



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

**6:00 P.M.: TOUR THE VILLAGE ARTS FACTORY PROPERTY**

**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: OCTOBER 8, 2019

CITIZEN'S NON-AGENDA ITEM COMMENTS/PUBLIC COMMENT

PAYMENT OF BILLS

**SWEARING IN OF YOUTH ADVISORY COUNCIL**

**CONSENT CALENDAR:**

- 1) APPROVAL OF AMENDMENTS AND EXHIBITS TO SANITARY SEWER SERVICE AGREEMENT BY AND AMONG THE CITY OF PLYMOUTH, PLYMOUTH TOWNSHIP, CANTON TOWNSHIP, WESTERN TOWNSHIPS UTILITIES AUTHORITY (WTUA) AND THE COUNTY OF WAYNE, AND APPROVAL OF TERMINATION AGREEMENT BETWEEN WTUA, EACH OF ITS MEMBER COMMUNITIES, AND WAYNE COUNTY (SUPERVISOR)
- 2) REAPPOINTMENT OF THREE PLANNING COMMISSION MEMBERS (SUPERVISOR)
- 3) CONSIDER AUTHORIZATION OF PERMIT FOR PRIVATE FIREWORKS DISPLAY AT BAPS HINDU TEMPLE (PSD)

**GENERAL CALENDAR:**

- 1) CONSIDER APPROVAL TO SCHEDULE SHOW CAUSE HEARINGS FOR TWO PROPERTIES SUBJECT TO DANGEROUS BUILDING HEARING ORDERS (1) (MSD)
- 2) CONSIDER AWARD OF A CONTRACT TO FISHBECK, THOMPSON, CARR & HUBER FOR PROFESSIONAL ENGINEERING SERVICES FOR THE 2019 ROAD IMPROVEMENT PROGRAM AND EXTENSION OF THEIR CONTRACT FOR THE 2020 ROAD IMPROVEMENT PROGRAM (2) (MSD)
- 3) REQUEST TO PURCHASE SPARE CRITICAL TELEPHONE SYSTEM EQUIPMENT (1) (FBD)

- 4) CONSIDER AUTHORIZATION FOR SUPERVISOR TO SIGN CONTRACT FOR MASONRY MAINTENANCE AND REPAIR AND APPROVE A PURCHASE ORDER FOR SUMMIT ON THE PARK MASONRY REPAIRS (1) (CLS)
- 5) CONSIDER APPROVAL OF A PURCHASE ORDER FOR BUILDING INTERIOR SIGNAGE INSTALLATION (1) (CLS)
- 6) CONSIDER APPROVAL OF A PURCHASE ORDER FOR THE CHERRY HILL PATHWAY CONSTRUCTION AT I-275 TO LOTZ ROAD (1) (CLS)
- 7) CONSIDER AUTHORIZATION OF SUPERVISOR TO SIGN CONTRACT FOR SUMMIT BANQUET FEASIBILITY STUDY (2) (CLS)
- 8) CONSIDER APPROVING REPAIRS TO THE 2014 PIERCE LADDER TRUCK AND AN ASSOCIATED 2019 FIRE BUDGET AMENDMENT (2) (PSD)
- 9) CLERK'S OFFICE PROJECT (CLERK)

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 – October 8, 2019**

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

Members Present: Anthony, Foster, Graham-Hudak, Siegrist, Slavens, Sneideman, Williams  
 Members Absent: None  
 Staff Present: Deputy Director – Police – Baugh, Director Hohenberger, Director – Public Safety – Meier, Director Trumbull, Director Smith, Barb Brouillette, Carolyn Cox.

**Adoption of Agenda**

Motion by Anthony, supported by Slavens to adopt the agenda as amended. Motion unanimously approved.

**Approval of Minutes**

Motion by Siegrist, supported by Slavens to approve the proposed September 24 & October 1, 2019 minutes. Motion unanimously approved.

Public comment was held.

**Payment of the Bills:**

Motion by Slavens, supported by Foster to approve payment of the bills as presented. Motion unanimously approved.

CHARTER TOWNSHIP OF CANTON EXPENDITURE RECAP FOR THE TOWNSHIP BOARD MEETING OF October 8, 2019		
101	GENERAL FUND	409,773.98
204	ROADS FUND	1,061,537.00
206	FIRE FUND	148,512.23
207	POLICE FUND	394,279.20
208	SUMMIT OPERATING (General)	328,159.43
219	STREET LIGHTING	0.00
230	CABLE TV FUND	4,523.84
245	PUBLIC IMPROVEMENT	0.00
246	TWP (COMMUNITY) IMPROVEMENT	40,137.65
248	DDA - CANTON	7,944.55
261	E-911 UTILITY	465.48
265	ORGANIZED CRIME - DRUG ENFORCEMENT	44,135.02
274	CDBG	8,798.00
275	ARRA GRANTS FUND	0.00

276	NSP GRANTS FUND	0.00
401	CAP PROJ - ENERGY PROJECT	0.00
402	CAP PROJ - SUMMIT CONSTR	0.00
403	CAP PROJ - ROAD PAVING	0.00
584	GOLF FUND	408,600.28
592	WATER & SEWER FUND	1,101,279.93
596	SOLID WASTE	340,422.53
661	FLEET	22,727.38
701	TRUST & AGENCY FUND	0.00
702	CONSTRUCTION ESCROW	352.24
736	POST EMPLOYMENT BENEFITS	42,251.53
852	SPECIAL ASSESSMENT DEBT	8,479.25
	<b>TOTAL - ALL FUNDS</b>	<b>4,372,379.52</b>

**Presentation:**

- 1. Legislative update – Congresswoman Haley Stevens and Senator Dayna Polehanki gave update.**

**Consent Calendar:**

- Item C-1. Consider approval of CIP (Capital Improvement Plan) implementation.**

Motion by Siegrist, supported by Sneedman to adopt the Capital Improvement Plan which will serve as a road map to repair and replace existing Canton Township capital infrastructure. Motion unanimously approved.

- Item C-2. Consider approval of annual software license fees to Kiriworks for the On-Base Document Management System payment.**

Motion by Siegrist, supported by Sneedman to approve payment of \$11,065.19, for the annual software license fees to Kiriworks for the On-Base document management system. Motion unanimously approved.

- Item C-3. Consider approval of budget increase for the 2019 tree removal & pruning project purchase order for Owen Tree Service, Inc.**

Motion by Siegrist, supported by Sneedman to approve increase of the Tree Fund expenditure account #101 585.930\_0070 by \$1,000, and increase the purchase order for the 2019 tree removal and pruning to Owen Tree Service, Inc. by \$1,000 for a total amount not-to-exceed \$37,500. Motion unanimously approved.

**General Calendar:**

- Item G-0. Consider approval of resolution on matter referred from Merit Commission.**

Motion by Siegrist, supported by Sneideman to adopt the following resolution. Motion was approved:

Ayes: Foster, Graham-Hudak, Siegrist, Slavens, Sneideman, Williams  
Nays: Anthony  
Abstain: None  
Absent: None

I hereby certify that the foregoing is a true and complete copy of a Resolution 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 8th Day of October, 2019 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: October 8, 2019

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Michael A. Siegrist, Clerk  
Charter Township of Canton

RESOLUTION OF  
BOARD OF TRUSTEES  
CHARTERTOWNSHIP OF CANTON,  
MICHIGAN

Consideration of resolution on matter referred from Merit Commission.

Whereas a Special Meeting of the Canton Township Merit Commission was held on September 16, 2019 to consider a request presented by a Merit System Employee at the Commission's July 22, 2019 Regular Meeting regarding the employee's pension benefit(s) level, and the Merit Commission resolved to forward this request to the Board of Trustees;

Whereas the request involved the application of Section 2-103 (c) of the Canton Township Ordinances concerning the impact of a promotion to a position in the Classified Service from a bargaining unit position to Fringe Benefits received after the date of promotion;

Whereas Appendix 5 to the Merit System Human Resources Policy, Non-Union Classified Employees – Fringe Benefits, Section I 6a. IV, which governs such promotions, provides in part that "The retirement benefit level for both the Defined Benefit and Defined Contribution Plan includes years of service, multiplier, and any age requirement at the time of transfer";

Whereas the Township has notified the employee, as outlined in various employment letters and associated documents, that the MERS Defined Benefit Pension Benefits provided to the Employee would be the same benefits provided to members of the IAFF bargaining unit employed by the Township prior to July 1, 2013 who participate in the Firefighters Retirement Program as provided in the Collective Bargaining Agreement, including future changes;

Whereas the Employee's pension benefit level has been calculated according to this method in the Township's annual MERS retirement system valuation since 2012, utilizing the MERS DB multiplier, vesting, and years of service requirements, FAC calculation and employee contribution rate applicable to participants in that plan program, including any changes; and

Whereas the Board of Trustees has conducted a thorough review of the documents and materials provided by the Employee and the Township Administration, including the Resolution of the Merit Commission now, therefore, be it;

*Resolved*, that the board of Trustees of the Charter Township of Canton:

1. hereby affirms that the Merit Commission Human Resources Policy Manual, Appendix 5 Non-Union Classified Employees – Fringe Benefits Section members of the Classified Service promoted from bargaining units, has been properly applied to the Employee.

**Item G-1. Consider approval of a purchase order reduction and approval of an emergency replacement purchase order for replacement of damaged contactors, relays and fuses at the village theater.**

Motion by Siegrist, supported by Sneiderman to approve the reduction of Purchase Order 19-00000702 in the amount of \$11,231. Motion unanimously approved.

Motion by Siegrist, supported by Sneiderman to approve an emergency purchase order for the replacement of the damaged air conditioning parts at the Village Theater to Bumler Mechanics, 6260 18 ½ Mile Rd, Sterling Heights, MI 48314 from account #246-750.970\_0020 Capital Outlay Buildings & Improvements in the amount of \$11,231.

**Item G-2. Consider approval sale of Canton property and authorize Supervisor Williams to sign all documents necessary to close on the sale.**

Motion by Siegrist, supported by Sneiderman to approve that Canton accept the Letter of Intent from Allen and Jennifer Williams and authorize Supervisor Williams to sign the formal Purchase Agreement and any other documents necessary to complete the sale of the parcel located east of Willard Street and to the west of the ITC corridor.

Additional Public comment was held.

**Other: None**

**Adjourn:** Motion by Siegrist, supported by Anthony to adjourn at 7:35 p.m. Motion unanimously.

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Michael A. Siegrist, Clerk

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Pat Williams, Supervisor

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** October 22, 2019

**AGENDA ITEM # C-1**

**ITEM:** Approval of Amendments and Exhibits to Sanitary Sewer Service Agreement by and among the City of Plymouth, Plymouth Township, Canton Township, Western Townships Utilities Authority (WTUA) and the County of Wayne, and Approval of Termination Agreement between WTUA, each of its Member Communities, and Wayne County

**PRESENTER:** Patrick Williams, Supervisor

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:** This item is in reference to Item C-4 from the Board of Trustees Meeting on April 9, 2019 – “Consider Authorizing the Township Supervisor to Sign the Sanitary Sewer Service Agreement between WTUA, Wayne County, and the City of Plymouth.” As you are aware, WTUA executed an agreement with the City of Plymouth for a solution to the interconnection of the City and Township sanitary sewers, as well as assignment of capacity in the Wayne County Rouge Valley Sewage Disposal System (RVSDS). Wayne County has now requested updated maps more properly delineating the areas to be covered under the agreement. Aaron Sprague, Director of WTUA, has provided the attached memo to provide further clarification. These amendments were approved by the WTUA Board on September 23. There are no changes to the substantive language of the original agreement with the County. In addition, the Termination Agreement also needs approval.

**BACKGROUND:** The Swap/Assignment Agreement (between Plymouth City, Plymouth Township, Canton Township, WTUA and Wayne County) and the Termination Agreement (between WTUA, each of its member communities and Wayne County) were approved by all parties except Wayne County earlier this year. After those approvals, the County insisted on replacement of the Exhibits (the maps showing the Swap Areas) be replaced with figures including more detail and additional information.

The Amendment to the Swap/Assignment Agreement includes replacement of the Exhibit previously included, and some minor language modifications reflecting the changes to that exhibit. The revised Termination Agreement, similarly, includes replacement of the Exhibits and minor, non-material changes to the language as it relates specifically to the Exhibits.

No other changes have been made to the language previously approved by the Township. WTUA approved and executed these Agreements at its September Board Meeting.

**THE AMENDMENTS ARE AS FOLLOWS:**

**Exhibit A** is for the Termination Agreement.

**Attachment A - Plymouth** is for the Swap/Assignment Agreement, and is **Exhibit B** for the Termination Agreement.

**Attachment B** - Termination Agreement is for the Termination Agreement.

The modified Termination Agreement is also attached.

**STRATEGIC PLAN/GOALS:**

**ACTION REQUESTED:** Approve both the Amendments and Exhibits to the Swap/Assignment Agreement and the Termination Agreement.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** None

**IMPLEMENTATION PLAN:** The Supervisor will notify WTUA of the Board's Approval

**DIRECTOR'S RECOMMENDATION:**

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

1. I move to adopt the attached Amendments and Exhibits to the Sanitary Sewer Service Agreement by and among the City of Plymouth, Plymouth Township, Canton Township, Western Townships Utilities Authority (WTUA) and the County of Wayne, originally approved by the Board on April 9, 2019.
2. I move to adopt the Termination Agreement between WTUA, each of its member communities and Wayne County.

**ATTACHMENTS:**

1. Memo from Aaron Sprague, WTUA Director
2. Exhibit A
3. Attachment A
4. Attachment B
5. Modified Termination Agreement



**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** October 22, 2019

**AGENDA ITEM #C-2**

**ITEM: Reappointment of Three Planning Commission Members**

**PRESENTER:** Patrick Williams, Supervisor

**INDIVIDUALS IN ATTENDANCE:** None

**EXECUTIVE SUMMARY:** Three planning commission members have terms expiring at the end of 2019: Chandru Acharya, Nancy Eggenberger and Greg Greene, All three individuals have expressed interest in serving for another three-year appointment.

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

**ACTION REQUESTED:** Reappoint Chandru Acharya, Nancy Eggenberger and Greg Greene to the Planning Commission for another 3-year term.

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

**IMPLEMENTATION PLAN:** The individuals will be informed of their reappointment.

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

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:** I move to reappoint Chandru Acharya, Nancy Eggenberger and Greg Greene to the Canton Township Planning Commission for another three-year term to expire on 12/31/2022.

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: October 22, 2019**

**AGENDA ITEM #C-3**

**ITEM: Consider Authorization of Permit for Private Fireworks Display at BAPS  
Hindu Temple**

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

**INDIVIDUALS IN ATTENDANCE:**

**EXECUTIVE SUMMARY:** The BAPS Hindu Temple, located at 3175 S. Canton Center Road, is requesting permit approval for a private fireworks display to take place at 8:30 p.m., on Sunday, October 27, 2019. The launch site will be on a vacant parcel of property adjacent to the BAPS Hindu Temple, with an address of 3339 S. Canton Center Road. The fireworks display vendor will be American Fireworks Company, from Hudson, Ohio. The application has been reviewed by the Fire Marshal who confirms compliance with all state and local requirements for the approval of this permit request.

**BACKGROUND:** Charter Township of Canton Code of Ordinances, Section 46-265, provides for the Township Board to approve the issuance of a permit for the use of fireworks otherwise prohibited by 46-263, (paraphrased) within the township for...public display by municipalities...or other organizations or groups of individuals approved by the township board if the applicable provision of this division and the Act are complied with. The Fire Marshal has reviewed the application and confirms compliance with the below requirements:

- Proof of insurance for the pyrotechnic display has been provided.
- The launch site map confirms the minimum setback requirement is being met.
- Written permission from the launch site property owner has been obtained.

The applicant has been notified of the requirements for a pre-launch inspection of the site to be conducted by the Fire Marshal, and for a fire engine to be on stand-by during the launch, with the costs of both being billed to the event holder, not to exceed \$800.

The Municipal Services Director has been informed of the event, and has stated the event does not fall under the requirements for a Special Event permit from the Township.

**STRATEGIC PLAN/GOALS:** n/a

**ACTION REQUESTED:** Approve the permit request for a private property fireworks display to be conducted at 8:30 p.m., on Saturday, October 27, 2018, on the vacant property located at 3339 S. Canton Center Road, by the American Fireworks Company, on behalf of BAPS Hindu Temple.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** n/a

**IMPLEMENTATION PLAN:** n/a

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:** I move to approve a fireworks display permit to BAPS Hindu Temple/American Fireworks Company, at 8:30 p.m., on Sunday, October 27, 2019, on the vacant property located at 3339 S. Canton Center Road.

**ATTACHMENTS:** Attachment A – Fireworks permit application  
Attachment B – Certificate of insurance  
Attachment C – Launch site map

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** October 22, 2019

**AGENDA ITEM #G-1**

**ITEM: Consider Approval to Schedule Show Cause Hearings for Two Properties Subject to Dangerous Building Hearing Orders**

**PRESENTER:** Jade Smith, Municipal Services Director

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:** There are two (2) properties that have failed to meet the requirements and deadlines established by the hearing officer following recently Dangerous Building Hearings as prescribed by Township Ordinance and state law. In light of the failure to comply, the Board must take action to set a public hearing, at which the property owner must be given an opportunity to show cause why the hearing officer's order should not be enforced. The hearing must occur at least 30 days after the meeting at which the Board sets the hearing, and notice of the date and time chosen shall be sent to the property owner. Following the hearing, at which both the property owner and Township staff shall be given the opportunity to speak, the Board must decide if the determination of the hearing officer should be carried out as ordered, whether the order need not be followed, or whether there is some other appropriate resolution to the matter.

**BACKGROUND INFORMATION:** There were two (2) properties out of nine (9) that have not met the requirements and deadlines that were set by the hearing officer at hearings dated August 13, 2019 and June 4, 2019

- 1) 500 Merion – Fire damaged Spring of 2018
- 2) 870 Lotz – Dangerous Building Hearing – June 4, 2019 – was to be completed by 9-30-2019

All of these properties have been nuisance issues for a long time and the full hearing documents and evidence on behalf of the Township is available to review

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

**ACTION REQUESTED:** Approval to schedule these show cause hearings as a required next step in the dangerous building hearing process. Recommend that these hearings be scheduled an hour and half before a regularly scheduled board meeting not sooner than 30 days after approval of the hearings by the Board.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** At this time, the cost to schedule and provide notice of the show cause hearings is nominal.

**IMPLEMENTATION PLAN:** Upon approval by the Board, the property owners will be notified of date and time of the hearings.

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:** I move to approve the date of November 26, 2019 at 5:30 pm for the purposes of conducting show cause hearings for two properties that failed to comply with the deadlines imposed by the Dangerous Buildings Hearing Officer in 2019.

**ATTACHMENTS:**

- 1) Dangerous building determinations for each property
- 2) Michigan Complied Laws outlining the process

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: October 22, 2019**

**AGENDA ITEM #G-2**

**ITEM: Consider Award of a Contract to Fishbeck, Thompson, Carr & Huber for Professional Engineering Services for the 2019 Road Improvement Program and Extension of their Contract for the 2020 Road Improvement Program**

**PRESENTER:** Jade Smith, Municipal Services Director

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:** The Township Board approved a contract with Northwest Consultants, Inc. (NCI) in October 2018 for design and construction engineering on the Major Road projects initiated under the first year of the Road Millage. In 2019 NCI was bought out by another consulting firm, Fishbeck, Thompson, Carr & Huber (Fishbeck), however, they have retained the same staff and office in Canton. Several of the Major Road construction projects in 2019 were awarded to Great Lakes Contracting Services, Inc. (Great Lakes). During the course of these projects the amount of work and length of repair areas were increased and expanded due to the condition of the roads and the desire to fix as many areas while the contractor was mobilized. A change order was approved in August for Great Lakes to complete this work. Due to the expansion of this work, Engineering Services is requesting a corresponding increase in the contract with Fishbeck for their construction engineering services.

In addition, given the good performance by Fishbeck on the 2019 Major Roads program, and the immediate need to move forward on the designs for the 2020 and 2021 projects, Engineering Services would like to extend their contract to handle the design and construction engineering services in 2020 and 2021 for the Major Road projects.

**BACKGROUND:** In 2018 the Board approved ballot language for a 1.45-mill road funding millage which was approved in August 2018. Canton committed to begin construction on road repairs in the 2019 construction season, and has successfully completed all of the proposed work. During the course of construction in 2019, the scope of work was expanded for several concrete road repair projects that were constructed by Great Lakes. On August 27, 2019, the Township Board approved a change order to the contract with Great Lakes that included increases in quantities and expansion of the repairs on the following roads: Canton Center, Saltz, Hanford, Lilley and Lotz. Due to this expansion of the contracted construction work, Fishbeck has requested a contract modification to increase in their construction engineering and inspection services. The increase in their construction engineering services corresponds directly with the percentage increases in the construction work by Great Lakes, for example the length of the Lotz road reconstruction project was extended by 25% and therefore Fishbeck Construction Engineering costs increased by a corresponding 25%. The details of each project are provided in the attached Amendment Request letter from Fishbeck (Attachment 1)

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

**ACTION REQUESTED:** (1) Consider a change order to the purchase order contract with Fishbeck, Thompson, Carr & Huber, Inc. in the amount of \$ 32,750 for additional construction engineering services on the 2019 Major Roads projects.

(2) Consider approving Fishbeck, Thompson, Carr & Huber, Inc. as the consulting engineer for the Major Roads projects for 2020 and 2021. A detailed cost proposal will be solicited from Fishbeck for their services upon determination of the final scopes of work for the 2020 and 2021 road projects.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** The funds for this change order will come from the Road Construction Fund, #204-446-11.801\_0040 (Roads Primary – Professional & Contractual Engineering) in an amount not-to-exceed \$32,750.00.

**IMPLEMENTATION PLAN:** Upon Board approval, Engineering Services will issue a change order to the existing purchase order contract with Fishbeck under their Professional Master Services Agreement.

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:** (1) I move to approve a change order to the existing purchase order contract for the 2019 Major Road construction projects to Fishbeck, Thompson, Carr & Huber, Inc. in the amount of \$32,750.00.

(2) I move to approve Fishbeck, Thompson, Carr & Huber as the consulting engineer for the 2020 and 2021 Major Road projects.

**ATTACHMENTS:**

1. Letter from FTCH – Contract Amendment, September 11, 2019

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** October 22, 2019

**AGENDA ITEM #G-3**

<b>ITEM:</b> Request to Purchase Spare Critical Telephone System Equipment
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**PRESENTER:** Wendy N. Trumbull, Director of Finance & Budget

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:** IT Services is requesting permission to purchase and have on hand additional critical components for our telecommunications system. The Township experienced a failure of the most critical component in June of 2019 and was without phone service for 9 hours while replacement parts were delivered and re-integrated into the system. While 911 was not affected, Public Safety does maintain 10 other phones lines, which are critical to the public's safety. Having this spare equipment on hand and documented processes will allow IT Services to restore phone services in a shorter time period in the event of future hardware failures.

**BACKGROUND INFORMATION:** With the recent move to a VoIP phone system, there are multiple physical components which comprise the overall system if they fail. In June of this year, the primary device failed, which caused a 9-hour blackout of the Township's phone system. While IT Services maintains a 4-hour replacement window warranty with the manufacturer, replacement components need to be reprogrammed once received, which is a very tedious task. In June, the Township received replacement equipment within 2 hours, the balance of the outage was dedicated to integrating the replacement component into the system. Had the outage occurred at the start of a business day instead of the end, the impact would have been more significant.

Public Safety maintains 10 non-emergent phone numbers, which are delivered to Dispatch by way of the Township's phone system. Any disruption of the Township's phone system affects Dispatch's ability to receive critical phone calls and safety notifications, such as hold-up alarms, fire alarms, burglar alarms, etc.

IT Services has developed a plan with the vendor who supplied the new phone system. The plan includes spare equipment identical to the production equipment. Additionally, this purchase provides for several days of vendor engineering the new equipment into the current phone system and working with IT Services to create a detailed response plan in the event of a future outage in order to expedite recovery.



**STRATEGIC PLAN/GOALS:** Efficiently utilize resources and maintain fiscal responsibility while providing for improved response to future telecommunications equipment failures.

**ACTION REQUESTED:** IT Services is requesting authorization to create a purchase order to CDW Government in an amount not to exceed \$28,460. CDW provides pricing from the State of Michigan Technology purchasing contract for this purchase for hardware and services.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Sufficient funds exist in the IT Services 101-228.970\_0010 Capital Outlay Computers & Equipment 2019 budget.

**IMPLEMENTATION PLAN:** The hardware will be purchased and once received IT Services will schedule the implementation with CDW. Though none is anticipated, should there be need for disruption in the current phone system as the redundant components are introduced, IT Services will carefully and cautiously work with the Township Executive staff in order to implement in the least disruptive manner.

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:** Approve a purchase order, totaling: \$28,460, payable to CDW Government for the purchase of spare Cisco hardware components and engineering services from CDW Government. Funds for this purchase exist in the IT Services Account 101-228.970\_0010 Capital Outlay Computers & Equipment

**ATTACHMENTS:** CDW Price Quote-47049-4.pdf

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: October 22, 2019**

**AGENDA ITEM #G-4**

**ITEM: Consider Authorization for Supervisor to sign Contract for Masonry Maintenance and Repair and Approve a Purchase Order for Summit on the Park Masonry Repairs**

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

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:**

On September 5, 2019 proposals were received for Masonry Maintenance and Repair Service. A full summary of scope of work is provided in the Contract (Attachment A).

Of the two proposers, Carpentry Concepts and Ceilings, L.L.C. was selected to provide the services. We are requesting to enter into a 3-year agreement with an option for three year renewals. Costs will be determined on a project-by-project basis, based on fee schedule provided in the agreement (Attachment B.)

In addition, staff has worked with Carpentry Concepts and Ceilings, L.L.C. to develop a scope of work for the Summit on the Park repairs based on design specifications from the architect with the cost of \$44,000.

**BACKGROUND INFORMATION:** Throughout Township facilities there are significant amounts of masonry repairs that require attention. Due to years of salt damage and other weather related issues, the Summit on the Park facility is in need of some immediate repairs. Carpentry Concepts and Ceilings, L.L.C will be removing and replacing the 2 lower course sections of masonry on the building as well as repairing damaged limestone and joints in certain areas.

A Request for Proposal was drafted for Masonry Maintenance and Repair Service. Proposals were received as follows:

Vendor Name
Carpentry Concepts & Ceilings, LLC
Davenport Masonry, Inc.

The proposals were reviewed and each proposer was interviewed. Through a scoring process, the team selected Carpentry Concepts & Ceilings, L.L.C.

**STRATEGIC PLAN/GOALS:** Strengthen Operational Efficiency

**ACTION REQUESTED:** Approve the Contract for Masonry Maintenance and Repair Services to Carpentry Concepts and Ceilings, L.L.C, 18786 Susanna, Livonia, MI 48152 and approve a purchase order for masonry repairs at the Summit on the Park in the amount of \$44,000.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** A purchase order will be submitted upon approval in the amount of \$44,000 from account #208-757-50.970\_0020 Capital Outlay Buildings and Improvements.

**IMPLEMENTATION PLAN:** Upon Board approval, the contract will be executed and a Purchase order will be submitted.

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:** I move to award a contract and approve a purchase order to Carpentry Concepts & Ceilings, L.L.C., 18786 Susanna, Livonia, MI 48152 for Masonry Maintenance and Repair Services for a 3-year agreement with an option for three year renewals. The purchase order will be submitted in the amount of \$44,000 from account #208-757-50.970\_0020 Capital Outlay Buildings and Improvements for the repairs made at the Summit on the Park.

**ATTACHMENTS:**

Attachment A: Contract from Carpentry Concepts and Ceilings, L.L.C.

Attachment B: Carpentry Concepts and Ceilings, L.L.C Fee Schedule

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: October 22, 2019**

**AGENDA ITEM #G-5**

**ITEM: Consider Approval of a Purchase Order for Building Interior Signage Installation**

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

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:**

Due to the many changes within the Township, the directional signage has become outdated and inaccurate. In addition to guiding our guests properly, it is also important to meet the current standards of the ADA regulations.

An architect was hired to design upgrades to the administration interior signage. Based on the design drawings, Leisure Services staff has negotiated with Spectrum Signs and Designs based on their Board approved contract from May 14, 2019 Item #G-4, for the development and installation of the new signage. The total cost for the signs is \$40,735 and will be split between 2 accounts. Budgeted dollars in the amount of \$26,582 will be paid from Account#246-750.970\_0020 Capital Outlay and Building Improvements. The remaining \$14,153 will be paid from Account #274-694.878 CDBG funds.

**BACKGROUND INFORMATION:**

Directional signage throughout the Township facilities is outdated and non-compliant with ADA regulations. Therefore, Leisure Services staff worked with A3C to design new signs for the Township Administration Building that is current and ADA compliant.

At the May 14, 2019 meeting, the Board approved a contract extension with Spectrum Signs and Designs. Leisure Services staff has negotiated with Spectrum Signs based on their contract to create and install the new ADA compliant signage throughout the Township Administration Building.

**STRATEGIC PLAN/GOALS:** Strengthen Operational Efficiency

**ACTION REQUESTED:** Approve the Purchase Order for Spectrum Signs and Designs, 3001 S. Gully Road, Suite D, Dearborn, MI 48124 for directional signage at the Township Administration Building in the amount of \$40,735.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** A purchase order will be submitted upon approval in the amount of \$40,735. The amount of \$26,582 will be paid from Account#246-750.970\_0020 Capital Outlay and Building Improvements and the remaining \$14,153 will be paid from Account #274-694.878 CDBG funds.

**IMPLEMENTATION PLAN:** Upon Board approval a purchase order will be submitted.

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:** I move to approve a purchase order for Building interior signage in the amount of \$40,735. The amount of \$26,582 will be paid from Account#246-750.970\_0020 Capital Outlay and Building Improvements and the remaining \$14,153 will be paid from Account #274-694.878 CDBG funds.

**ATTACHMENTS:**

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** October 22, 2019

**AGENDA ITEM #G-6**

**ITEM: Consider Approval of a Purchase Order for the Cherry Hill Pathway  
Construction at I-275 to Lotz Road**

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

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:** The pathway along the south side of Cherry Hill Road providing pedestrian access from Lotz Road to the I-275 Metro Trail is currently being constructed. During construction it was determined that a substantial part of the trail has significant soft areas making it unable to support the trail. To strengthen this area, geotechnical fabric and extra stone have to be added before paving can be completed.

Total costs to complete the trail will depend on the materials needed based on the field measurements. We are requesting a purchase order in an amount not to exceed \$50,000. Funds budgeted for trails will be used in the amount of \$50,000 from Account#246-750.970\_0080 Capital Outlay Land Improvements.

**BACKGROUND INFORMATION:** On October 9, 2018 the Board approved the asphalt paving for the Lotz Road Project to construct a connection path from Lotz Rd to the I275 Metro Trail that is ADA accessible. During construction it was determined that the ground conditions were too soft to continue the path. In order to strengthen the ground area, geotechnical fabric and stone are needed before the trail can be completed.

**STRATEGIC PLAN/GOALS:** Livable/Walkable/Attractive Community

**ACTION REQUESTED:** Approve a purchase order in the amount of \$50,000.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Trail funds are budgeted in the amount of \$50,000 from Account#246-750.970\_0080 Capital Outlay Land.

**IMPLEMENTATION PLAN:** Upon Board Approval, a purchase order will be processed.

**DIRECTOR'S RECOMMENDATION:** Approval

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

**SUPERVISOR'S RECOMMENDATION:** Approval

**MODEL RESOLUTION:**

I move to approve the purchase order in the amount not to exceed \$50,000 for the materials needed to complete the Cherry Hill Pathway connecting to the I275 Metro Trail. Budgeted funds will be used in the amount of \$50,000 from Account#246-750.970\_0080 Capital Outlay Land Improvements.

**ATTACHMENTS:**

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE: October 22, 2019**

**AGENDA ITEM #G-7**

**ITEM: Consider Authorization of Supervisor to sign Contract for Summit Banquet  
Feasibility Study**

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

**INDIVIDUALS IN ATTENDANCE:** None Anticipated

**EXECUTIVE SUMMARY:** In August, Leisure Services issued a Request for Proposal (RFP) to obtain proposals from qualified firms to conduct and prepare a feasibility study to determine if Summit on the Park is maximizing all areas of the building with an emphasis on the banquet area. Recommendations will focus on the future use to meet the growing needs of the community. Three separate proposals were received for the Summit Banquet Center Feasibility Study.

A team consisting of Leisure Services and Finance staff interviewed each company, and as a result is recommending GreenPlay, LLC to provide these services. GreenPlay offers extensive experience with over 525 projects of similar nature completed to date. As part of their proposal, GreenPlay, LLC will subcontract with Barker, Rinker, & Seacat Architecture (BRS) to assist with evaluations, analysis and conceptual costs for alternative use. BRS was consulted on the original design of the Summit on the Park.

Leisure Services has budgeted \$25,000 for the cost to perform the work. Please see Attachment A for GreenPlay, LLC's proposal.

**BACKGROUND INFORMATION:** The Summit on the Park serves as a recreation and community center for Canton residents. When it was built almost 24 years ago, the population at that time in Canton was around 65,000 residents. Today, Canton's population is approaching 100,000 residents.

When the initial plans for the Summit on the Park were designed, it was decided to dedicate a large portion of the community center to a banquet and conference center. At the time there were no other wedding or banquet centers in the Canton community. There has been a sharp decline in revenue and use of the banquet center over the past 5-10 years, thus the Township is seeking the services of a consultant to conduct a feasibility study to decide "best use" of its banquet and conference center through research and provide its finding in a final report.

Proposals were received from three separate consultants, and included: GreenPlay, LLC, Pros Consulting, INC, and Strategic Venue Studies. The selection committee interviewed and scored all three consultants and selected GreenPlay, LLC. Upon approval, a contract will be drafted with GreenPlay, LLC.



As part of their proposal, GreenPlay, LLC will:

- Provide a strategic kick-off with Leisure Services team and identify key critical success factors
- Conduct a community needs assessment with citizen involvement
- Perform a market analysis with review of our demographics and population as well as a trends analysis, both locally and national
- Perform a site analysis and conceptual plans with the support of (BRS)
- Conduct an operational and cost analysis
- Deliver a final report with recommendations, implementation strategies and action plan

**STRATEGIC PLAN/GOALS:** Livable/Walkable/Attractive Community, Infrastructure

**ACTION REQUESTED:** Authorize the Township Supervisor to sign a Contract for GreenPlay, LLC, 1021 E. South Boulder Rd., Suite N, Louisville, CO 80027 as well as approve a purchase order in the amount of \$24,999 to GreenPlay, LLC, 1021 E. South Boulder Rd., Suite N, Louisville, CO 80027 for the feasibility study of the Summit on the Park banquet area with the from account # 246-750.801\_0050 - Professional and Contractual Services.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** The feasibility study is budgeted in the Community Improvement fund, account # 246-750.801\_0050 - Professional and Contractual Services.

**IMPLEMENTATION PLAN:** Upon Board approval, the contract will be executed and a purchase order generated.

**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 a contract for GreenPlay, LLC, 1021 E. South Boulder Rd., Suite N, Louisville, CO 80027 in the amount of \$24,999.

I move to approve a purchase order in the amount of \$24,999 to GreenPlay, LLC, 1021 E. South Boulder Rd., Suite N, Louisville, CO 80027, from account # 246-750.801\_0050 - Professional and Contractual Services.

**ATTACHMENTS:**

Attachment A: GreenPlay, LLC Proposal

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** October 22, 2019

**AGENDA ITEM #G-8**

**ITEM: Consider Approving Repairs to the 2014 Pierce Ladder Truck and an Associated  
2019 Fire Budget Amendment**

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

**INDIVIDUALS IN ATTENDANCE:** n/a

**EXECUTIVE SUMMARY:** The Fire Department's 2014 Pierce ladder truck requires a repair to fix the turntable aerial rotation device and associated equipment. Halt Fire, the service provider for Pierce Manufacturing has provided an estimate of \$33,701 to complete the repair, but the amount cannot be guaranteed until the truck is taken apart for a full assessment. If approved, the vehicle will be repaired using Fire Fund Balance, not to exceed \$50,000

**BACKGROUND INFORMATION:** On June 14, 2019, during morning vehicle inspections, it was discovered on the 2014 Pierce Ladder truck that the gated Y connected to the hose had become tangled between the ladder turntable and hose bed, causing the damage. The department conducted an internal investigation and determined no negligence on the part of the employee; and further, that there would have been no way of knowing about or preventing this from happening. In the future, preventative measures will be taken to minimize the possibility of this occurring again.

**STRATEGIC PLAN/GOALS:** n/a

**ACTION REQUESTED:** Approve repairs to the 2014 Pierce ladder truck's turntable aerial rotation device by Halt Fire; and approve a 2019 Fire budget amendment to utilize Fund Balance not to exceed \$50,000 for the repairs.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** Increase 2019 Fire Revenue Fund Balance Appropriations #206-000-695 by \$50,000, and increase 2019 Fire Maintenance & Repair of Machinery & Equipment #206-336-50.930\_0030 by \$50,000.

**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 repairs to the 2014 Pierce Ladder truck's turntable aerial rotation device by Halt Fire; and,

I further move to approve the below listed 2019 Fire budget amendment:

<b><i>Increase Revenues:</i></b>		
Fire Fund Balance Appropriation:	#206-000.695	\$50,000

  

<b><i>Increase Appropriations:</i></b>		
Maintenance & Repair of Machinery & Equip	#206-336-50.930_0030	\$50,000

**ATTACHMENTS:** Attachment A – Halt Fire (Pierce Mfg.) Repair Estimate

**CANTON COMMUNITY  
REQUEST FOR BOARD ACTION**

**MEETING DATE:** October 22, 2019

**AGENDA ITEM # G-9**

**ITEM : Clerk's Office Project**

**PRESENTER:** Michael A. Siegrist

**INDIVIDUALS IN ATTENDANCE:**

**EXECUTIVE SUMMARY:** The Clerk's Office seeks approval to rearrange its office to better accommodate changes in law, technology, and staffing over the last 15 years. It has been noticed that the Clerk's Department has not been utilizing its space to maximize efficiency and productivity. With over a 100% increase in the Permanent AV List participation, the Department expects a significant increase in the quantity of ballots processed, stored, and delivered. The Clerk's Department seeks to utilize existing budgeted funds to produce an environment that supports the changing demands and facilitates the ability for teamwork. These changes will also provide the Clerk IV employees with better space to perform their tasks, and the Deputy Clerk with an office. Other minor accessory improvements are planned.

**STRATEGIC PLAN/GOALS:** To dramatically increase work-flow, productivity, and use of space by rearranging the Clerk's Department and implementing new organizational methods.

**ACTION REQUESTED:** Approve the use of, and transfer between, current budgeted Clerk's Department funds not to exceed \$13,000.

**BUDGET IMPLICATIONS & ACCOUNT NUMBER:** See Attached

**IMPLEMENTATION PLAN:** Hire electrical contractor recommended by Township Facilities (Van Buren Electric), and the preferred Township furniture company (Kentwood Services).

**DIRECTOR'S RECOMMENDATION:** Approval

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

**\*MODEL RESOLUTION:**

1. I move to approve the Clerk's Department Office Project for the installation reworking of electrical outlets and data ports as presented the rearranging of furniture as presented, as well as the purchase of other office furniture and accessories not to exceed \$13,000 utilizing existing funds within the Clerk's Budget.

**ATTACHMENTS:**

- Electrical quote
- Kentwood quote
- Budget Analysis
- Draft of Office Arrangement