



**CANTON ADMINISTRATION BUILDING
1150 S. CANTON CENTER ROAD
CANTON, MI 48188
REGULAR BOARD MEETING
AUGUST 13, 2019**

7:00 P.M.:

CALL TO ORDER

PLEDGE OF ALLEGIANCE

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

ADOPTION OF AGENDA

APPROVAL OF MINUTES: JULY 9, 2019

CITIZEN'S NON-AGENDA ITEM COMMENTS/PUBLIC COMMENT

PAYMENT OF BILLS

RECOGNITION:

- 1) PUBLIC SAFETY PROMOTION RECOGNITION – POLICE SERGEANT

CONSENT CALENDAR:

- 1) WTUA ANNUAL BUDGET APPROVAL (SUPERVISOR)

GENERAL CALENDAR:

- 1) CONSIDER AUTHORIZING THE TOWNSHIP SUPERVISOR TO SIGN THE TERMINATION AGREEMENT AND SHARING AGREEMENT, WHICH PERMANENTLY TERMINATES SANITARY SEWER SERVICE WITH WAYNE COUNTY (MSD)
- 2) CONSIDER A CHANGE ORDER TO THE EXISTING CONTRACT WITH NORTHWEST CONSULTANTS, INC. FOR FINAL DESIGN CHANGES AND BIDDING ASSISTANCE FOR THE RIDGE ROAD PAVING PROJECT (MSD)
- 3) CONSIDER A CHANGE ORDER TO THE EXISTING CONTRACT WITH SPALDING DEDECKER ASSOCIATES FOR THE RESIDENTIAL LOCAL ROAD PROGRAM FOR THE 2019 ROAD IMPROVEMENT PROGRAM AND INCREASE EXISTING PURCHASE ORDER #2018-3245 (MSD)
- 4) CONSIDER AWARD OF A CONTRACT TO SUBURBAN CALCIUM CHLORIDE SALES FOR THE 2019 DUST CONTROL PROGRAM FOR LOCAL GRAVEL ROADS (MSD)
- 5) CONSIDER ADOPTION OF A RESOLUTION FOR APPROVAL OF APPLICATION FOR ADDITIONAL MERS SERVICE CREDIT BY EMPLOYEE (FBD)

- 6) CONSIDER APPROVAL FOR THE EMERGENCY REPLACEMENT ROOF DECKING AT THE SUMMIT ON THE PARK (CLS)
- 7) CONSIDER APPROVAL OF CONTRACT FOR PLAYGROUND DESIGN CONSULTING (CLS)
- 8) CONSIDER ACCEPTANCE OF MASCO CORPORATION LEAD #LIKEAGIRL SPONSORSHIP OF \$10,000 AND CONSIDER APPROVAL OF RELATED BUDGET ADJUSTMENTS (CLS)
- 9) CONSIDER APPROVAL OF A BUDGET AMENDMENT AND BIDDING ASSISTANCE FOR FLEET SERVICES ROOF REPLACEMENT (CLS)
- 10) CONSIDER APPROVAL OF A BUDGET AMENDMENT AND CONTRACT FOR 2019 COMMUNITY NEEDS ASSESSMENT (CLS)
- 11) CONSIDER APPROVING THE DONATION OF 60 FEET OF RIGHT-OF-WAY TO WAYNE COUNTY (PSD)
- 12) CONSIDERATION OF FIRST READING OF AN ORDINANCE TO AMEND CHAPTER 46, ARTICLE IV OF THE CANTON CODE OF ORDINANCES TO UPDATE THE FIREWORKS ORDINANCE TO COMPLY WITH THE CHANGES TO STATE LAW (PSD)
- 13) CONSIDERATION OF FIRST READING OF AN ORDINANCE TO AMEND CHAPTER 46, ARTICLE VIII OF THE CANTON CODE OF ORDINANCES TO UPDATE THE ORDINANCE PROHIBITING MINORS FROM USING ALTERNATIVE NICOTINE PRODUCTS TO COMPLY WITH THE CHANGES TO STATE LAW (PSD)

ADDITIONAL PUBLIC COMMENT
OTHER
ADJOURN

ACCESS TO PUBLIC MEETINGS

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

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

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, July 9, 2019 at 1150 Canton Center S., Canton, Michigan. Clerk Siegrist called the meeting to order at 6:30 p.m. and led the Pledge of Allegiance to the Flag.

Members Present: Anthony, Foster, Graham-Hudak, Siegrist, Slavens, Sneiderman
Members Absent: Williams
Staff Present: Director Hohenberger, Corporate Counsel Kolb, Director Smith, Director Trumbull, Public Safety Police – Deputy Wilshire
Others: Margaret Debler, Attorney with Rosati, Schultz, Joppich & Amtsbuechler, P.C.

Motion by Slavens supported by Graham-Hudak to appoint Trustee Sneiderman as President Pro Tem in the absence of Supervisor Williams. Motion carried by all present.

Motion by Foster supported by Slavens to enter into closed session at 6:33p.m. under Section8(e) of the Open Meetings Act for Attorney Client Privilege. Motion carried by all members present on a Roll Call vote.

Motion by Siegrist supported by Anthony to return to open session at 7:04 p.m. Motion carried by all present.

Adoption of Agenda

Motion by Siegrist supported by Slavens to adopt the agenda as amended with adding item G-2, to authorize legal counsel to proceed as directed in the matter of Kang vs Canton. Motion carried by all members present.

Approval of Minutes

Motion by Siegrist supported by Foster to amend and adopt the proposed minutes. Motion carried by all members present.

Public comment was held.

Payment of the Bills:

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

CHARTER TOWNSHIP OF CANTON EXPENDITURE RECAP FOR THE TOWNSHIP BOARD MEETING OF July 9, 2019		
101	GENERAL FUND	773,174.27
204	ROADS FUND	192,360.05
206	FIRE FUND	186,578.97

207	POLICE FUND	213,903.62
208	SUMMIT OPERATING (General)	59,290.73
219	STREET LIGHTING	0.00
230	CABLE TV FUND	4,919.57
245	PUBLIC IMPROVEMENT	0.00
246	TWP (COMMUNITY) IMPROVEMENT	28,689.19
248	DDA - CANTON	16,892.93
261	E-911 UTILITY	1,840.39
265	ORGANIZED CRIME - DRUG ENFORCEMENT	43,642.15
274	CDBG	5,225.86
275	ARRA GRANTS FUND	0.00
276	NSP GRANTS FUND	0.00
401	CAP PROJ - ENERGY PROJECT	0.00
402	CAP PROJ - SUMMIT CONSTR	0.00
403	CAP PROJ - ROAD PAVING	0.00
584	GOLF FUND	42,802.55
592	WATER & SEWER FUND	2,029,535.60
596	SOLID WASTE	333,417.89
661	FLEET	19,027.75
701	TRUST & AGENCY FUND	4,825.71
702	CONSTRUCTION ESCROW	7,157.51
736	POST EMPLOYMENT BENEFITS	690.76
852	SPECIAL ASSESSMENT DEBT	0.00
	TOTAL - ALL FUNDS	3,963,975.50

Consent Calendar:

Item C-1. Consider approval of the municipal credit agreement with suburban mobility authority for regional transportation (Smart)

Motion by Siegrist, supported by Slavens to approve the 2019-2020 Municipal Credit Contract between SMART and the Charter Township of Canton for \$88,692 and to authorize the Township Supervisor to sign the contract on behalf of the Township. Motion carried by all members present.

Item C-2. Consider second reading and adoption of an amendment to Appendix A- Zoning of the Code of Ordinances establishing “airport related businesses” as a special land use in the LI, Light Industrial District and establishing site development standards for said use

Motion by Siegrist, supported by Slavens to approve the remove from the table and hold the second reading of an ordinance for a proposed amendment to Sections 6.02.B and 22.02.B of Appendix A – Zoning of the Code of Ordinances of the Charter Township of Canton as provided in the attached ordinance. Motion carried by all members present.

Motion by Siegrist, supported by Slavens to adopt and publish the second reading of the ordinance of the proposed amendment to Sections 6.02.B and 22.02.B of Appendix A – Zoning of the Code of Ordinances of the Charter Township of Canton as provided in the attached ordinance with an effective date of July 25, 2019. Motion carried by all members present.

Item C-3. Consider re-appointments to the Zoning Board of Appeals

Motion by Siegrist, supported by Slavens approve to re-appoint Mr. James Cisek and Ms. Vicki Welty to the Zoning Board of Appeals, term to expire August 31, 2022. Motion carried by all members present.

Item C-4. Consider Resolution affirming approval of the senior alliance 2020-2022 multi-year plan for aging services.

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

**RESOLUTION AFFIRMING APPROVAL OF THE SENIOR
ALLIANCE 2020-2022
MULTI-YEAR PLAN FOR AGING SERVICES**

WHEREAS, The Canton Board of Trustees in Canton, Wayne County, Michigan recognizes the role of The Senior Alliance as the designated Area Agency on Aging for Southern and Western Wayne County to be responsible for planning, developing, coordinating, monitoring, and managing a comprehensive organized service delivery system of services for older adults and caregivers, and

WHEREAS, the 34 communities of Southern and Western Wayne County, including Canton Township, comprises the Planning and Service Area to the agency’s governing body, and

WHEREAS, the Aging and Adult Services Agency require local Area Agencies on Aging to request approvals of their Annual Implementation Plan from their local governments, and

WHEREAS, the Senior Alliance has submitted the plan to Canton Township in accordance with federal and state laws, and

WHEREAS, The Senior Alliance has held a public hearing for client, caregiver, and service provider population feedback which contributed to the development of the Multi-Year Plan for Fiscal Years 2020-2022.

NOW, THEREFORE, BE IT RESOLVED, that the Canton Board of Trustees does hereby approve The Senior Alliance Multi-Year Plan for Fiscal Years 2020-2022 as presented to Canton Township.

General Calendar:

Item G-1. Consider approving payment for the service of an internal promotional process.

Motion by Siegrist supported by Slavens to approve the payment of \$12,200, to Personnel Assessment Systems, Inc., for the development and execution of a Police Lieutenant promotional process. Motion carried by all members present.

Item G-2. Consider approving legal counsel to move forward with recommendation discussed in the closed session.

Motion by Siegrist supported by Anthony to direct the corporate counsel proceed as directed in the matter of Kang vs Canton. Motion carried by all members present.

Additional Public Comments: None

Other: None

Adjourn: Motion by Siegrist, supported by Anthony to adjourn at 7:18 p.m. Motion carried by all members present.

Michael A. Siegrist, Clerk

Stephen Sneideman, President Pro Tem

INTEROFFICE CORRESPONDENCE
CANTON PUBLIC SAFETY DEPARTMENT
ADMINISTRATION

TO: Patrick Williams, Supervisor
FROM: Joshua Meier, Director of Public Safety
DATE: August 13, 2019
SUBJECT: Public Safety Promotion Recognition – Police Sergeant

Call up: Matt Roberson

Clerk Siegrist: Administer the Oath of Office
Supervisor Williams: Read recognition, Present badge

Recognition:

Matt Roberson is being recognized tonight for his promotion to the rank of Sergeant with the Canton Police Department.

Matt started with the department as a police officer in 2006. In his new position, Sergeant Roberson will serve as a platoon supervisor providing leadership, training and mentoring to the road patrol officers assigned on his shift. He will also be responsible for administrative assignments and special projects under the leadership of his designated shift commander.

Matt is joined here tonight by his wife Melissa, and their children: Warren, Russell, Benjamin, Isabella, Brooklyn and Mickey.

Congratulations, Sergeant!

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: August 13, 2019

AGENDA ITEM # C-1

ITEM: WTUA Annual Budget Approval

PRESENTER: Pat Williams, Supervisor

INDIVIDUALS IN ATTENDANCE: None anticipated

EXECUTIVE SUMMARY: According to Section 7.5 of the Western Townships Utilities Authority (WTUA) Finance and Service Agreement with the Charter Townships of Canton, Northville, and Plymouth, WTUA shall annually submit a budget to each of the Townships for its approval in August of each year.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Approve WTUA's 2019/20 budget.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: WTUA costs assigned to Canton have been incorporated into our 2019 and 2020 budgets.

IMPLEMENTATION PLAN: Supervisor's office will advise WTUA of the Board's action.

DIRECTOR'S RECOMMENDATION: N/A

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: See attached resolution

ATTACHMENTS:

1. Resolution
2. WTUA 2019-2020 Budget

RESOLUTION OF THE CHARTER TOWNSHIP OF CANTON

WHEREAS, Western Townships Utilities Authority has prepared a proposed budget for the fiscal year ending September 30, 2020, which has been reviewed by the Finance Committee on July 11, 2019 and the Board of Commissioners on July 22, 2019; and

WHEREAS, the Authority is required to submit a budget to each of the member Townships for approval in August of each year,

NOW, THEREFORE BE IT RESOLVED that the departmental budget for the Authority as presented on page 1 of the Proposed Annual Budget for the fiscal year ending September 30, 2020, in the amounts presented, is hereby approved.

Signed by Charter Township of Canton Board of Trustees on August 13, 2019:

_____	_____
_____	_____
_____	_____

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: August 13, 2019

AGENDA ITEM #G-1

ITEM: Consider Authorizing the Township Supervisor to Sign the Termination Agreement and Sharing Agreement, which Permanently Terminates Sanitary Sewer Service with Wayne County

PRESENTER: Pat Williams, Township Supervisor

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: On July 1, 2017 the Western Township Utility Authority (WTUA) notified Wayne County that sanitary sewer flow to their system was ceased. Since that time, WTUA, the member communities, and Wayne County have been developing the Termination Agreement and Sharing Agreement.

BACKGROUND: For the past 30 years, WTUA has been splitting the sanitary sewer flow and diverting portions to both Wayne County and to Ypsilanti Communities Utility Authority (YCUA). Flows gradually increased to YCUA over the years as system improvements were completed, with the final goal of sending all flow to YCUA. In 2017, the WTUA and YCUA systems finally completed the necessary improvements to cease sanitary flow/service to Wayne County. The diversion of flow to YCUA provides a much more stable rate structure to our community, and thus far has resulted in an annual savings of approximately \$3 Million per year. Completion of the Termination Agreement, and the associated Sharing Agreement, will memorialize the termination of WTUA's participation in Wayne County's system.

There is one more necessary system improvement required at WTUA to manage future growth flows from all of the member communities. This system improvement will require the addition of more sanitary storage at their site. These improvements are currently being designed, with an anticipated construction start in 2020. Canton's share of this improvement has already been pre-funded and included in our recent water and sewer rates.

STRATEGIC PLAN/GOALS: Provide the best sanitary sewer service to our customers at the most cost effective price point.

ACTION REQUESTED: Authorize the Township Supervisor to sign the Termination Agreement and Sharing Agreement with Wayne County.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: Upon signature by each of the WTUA member communities, the agreements will be sent to the Wayne County Board of Commissioners for completion and recording.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to authorize the Township Supervisor to sign the Termination Agreement and Sharing Agreement with Wayne County.

ATTACHMENTS:

1. Termination Agreement
2. Sharing Agreement

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: August 13, 2019

AGENDA ITEM #G-2

ITEM: Consider a Change Order to the Existing Contract with Northwest Consultants, Inc. for Final Design Changes and Bidding Assistance for the Ridge Road Paving Project

PRESENTER: Pat Williams, Township Supervisor

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Canton Township plans to publicly bid the Ridge Road, Ford to Warren paving project in the fall of 2019. The final design is being completed and right-of-way (ROW) acquisition is proceeding. Our consultant, Northwest Consultants, Inc. (NCI) is moving towards the final design, and this change order request covers the final design changes, some additional work for the ROW, and bidding of the project.

BACKGROUND: In late 2014, the Township and Wayne County DPS began receiving numerous complaints from the users of Ridge Road between Ford Road and Warren Road. The complaints included speeding, safety concerns and excessive dust migration from the heavily traveled gravel road. The Township retained an engineering consultant in 2017 to complete the design of the improvements for a first phase from south of Hanford Road to Warren Road. That design is essentially complete and we plan to bid the project publicly this fall.

Based on our agreement with Wayne County, the design costs and construction engineering costs are to be borne by Canton Township. Our design consultant, Northwest Consultants, Inc. (NCI) is completing the final design and permitting of the road as authorized by the Board in October 2017. The cost for these additional services is \$43,480 and are detailed in Attachment 1.

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

ACTION REQUESTED: Consider award of a contract for the Ridge Road Paving project to Northwest Consultants, Inc. in the amount of \$43,580.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The funds for this project will come from Account 403-446-02.970_0050 (Capital Outlay Infrastructure).

IMPLEMENTATION PLAN: Upon Board approval, Engineering Services will issue a purchase order for this work to Northwest Consultants, Inc. and will initiate the work.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve a change order to the existing contract with Northwest Consultants, Inc. for the Ridge Road project in the amount of \$43,580.

ATTACHMENTS:

1. Proposal from Northwest Consultants, Inc.

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: August 13, 2019

AGENDA ITEM #G-3

ITEM: Consider a Change Order to the Existing Contract with Spalding DeDecker Associates for the Residential Local Road Program for the 2019 Road Improvement Program and Increase Existing Purchase Order #2018-3245

PRESENTER: Pat Williams, Township Supervisor

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Canton Township has started the “unmatched” residential local road program under the road millage. The project was awarded to Great Lakes Contracting earlier this year. Our engineer, Spalding DeDecker Associates (SDA), is providing all inspection and testing for this project. Canton Township solicited the costs from SDA to conduct additional concrete and materials testing that was not in their original scope of work, and their proposal is attached.

BACKGROUND: In 2018 a 1.45-mill road funding millage was approved by the voters in the August Primary ballot, and based on the public education sessions prior to the vote, Canton committed to begin construction on road repairs immediately in the 2019 construction season. In the Fall of 2018, Canton retained SDA as our engineer for the residential portion of the work. The “unmatched” work in 2019 will address selected catch basins and related drainage issues areas in subdivisions north of Ford Road, with further work in the subdivisions south of Ford in 2020 and 2021. This work is “unmatched” and therefore does not require a matching contribution from the subdivisions. The costs for additional testing and engineering is provided in Attachment 1.

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

ACTION REQUESTED: Consider award of a change order contract for the residential local road program projects to Spalding DeDecker Associates in the amount of \$16,040.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The funds for this project will come from Account 204-446-11.801_0040 (Roads – Professional Services, Engineering).

IMPLEMENTATION PLAN: Upon Board approval, Engineering Services will issue a change to the existing purchase order for this work to Spalding DeDecker Associates and will initiate the work.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve a change order to the existing contract with Spalding DeDecker for the 2019 Local Road Projects in the amount of \$16,040 and increase existing purchase order #2018-3245 by \$16,040.

ATTACHMENTS:

1. Proposal from Spalding DeDecker Associates

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: August 13, 2019

AGENDA ITEM #G-4

ITEM: Consider Award of a Contract to Suburban Calcium Chloride Sales for the 2019 Dust Control Program for Local Gravel Roads

PRESENTER: Pat Williams, Township Supervisor

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 2019 Dust Control Program will include two (2) applications. The current budget will have a balance for additional “spot applications” if needed.

The Liquid Calcium Chloride Dust Control Application bids were advertised on April 11th 2019 and bids were opened on April 25th 2019. There were 2 bids submitted. One from Suburban Oil Company for \$0.26 per gallon, and one from Bay Dust Control Division of Liquid Calcium Chloride sales Inc. for \$0.55 per gallon (see attached). The application will consist of 26% calcium chloride which proved satisfactory in previous years.

Based on the low bidder’s pricing, two (2) applications will cost \$10,920 Approximately 1,500 gallons are placed per mile per pass. Generally, a gravel road takes two passes to complete the application. We are recommending Suburban Calcium Chloride Sales to provide dust control services in 2019 for an amount not-to-exceed \$17,500.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Authorize Suburban Calcium Chloride Sales to provide Canton’s 2019 dust control program on local roads for an amount not to exceed \$17,500.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Cost for each application is \$5,460 The two applications will cost a total of \$10,920. There is \$17,500 budgeted in Account # 101-447.801_0090.

IMPLEMENTATION PLAN: Upon approval, a purchase order will be created and Public Works will notify Suburban Calcium Chloride Sales that they were awarded the 2019 dust control program. They 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 2019 Dust Control Program on local gravel roads for an amount not to exceed \$17,500.

ATTACHMENTS:

1. Bid Tabulation

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: August 13, 2019

AGENDA ITEM # G-5

**ITEM: Consider Adoption of a Resolution for Approval of Application for Additional
MERS Service Credit by Employee.**

PRESENTER: Wendy Trumbull, Finance & Budget Director

INDIVIDUALS IN ATTENDANCE: None anticipated

EXECUTIVE SUMMARY: Craig Wilsher has applied to purchase additional service credit with MERS. Although the Board eliminated this practice during May 2016, the employee is eligible as the pension benefit mirrors a Union that contractually allows this purchase. Therefore, the Township does not have the option to deny this request. MERS calculates the cost of the purchase with the intent that there be no cost to the Township. However, as certain assumptions are used in calculating that cost, such as interest rate of return, mortality, and final average compensation the actual cost may fluctuate. These fluctuations are intended to balance themselves out over time.

STRATEGIC PLAN/GOALS: N/A

ACTION REQUESTED: Adopt the attached Resolutions.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: No budget implications.

IMPLEMENTATION PLAN: Upon approval, the Township will send approved resolutions to MERS.

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to adopt the Resolution allowing the purchase of additional service credit by Craig Wilsher.

ATTACHMENTS: Application for Additional Credited Service – Member Certification and Governing Body Resolution

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: August 13, 2019

AGENDA ITEM #G-6

ITEM: Consider Approval for the Emergency Replacement Roof Decking at the Summit on the Park

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: The original copper roof at the Summit on the Park Aquatics Center has had numerous water penetrations over the past 10 years. In the most recent inspection and repair, staff learned that there are significant areas of metal decking that is deteriorated so much that it is rusted through and falling into the pool.

Because of the uncertain scope of work necessary to make repairs, staff is asking to approve a purchase order in an amount not to exceed \$37,000 for Carpentry Concepts and Ceilings LLC. to investigate and repair the rusted areas above the pool at the Summit on the Park. A quote has been provided (Attachment A.) Staff is also asking that because of the exigent circumstances and the uncertain scope of work that the formal bidding process be waived in this instance. The contractor that has been suggested is one that has done extensive work with the Township and has an excellent reputation for cost effective and high quality work.

BACKGROUND: The copper roof over the Aquatics center at the Summit on the Park is original to the building. Approximately 10 years ago the roof began to leak in a variety of spots. After learning that the original contractor for the installation of the roof was no longer in business and realizing that the roof had been installed incorrectly, spot repairs were made continuously over the last 10 years. Recently, pieces of rust have fallen from the metal roof deck as the moisture has caused extensive rusting and deterioration. An emergency repair was made at the point of that leak, however, it was learned at that time that there are considerable areas of deteriorated metal decking and that it is imperative that repairs be made. It is anticipated that the repairs will be made during the Summit Shutdown.

STRATEGIC PLAN/GOALS: Provide High Quality Services

ACTION REQUESTED: Authorize the emergency repair and the waiving of the formal bidding process for the Summit on the Park roof decking repairs to be done by Carpentry Concepts and Ceilings LLC 18786 Susanna Livonia, MI 48152 and approve an emergency purchase order in an amount not to exceed \$37,000 for the repairs.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Funds are available in account 246-750.970_0020, Capital Outlay Buildings and Improvements.

IMPLEMENTATION PLAN: Upon Board approval, a purchase order will be generated and Carpentry Concepts and Ceilings will be contracted to perform the work.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to authorize the waiving of the formal bid process for the emergency replacement of roof decking at the Summit on the Park and authorize an emergency purchase order for the emergency replacement of roof decking at the Summit on the Park to Carpentry Concepts and Ceilings LLC, 18786 Susanna Livonia MI 48152 in the amount of \$37,000 to be paid from 246-750.970_0020, Capital Outlay Buildings and Improvements.

ATTACHMENTS:

Attachment A - Quote

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: August 13, 2019

AGENDA ITEM # G-7

ITEM: Consider Approval of Contract for Playground Design Consulting

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: On June 13, 2019 proposals were received for Playground Consulting Services. Leisure Services chose to issue the Request for Proposal (RFP) to seek a company to provide planning, design and construction administration services for renovation and development of playgrounds throughout Township parks.

A team from Leisure Services staff is recommending MCSA Group, Inc. to provide the services. Upon selection of the consult, the team negotiated a scope of work and cost proposal with MCSA Group, Inc. for design and construction administration for development of a playground on Koppnick Road. These park improvements are being funded through Community Development Block Grants. The cost to perform the work is \$26,790. The MCSA Group, Inc. proposals for the project is provided in Attachment A.

BACKGROUND INFORMATION: Throughout Township properties there a total of 10 playgrounds managed by Leisure Services. In order to strategically plan for maintenance and improvements to the playgrounds a request for proposal was advertised to seek consulting services for professional assistance with playground management. The following is a list of potential tasks, but not limited to, for the proposed playground services:

- Inclusive design elements
- Site accessibility
- Schematic design
- Cost estimating
- Public input facilitation
- Construction plan documents
- Regulatory permitting and inspection
- Targeting of specific age groups and users
- Tree and landscaping features
- Topographic data interpretation
- Public and private utility planning
- Shade structures
- Fall surfacing
- Reconstruction/replacement of well-worn equipment

Proposals were received for consultants, as follows:

Contractor Name
OHM Advisors
Learning Landscapes Design
Landscape Architects & Planning
M.C. Smith Associates Group, Inc.
Fleis & Vandenbrink
Johnson Hill Land Ethics

The Leisure Services selection committee reviewed and scored all the proposals. The three consultants with the highest scores were interviewed. Through the process, the team selected MCSA Group, Inc. A contract was drafted by staff requesting to enter into a 3-year agreement with an option for three year renewals.

In addition, a scope of work and associated costs to design the new park on Koppernick Road were negotiated with the consultant.

STRATEGIC PLAN/GOALS: Livable/Walkable/Attractive Community: Park Development Plan

ACTION REQUESTED: Approve the Contract for Playground Consulting Services in accordance with proposal provided by MCSA Group, Inc., 529 Greenwood Ave SE East Grand Rapids, MI 48506 (Attachment B) as well as approve a purchase order in the amount of \$26,790 for MCSA Group, Inc., 529 Greenwood Ave SE East Grand Rapids, MI 48506 to provide design and construction administration service for the new park playground at Koppernick Road with the funds to be taken from 274-694.970_0020 Capital Outlay Buildings and Improvements.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: These Park improvements are being funded through Community Development Block Grants in the amount of \$26,790 for MCSA Group, Inc., 529 Greenwood Ave SE East Grand Rapids, MI 48506 to provide design and construction administration service for the new park playground at Koppernick Road with the funds to be taken from 274-694.970_0020 Capital Outlay Buildings and Improvements.

IMPLEMENTATION PLAN: Upon Board approval, the contract will be executed.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to authorize the Supervisor to sign a contract for Playground Consulting Services in accordance with proposal provided by MCSA Group, Inc., 529 Greenwood Ave SE East Grand Rapids, MI 48506.

I move to approve a purchase order in the amount of \$26,790 for MCSA Group, Inc., 529 Greenwood Ave SE East Grand Rapids, MI 48506 to provide design and construction administration service for a new park playground at Koppernick Road. The funds are to be taken from 274-694.970_0020 Capital Outlay Buildings and Improvements.

ATTACHMENTS:

Attachment A: MCSA Group, Inc. proposal letter
Attachment B: Contract

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: August 13, 2019

AGENDA ITEM # G-8

ITEM: Consider acceptance of Masco Corporation Lead #LikeAGirl sponsorship of \$10,000 and consider approval of related budget adjustments.

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: For the second year in a row, Canton Leisure Services and the B.L.O.C.K. Youth & Teen Center were offered a \$10,000 sponsorship from Masco Corporation for the 2019-2020 school year to support the implementation of the Lead #LikeAGirl Program. We are recommending that the Board accept the sponsorship and increase both revenue and expenses by \$3,500 for the 2019 budget. (The remainder of the money, (\$6,500), will be requested to transfer in 2020).

STRATEGIC PLAN/GOALS: Position the Department for Sustainability

ACTION REQUESTED: Approve the acceptance of the Masco Corporation Sponsorship for Lead #LikeAGirl program and approve the budget adjustments for 2019.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: \$3,500 in grant revenue will help to offset the program expenses.

The following budget amendment is necessary:

Increase Revenues:

101-756-62.675	Donations	\$3,500
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Increase Expenses:

101-756-62.760	Operating Supplies	\$3,500
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IMPLEMENTATION PLAN:

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

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION: I move to accept the sponsorship from the Masco Corporation for the B.L.O.C.K. Youth and Teen Center to implement the leadership initiative, Lead #LikeAGirl in the amount of \$3,500 to be taken from Account # 101-756-62.675 (\$3,500) and moved to Account # 101-756-62.760 (\$3,500).

I further move to approve the following budget amendments:

Increase Revenues:

101-756-62.675	Donations	\$3,500
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Increase Expenses:

101-753-62.760	Operating Supplies	\$3,500
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ATTACHMENTS:

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: August 13, 2019

AGENDA ITEM #G-9

ITEM: Consider Approval of a Budget Amendment and Bidding Assistance for Fleet Services Roof Replacement

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: The Fleet Services roof is original to the building and has experienced extreme damage due to high wind incidents. A thorough inspection of the roof has determined that it is necessary to replace the roof and with specific design elements included to prolong the roofs useful life. Roofing Technology Associates is the Townships roofing consultant and has provided a service quote to design bid specs for a new roof for \$7,400. A budget amendment is necessary for this unplanned event.

BACKGROUND: The Fleet Services Building is an 8,000 square foot service building that was built in 2000. Since its construction, the high sloped roof has experienced numerous wind-caused damage events. The roof on the building is original and after a thorough condition assessment it has been determined to be in need of replacement. Roofing Technology Associates is the roof consulting and design services contractor for the Township. To that end, a quote was provided for reroofing specifications and bidding assistance for the Fleet Services Building.

STRATEGIC PLAN/GOALS: Provide High Quality Services

ACTION REQUESTED: Approve the budget amendment in the amount of \$7,400.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The following budget amendment will be necessary:

Increase Expense: 661-530.970_0020 Capital Outlay Building & Improvements: \$7,400

Increase Revenue: 661-000.695 Fund Balance Appropriation: \$7,400

IMPLEMENTATION PLAN: Upon Board approval, a budget amendment will be coordinated with Finance.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

I move to approve the following budget amendment:

Increase Expense: 661-530.970_0020 Capital Outlay Building & Improvements: \$7,400

Increase Revenue: 661-000.695 Fund Balance Appropriation: \$7,400

ATTACHMENTS: None

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: August 13, 2019

AGENDA ITEM # G-10

ITEM: Consider Approval of a Budget Amendment and Contract for 2019 Community Needs Assessment

PRESENTER: Greg Hohenberger, Leisure Services Director

INDIVIDUALS IN ATTENDANCE: None Anticipated

EXECUTIVE SUMMARY: Canton Leisure Services is requesting approval to award a contract for a 2019 Community Needs Assessment and approve a collaborative agreement with the Canton Public Library for the project. The Community Needs Assessment is conducted every five years in partnership with the Canton Public Library to identify the Park, Recreation and Library needs of Canton Residents. The statistically valid survey is a requirement of accreditation and to apply for many alternative funding opportunities.

Based on results of the RFP process, Canton Leisure Services is requesting Board authorization to enter into an agreement with Cobalt Community Research to complete the 2019 Community Needs Assessment at a cost not to exceed \$30,000. Of this \$30,000, the Library has agreed to fund \$10,000 leaving the remaining balance of \$20,000 to come from the 2019 budgeted General Fund.

BACKGROUND: Canton Leisure Services has been conducting a statistically valid Community Needs Assessment every five years. This is a requirement of CAPRA Agency Accreditation and is also a significant source of information on how to move the department forward. In 2014, Leisure Services identified a partnership with the Canton Public Library. Both the Library and Leisure Services were conducting similar surveys and determined that it would be fiscally responsible to collaborate on the project.

The Library has again expressed interest in partnering on the project. Eva Davis, Director of Library Services has confirmed support of the project and committed \$10,000 for the collaboration.

In May 2019, requests for proposal were solicited for qualified research and evaluation companies to conduct the needs assessment. A team of Canton Leisure Services staff and Canton Public Library staff have assisted in the evaluation of the RFP's. Review of the proposals and interviews with all qualified vendors was conducted. Based on the results of the review process, the team identified Cobalt Community Research as the best fit for the type of research, the benchmarks that can be conducted, analysis and reporting.

Cobalt Community Research is a Michigan-based non-profit focusing on metrics, research and education. The vendor has experience with several local communities' park and library assessments, and also assists the Southeast Michigan Council of Governments (SEMCOG) with regional park task force surveys. Their research links with Experian's Mosaic segmentation model which is a database that both the Library and Leisure Services currently use to analyze demographic specific behavior, attitudes and values.

Based on the RFP, the contract will include a requirement to include that the survey be completed within 90 days from date of contract issuance and a key findings presentations to each of the following groups: Township Board, Township Staff, Library Board, and Library Staff.

STRATEGIC PLAN/GOALS: Fiscal Stability, Demographically Oriented Community

ACTION REQUESTED: Approve the budget adjustments for 2019 and agreement with Canton Public Library. Approve contract with Cobalt Community Research.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: \$10,000 in revenue from Canton Public Library will cover a portion of the contract expenses. The remaining expenses have been budgeted in the 2019 General Fund.

The following budget amendment is necessary:

Increase Revenues:

101-750.671	Miscellaneous Revenue	\$10,000
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Increase Expenses:

101-750.801_0050	Professional and Contracted Services	\$10,000
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IMPLEMENTATION PLAN:

Upon Board approval, the General Fund budgets will be amended and agreements will be executed. The Business Operations Coordinator will coordinate the Community Needs Assessment process.

DIRECTOR'S RECOMMENDATION: Approval

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approval

SUPERVISOR'S RECOMMENDATION: Approval

MODEL RESOLUTION:

1. I move to amend the budget:

Increase Revenues:

101-750.671	Miscellaneous Revenue	\$10,000
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Increase Expenses:

101-750.801_0050	Professional and Contracted Services	\$10,000
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2. I move to award the 2019 Community Needs Assessment contract to Cobalt Community Research.

ATTACHMENTS:

Cobalt Community Research Contract

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: August 13, 2019

AGENDA ITEM #G-11

ITEM: Consider Approving the Donation of 60 Feet of Right-of-Way to Wayne County

PRESENTER: Joshua C. Meier, Director of Public Safety

INDIVIDUALS IN ATTENDANCE: n/a

EXECUTIVE SUMMARY: Wayne County is offering to waive permit and plan review fees related to construction of the new Fire Station #2, in exchange for the donation of 60 feet of right-of-way on the two parcels of land located at 41454 Warren and 41600 Warren Road. The right-of-way on the parcel located between these two (41500, original Fire Station site) was given to the county years ago.

If approved by the Board, the attached Wayne County Donation form will need to be signed by a designated Township Official.

BACKGROUND INFORMATION: The Right-of-Way Master Plan for Wayne County specifies an ultimate right-of-way width of 120 feet (60 feet on each side of the section line) for Warren Road. Wayne County will handle the deed preparation and recording at no expense to the property owner.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Approve the donation of 60 feet of right-of-way land at 41454 and 41600 Warren Road to Wayne County, in exchange for the elimination of permit and plan review fees associated with the construction of the new Fire Station #2. In addition, approve a designated Township Official to sign the Wayne County Donation Form.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: n/a

IMPLEMENTATION PLAN: n/a

DIRECTOR'S RECOMMENDATION: Approve

FINANCE AND BUDGET DIRECTOR'S RECOMMENDATION: Approve

SUPERVISOR'S RECOMMENDATION: Approve

MODEL RESOLUTION: I move to approve the donation of 60 feet of right-of-way land at 41454 and 41600 Warren Road to Wayne County, in exchange for the elimination of permit and plan review fees associated with the construction of the new Fire Station #2. In addition, approve a designated Township Official to sign the Wayne County Donation Form.

ATTACHMENTS: Attachment A – Offer letter from Wayne County
Attachment B – Wayne County Land Donation Form

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: August 13, 2019

AGENDA ITEM #G-12

<p>ITEM: Consideration of First Reading of an Ordinance to Amend Chapter 46, Article IV of the Canton Code of Ordinances to Update the Fireworks Ordinance to Comply with the Changes to State Law.</p>
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PRESENTER: Joshua Meier, Director of Public Safety

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: The Board is being asked to adopt an amendment to Chapter 46, Article IV of the Canton Code of Ordinances, entitled “Fireworks,” to update the ordinance to comply with the state law, which was amended in late 2018.

BACKGROUND INFORMATION: In late 2018, then Governor Rick Snyder signed into law an amendment to the 2011 Fireworks law. The original 2011 public act allowed adults to shoot off fireworks until midnight on 13 enumerated national holidays (later on New Year’s Eve). The 2018 amendment reduced the number of holidays on which fireworks were permitted, and further shortened the hours that consumer fireworks could be discharged.

STRATEGIC PLAN/GOALS: Align Canton’s ordinances with state law.

ACTION REQUESTED: Introduce, hold the first reading, and table for second reading a proposed text amendment to Chapter 46, Article IV of the Township Code.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: None.

IMPLEMENTATION PLAN: If approved, a second reading will be scheduled for August 27, 2019.

DIRECTOR’S RECOMMENDATION:

FINANCE AND BUDGET DIRECTOR’S RECOMMENDATION:

SUPERVISOR’S RECOMMENDATION:

MODEL RESOLUTION:

(1) I move to introduce for first reading an ordinance which amends Chapter 46, Article IV of

the Canton Code of Ordinances.

- (2) I further move to table for consideration the proposed text amendment to the Code of Ordinances, and to schedule a second reading for August 27, 2019.

ATTACHMENTS:

1. Draft text amendment to Chapter 46, Article IV (redlined).

**CANTON COMMUNITY
REQUEST FOR BOARD ACTION**

MEETING DATE: August 13, 2019

AGENDA ITEM #G-13

<p>ITEM: Consideration of First Reading of an Ordinance to Amend Chapter 46, Article VIII of the Canton Code of Ordinances to Update the Ordinance Prohibiting Minors from Using Alternative Nicotine Products to Comply with the Changes to State Law.</p>
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PRESENTER: Joshua Meier, Director of Public Safety

INDIVIDUALS IN ATTENDANCE: None anticipated.

EXECUTIVE SUMMARY: The Board is being asked to adopt an amendment to Chapter 46, Article VIII of the Canton Code of Ordinances, entitled “Offenses Involving Underage Persons,” to update the ordinance to comply with the state law, which was amended in June 2019.

BACKGROUND INFORMATION: In June, Governor Gretchen Whitmer signed into law an amendment to the Youth Tobacco Act that would prohibit the selling or providing of vapor products and alternative nicotine products (e.g. e-cigarettes) to minors. Prior to this law, there were no prohibitions against minors using such products. Canton had previously adopted an ordinance prohibiting minors from using alternative nicotine products, but the change in state law provides penalties for those who sell such products to minors.

STRATEGIC PLAN/GOALS: Align Canton’s ordinances with state law.

ACTION REQUESTED: Introduce, hold the first reading, and table for second reading a proposed text amendment to Chapter 46, Article VII of the Township Code.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: None.

IMPLEMENTATION PLAN: If approved, a second reading will be scheduled for August 27, 2019.

DIRECTOR’S RECOMMENDATION:

FINANCE AND BUDGET DIRECTOR’S RECOMMENDATION:

SUPERVISOR’S RECOMMENDATION:

MODEL RESOLUTION:

(1) I move to introduce for first reading an ordinance which amends Chapter 46, Article IV of the Canton Code of Ordinances.

(2) I further move to table for consideration the proposed text amendment to the Code of Ordinances, and to schedule a second reading for August 27, 2019.

ATTACHMENTS:

1. Draft text amendment to Chapter 46, Article VIII (redlined).