

Charter Township of Canton Board Proceedings – May 31, 2016

A Regular/Study Session meeting of the Board of Trustees of the Charter Township of Canton was held Tuesday, May 31, 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, Yack (arrived at 6:15 p.m.) Staff Present: Director Faas, Director Trumbull, Bob Belair – Public Works Manager, Carolyn Cox, Mike Sheppard Staff Absent: Director Bilibrey-Honsowetz, Director Meier Guest: Jason Smith, Wade Trim **Adoption of Agenda** Motion by Bennett, supported by Anthony to approve the agenda as presented. Motion carried unanimously. **Citizen's Non-Agenda Item Comments:** None **PUBLIC HEARING: PH-1: Public Hearing for Community Development Block Grant (CDBG) Five-Year Consolidated Plan. (FBD)** Motion by Bennett, supported by Anthony to open the Public Hearing at 6:02 p.m. for comment on the PY 2016-2020 Consolidated Plan. Motion carried unanimously. Director Trumbull with Jason Smith of Wade Trim presented the board with an overall view of the plan. (A complete copy of the PowerPoint Presentation is available in the Clerk's Office during regular business hours) **Goal: Housing** Provide safe, affordable, and accessible housing to the residents of Canton Township **Goal: Homelessness** Help to prevent and reduce homelessness with Canton Township **Goal: Community and Economic Development** Enhance the living environment for persons in low- and moderate-income areas through public improvement activities, public service programs, and elimination of blight. **Goal: Non-Homeless Special Needs** Promote a suitable living environment, improve safety and livability, reduce isolation, support family structures, and facilitate access to mainstream resources for special needs populations. Public Comment: Syed Taj, 1244 Hillbrook Road, stated TSA is working with legal services as well. Motion by Yack, supported by Sneiderman close the Public Hearing at 6:25 p.m. on the PY 2016-2020 Consolidated Plan. Motion carried unanimously. Motion by Bennett, supported by Williams to adopt the Program Year 2016-2020 Consolidated Plan and the 2016 Annual Action Plan and authorize the submission of the Five-Year Consolidated Plan and Annual Action Plan to the Department of Housing and Urban Development (HUD). Motion carried unanimously. Every five years, HUD requires communities participating in the Community Development Block Grant (CDBG) program to submit a Five-Year Consolidated Plan, which outlines priorities for the CDBG program for the next five years. The Consolidated Plan is an extensive document, requiring considerable research and writing. Canton retained a consultant, Wade Trim, to prepare the plan under the direction of Canton Township. Canton's Five-Year Consolidated Plan considers the needs that HUD requires each community to address: general housing needs, the homeless, seniors, the mentally ill, lead-based paint remediation, public housing, fair housing, and barriers to affordable housing. Canton is already adequately addressing these needs with its own and CDBG funds, or the needs are handled by outside agencies. Canton is not "locked in" by the Consolidated Plan, and it can be amended at any time to include new priorities or revisions to existing priorities. The One Year Action Plan is a portion of the Consolidated Plan that must be updated annually. It provides detailed information on the resources Canton expects to receive and the activities to be undertaken to meet the priority needs identified in the Consolidated Plan. The Consolidated Plan and Program Year 2016 CDBG Annual Action Plan were developed at public hearings of the CDBG Advisory Council, and as its name implies, the recommendations of the Advisory Council are suggested but not compulsory. The Program Year 2016 CDBG program is consistent with past years' programs, and includes a mixture of public service agencies and construction projects. The 30-day public comment period for the Consolidated Plan and Program Year 2016 CDBG program ended May 29, 2016. The total CDBG budget for Program Year 2016 is \$310,524. The recommended projects are First Step (\$13,000), Growth Works (\$1,000), Neighborhood Legal Services (\$13,000), Wayne-Metropolitan Community Action Agency (\$13,000), Summit Scholarships (\$1,500), BLOCK Tutoring Services (\$5,078), Administration (\$62,104), ADA Play Feature (\$25,000), ADA Pathway (\$20,000), ADA Aqueous Lift (\$6,842), Sheldon School (\$50,000) and Housing Rehabilitation (\$100,000). **Moved to Study Session at 6:26 p.m. STUDY SESSION TOPIC 2016 MSD Five-Year Strategic Plan** Director Faas and Bob Belair outlined the content of the five year strategic plan that was developed late last year and has been refined over the past several months. They provided a comprehensive PowerPoint presentation and outline the next steps including anticipated approval of the Strategic Plan at the next regular Board meeting. (A complete copy of the PowerPoint Presentation is available in the Clerk's Office during regular business hours) **COMMUNITY STARTS WITH US DISCUSSION:** Summary of how the plan was developed **Review of Vision/Mission/Values/Goals** Review of Levels of Service (LOS) Take your comments & questions **PLAN DEVELOPMENT:** Strategic Planning Committee of 8 staff Project Innovations facilitated the process and drafted the final document Document reviewed & edited by the Township Supervisor Document DRAFT presented to the Township Board on 5/31/16 **VISION:** What would we like to achieve? "Be the most innovative and forward thinking municipal operation in the State" **MISSION:** What is our core purpose? "To support and maintain the safety & quality of life for our residents, businesses and visitors" **CULTURAL VALUES:** What do we value? The people who work in the Township Performing our work at a high level of quality **Help our teammates** succeed Assume positive intent Focus on the future **ALIGNED STRATEGIC GOALS:** Four goal areas: Educate & Inform Residents Provide High Quality Services Strengthen Operational Efficiency Develop the Work Force **EDUCATE & INFORM RESIDENTS:** Our residents will be satisfied, or very satisfied, in at least 90% of interactions with us. Customers are increasingly diverse Customers want it now **Strategy** is to move towards "citizen-centric" training **HIGH QUALITY SERVICES:** Create & implement 24 hour on-line portals for MSD services Website enhancements may be needed Resources are not currently budgeted **Strategy** is to partner with ITS to enhance the customer service tools, anytime, anywhere **STRENGTHEN OPERATION EFFICIENCY:** Create iCanton – an integrated permit/utility/property records database Two main applications (CityView & Cityworks) are not integrated Assets are aging, condition assessment data is lacking & documents are immense **Strategy** is to integrate records via document content management system **DEVELOP THE WORK FORCE:** Implement a system to gauge employee satisfaction. We have an aging workforce Time is limited to train **Strategy** is to train & cross train the staff, do some team building (likely as part of a Township-wide program), and to mentor & engage our staff on a more regular basis **LEVELS OF SERVICE (LOS):** LOS were developed for the eight primary functional areas across the four divisions in MSD Helps communicate our intentions to the customers we serve Important for Asset Management Administrative Services provided within the annual budget Provide 72 hour response to requests Planning Services Follow the Comprehensive Plan, Ordinances and PA 110 "Zoning Enabling Act" Provide plan reviews in 7 days Building & Inspection Services Follow the State Building Code, Ordinances and International Property Maintenance Code Provide plan reviews in 10 days Provide building inspections in 2 days Provide rental inspections in 30 days Engineering Services Follow the Utility Master Plans, 10 State Standards, County & State regulations and Ordinances Provide plan reviews in 10 days Provide utility inspections in 3 days Sanitary Sewer Services Follow PA 451 "Natural Resources & Environmental Protection Act" and PA 222 "Sewer Back-up Liability" to minimize blockages Respond on-site to back-ups within 3 hours Clean & inspect the entire collection system once every 5 years Water Distribution Services Follow PA 399 "Safe Water Drinking Act" Respond on-site to watermain breaks within 3 hours Provide for the desired volume of water at a minimum operating pressure of 35 psi Environmental Services Follow PA 451 "Natural Resources & Environmental Protection Act" and Ordinances Operate & maintain the Township-owned stormwater system in accordance with our MS4 Permit requirements Eradicate noxious weeds, per the ordinance Fleet Services Provide 2 day vehicle & equipment repairs Ensure preventative & corrective maintenance is performed to minimize return rates & downtime **ADDITIONAL PUBLIC COMMENT:** George Miller, 1946 Briarfield, presented the board with paperwork regarding a closed complaint. (A copy will be maintained in the Clerk's Office SP01-Board of Trustees-PERMANENT Meeting Documents) **OTHER:** None **ADJOURN:** Motion by Williams, supported by Sneiderman to adjourn at 7:12 p.m. Motion carried unanimously.

Terry G. Bennett, Clerk