUND INFORMATION: In 2016, the Board approved a five-year contract request from Leisure Services with Ace Pyro, LLC, in Manchester, Michigan, to provide the fireworks display for Canton's annual Liberty Fest.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approval for the Canton Township Clerk to sign the permit for a fireworks display to be held June 17, 2017.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: RBA for permit only; no fees associated with this request.

IMPLEMENTATION PLAN: Upon board approval and Township Clerk's signature, the Fire Marshal or his designee will transfer the signed permit to a representative from ACE Pyro, LLC.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to authorize the Canton Township Clerk to sign the permit for ACE Pyro, LLC, authorizing their permission to possess, transport and display fireworks at Canton's Liberty Fest on June 17, 2017.

ATTACHMENTS: Attachment A – ACE Pyro LLC proposal
Attachment B – Fireworks permit application
Attachment C – Contract service agreement
Attachment D – Certificate of Insurance

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 9, 2017

AGENDA ITEM #G-19

ITEM: Consider Animal Sheltering Agreement with the Michigan Humane Society

PRESENTER: Joshua C. Meier, Director of Public Safety

INDIVIDUALS IN ATTENDANCE:

EXECUTIVE SUMMARY: The Public Safety Department, with endorsement from the Township Attorney, is requesting approval for a multi-year contract with the Michigan Humane Society (Westland Shelter) for the Township's animal sheltering needs. The proposed new agreement would be effective from July 1, 2017 – December 31, 2018.

BACKGROUND INFORMATION: In late 2014, the Board approved entering into an agreement with the Michigan Humane Society (MHS), Westland Shelter, to provide animal sheltering services in 2015 for animals found in Canton. Prior to this new contract, the Township had utilized the Humane Society of Huron Valley (HSHV) for sheltering, and the costs had steadily risen over the years, reaching \$83,000 in 2014. That same year, HSHV terminated its contract with Canton.

The Board approved a second contract with MHS for services in 2016. That contract expired on December 31, with continued services being provided/invoiced for the first part of 2017 until a new contract was drafted. The proposed new agreement is multi-year, running from July 1, 2017 – December 31, 2019, and contains the below changes from the original contracts of 2015-16:

- The monthly flat rate fee is increasing from \$2,000 to \$2,541 (07/01/2017 – 06/30/2018) and to \$2,795 (07/01/18 – 12/31/19).
- Per day rate for holding expenses (court cases/rendered medical services) increased to \$55 per day.
- Stray holding not to exceed: 300 days for 07/01/17 – 12/31/17, and 600 days for 01/01/18 – 12/31/18 and 01/01/19 – 12/31/19.

All other provisions remain the same. The Township Attorney has reviewed the proposed agreement and does not have any concerns.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approve the proposed contract with Michigan Humane Society for animal sheltering services for the time period of July 1, 2017 – December 31, 2019.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds are budgeted annually in the Police - Animal Care Account #207-301-50.829 for this expense.

IMPLEMENTATION PLAN: Upon approval, the contract will be signed by Township representatives and returned to the Michigan Humane Society for implementation on July 1, 2017.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to approve the proposed contract with Michigan Humane Society for animal sheltering services for the time period of July 1, 2017 – December 31, 2019, utilizing funds budgeted annually in the Police - Animal Care Account.

ATTACHMENTS: Attachment A – Proposed contract with Michigan Humane Society

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: May 9, 2017

AGENDA ITEM #G-20

ITEM: Consider Approval of Bid Award for Heritage Park Primary Electrical Cable Replacement and Approval of Budget Amendment

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY:

On May 4, 2017 bids were received for the Heritage Park Primary Electrical Cable Replacement. Leisure Services is recommending to award the bid to Corby Energy Services, who submitted the lowest qualified bid in the amount of \$104,000.

In order to fund this unforeseen urgent repair work, a budget amendment is necessary.

BACKGROUND INFORMATION:

On 2/23/15, a power outage occurred at the Summit on the Park and Pheasant Run Clubhouse due to an electrical cable failure. This resulted in a significant repair bill and disruption of facility activities.

As the existing electrical infrastructure is over 20 years old, on 5/10/16 the Township Board authorized inspection and testing of the electrical equipment to prevent future problems. During the initial inspection of the primary switchgear, it was revealed the equipment was in such deteriorated condition that any additional inspection or maintenance could render the equipment inoperable leaving the Canton Administration Complex without power. DTE, who was on site for the inspection, stated that immediate steps should be taken to repair the equipment. On 2/14/17 the Board awarded the bid for switchgear replacement, with work being scheduled in July 2017.

In the meantime, while the switchgear was being fabricated, a second power outage occurred on 2/9/17 due to failure of this same underground electrical cable that feeds the Summit and Pheasant Run. During the power shutdown to repair this cable, the entire electrical underground system was tested. The investigation revealed that the underground primary electrical cable located between the Administration Building electrical switchgear and the Heritage Park Amphitheater electrical transformer is in very poor condition.

We would like to complete the cable replacement and switch gear repairs at the same time, so as not to shut down power to facilities and rent generators twice.

The following bids were received for the underground cable replacement on 5/4/2017:

Company	Total
Rauhorn Electric Inc.	\$106,783
McNulty Electric Inc.	\$105,700
J. Ranck Electric	\$134,472
Great Lakes Power & Lighting Inc.	\$148,000
Corby Energy Services	\$104,000
JMC Electrical Contractor LLC	\$156,745

The lowest bid was provided by Corby Energy Services at a cost of \$104,000. This company has performed excellent work in the past for Canton Township.

STRATEGIC PLAN/GOALS: Strengthen Operational Efficiency

ACTION REQUESTED: Award the bid for the Heritage Park Primary Electrical Cable to Corby Energy Services, 6001 Schooner Drive Belleville, MI 48112 in the amount of \$104,000 and approve the budget amendment.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: A budget adjustment is necessary to fund this purchase. Fund balance is available in the Community Improvement Fund.

The following budget amendment is being recommended:

Increase Revenue:	
246-000.695 Fund Balance Appropriation	\$104,000
Increase Expense:	
246-750.970_0050 Capital Outlay Infrastructure	\$104,000

IMPLEMENTATION PLAN: Upon Board Approval, a purchase order will be generated and Corby Energy Services will be contacted.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to award the bid for Heritage Park Primary Electrical Cable to Corby Energy Services, 6001 Schooner Drive Belleville, MI 48112 in the amount of \$104,000 to be paid out of the Community Improvement Fund.

I further move to approve the following budget amendment:

Increase Revenue:	
246-000.695 Fund Balance Appropriation	\$104,000
Increase Expense:	
246-750.970_0050 Capital Outlay Infrastructure	\$104,000