

Charter Township of Canton Board Proceedings –March 1, 2016

A regular meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, March 1, 2016 at 1150 Canton Center S., Canton, Michigan. Supervisor LaJoy called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance to the Flag. **Roll Call** Members Present: Anthony, Bennett, LaJoy, McLaughlin, Sneiderman, Williams Members Absent: McLaughlin, Yack Staff Present: Director Bilibrey-Honsowetz, Director Mutchler, Director Faas, Director Trumbull, Fire Chief Meier, Deputy Chief Hilden, Deputy Chief Newsome, Deputy Chief Stoecklein, Amy Hughesdon **Adoption of Agenda** Motion by Bennett, supported by Anthony to amend the agenda to add General Calendar Item G-1: Consider Approval of the Selectron Integrated Voice System Purchase Order. Motion carried by all members present. **Item G-1: Consider Approval of the Selectron Integrated Voice System Purchase Order.** (MSD) Motion by Bennett, supported by Williams to approve the purchase order for the remaining balance of \$40,050 for the Selectron Integrated Response System to be paid from account #101-372.970.0010. Motion carried by all members present. Motion by Bennett, supported by Williams to approve the following budget amendment: Increase expenditures: 101-372.970.0010 Capital Outlay Computers \$40,050 Increase revenue: 101-000.695 Fund Balance Appropriation \$40,050 Motion carried by all members present. Motion by Bennett, supported by Anthony to move from regular meeting to Study Session at 6:05 p.m. Motion carried by all members present. **STUDY SESSION TOPICS: TOPIC #1: Legacy Cost Update.** (FBD) The Board was presented a PowerPoint update by Director Wendy Trumbull. Legacy Cost Update Review the results of the 12/31/2014 Actuarial Valuation for our Other Post-Employment Benefits (“OPEB”) Update on MERS (Pension Assumptions OPEB Actuarial Results 12/31/2014 • Benefits Offered: • Employees who retired prior to 1/1/2013 are covered at 100% for their medical insurance. • NOW: Lowest Cost Medical Plan is covered 100% by Canton Township • Implementation varied depending on union group, earliest was 1/1/2013. • Dental coverage • Retiree cost equals the cost paid on their last day of employment. Changes to this years Actuarial Valuation: Implemented self-funded medical plans Migration of some of the retirees to the self-funded plans Cost sharing of future retirees in the public safety groups Additional assumption change: **People are living longer** Township Initiated changes resulted in a \$16.6 million reduction in our Actuarial Accrued Liability **UPDATE ON MERS (PENSION) ASSUMPTIONS** MERS reviewed its actuarial assumptions and updated them with following goals in mind: To ensure that municipalities have enough assets in their plans to fund the benefits promised to its employees To have each generation incur the cost of the benefits for the employees providing the service at the time it is being incurred, rather than passing along the cost to future generations Mortality Rates Table - People are living longer Investment Rate of Return – Decreasing from 8% to 7.75% Amortization Policy – Gradually reducing amortization period of the unfunded liability What does this mean? – Our liability is increasing How are we funding this? – MERS has factored these changes into our Annual Required Contribution and we are funding accordingly. **UPDATE ON MERS (PENSION)** What have we done? Defined Benefit Plan closed to new hires Bridged down the Pension multiplier Increased employee cost-sharing Employee purchase of Service Credit MERS allows Employees to purchase service credit, however it is a Township Board decision. Intention is for employees to cover 100% of the cost for the purchase of years of service. Cost is based on assumptions used by MERS If assumptions are not accurate, then the cost is not accurate Many communities are no longer allowing employees to purchase service credit. Currently there are several requests from employees to purchase service credit. Recommendation: Continue to allow purchase of service credit for 90 days. After 90 days, no longer allow to protect the Township from future liability swings. A complete copy of the PowerPoint presentation is available in the Township Clerk’s Office, 1150 S. Canton Center Road, Canton MI 48188 during regular business hours. **TOPIC #2: 2016 Goals.** (Supv) Supervisor LaJoy, along with Clerk Bennett and the Department Directors, presented the Township goals for 2016 to the Board. **Strengthen Operational Efficiency** Have all departments accredited (ALL) Complete a five-year strategic plan for MSD (MSD) Conduct a joint session with the Township Board and Planning Commission on future development objectives (MSD) Develop a plan to create iCanton – an integrated permit/utility/property record system (MSD/FBD) Finalize and adopt Master Plan (CLS) Develop and adopt Strategic Plan (CLS) Utilize technology to improve efficiencies (CIT, HVAC Controls, ACTIVE, Golf Now) (CLS) Expand usage of tools for energy management plan (CLS) Begin to review the structure of IT Township-wide (FBD) Review and implement a password policy to ensure the security of our systems (FBD) Review all Finance Policies, identify which ones need updating and prioritize to begin the update process (FBD) Increase daily on-shift staffing with intended result of meeting community needs and reduction in mutual aid requests (PSD/Fire) Complete the Community Risk Assessment for accreditation (PSD/Fire) Apply for accreditation (PSD/Fire) Complete Fire Station #2 flood plain assessment and then consult with committee for direction (PSD/Fire) Complete set-up of Blue Card Incident Command Simulation Lab and then certify entire command staff (PSD/Fire) Improve training room technologies (PSD/Fire) Complete design and specifications for department engines and heavy rescue (PSD/Fire) Complete Phase 2 for priority dispatch plan (PSD/Fire) Complete implementation of ALS engines (PSD/Fire) Implementation of pre-fire survey program and completion of high risk occupancies by year end (PSD/Fire) Develop and implement quality assurance program for Emergency Medical Dispatch program (PSD/Fire) Develop a comprehensive community survey program in accordance with accreditation standards (PSD/Fire) Part One crime reduction by 8% township-wide (PSD/Police) Reduce overdose deaths and theft related crimes directly tied to dependency through a creative partnership with Growth Works (PSD/Police) Reduce organized retail crimes through proactive efforts in partnership with retail stores (PSD/Police) Build out domestic violence program to reduce number of domestic-related crimes via domestic violence programs through partnership with First Step (PSD/Police) Fully implement the new Crime Suppression Unit (PSD/Police) Audit the existing training systems and methodologies regarding alignment with departmental purpose, mission and goals (PSD/Police) Complete Phase Two of Ordinance Codification Project (Clerk/ALL) Develop an Election Inspector Training Video which is supported by the current written training materials (Clerk) Review all HR policies/develop action plan/timeline for updating all policies (HR/Supervisor) **Maintain Fiscal Stability** Update sewer and water capital equity charges (MSD/FBD) Develop a tree management plan for trees in the ROW and on Township-owned properties (MSD & CLS) Initiate the five year update to the Water Master Plan (MSD) Update business plans and identify new competitors (CLS) Monitor part-time wages vs. projections monthly (CLS) Explore performance contracts – similar to energy management savings (CLS) Solicit and secure grants (CLS) Meet quarterly with the directors and key managers to go over Township financial information (FBD) Continue to watch for opportunities to refinance our existing debt obligations and reduce legacy costs (FBD) **Develop the Workforce** Cross train staff in clerical positions whenever applicable (ALL) Promote and encourage professional certifications (ALL) Improve internal communications/actively solicit employee feedback (ALL) Enhance safety awareness (training videos, safety meetings) (CLS) Develop the new Crime Analyst employee (PSD/Police) Fill vacant fourth officer in the Special Enforcement Unit (PSD/Police) Focus on measurable outcomes regarding employee engagement in organizational mission, vision, values, goals and purpose (PSD/Police) Encourage new and unique ways to build trust and legitimacy; ensure community has ownership and pride in its Public Safety Department (PSD/Police) Establish a committee to review, analyze and recommend an effective performance management system (PSD/Police) Deliver Situational Leadership Training (HR/Supervisor) **Provide High Quality Services** Complete Year 2 of the Residential Rental Inspection Program (MSD) Start-up the fiber Wide Area Network (WAN) Project in partnership with the PCCS District (MSD/FBD) Implement Selectron for inspection scheduling in the Building & Inspection Services Division (MSD/FBD) Reissue all commercial and industrial certificates of occupancy using new format (MSD) Enhance environmental awareness and services (CLS) Recycle program at CSC Add more natural burn areas Age and demographic appropriate programming (emphasis on 55+ population) (CLS) Develop a plan to maintain and improve Canton facilities (CLS) Finalize the CDBG 5-year Consolidated Plan, including receiving more community input than in previous years (FBD) **Promote the Community** Host events to promote Canton to realtors and brokers (ALL) Continue to develop equitable community partnerships (CLS) Highlight milestones as community benefit (CLS) 25th Liberty Fest 20th Summit Anniversary **Educate & Inform Residents** Actively promote website services available (public portal and citizen service requests) (MSD). Utilize new MSD YouTube channel to produce and air videos for residents (MSD). Hold fair housing seminars for our residents to help educate them on discrimination (FBD). Effective use of technology (ALL). Develop a new brochure/handout for new residents (ALL) **ADDITIONAL PUBLIC COMMENT:** None **OTHER:** None **ADJOURN:** Motion by Anthony, supported by Sneiderman to adjourn at 6:47 p.m. Motion carried by all members present. _____ **Terry G. Bennett, Clerk**

Copies of the PowerPoint as well as the complete text of the Board Minutes are available at the Clerk’s office of the Charter Township of Canton, 1150 S. Canton Center Rd, Canton, MI 48188, 734-394-5120, during regular business hours and can also be accessed through our web site www.canton-mi.org after Board Approval.

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