1. CALL TO ORDER
2. ROLL CALL
3. RESOLUTION: FRIENDS OF CAMP AGAWAM MLCC SPECIAL LICENSE APPLICATION
4. ADDED ITEM - PURCHASE: FIRE DEPARTMENT LED LIGHTING
5. ADDED ITEM - HIRE FULL TIME IT/AV TECHNICIAN - SUPERVISOR'S OFFICE
6. ADDED ITEM - UPDATE JOB DESCRIPTION
7. ADJOURNMENT

In the spirit of compliance with the Americans with Disabilities Act, individuals with a disability should feel free to contact Penny S. Shults, Clerk, at (248) 391-0304, ext. 4001, at least seventy-two hours in advance of the meeting to request accommodations.
Agenda Item Summary

To: Board of Trustees
From: Chris Barnett, Township Supervisor
Meeting Date: May 25, 2021
Memo Date: May 24, 2021
Subject: Resolution: Friends of Camp Agawam - MLCC Special License Application

REQUEST
The request is to approve the attached Resolution authorizing the Liquor Control Commission's Special License Application for the Friends of Camp Agawam events on June 4, July 30, July 31, and August 1, 2021.

REASON
The Michigan Department of Licensing and Regulatory Affairs Liquor Control Commission (MLCC) requires a certified resolution of the board members authorizing a Special License Application. The Friends of Camp Agawam have submitted their Special License Application to Orion Township for the purposes of having alcohol sales at Camp Agawam on June 4, July 30, July 31, and August 1, 2021 for Orion.Events and Tommy Stock. The Oakland County Sheriff's Office has already reviewed and approved the application.

PROCESS
Once authorized by Board Resolution, the Friends of Camp Agawam may submit their Special License Application to MLCC.

RECOMMENDATION (MOTION)
The recommended motion is to approve the MLCC Certified Resolution of the Membership of the Board of Directors Authorizing the Application for Special License for the Friends of Camp Agawam to serve alcohol on June 4, July 30, July 31, and August 1, 2021 at Camp Agawam, located at 1301 W. Clarkston Road, Lake Orion, MI 48362.
Certified Resolution of the Membership or Board of Directors Authorizing the Application for Special License
(Required under Administrative Rule R 436.576 - Not Required for Candidate Committee)

At a ☐ Regular ☐ Special meeting of the ☐ Membership ☐ Board of Directors
called to order by _____________________________ on (Date) at (Time)

the following resolution was offered:

Moved by _____________________________ and supported by _____________________________

that the application from Friends of Camp Agawam for a Special License to serve alcohol on July 30, 2021, July 31, 2021 and August 1, 2021, and Friday June 4, 2021 event at Fire Bowl to be located at Camp Agawam, 1301 W. Clarkston Road, Lake Orion, MI 48362

It is the consensus of this body that the application be _____________________________ for issuance.

[Approval Vote Tally]

Yea: ____________
Nay: ____________
Absent: ____________

Certification by Authorized Officer of Organization:

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the

☐ Membership ☐ Board of Directors at a ☐ Regular ☐ Special meeting held on (Date)

Print Name & Title of Authorized Officer _____________________________
Signature of Authorized Officer _____________________________ Date _____________________________
Agenda Item Summary

To: Board of Trustees
From: Chris Barnett, Township Supervisor
Meeting Date: May 25, 2021
Memo Date: May 24, 2021
Subject: Fire Department LED Lighting

REQUEST
The request is to approve the purchase of LED Lighting products and labor for Fire Stations 2 and 4 from Graybar Electric Company, Inc. under the OMNIA Partners purchasing group contract.

REASON
The lighting at Fire Stations 2 and 4 is outdated, resulting in significant utility costs to operate these stations. To increase the energy efficiency at these stations the Fire Department has budgeted for LED lighting upgrades at both stations.

PROCESS
On March 3, 2021, the Fire Department published a Request for Proposals for LED Lighting Conversion. Bids were opened on March 22, 2021. Four bids were received. Due to the vast difference in bids received, ranging from $11,805 to $148,810, the Fire Department decided to reject all bids and look for an alternate solution.

Michigan Lighting Systems, a manufacturer's representative of lighting and control products based in Auburn Hills, was consulted on March 30, 2021 to provide a free assessment of the needs at both stations. The attached cost proposal is a result of that assessment, which includes changing out the entire lights with the latest LED technology to give the Fire Department the best lighting longevity. This proposal is more than a lamp retrofit (which would have used the existing lights and only changing out the fluorescent tubes to LED tubes), it is an upgrade of the entire fixtures to LED technology.

The parts are quoted from Graybar Electric Company, Inc which holds the OMNIA Partners' State & Local Government, Education, Special Districts, and Non-Profits contract for Electrical, Lighting, Data/Communications, Networking, Wireless, Security, and Related MRO Supplies, with Value Added Services including assessment, repair, renovation, installation, testing, inventory, emergency, recovery, and training. As the OMNIA Partners' contract, this contract has already been publicly bid and awarded, resulting in a contractually compliant solution for Orion Township.

Additionally, the Township is eligible for rebates from DTE Energy through their Energy Efficiency Program for Businesses. Based on the parts to be ordered, it is estimated the Township will receive approximately +/- $2,944 in total rebates. The consultant has already completed the DTE Energy Rebate applications on behalf of the Township for the Township to submit once the station projects are complete.

☐ Consent ☒ Pending
Fund Name: 206 - Fire
Purchase Order Number: 21-0484
Budget Adjustment Needed: ☐

Project/Grant Tracking?: ☐
Expected Invoice Date: 5/25/2021
Reviewed by Budget Director: ☒

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<tr>
<th>ACCOUNT NUMBER/NAME</th>
<th>AMENDED BUDGET</th>
<th>AVAILABLE BALANCE</th>
<th>COST</th>
<th>REMAINING BUDGET</th>
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<tr>
<td>206-336-977.000 – Capital Outlay-</td>
<td>$520,814</td>
<td>$339,183</td>
<td>$33,335</td>
<td>$305,848</td>
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<td>Equipment</td>
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RECOMMENDATION (MOTION)
Approve the purchase of parts and labor from Graybar Electric Company, using the OMNIA Partners contract.
## Project
Orion Twp - Firestation #2 Linear Highbays

## Location
Quote GRAYBAR ELECTRIC DETROIT21-3265-1

## To:
Orion Twp Firestation

## For

**Bid Date** May 17, 2021

**Expires** Jun 16, 2021

<table>
<thead>
<tr>
<th>QTY</th>
<th>Type</th>
<th>MFG</th>
<th>Part</th>
<th>Price</th>
<th>UQ</th>
<th>ExtPrice</th>
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<tbody>
<tr>
<td>6</td>
<td>F8</td>
<td>CLEPA</td>
<td>C-HB-L2F-7L-40K-UL-WH</td>
<td>FIRESTATION #2 LINEAR HIGHBAYS INSTALLER TO VERIFY VOLTAGE, CCT &amp; MOUNTING PRIOR TO ORDER</td>
<td>$129.41</td>
<td>$776.46</td>
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<td>10</td>
<td>F1</td>
<td>CLEPA</td>
<td>C-TR-C-FP24-50L-40K-WH-2</td>
<td>CREE, 2' LBH HIGHBAY, 7,800 LUMENS, 68W, 4000K, FROSTED LENS, 120-277V WH, EXISTING (3) LAMP 32W T8</td>
<td>$82.35</td>
<td>$823.50</td>
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<tr>
<td>7</td>
<td>F3</td>
<td>CLMPA</td>
<td>LJT24-40XWG-FAA12-EU-G2-WL</td>
<td>C-Lite Gen C 2x4 Flat Panel, 41w, 5000 lumens 4000K DLC Premium, 5 yr warr, 2pk promo- need 20 total. Existing (3) lamp 32w T8</td>
<td>$123.53</td>
<td>$864.71</td>
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<td>18</td>
<td>F7</td>
<td>CLEPA</td>
<td>C-HB-B-L2F-12L-40K-UL-WH</td>
<td>Existing (6) lamp 32w T8</td>
<td>$141.18</td>
<td>$2,541.24</td>
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<td>2</td>
<td>F5</td>
<td>CLEPA</td>
<td>C-VT-A-LIN4-52L-40K-GR</td>
<td>LED 4FT LINEAR VAPOR TIGHT 5200L 4K 120-277V GRAY</td>
<td>$147.06</td>
<td>$294.12</td>
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<td>44</td>
<td>F9</td>
<td>CLEPA</td>
<td>C-STRIP-A-LIN4-46L-40K-WH</td>
<td>C-LITE 48IN LINEAR STRIP 4600 LUMEN 4000K 80CRI 38W WHITE 120-277V, Line Note: Existing (2) lamp 32w T8</td>
<td>$61.18</td>
<td>$2,691.92</td>
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<tr>
<td>8</td>
<td>F1 ALT</td>
<td>CLEPA</td>
<td>C-TR-C-FP24-50L-40K-WH-2</td>
<td>C-Lite Gen C 2x4 Flat Panel, 41w, 5000 lumens 4000K DLC Premium, 5 yr warr, Line Note: 2pk promo- need 15 total. (1) extra on hand. Existing ?????? WIRELESS CONTROL FOR DIMMIN F1 &amp; F1 ALT</td>
<td>$82.35</td>
<td>$658.80</td>
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<td>ExtPrice</td>
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<tr>
<td>1</td>
<td>CREST</td>
<td>MLS WIRELESS CONTROLS PACKAGE</td>
<td>Plus Freight</td>
<td>$205.88</td>
<td>$205.88</td>
<td>$205.88</td>
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</tbody>
</table>

**Line Note:**
- STATE OF MICHIGAN DEAL # 180000000463
- TERMS & CONDITIONS FOR CREE FLAT PANEL PROMO
- NOTE PROMOTION APPLIES TO C-LITE LED FLAT PANEL
- ITEM NUMBERS LISTED ABOVE. ORDERS MUST BE BOOKED AND SHIPPED
- NOTE FROM APRIL 12 - MAY 28, 2021 OR WHILE SUPPLIES LAST
- NOTE ORDERS MUST INCLUDE PROMOTIONAL CODE: PANEL2 ON THE PURCHASE ORDER.
- NOTE PROMOTION ONLY AVAILABLE TO CURRENT CREE LIGHTING C&I AND PETRO AGENTS.
- NOTE ORDERS MUST BE PLACED ON A SINGLE PURCHASE ORDER FOR IMMEDIATE DELIVERY.
- NOTE CANNOT BE COMBINED WITH ANY OTHER PROMOTION.
- NOTE PRODUCTS PURCHASED UNDER THIS PROMOTION ARE NOT ELIGIBLE FOR RETURN, STOCK ROTATION OR PRICE PROTECTION.
- NOTE ALL ORDERS MUST BE PURSUANT TO CREE LIGHTING STANDARD SALES TERMS AND CONDITIONS LOCATED ON CREE LIGHTINGS
- NOTE WEBSITE AT: WWW.CREELIGHTING.COM/Resources/Sales-Terms-and-Conditions
- NOTE CREE LIGHTING RESERVES THE RIGHT TO MODIFY AND/OR CANCEL THE PROMOTION AT ANY TIME.

**Total:** $8,856.63

**Terms and conditions of sale:**
This quotation is subject to Graybar Electric standard terms and conditions. Copy is available upon request. Pricing is valid for the material listed below only, and is based upon receiving an order for the entire bill of material. The contractor should verify that this material meets their requirements, as this is our interpretation of the project. Spare/Extra material, fusing, coordination/arc
flash studies, material storage/staging, and taxes, if applicable, are not included unless noted. Wire that is cut to length is not returnable. Custom materials are non-cancelable, non-returnable and non-refundable. Any changes to material on this quotation may require a re-quote. Quotes are based on Direct shipping only. Quote good for 30 days, unless otherwise noted.

**Mfg Terms:**
- CLEPA
- CREE
- CLMPA
- COLUMBIA LIGHTING
- CREST
- CRESTON ELECTRONICS

**Freight Allowance Minimum Order**
Date: May 17, 2021
Quote: GRAYBAR ELECTRIC DETROIT21-3266-1

GRAYBAR ELECTRIC INC
8350 HAGGERTY ROAD
Belleville MI 48111
Phone:  
Fax:  
From: Danielle McAlister
Quoter Ph:  
email: danielle.mcalister@graybar.com

Project  
Orion Twp - Firestation#4 Round CFL Highbays

Location  
Quote  
GRAYBAR ELECTRIC DETROIT21-3266-1

To:  
Orion Twp Firestation

For  
Bid Date  May 17, 2021
Expires  Jun 16, 2021

<table>
<thead>
<tr>
<th>QTY</th>
<th>Type</th>
<th>MFG</th>
<th>Part</th>
<th>Price</th>
<th>UQ</th>
<th>ExtPrice</th>
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</thead>
</table>
| 21  | FD   | CLEPA | FIRESTATION #4 -ROUND CFL HIGH BAYS  
INSTALLER TO VERIFY VOLTAGE, CCT & MOUNTING PRIOR TO ORDER  
Freight Allowed: $3000.00. Anchor Bolts Pre-Shipped are Plus Freight. Cree Freight Terms Under $3000: NOTE: MIN. FREIGHT CHARGE $50, min. or 9% of the total cost if higher than $50. 
Cree/Beta Poles are PLUS FREIGHT. Pre-Shipment on AB's are also PLUS FREIGHT.  
Freight Allowed: $3000.00. Anchor Bolts Pre-Shipped are Plus Freight. Cree Freight Terms Under $3000: NOTE: MIN. FREIGHT CHARGE $50, min. or 9% of the total cost if higher than $50. 
Cree/Beta Poles are PLUS FREIGHT. Pre-Shipment on AB's are also PLUS FREIGHT.  
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Freight Allowed: $3000.00. Anchor Bolts Pre-Shipped are Plus Freight. Cree Freight Terms Under $3000: NOTE: MIN. FREIGHT CHARGE $50, min. or 9% of the total cost if higher than $50. 
Cree/Beta Poles are PLUS FREIGHT. Pre-Shipment on AB's are also PLUS FREIGHT. | $194.12 | $4,076.52 |
| 21  | ADD FD | HW-FC008  
Orion, HANGING CABLE SET OF TWO: 180", Loop, Y-Fit with (2) Snap Hooks Attached  
Plus Freight | $7.06 | $148.26 |
| 17  | FA 2PK | CLEPA | C-Lite Gen C 2x4 Flat Panel 5000 lumens 4000K DLC Premium, 5 yr warr, Line Note: 2pk promo- need 34 total. Existing (3) lamp 32w 48" T8  
Freight Allowed: $3000.00. Anchor Bolts Pre-Shipped are Plus Freight. Cree Freight Terms Under $3000: NOTE: MIN. FREIGHT CHARGE $50, min. or 9% of the total cost if higher than $50. 
Cree/Beta Poles are PLUS FREIGHT. Pre-Shipment on AB's are also PLUS FREIGHT.  
Freight Allowed: $3000.00. Anchor Bolts Pre-Shipped are Plus Freight. Cree Freight Terms Under $3000: NOTE: MIN. FREIGHT CHARGE $50, min. or 9% of the total cost if higher than $50. 
Cree/Beta Poles are PLUS FREIGHT. Pre-Shipment on AB's are also PLUS FREIGHT.  
Freight Allowed: $3000.00. Anchor Bolts Pre-Shipped are Plus Freight. Cree Freight Terms Under $3000: NOTE: MIN. FREIGHT CHARGE $50, min. or 9% of the total cost if higher than $50. 
Cree/Beta Poles are PLUS FREIGHT. Pre-Shipment on AB's are also PLUS FREIGHT.  
Freight Allowed: $3000.00. Anchor Bolts Pre-Shipped are Plus Freight. Cree Freight Terms Under $3000: NOTE: MIN. FREIGHT CHARGE $50, min. or 9% of the total cost if higher than $50. 
Cree/Beta Poles are PLUS FREIGHT. Pre-Shipment on AB's are also PLUS FREIGHT. | $82.35 | $1,399.95 |
| 11  | FB 2PK | CLEPA | C-Lite Gen C 2x4 Flat Panel 5000 lumens 4000K DLC Premium, 5 yr warr, Line Note: 2pk promo- need 22 total. Existing (3) lamp 32w 48" T8  
Freight Allowed: $3000.00. Anchor Bolts Pre-Shipped are Plus Freight. Cree Freight Terms Under $3000: NOTE: MIN. FREIGHT CHARGE $50, min. or 9% of the total cost if higher than $50. 
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Freight Allowed: $3000.00. Anchor Bolts Pre-Shipped are Plus Freight. Cree Freight Terms Under $3000: NOTE: MIN. FREIGHT CHARGE $50, min. or 9% of the total cost if higher than $50. 
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Cree/Beta Poles are PLUS FREIGHT. Pre-Shipment on AB's are also PLUS FREIGHT. | $82.35 | $905.85 |
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<td>CLEPA</td>
<td>LS4C-40L-40K-10V-FD</td>
<td>$94.12</td>
<td>$564.72</td>
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<td></td>
<td></td>
<td></td>
<td>CREE 4' linear strip fixture, 5 yr warr, Line Note: Existing (2) lamp 32w 96&quot; T8</td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Freight Allowed: $3000.00. Anchor Bolts Pre-Shipped are Plus Freight. Cree Freight Terms Under $3000: NOTE: MIN. FREIGHT CHARGE $50, min. or 9% of the total cost if higher than $50. Cree/Beta Poles are PLUS FREIGHT. Pre-Shipment on AB's are also PLUS FREIGHT.</td>
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<tr>
<td>9</td>
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<td>LS8C-100L-40K-10V-FD</td>
<td>$204.71</td>
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<td>CREE 8' linear strip fixture, 5 yr warr, Line Note: Existing (2) lamp 32w 96&quot; T8</td>
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<td></td>
<td>Freight Allowed: $3000.00. Anchor Bolts Pre-Shipped are Plus Freight. Cree Freight Terms Under $3000: NOTE: MIN. FREIGHT CHARGE $50, min. or 9% of the total cost if higher than $50. Cree/Beta Poles are PLUS FREIGHT. Pre-Shipment on AB's are also PLUS FREIGHT.</td>
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</table>

**STATE OF MICHIGAN DEAL # 180000000463**

**Total:** $8,937.69

**Terms and conditions of sale:**

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**Mfg Terms:**

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<th>Freight Allowance</th>
<th>Minimum Order</th>
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<tbody>
<tr>
<td>CLEPA</td>
<td>CREE</td>
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</table>
**QUOTATIONS DEPARTMENT**  Danielle McAlister

---

**Project**  Orion Twp - Labor Proposal

**Location**  GRAYBAR ELECTRIC DETROIT21-3286-1

**To:**  Orion Twp Firestation

**For**  GRAYBAR ELECTRIC DETROIT21-3286-1

**Bid Date**  May 24, 2021

**Expires**  Jun 23, 2021

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<td>STATION #4</td>
<td>$6,600.00</td>
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**Exclusions / Exceptions / Clarifications**

EXISTING LIGHT FIXTURES TO BE LEFT ONSITE, LOCATION TO BE DIRECTED BY STATION REPRESENTATIVE

NEW LIGHT FIXTURE TO BE DELIVERED TO E.L. ELECTRICAL CONTRACTING AND DELIVERED FOR INSTALLATION

DUE TO THE VOLATILITY OF ELECTRICAL CONSTRUCTION MATERIALS, WE RESERVE THE RIGHT TO PASS ON ANY MATERIAL COST INCREASES THAT MAY OCCUR FROM THE TIME OF THIS QUOTATION TO AWARD OF CONTRACT.

STATE OF MICHIGAN DEAL # 180000000463

**Total:**  $15,540.00

**Terms and conditions of sale:**

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flash studies, material storage/staging, and taxes, if applicable, are not included unless noted. Wire that is cut to length is not returnable. Custom materials are non-cancelable, non-returnable and non-refundable. Any changes to material on this quotation may require a re-quote. Quotes are based on Direct shipping only. Quote good for 30 days, unless otherwise noted.
Agenda Item Summary

To: Board of Trustees
From: Chris Barnett, Township Supervisor
Meeting Date: May 25, 2021
Memo Date: May 24, 2021
Subject: Hire Full Time IT/AV Technician

REQUEST
To approve hiring of David Raftery as the Full Time IT/AV Technician for the Supervisor's Department. (Full Time, Salary, full benefits)

REASON
It is the recommendation of the Township Supervisor and Human Resources to hire internal candidate, David Raftery.

PROCESS
Interview and selection process completed by Township Supervisor and Human Resources.

RECOMMENDATION (MOTION)
Hire David Raftery as IT/AV Technician - Supervisor's Office, a salary position at the annual rate of $65,000 per year, full time, full benefits, effective July 1, 2021.
REQUEST
Approve updated job description for the Parks Superintendent to provide better defined job responsibilities and skills required, as well as approval to post.

REASON
The position of Parks Superintendent is a significant role within the Township and will be vacant as a result of an internal employee move. It serves the Township best to provide an updated job description for candidates as well as the hiring committee.

PROCESS
The Parks and Recreation Director reviewed the existing job description and provided input to the job description updates.

RECOMMENDATION (MOTION)
It is recommended to approve the updates to the Parks Superintendent job description effective May 25, 2021 and approve posting of position.
Charter Township of Orion
Job Description

Job Title:  Parks Superintendent (Parks & Recreation Department)

Reports To: Parks & Recreation Director

<table>
<thead>
<tr>
<th>Job Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under the direction and supervision of the Parks &amp; Recreation Director, oversees, coordinates park employees and schedules and implements maintenance and improvement activities for all parks and recreation facilities. Performs a variety of routine and skilled maintenance construction, custodial and repair activities involving parks and recreation facilities and equipment. Coordinates with the Parks &amp; Recreation Director in the development and implementation of capital projects.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Essential Job Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the level and/or class of this position.</td>
</tr>
</tbody>
</table>

1. Maintains, or coordinates the maintenance of all Township parks, and other related recreation facilities and equipment. Effectively develops, reviews, analyzes and implements procedures to manage daily operations.

2. Directs, creates and maintains schedules, trains, supervises, evaluates and assists full-time, part-time and seasonal maintenance personnel, and/or community service individuals or groups (court ordered), and contractors. Assist with overseeing, directing and scheduling Safety Path Maintenance Workers and Safety Path maintenance.

3. Oversees, maintains records, schedules inspections, repairs and performs proper maintenance of Camp Agawam buildings, structures, beaches and grounds, including leasing of Caretaker Home. Performs minor equipment maintenance, servicing and repairs (e.g. tractors, trucks, power tools, fences, bleachers, etc.).

4. Maintain and facilitate the proper maintenance, records, inspections and treatment of Township type two (2) wells.

5. Oversee in planning, supervising and facilitating the landscaping maintenance, and repairs in parks, pavilions, athletic fields (i.e. ball and soccer fields), sport courts, trails, and restrooms.

6. Coordinate sites, facilities and equipment to ensure the availability and preparation of parks and facilities for games, events and other activities.
Job Title:  Parks Superintendent - continued...
Essential Job Functions – continued...

7. Schedules and completes routine park cleaning such as emptying and cleaning trash receptacles and dumpsters. Also provides interior and exterior custodial maintenance of park building including vacuuming, arranging tables and chairs, and stocking and cleaning of restrooms.

8. Determine the utilization of outside contractors for buildings, park facilities, trails, grounds and equipment. Coordinates, organizes, secures facility, resolves issues or problems and monitors progress. Coordinates payment of contracted services.

9. Coordinates with the Parks & Recreation Director in the development and implementation of capital projects.

10. Conduct research, prepare bids and requisitions and purchase orders for the Parks & Recreation Director’s review and approval. Prepares check requests, reimbursements and purchase orders.

11. Plan and coordinate efforts to receive federal, state and local funds to assist the Township’s operations by preparing requests for grants from various state and federal programs related to parks and recreation.

12. Oversee inventory lists, departmental records, maintenance schedules and preparation of grants and required reports.

13. Maintain good relations with the public, accurately representing the needs of various groups within the community. Develop, maintain, and supervise an effective, proactive program for handling citizen complaints and inquiries.

14. Posts and maintains appropriate park and facility signage to ensure use safety and compliance. Assists in enforcement of related rules and ordinances in correlation with Township Code Enforcers.

15. Assist with the development of policies and procedures for more efficient departmental operations.

16. Oversees the scheduling, use and maintenance of Wildwood Amphitheater

17. Assists Programmers in maintaining, cleaning, and repairing all program equipment and supplies.

18. Keeps abreast of new developments in field maintenance methods and technologies and current issues through continued education and professional growth.

19. Assumes overall responsibilities and control of the Parks Department during the absence of the Parks & Recreation Director.
Job Title: Parks Superintendent - continued...

Essential Job Functions – continued...

20. Maintains a safe work environment and operates within OSHA/MIOSHA guidelines.

21. Performs other duties as assigned.

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<th>Job Qualifications</th>
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1. The job requires knowledge normally acquired through the completion of a Bachelor’s degree or equivalent, supplemented with specialized coursework necessary to meet requirements of qualifying to take state licensing tests for certification.

2. Must hold a valid Michigan Driver License and have a driving record in Good Standing. To be in Good Standing Driver must be subject to a current DMV printout report with none of the violations below*:
   1. Any major violations (DWI, homicide, reckless driving, drugs, leaving the scene) within the last three years
   2. Two or more other moving violations and one at fault accident in the last three years
   3. Three or more other moving violations in the last three years
   4. Two or more at fault accidents in the last three years with no moving violations

*Drivers will not be qualified for this position if they meet or exceed any of the four guidelines at any time during the course of employment. It is the employee’s responsibility to inform Charter Township of Orion any violations that result in more than two (2) points for a violation. Possession of CDL not required, but preferred.

3. Must have Herbicide and Pesticide license’s 3-A and 3-B or ability to obtain in first six (6) months.

4. Ability to obtain Certified Playground Safety Inspector (CPSI) certification within one (1) year of hire date.

5. Strong working knowledge of equipment, methods, procedures, and tasks involved in park facilities maintenance and repair. Including small engines, plumbing, electrical, rough carpentry and irrigation system.

6. Knowledge and ability to safely operate equipment necessary to maintain parks and facilities.

7. Ability to effectively lead and assign, coordinate and evaluate work of staff.

8. Skills in organizing schedules and coordinating associated resources.
Job Title: Parks Superintendent - continued...
Job Qualifications – continued...

9. Ability to communicate effectively and present ideas orally and in writing. Knowledge of Microsoft Office suite, including word processing, spreadsheet and database software applications.

10. Ability to establish effective work relationships and use good judgment, initiative and resourcefulness, when dealing with staff, volunteers, program participants, vendors, and the public.

11. Ability to work effectively within deadlines and with changing work priorities.

12. Two or more years of grounds and parks maintenance with a minimum of two years in supervising outdoor work teams.

13. Ability to meet the scheduling requirements of the department by working some nights, weekends, holidays, mornings and on-call for emergency.

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<th>Work Conditions</th>
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<td><em>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.</em></td>
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</tbody>
</table>

1. While performing the duties of this job the employee is required to stand, walk, stoop and kneel. It is crucial to the outcome of the job tasks that the employee is able to talk, hear, and use hands to finger, handle or operate objects, tools, or controls and to reach with hands and arms.

2. The employee is occasionally required to climb and/or balance. The employee must occasionally lift and/or move objects up to seventy-five (75) pounds while performing the duties of this job. The employee frequently works near moving mechanical parts and/or heavy equipment. The employee is occasionally exposed to wet and/or humid conditions, and outside weather conditions, toxic or caustic chemical. The noise level in the work environment is usually moderate, but can be loud during certain assignments.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all duties that may be performed by an employee so classified. This document is not intended to be a contract between the employee and the employer.

Orion Township is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, height, weight, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

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<td>05/25/2021</td>
<td>Job Description Update</td>
<td>HR, Parks &amp; Recreation Director</td>
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