

**CHARTER TOWNSHIP OF VAN BUREN BOARD OF TRUSTEES
OCTOBER 6, 2014 WORK STUDY MEETING, TENTATIVE AGENDA**

PLEDGE OF ALLEGIANCE:

ROLL CALL:

Supervisor Combs	_____	Trustee McClanahan	_____
Clerk Wright	_____	Trustee Miller	_____
Treasurer Budd	_____	Engineer Nummer	_____
Trustee Hart	_____	Attorney McCauley	_____
Trustee Jahr	_____	Secretary Montgomery	_____

UNFINISHED BUSINESS:

NEW BUSINESS:

1. Discussion on the Public Safety-Fire Division request to enter into an automatic Mutual Aid Agreement with the City of Romulus Fire Department.
2. Discussion on the request for a Personal Leave of Absence by Firefighter Stephen Jones.
3. Discussion on Resolution 2014-29 the AutoZone Storm Water System Maintenance and Repair Agreement with the Property owner and notifying Wayne County of this action.
4. Discussion on Resolution 2014-28, Local Governing Body Resolution for Charitable Gaming License for Motor City Bulldogs baseball club.
5. Discussion on the Public Safety Organizational Chart.
6. Discussion on the Job Description for Public Safety Deputy Director-Police, appointment of Jason Wright to fill the position and authorizing the Supervisor and Clerk to execute the Personal Services Agreement.

ADJOURNMENT:

CLOSED SESSION:

1. To discuss attorney client opinion regarding litigation case 1303254 Dipietro & Day v. Van Buren Charter Township.

ADJOURNMENT:

Charter Township of Van Buren

Agenda Item: _____

REQUEST FOR BOARD ACTION

WORK STUDY MEETING

DATE: OCTOBER 6, 2014

BOARD MEETING DATE:

OCTOBER 21, 2014

Consent Agenda _____

New Business x

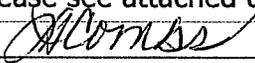
Unfinished Business _____

Public Hearing _____

ITEM (SUBJECT)	Automatic Mutual Agreement – Fire Responses
DEPARTMENT	Public Safety, Fire Department
PRESENTER	Fire Chief Dan Besson
PHONE NUMBER	734-699-8916
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	Approval
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	<p>The Van Buren Department of Public Safety – Fire Division formally requests approval to enter into an automatic mutual aid agreement with the City of Romulus Fire Department.</p> <p>The intent of the automatic mutual aid agreement is to quickly deploy specialty resources to the scene of working fires (i.e.: visible fire or heavy smoke) in commercial and multi-family residential buildings in the Northeast section (east of Belleville Road and north of I-94) of Van Buren Township and all structures in the Northwest corner (west of Vining Road and north of I-94) of the City of Romulus. Van Buren Township agrees to send two fire engines, one of the two staffed with paid-on-call firefighters, and the City of Romulus agrees to send one aerial ladder truck and a fire engine, one of the two staffed with paid-on-call firefighters, when appropriate conditions are met.</p> <p>The attached Automatic Mutual Aid Agreement is being considered by the City of Romulus Council on October 6, 2014. Very similar agreements (with Sumpter Township and City of Belleville) were reviewed by township attorney Patrick McCauley and approved by this board in 2013 and 2014.</p>

BUDGET IMPLICATION	NA
IMPLEMENTATION NEXT STEP	Approval
DEPARTMENT RECOMMENDATION	Yes
COMMITTEE/COMMISSION RECOMMENDATION	N/A
ATTORNEY RECOMMENDATION	Yes
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	Please see attached documentation for additional information.
APPROVAL OF SUPERVISOR	



Western Wayne County Fire Department Mutual Aid Association

City of Romulus and Van Buren Township Fire Automatic Mutual Aid Program



Purpose:

This activity will be conducted under the auspices of the existing interlocal agreement as developed by the Western Wayne County Fire Department Mutual Aid Association (WWCFDMAA). It will enhance the existing agreement by sharing resources to make available more firefighters and resources on the scene of a structure fire in the participating communities, while maintaining local control of resources. This enhanced response will afford greater safety for firefighters, improved efficiency and effectiveness in fireground operations and enhance daily cooperative efforts so that in the event of a major, multi-jurisdictional incident, fire department command staff members from both agencies, as well as firefighters, would be accustomed to working together closely. This concept falls directly in line with federal, state, and local ideologies of regional cooperative efforts and, therefore, may enhance future funding opportunities for the participating communities.

Scope:

Participants in this agreement will include the Charter Township of Van Buren and the City of Romulus in Wayne County, Michigan.

Procedure:

Upon dispatching the jurisdictional fire department to a reported "working" structure fire, meeting the below criteria, the jurisdictional dispatch center shall immediately contact the dispatch center for the other participating agency and request a response for "Automatic Mutual Aid" as per the agreement.

City of Romulus: The City of Romulus agrees to send a Fire Engine, a large fire suppression vehicle containing minimally 750 gallons of water, and an aerial ladder truck, a large fire suppression vehicle equipped with an aerial ladder capable of reaching 100' from the ground, to Van Buren Township when a "working" (i.e. flames visible, heavy smoke visible, or an explosion was detected) structure fire is reported at the following location(s):

- All multi-family, industrial, and commercial buildings located northeast of the intersection of Belleville and I-94 (north of I-94 and east of Belleville Road).

Van Buren Township: Van Buren Township agrees to send two (2) Fire Engines, as described above, to the City of Romulus when a "working" (i.e. flames visible, heavy smoke visible, or an explosion was detected) structure fire is reported at the following locations:

- All structures located northwest of the intersection of Vining and I-94 (north of I-94 and west of Vining Road) currently located within Romulus Fire Station # 3's district.



Western Wayne County Fire Department Mutual Aid Association City of Romulus and Van Buren Township Fire Automatic Mutual Aid Program



When dispatched to the scene of a working structure fire it is understood, unless otherwise directed by the scene's incident commander, that the agency providing the resource under this agreement will respond emergent (i.e.: lights and siren) with a minimum manpower of two firefighters.

It is also understood that the incident commander will maintain full command authority over all responding resources. All participating departments shall utilize an accepted National Fire Academy Incident Command System (or similar).

Efforts will be made to clear the Automatic Aid resources as quickly as possible after the fire is brought under control.

Due to the dynamics of the fluctuating availability of resources and manpower it is understood that participating communities may not always be able to commit resources under this program. In those instances, the host community is to be notified as soon as possible so that they can request additional assistance from other departments. The intent of this automatic mutual aid agreement is for working structure fires under the conditions listed above. Its intent is to *supplement* resources & manpower but not to reduce fire department staffing by reliance on automatic aid.

Agreement:

We, as the authorized representatives of the below listed fire departments, agree to participate in the WWCFDMAA City of Romulus and Van Buren Township Fire Automatic Aid Program, contingent upon subsequent approval by the chief administrative officials and/or governing bodies of our respective municipalities. This program operates as an enhancement of, and in accordance with, the existing mutual aid interlocal agreement.

This agreement will remain effective 30 days from the signature date below until terminated by either municipalities governing board of trustees/ city council.

Deputy Chief Kevin Krause
City of Romulus Fire Department

Chief Dan Besson
Van Buren Twp. Fire Department

Date: _____

Date: _____

Charter Township of Van Buren

Agenda Item: _____

REQUEST FOR BOARD ACTION

WORK STUDY MEETING DATE:

OCTOBER 6, 2014

BOARD MEETING DATE:

OCTOBER 21, 2014

Consent Agenda _____

New Business x

Unfinished Business _____

Public Hearing _____

ITEM (SUBJECT)	Leave of Absence – Personal
DEPARTMENT	Public Safety, Fire Department
PRESENTER	Fire Chief Dan Besson
PHONE NUMBER	734-699-8916
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
Approval	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
<p>Firefighter Stephen Jones was formally offered full-time employment on September 10, 2014 with a start date of September 15, 2014. After speaking with his new employer his training and work demands will require his full attention for the next (6) months leaving him little time to commit to his current role as paid-on-call member of the fire department.</p> <p>As a result, Firefighter Jones is formally requesting a Personal Leave of Absence, as outlined in Article XII of the collective bargaining agreement, from the date of board approval until March 15, 2015. His request was not received in time for the last BOT meeting in September.</p> <p>Article XII indicates that his request requires the approval of the Director of Public Safety and the Board of Trustees.</p>	
BUDGET IMPLICATION	NA
IMPLEMENTATION NEXT STEP	Approval
DEPARTMENT RECOMMENDATION	Yes
COMMITTEE/COMMISSION RECOMMENDATION	N/A
ATTORNEY RECOMMENDATION	N/A
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	Please see attached documentation for additional information.
APPROVAL OF SUPERVISOR	

Charter Township of Van Buren

Agenda Item: _____

REQUEST FOR BOARD ACTION

WORK STUDY MEETING DATE: 10/6/14

BOARD MEETING DATE: 10/21/14

Consent Agenda _____

New Business **X** _____

Unfinished Business _____

Public Hearing _____

ITEM (SUBJECT)	AutoZone Storm Water System Maintenance and Repair Agreement
DEPARTMENT	Developmental Services
PRESENTER	Patrick Sloan, McKenna Associates
PHONE NUMBER	(248) 596-0920
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	Adoption of the attached Van Buren Township Resolution #2014-29 to approve the AutoZone Storm Water System Maintenance and Repair Agreement with the property owner and notifying Wayne County of this action.
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	For site-based storm water systems, Wayne County requires the local units of government to be responsible for the maintenance and operation of all structures that are added to the County’s drain system. To ensure that the property owner takes responsibility for long-term maintenance of the site’s storm water drainage system, Van Buren Township requires a Storm Water Maintenance and Repair Agreement with the property owner. A copy of the Agreement between AutoZone and the Township is enclosed along with the draft Resolution #2014-29.
BUDGET IMPLICATION	None.
IMPLEMENTATION NEXT STEP	Review documents and schedule for Board action on 10/20/14.
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	N/A
ATTORNEY RECOMMENDATION	Approval (May be subject to Attorney/Client Privilege and not available under FOIA)
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	

Resolution No. 2014-29

Motion: _____

Support: _____

WHEREAS, after having been reviewed by the Township engineer and Planning Commission, in accordance with the development of a retail facility (hereafter referred to as "DEVELOPMENT"), located at 9899 Belleville Road, Belleville, MI 48111 (parcel V125-83-058-99-0007-702) in Van Buren Township by AutoZone Development Corporation, a Nevada corporation, whose address is 123 South Front Street, Memphis, Tennessee 38103 (hereafter referred to as the "OWNER") Van Buren Township, the Board of Trustees does hereby determine as follows:

1. To advise the Wayne County Department of Public Services of the Township's willingness to accept jurisdiction and maintenance of the storm water drainage system constructed in connection with the DEVELOPMENT by the OWNER. This excludes all storm water related structures in Wayne County's rights of ways associated with or part of the DEVELOPMENT by the OWNER on a parcel of land known as 9899 Belleville Road, Belleville, MI 48111 (parcel V125-83-058-99-0007-702).
2. To authorize the Supervisor and/or Clerk to execute a Wayne County storm drainage maintenance permit on behalf of the Charter Township of Van Buren in connection with the DEVELOPMENT by the OWNER on a parcel of land known as 9899 Belleville Road, Belleville, MI 48111 (parcel V125-83-058-99-0007-702) in Van Buren Township
3. To authorize the Supervisor and Clerk to execute a Storm Water Management System Maintenance & Repair Agreement with the OWNER for the DEVELOPMENT to assume all costs for maintenance and operation of storm sewer facilities outside of the Wayne County rights of ways associated with or part of the DEVELOPMENT by the OWNER in Van Buren Township.

Ayes:

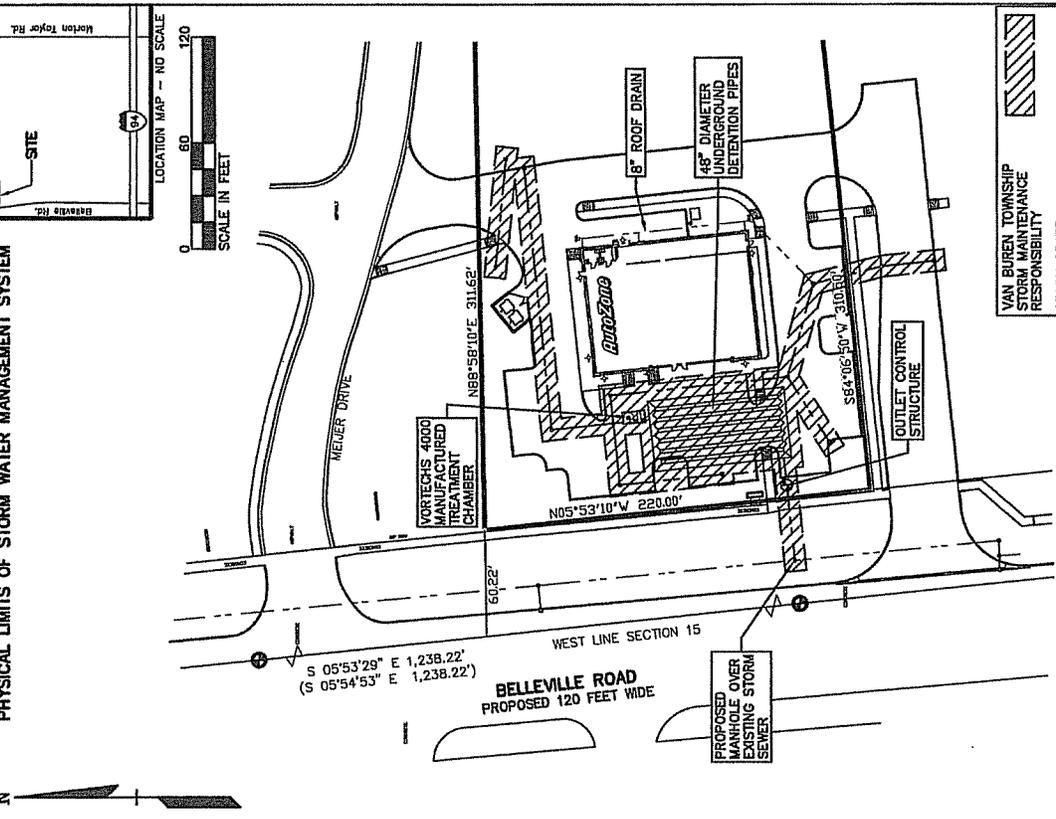
Nays:

Absent:

I, Leon Wright, Clerk of the Charter Township of Van Buren, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Charter Township of Van Buren Board of Trustees at a regular meeting held on this 10th day of October, 2014.

Leon Wright, CMC
Clerk, Charter Township of Van Buren

EXHIBIT "A"
PHYSICAL LIMITS OF STORM WATER MANAGEMENT SYSTEM



**VAN BUREN TOWNSHIP
 STORM MAINTENANCE
 RESPONSIBILITY**

STORM SEWER

Engineer:
 Professional Engineering Associates, Inc.
 2800 E. Grand River Avenue
 Westfield, WI 53591
 (917) 546-8883 Ext. 225

Applicant & Owner:
 AutoZonix, Inc.
 123 South Front Street
 Memphis, TN 38103

LEGAL DESCRIPTION (PART OF PARCEL 83-058-99-0007-702)
 Part of the Northwest 1/4 of Section 15, T3S, R8E, Van Buren Township, Wayne County, Michigan, described as:
 Commencing at the Northwest corner of said Section 15; thence S05°53'10"E (recorded as S05°54'53"E) 1,238.22 feet along the West line of said Section 15; thence N88°58'10"E 60.22 feet to the East line of Belleville Road (60.00 feet wide East 1/2) and to the Point of Beginning; thence N88°58'10"E 311.62 feet; thence S05°53'10"E 193.62 feet; thence S84°06'50"W 310.50 feet to the East line of Belleville Road; thence N05°53'10"W 220.00 feet along the East line of Belleville Road to the Point of Beginning.
 Containing 1.47 acres, more or less.

PEA	
PROFESSIONAL ENGINEERING ASSOCIATES	
EXHIBIT "A" STORM WATER MANAGEMENT SYSTEM	
AutoZone #M4333 - VAN BUREN	
BELLEVILLE ROAD	
VAN BUREN TOWNSHIP, MICHIGAN	
DATE	NOV 16/13
SCALE	AS SHOWN
NO. OF SHEETS	1 OF 2

Charter Township of Van Buren

Agenda Item: _____

REQUEST FOR BOARD ACTION

WORK STUDY MEETING DATE:

OCTOBER 6, 2014

BOARD MEETING

DATE: OCTOBER 7, 2014

Consent Agenda _____

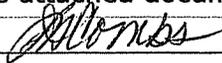
New Business _____

Unfinished Business _____

Public Hearing _____

ITEM (SUBJECT)	Consider approval of Resolution 2014-28, Local Governing Body Resolution for Charitable Gaming License for Motor City Bulldogs baseball club
DEPARTMENT	Supervisor
PRESENTER	Supervisor Combs
PHONE NUMBER	734-699-8910
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Kevin Warren

Agenda topic

ACTION REQUESTED	
Approval of Resolution 2014-28, Local Governing Body Resolution for Charitable Gaming License for Motor City Bulldogs baseball club	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
<ol style="list-style-type: none"> 1. Motor City Bulldogs is requesting the Board of Trustees approve a Resolution recognizing the organization as a non-profit in the community in order to obtain a Charitable Gaming License from the State of Michigan, Bureau of State Lottery Gaming Division, which will enable Motor City Bulldogs to include a casino night as one of its fundraising events. 2. Resolution 2014-28 3. The IRS Tax Exemption letter, Articles of Incorporation and By-Laws are included for your review. <p>Motor City Bulldogs is a non-profit baseball club that provides baseball programs for boys ages eight to 13. Most children in the club reside in Van Buren Township, as well as other neighboring communities. Mr. Warren will be in the audience this evening if the Board has any questions regarding this Charitable Gaming License.</p>	
BUDGET IMPLICATION	NA
IMPLEMENTATION NEXT STEP	Executed Resolution to be forwarded to Motor City Bulldogs
DEPARTMENT RECOMMENDATION	
COMMITTEE/COMMISSION RECOMMENDATION	NA
ATTORNEY RECOMMENDATION	NA
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	See attached documentation for additional information.
APPROVAL OF SUPERVISOR	



State of Michigan
 Michigan Gaming Control Board
 Office of the Executive Director
 P.O. Box 30786
 Lansing, MI 48909
 Phone: (313) 456-4940
 Fax: (313) 456-3405
 Email: Millionaireparty@michigan.gov
 www.michigan.gov/mgcb

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES
 (Required by MCL 432.103(K)(II))

At a Regular Township Board meeting of the Van Buren Township Board
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD
 called to order by Supervisor Linda H. Combs on October, 2014
DATE

at _____ a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from Motor City Bulldogs of Belleville, Michigan
NAME OF ORGANIZATION CITY

county of Wayne, asking that they be recognized as a
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for _____
APPROVAL/DISAPPROVAL

APPROVAL
 Yeas: _____
 Nays: _____
 Absent: _____

DISAPPROVAL
 Yeas: _____
 Nays: _____
 Absent: _____

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

adopted by the Van Buren Township Board at a Regular Township Board
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL
 meeting held on October 2014.
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

Leon Wright @ Van Buren Township Clerk
PRINTED NAME AND TITLE

Van Buren Township, 46425 Tyler Road, Belleville, MI 48111
ADDRESS

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: SEP 08 2014

MOTOR CITY BULLDOGS BASEBALL CLUB
C/O KEVIN WARREN
43366 HAVERHILL RD
BELLEVILLE, MI 48111

Employer Identification Number:
46-3884454
DLN:
17053227345014
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
July 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
October 15, 2013
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,



Director, Exempt Organizations

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
CORPORATIONS, SECURITIES & COMMERCIAL LICENSING BUREAU**

FILED

Date Received

OCT 15 2013

OCT 15 2013

This document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.

Administrator
Corporation

Tran Info: 1 19003973-1 10/14/13
Chk#: 2223 Amt: \$20.00
ID: STACEY WARREN

Name Kevin Warren		
Address 43366 Haverhill Rd		
City Belleville	State MI	ZIP Code 48111

EFFECTIVE DATE:

Document will be returned to the name and address you enter above.
If left blank, document will be returned to the registered office.

71391V

**ARTICLES OF INCORPORATION
For use by Domestic Nonprofit Corporations
(Please read information and instructions on the last page)**

Pursuant to the provisions of Act 162, Public Acts of 1982, the undersigned corporation executes the following Articles:

ARTICLE I

The name of the corporation is:
MOTOR CITY BULLDOGS BASEBALL CLUB

ARTICLE II

The purpose or purposes for which the corporation is organized are:
The purpose of the organization is to provide charitable means for youth baseball players to compete at the highest levels of competitive baseball at the local, state and national levels while maintaining a low out of pocket cost structure. Please refer to the attached "Mission Statement" as a continuation of the organization's purpose.

ARTICLE III

1. The corporation is organized upon a Nonstock basis.
(Stock or Nonstock)

2. If organized on a stock basis, the total number of shares which the corporation has authority to issue is _____ If the shares are, or are to be, divided into classes, the designation of each class, the number of shares in each class, and the relative rights, preferences and limitations of the shares of each class are as follows:

(Handwritten mark: a circled 'N')

Use space below for additional Articles or for continuation of previous Articles. Please identify any Article being continued or added. Attach additional pages if needed.

Article II - Organizational Purpose Continued...

Motor City Bulldogs Baseball Club

Mission Statement

"Creating Champions on the Field and Off the Field"

The goal of the Motor City Bulldogs Baseball Club is to prepare young players for high school baseball and beyond by playing league and tournament baseball at the highest local, state and national levels. We believe we can attain this goal by teaching the values of hard work, dedication, teamwork and sportsmanship. This will not only lead to success on the field, but will also build a foundation for success in life as these young baseball players grow into young adults. We believe in teaching the fundamentals of the game and playing the game the way it was meant to be played.

The Motor City Bulldogs Baseball Club is also built on the philosophy of maintaining low out of pocket expenses for players to participate. We believe all players should have the opportunity to play at the highest levels of competition and should not be precluded due to financial availability. We aim to keep out of pocket expenses as low as possible through organizational fundraisers, outside donations and sponsorships.

Article VI

The operational intent of this organization is to operate in compliance with IRS 501(c)(3) Internal Revenue Code and/or any future tax code.

- a). The organization is organized exclusively for charitable, religious, educational, and scientific purposes under section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- b). Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

I, (We), the incorporator(s) sign my (our) name(s) this 10th day of October, 2013

Ken D Wa

CSCL/CD-515 (Rev. 07/13)

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
CORPORATIONS, SECURITIES & COMMERCIAL LICENSING BUREAU

Date Received
OCT 2 2013

ADJUSTED TO AGREE
WITH BUREAU RECORDS

This document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.

Tran Info#1 19018297-1 10/21/13
Chk#: 2226 Amt: \$10.00
ID: 71391V

FILED
OCT 24 2013

Name Kevin Warren		
Address 43366 Haverhill Rd		
City Belleville	State MI	ZIP Code 48111

EFFECTIVE DATE:

by Administrator
Corporation Division

Document will be returned to the name and address you enter above.
If left blank, document will be returned to the registered office.

CERTIFICATE OF AMENDMENT TO THE ARTICLES OF INCORPORATION

For use by Domestic Profit and Nonprofit Corporations
(Please read information and instructions on the last page)

Pursuant to the provisions of Act 284, Public Acts of 1972, (profit corporations), or Act 162, Public Acts of 1962 (nonprofit corporations), the undersigned corporation executes the following Certificate:

1. The present name of the corporation is: Motor City Bulldogs Baseball Club

2. The identification number assigned by the Bureau is:

71391V

3. Article VI of the Articles of Incorporation is hereby amended to read as follows:

The operational intent of the organization is to operate in compliance with IRS 501(c)(3) Internal revenue Code and/or any future tax code.

a). The organization is organized exclusively for charitable, religious, educational and scientific purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

b). No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Third hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

c). Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

6. Nonprofit corporation only: Member, shareholder, or board approval

The foregoing amendment to the Articles of Incorporation was duly adopted on the 16th day of October, 2013 by the (check one of the following)

Member or shareholder approval for nonprofit corporations organized on a membership or share basis

- members or shareholders at a meeting in accordance with Section 611(2) of the Act.
- written consent of the members or shareholders having not less than the minimum number of votes required by statute in accordance with Section 407(1) and (2) of the Act. Written notice to members or shareholders who have consented in writing has been given. (Note: Written consent by less than all of the members or shareholders is permitted only if such provision appears in the Articles of Incorporation.)
- written consent of all the members or shareholders entitled to vote in accordance with section 407(3) of the Act.

Directors (Only if the Articles state that the corporation is organized on a directorship basis)

- directors at a meeting in accordance with Section 611(2) of the Act.
- written consent of all directors pursuant to Section 525 of the Act.

Nonprofit Corporations

Signed this 16th day of October, 2013

By 
(Signature of President, Vice-President, Chairperson or Vice-Chairperson)

Kevin D. Warren
(Type or Print Name)

President
(Type or Print Title)

Motor City Bulldogs Baseball Club

By-Laws

ARTICLE I

Name and Location

1.01 Name

The name of this corporation shall be Motor City Bulldogs Baseball Club. The business of the corporation may be conducted as Motor City Bulldogs Baseball Club or Motor City Bulldogs.

1.02 Location

The principal office and place of business of the Corporation shall be in Belleville, Wayne County, in the state of Michigan.

ARTICLE II

PURPOSES AND POWERS

2.01 Purpose

Motor City Bulldogs Baseball Club is a non-profit corporation and shall be operated exclusively for educational and charitable purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code.

Motor City Bulldogs Baseball Club's purpose is to develop and operate a youth baseball program that will benefit the children of nearby towns in the following ways:

1. teach the ideals of sports, including: sportsmanship, teamwork, fair play, discipline, respect, honesty, loyalty, and courage;
2. develop healthier, happier, more confident youth;
3. aid in the development of life skills that will be relevant and applicable to everyday life as players get older and become members of society.

To achieve these goals, the Motor City Bulldogs Baseball Club will do the following:

1. promote the development and growth of the sport of baseball;
2. in all that we do, "Honor the Game" of baseball by emphasizing sportsmanship, teamwork, fair play, and respect for all. Coaches and leadership shall bear in mind that the attainment of exceptional skill and/or the winning of the game is secondary and that the molding of future citizens is of prime importance;
3. purchase or otherwise acquire equipment necessary for the successful operation of the Corporation;
4. raise funds and obtain sponsors as necessary to operate the programs contemplated herein;
5. in general, do all things appropriate to promote and accomplish any of the foregoing purposes.

Motor City Bulldogs Baseball Club

By-Laws

2.02 Powers

The corporation shall have the power, directly or indirectly, alone or in conjunction or cooperation with others, to do any and all lawful acts which may be necessary or convenient to affect the charitable purposes, for which the corporation is organized, and to aid or assist other organizations or persons whose activities further accomplish, foster, or attain such purposes. The powers of the corporation may include, but not be limited to, the acceptance of contributions from the public and private sectors, whether financial or in-kind contributions.

2.03 Nonprofit Status and Exempt Activities Limitation.

(a) Nonprofit Legal Status. Motor City Bulldogs Baseball Club is a Michigan non-profit public benefit corporation, recognized as tax exempt under Section 501(c)(3) of the United States Internal Revenue Code.

(b) Exempt Activities Limitation. Notwithstanding any other provision of these Bylaws, no director, officer, employee, member, or representative of this corporation shall take any action or carry on any activity by or on behalf of the corporation not permitted to be taken or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code as it now exists or may be amended, or by any organization contributions to which are deductible under Section 170(c)(2) of such Code and Regulations as it now exists or may be amended. No part of the net earnings of the corporation shall inure to the benefit or be distributable to any director, officer, member, or other private person, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the Articles of Incorporation and these Bylaws.

(c) Distribution Upon Dissolution. Upon termination or dissolution of the Motor City Bulldogs Baseball Club, any assets lawfully available for distribution shall be distributed to one (1) or more qualifying organizations described in Section 501(c)(3) of the 1986 Internal Revenue Code (or described in any corresponding provision of any successor statute) which organization or organizations have a charitable purpose which, at least generally, includes a purpose similar to the terminating or dissolving corporation.

The organization to receive the assets of the Motor City Bulldogs Baseball Club hereunder shall be selected in the discretion of a majority of the managing body of the corporation, and if its members cannot so agree, then the recipient organization shall be selected pursuant to a verified petition in equity filed in a court of proper jurisdiction against the Motor City Bulldogs Baseball Club., by one (1) or more of its managing body which verified petition shall contain such statements as reasonably indicate the applicability of this section. The court upon a finding that this section is applicable shall select the qualifying organization or organizations to receive the assets to be distributed, giving preference if practicable to organizations located within the State of Michigan.

In the event that the court shall find that this section is applicable but that there is no qualifying organization known to it which has a charitable purpose, which, at least generally, includes a purpose similar to the Motor City Bulldogs Baseball Club, then the court shall

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direct the distribution of its assets lawfully available for distribution to the Treasurer of the State of Michigan to be added to the general fund.

ARTICLE III MEMBERSHIP

3.01 No Membership Classes

The corporation shall have no members who have any right to vote or title or interest in or to the corporation, its properties and franchises.

3.02 Non-Voting Affiliates

The board of directors may approve classes of non-voting affiliates with rights, privileges, and obligations established by the board. Affiliates may be individuals, businesses, and other organizations that seek to support the mission of the corporation. The board, a designated committee of the board, or any duly elected officer in accordance with board policy, shall have authority to admit any individual or organization as an affiliate, to recognize representatives of affiliates, and to make determinations as to affiliates' rights, privileges, and obligations. At no time shall affiliate information be shared with or sold to other organizations or groups without the affiliate's consent. At the discretion of the board of directors, affiliates may be given endorsement, recognition and media coverage at fundraising activities, clinics, other events or at the corporation website. Affiliates have no voting rights, and are not members of the corporation.

3.03 Dues

Any dues for affiliates shall be determined by the board of directors.

ARTICLE IV BOARD OF DIRECTORS

4.01 Number of Directors

Motor City Bulldogs Baseball Club shall have a board of directors consisting of at least 4 and no more than 15 directors. Within these limits, the board may increase or decrease the number of directors serving on the board, including for the purpose of staggering the terms of directors.

4.02 Powers

All corporate powers shall be exercised by or under the authority of the board and the affairs of the Motor City Bulldogs Baseball Club. Shall be managed under the direction of the board, except as otherwise provided by law.

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4.03 Terms

(a) The officers of the Corporation shall consist of a President, Vice President, Treasurer, and Secretary. These officers shall serve for one year terms or until their successors are duly elected.

(b) Directors may serve terms in succession.

(c) The term of office shall be considered to begin August 1 and end July 31 of the second year in office, unless the term is extended until such time as a successor has been elected.

(d) Resignation. An officer may resign by delivering his written resignation to one of the other officers of the Corporation or to a meeting of the members or Directors. Such resignation shall be effective upon receipt (unless specified to be effective at some other time), and acceptance thereof shall not be necessary to make it effective unless it so states.

4.04 Qualifications and Election of Directors

In order to be eligible to serve as a director on the board of directors, the individual must be 18 years of age and an affiliate within affiliate classifications created by the board of directors. Directors may be elected at any board meeting by the majority vote of the existing board of directors. The election of directors to replace those who have fulfilled their term of office shall take place in August of each year.

4.05 Vacancies

The board of directors may fill vacancies due to the expiration of a director's term of office, resignation, death, or removal of a director or may appoint new directors to fill a previously unfilled board position, subject to the maximum number of directors under these Bylaws.

(a) Unexpected Vacancies. Vacancies in the board of directors due to resignation, death, or removal shall be filled by the board for the balance of the term of the director being replaced.

4.06 Removal of Directors

A director may be removed by majority vote of the board of directors then in office, if:

(a) the director is absent and unexcused from two or more meetings of the board of directors in a twelve month period. The board president is empowered to excuse directors from attendance for a reason deemed adequate by the board president. The president shall not have the power to excuse him/herself from the board meeting attendance and in that case, the board vice president shall excuse the president. Or:

(b) for cause or no cause, if before any meeting of the board at which a vote on removal will be made the director in question is given electronic or written notification of the board's intention to discuss her/his case and is given the opportunity to be heard at a meeting of the board.

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4.07 Manner of Acting.

(a) Quorum. A majority of the directors in office immediately before a meeting shall constitute a quorum for the transaction of business at that meeting of the board. No business shall be considered by the board at any meeting at which a quorum is not present.

(b) Majority Vote. Except as otherwise required by law or by the articles of incorporation, the act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the board.

(c) Hung Board Decisions. On the occasion that directors of the board are unable to make a decision based on a tied number of votes, the president or treasurer in the order of presence shall have the power to swing the vote based on his/her discretion.

(d) Participation. Except as required otherwise by law, the Articles of Incorporation, or these Bylaws, directors may participate in a regular or special meeting through the use of any means of communication by which all directors participating may simultaneously hear each other during the meeting, including in person, internet video meeting or by telephonic conference call.

4.08 Compensation for Board Service

Directors shall receive no compensation for carrying out their duties as directors. The board may adopt policies providing for reasonable reimbursement of directors for expenses incurred in conjunction with carrying out board responsibilities, such as travel expenses to attend board meetings.

4.09 Compensation for Professional Services by Directors

Directors are not restricted from being remunerated for professional services provided to the corporation. Such remuneration shall be reasonable and fair to the corporation and must be reviewed and approved in accordance with the board Conflict of Interest policy and state law.

ARTICLE V
COMMITTEES

5.01 Committees

The board of directors may, by the resolution adopted by a majority of the directors then in office, designate one or more committees, each consisting of two or more directors, to serve at the pleasure of the board. Any committee, to the extent provided in the resolution of the board, shall have all the authority of the board, except that no committee, regardless of board resolution, may:

- (a) take any final action on matters which also requires board members' approval or approval of a majority of all members;
- (b) fill vacancies on the board of directors of in any committee which has the authority of the board;

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- (c) amend or repeal Bylaws or adopt new Bylaws;
- (d) amend or repeal any resolution of the board of directors which by its express terms is not so amendable or repealable;
- (e) appoint any other committees of the board of directors or the members of these committees;
- (f) expend corporate funds to support a nominee for director; or
- (g) approve any transaction;
- (i) to which the corporation is a party and one or more directors have a material financial interest; or
- (ii) between the corporation and one or more of its directors or between the corporation or any person in which one or more of its directors have a material financial interest.

5.2 Meetings and Action of Committees

Meetings and action of the committees shall be governed by and held and taken in accordance with, the provisions of Article IV of these Bylaws concerning meetings of the directors, with such changes in the context of those Bylaws as are necessary to substitute the committee and its members for the board of directors and its members, except that the time for regular meetings of committees may be determined either by resolution of the board of directors or by resolution of the committee. Special meetings of the committee may also be called by resolution of the board of directors. Notice of special meetings of committees shall also be given to any and all alternate members, who shall have the right to attend all meetings of the committee. Minutes shall be kept of each meeting of any committee and shall be filed with the corporate records. The board of directors may adopt rules for the governing of the committee not inconsistent with the provision of these Bylaws.

5.3 Informal Action By The Board of Directors

Any action required or permitted to be taken by the board of directors at a meeting may be taken without a meeting if consent in writing, setting forth the action so taken, shall be agreed by the consensus of a quorum. For purposes of this section an e-mail transmission from an e-mail address on record constitutes a valid writing. The intent of this provision is to allow the board of directors to use email to approve actions, as long as a quorum of board members gives consent.

ARTICLE VI

CONTRACTS, CHECKS, LOANS, INDEMNIFICATION AND RELATED MATTERS

6.01 Contracts and other Writings

Except as otherwise provided by resolution of the board or board policy, all contracts, deeds, leases, mortgages, grants, and other agreements of the corporation shall be executed on its behalf by the treasurer or other persons to whom the corporation has

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delegated authority to execute such documents in accordance with policies approved by the board.

6.02 Checks, Drafts

All checks, drafts, or other orders for payment of money, notes, or other evidence of indebtedness issued in the name of the corporation, shall be signed by such officer or officers, agent or agents, of the corporation and in such manner as shall from time to time be determined by resolution of the board.

6.03 Deposits

All funds of the corporation not otherwise employed shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depository as the board or a designated committee of the board may select.

6.04 Loans

No loans shall be contracted on behalf of the corporation and no evidence of indebtedness shall be issued in its name unless authorized by resolution of the board. Such authority may be general or confined to specific instances.

6.05 Indemnification

(a) Mandatory Indemnification. The corporation shall indemnify a director or former director, who was wholly successful, on the merits or otherwise, in the defense of any proceeding to which he or she was a party because he or she is or was a director of the corporation against reasonable expenses incurred by him or her in connection with the proceedings.

(b) Permissible Indemnification. The corporation shall indemnify a director or former director made a party to a proceeding because he or she is or was a director of the corporation, against liability incurred in the proceeding, if the determination to indemnify him or her has been made in the manner prescribed by the law and payment has been authorized in the manner prescribed by law.

(c) Advance for Expenses. Expenses incurred in defending a civil or criminal action, suit or proceeding may be paid by the corporation in advance of the final disposition of such action, suit or proceeding, as authorized by the board of directors in the specific case, upon receipt of (I) a written affirmation from the director, officer, employee or agent of his or her good faith belief that he or she is entitled to indemnification as authorized in this article, and (II) an undertaking by or on behalf of the director, officer, employee or agent to repay such amount, unless it shall ultimately be determined that he or she is entitled to be indemnified by the corporation in these Bylaws.

(d) Indemnification of Officers, Agents and Employees. An officer of the corporation who is not a director is entitled to mandatory indemnification under this article to the same extent as a director. The corporation may also indemnify and advance expenses to an employee or agent of the corporation who is not a director, consistent with Montana Law and public

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policy, provided that such indemnification, and the scope of such indemnification, is set forth by the general or specific action of the board or by contract.

ARTICLE VII MISCELLANEOUS

7.01 Books and Records

The corporation shall keep correct and complete books and records of account and shall keep minutes of the proceedings of all meetings of its board of directors, a record of all actions taken by board of directors without a meeting, and a record of all actions taken by committees of the board. In addition, the corporation shall keep a copy of the corporation's Articles of Incorporation and Bylaws as amended to date.

7.02 Fiscal Year

The fiscal year of the corporation shall be from August 1 to July 31 of each year.

7.03 Conflict of Interest

The board shall adopt and periodically review a conflict of interest policy to protect the corporation's interest when it is contemplating any transaction or arrangement which may benefit any director, officer, employee, affiliate, or member of a committee with board-delegated powers.

7.04 Nondiscrimination Policy

The officers, directors, committee members, employees, and persons served by this corporation shall be selected entirely on a nondiscriminatory basis with respect to age, sex, race, religion, national origin, and sexual orientation. It is the policy of Motor City Bulldogs Baseball Club not to discriminate on the basis of race, creed, ancestry, marital status, gender, sexual orientation, age, physical disability, veteran's status, political service or affiliation, color, religion, or national origin.

7.05 Bylaw Amendment

These Bylaws may be amended, altered, repealed, or restated by a vote of the majority of the board of directors then in office at a meeting of the Board, provided, however,

- (a) that no amendment shall be made to these Bylaws which would cause the corporation to cease to qualify as an exempt corporation under Section 501 (c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code; and,
- (b) that an amendment does not affect the voting rights of directors. An amendment that does affect the voting rights of directors further requires ratification by a majority vote of a quorum of directors at a Board meeting.
- (c) that all amendments be consistent with the Articles of Incorporation.

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ARTICLE VIII
AMENDMENT OF Articles of Incorporation

13.01 Amendment

Any amendment to the Articles of Incorporation may be adopted by approval of majority vote of the board of directors.

CERTIFICATE OF ADOPTION OF BYLAWS

I do hereby certify that the above stated Bylaws of Motor City Bulldogs Baseball Club were approved by the Motor City Bulldogs Baseball Club's board of directors on Sunday October 6, 2013 and constitute a complete copy of the Bylaws of the corporation.

Secretary Randy Muzumoto
Date: Oct 6, 2013

Charter Township of Van Buren

Agenda Item: 5

REQUEST FOR BOARD ACTION

WORK STUDY MEETING
DATE: OCTOBER 6, 2014
BOARD MEETING
DATE: OCTOBER 7, 2014

Consent Agenda x New Business _____ Unfinished Business _____ Public Hearing _____

ITEM (SUBJECT)	Consider approval of organizational chart
DEPARTMENT	HR
PRESENTER	Supervisor Combs
PHONE NUMBER	734-699-8910
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
Approve the organizational chart for Public Safety Department	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	

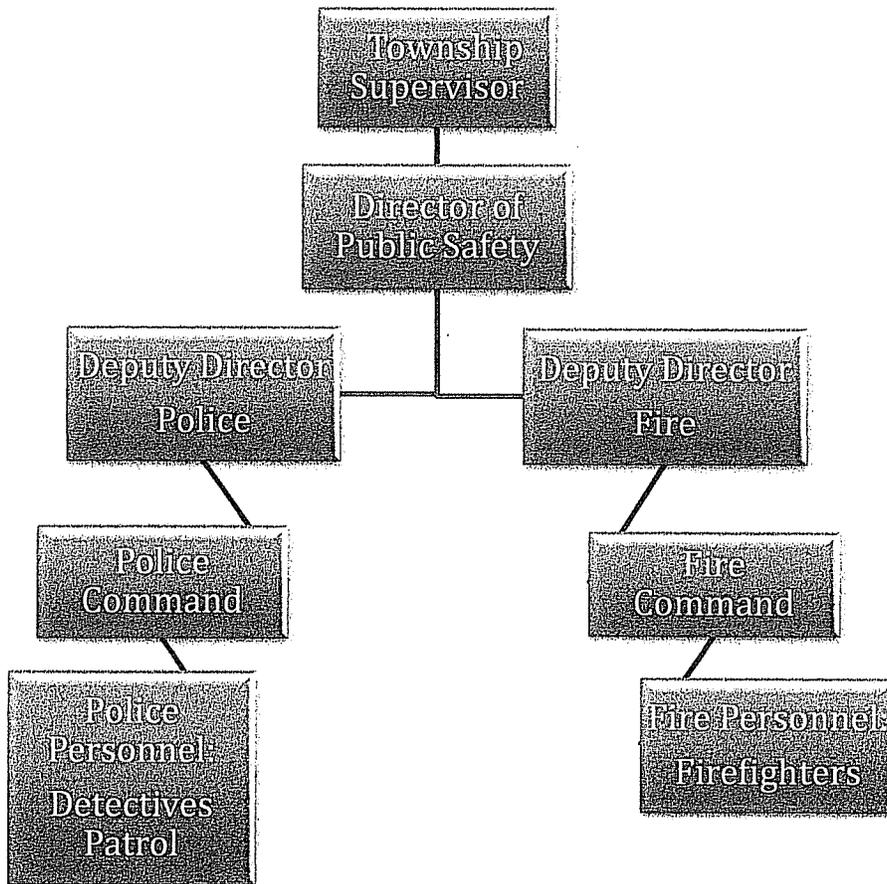
BUDGET IMPLICATION	NA
IMPLEMENTATION NEXT STEP	
DEPARTMENT RECOMMENDATION	Yes
COMMITTEE/COMMISSION RECOMMENDATION	

ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	

ADDITIONAL REMARKS	See attached organizational chart for additional information.
APPROVAL OF SUPERVISOR	<u><i>[Signature]</i></u>



Van Buren Township Public Safety Organizational Chart



Charter Township of Van Buren

REQUEST FOR BOARD ACTION

Agenda Item _____

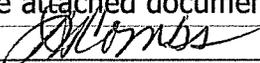
WORK STUDY MEETING DATE:
OCTOBER 6, 2014

BOARD MEETING DATE:
OCTOBER 21, 2014

New Business

ITEM (SUBJECT)	Public Safety Deputy Director – Police
DEPARTMENT	Police Department, Public Safety
PRESENTER	Supervisor Combs
PHONE NUMBER	734-699-8910
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Director Gregory Laurain

Agenda topic

ACTION REQUESTED	
Consider approval of the Job Description and Personal Services Agreement between Jason Wright and the Township, and authorize Supervisor Combs and Clerk Wright to execute the agreement.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
<p>When the Public Safety Director position was filled in 2013, the Township began working to fill a second-in-command position. The Township has long-awaited this approval for a second in command for the Public Safety Director for the police department.</p> <p>Jason Wright comes to us from the City of Wayne, where he serves as the City’s present Police Chief. He has worked for the City of Wayne for over 21 years (since 1993), rising up the ranks from Police Officer, Sergeant, Lieutenant, Detective Lieutenant to Chief of Police, where he has served for four years.</p> <p>Jason Wright has a trusted reputation and a proven track record of performance. His education includes graduation from Northwestern University’s School of Poilice Staff and Command, a Bachelor’s degree from Eastern Michigan University in Criminology, and graduation from the FBI National Academy.</p> <p>Additionally, Jason serves as the Vice President of the Wayne County Chiefs Association and is an Executive Board Member of the FBI National Academy Michigan Chapter.</p>	
BUDGET IMPLICATION	Salary of \$75,000 No change to the budget is required; upon approval of the contract, Mr. Wright would not begin work until the beginning of November, so sufficient funding remains within the current budge.
IMPLEMENTATION NEXT STEP	Execution of Personal Services Agreement
DEPARTMENT RECOMMENDATION	
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	Yes
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	See attached documentation for further information.
APPROVAL OF SUPERVISOR	

Charter Township of Van Buren, MI

Job Description

Deputy Director of Police

Job Summary

General Statement of Duties:

This position is responsible for the overall administrative direction and control of police operations (Patrol, Support Services, Communications and Animal Control or any other Bureau or Division identified in the Department Organization Chart). This position will provide highly responsible and complex administrative support to the Director of Public Safety. Work requires the use of reasoned judgment and specialized knowledge and skills in appraising the effectiveness of police and administrative techniques. Work is performed in accordance with established policies and procedures, but much latitude exists for the exercise of judgment and discretion. The position serves as second-in-command of the Police Department, reports to the Director of Public Safety and fills in for the Director of Public Safety for police matters in his/her absence.

Essential Duties and Responsibilities

A Deputy Director of Police may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

- Assuming management responsibility for all services and activities within the police division
- Providing responsible staff assistance to the Director; prepare and present staff reports and other necessary correspondence
- Selecting, training, motivating and evaluating police personnel; providing or coordinating staff training; working with employees to correct deficiencies; administering disciplinary action; recommending termination procedures; preparing and reviewing performance appraisals of assigned and/or staff within a division
- Assisting in developing and administering a variety of training programs relative to assigned law enforcement activities
- Planning, directing, coordinating and reviewing the work plan for the Police Department; meeting with staff to identify and resolve departmental problems; assigning work activities, projects and programs; monitoring work flow; reviewing and evaluate work products, methods and procedures
- Maintaining proficiency in firearms and law enforcement equipment training and required annual certifications

- Overseeing maintenance and repair work orders; inspecting equipment regularly; maintaining appropriate inventory levels of supplies and materials; assisting in monitoring facility maintenance; prepare bid specifications for major equipment and supplies acquisitions; preparing purchase orders and requisitions as necessary
- Monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; assessing and monitoring work load, administrative and support systems and internal reporting relationships; identifying opportunities for improvement and review with the Director of Public Safety
- Managing and participating in the development and implementation of goals, objectives, policies, and priorities for the assigned section; identifying resource needs; recommending and implementing policies and procedures; meeting with administrative staff regularly to discuss future plans and progress toward goals and objectives
- Ensuring that personnel are aware of and comply with policies and procedures, rules and regulations assigned by the Director; creating and maintaining records to show policy compliance
- Communicating and defending departmental programs, policies and activities to the media, other Township departments, the Township Board, and concerned citizens
- Interpreting and applying federal, state and local policies, procedures, laws and regulations
- Participating in the development and administration of the budget for the assigned area of responsibility; directing, monitoring and approving expenditures and recommending necessary adjustments for the overall department budget; forecasting of additional funds needed for staffing, equipment, materials and supplies; preparing and administering grant applications and seeking other funding sources/programs
- Supervising the application for and administration of federal, state, and local grants
- Oversee the purchase requisition process relating to assigned function, personnel orders, leave requests, payroll and other administrative functions
- Preparing agenda items for Township Board action
- Assist in negotiating and writing contracts for supplemental services; preparing contracts for Township Board Resolution and ensuring the process is completed
- Serving as a liaison for the Police Department with other Township service areas and units, Township Board, outside agencies and citizen groups; negotiate and resolve significant and controversial issues
- Responding to inquiries from elected Township Officials
- Working with union and Township officials to develop and administer contracts and resolve grievances; meeting with union representatives to identify potential problems within the Department and develop a plan of action
- Developing contacts with other Police Executives and meet on a regular basis to enhance police services in the County

- Responding to and resolving difficult and sensitive citizen inquiries and complaints
- Conducting a variety of organizational studies, investigations and operational studies; recommending modifications to assigned programs, policies and procedures as appropriate
- Overseeing the custody, care and treatment of criminals
- In the absence of the Director, assists the Fire Chief as needed to ensure effective fire operations
- In the absence of the Director and Fire Chief, assume the responsibilities of the Director of Public Safety, following identified protocols

Related Work

- Review, verify and approve police reports
- Complete assignments directed by Director of Public Safety
- Attend and participate in community, departmental committee and staff meetings
- May review and interpret contract disputes and assist in contract negotiations as necessary
- Work and accept responsibility to search for, create and execute new and innovative approaches to improve the performance of Township services and objectives
- Assist external and internal customers to serve their needs and take responsibility for continuously improving customer service
- Foster meaningful interaction among people through the exchange of information to produce understanding
- Continuously develop and use effective strategies and interpersonal styles to engage and guide others towards the accomplishment of identified objectives and goals in the best interest of the Township and community
- Consistently work toward the common good of the organization and encourage others to do the same
- Conduct him/herself at all times in a professionally appropriate and respectful manner
- Apply the proper safety/security practices according to established protocols, guidelines and policies

Knowledge of:

- Specialized communication equipment
- Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs
- Safe work practices and procedures
- Basic principles and practices of municipal budget preparation and administration
- Personnel management policies and procedures including rules and regulations and contract administration

- Principles of supervision, training and performance evaluation
- Advanced law enforcement principles and the criminal justice system
- Use of firearms and other police equipment
- Fire and EMS knowledge
- Operational characteristics, services and activities of a comprehensive patrol or investigations program
- Policies and procedures and the Police Department
- Technical and administrative aspects of crime prevention and law enforcement including investigation and identification, patrol, traffic control, records management, care and custody of persons and property and environmental protection.
- Pertinent federal, state, and local laws, codes and regulations
- Modern office procedures, methods and computer equipment
- English usage, spelling, grammar and punctuation
- Business letter writing and basic report preparation
- Principles and procedures of record keeping
- Applicable union contracts
- Budget administration and preparing administrative and financial reports

Skills and Ability to:

- Operate specialized police communications equipment
- Work under stress and use good judgment in emergency situations
- Plan, organize, and manage time effectively
- Resolve a variety of situations characterized by conflict or danger
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Assess emergency circumstances and develop, implement and direct appropriate response strategies
- Manage critical incidents and high-risk situations
- Use defensive tactics to protect self and others
- Safely use, operate, and care for firearms, department vehicles and other technical equipment
- Work in or around dangerous, unpleasant, and offensive environments
- Apprehend or subdue potentially violent or dangerous persons or animals
- Demonstrate physical strength and agility in order to perform duties as assigned
- Establish and maintain effective working relationships with those encountered in the course of work
- Work cooperatively, courteously, but firmly with all segments of the public
- Read, interpret, and apply complex laws, procedures and policies
- Communicate clearly and concisely in the English language by phone, police radio system, within a group, or one-to-one setting
- Produce written documents in the English language with clearly organized thoughts using proper sentence structure, punctuation and grammar
- Comprehend basic math, apply and interpret statistical data

- Plan, assign, direct and review the work of others
- Utilize computer hardware and related software applications
- Demonstrate best practices in report preparation, filing methods and records management techniques
- Provide administrative and professional leadership and direction for the management of a patrol shift, the investigations function, or administrative services functions
- Research, analyze, and evaluate new service delivery methods, procedures and techniques
- Manage and coordinate the work of supervisory, technical and clerical personnel
- Delegate authority and responsibility
- Select, supervise, train and evaluate staff
- Establish and maintain cooperative working relationships with those contacted in the course of work including Township and other government officials, community groups, and general public and media representatives
- Interpret and apply federal, state and local policies, procedures, laws and regulations

Required Training, Education and Experience (position requirements at entry)

- Bachelor's degree in criminal justice, police science, public administration, public safety administration or a related field from an accredited college or university
- Ten or more years of progressively responsible experience in law enforcement including minimum of three years of supervisory and five years of administrative experience in a law enforcement setting
- Graduation from Northwestern University or EMU School of Police Staff and Command, or the MACP New Chief School

Interest in Obtaining

- Training in various capacities within the department
- Graduate of the FBI National Academy
- Certification as Firefighter I and II along with Hazmat certification
- MFR (Medical First Responder) Training

Licensing Requirements (position requirements at entry)

- Possession of a valid Michigan driver's license
- Certification as a police officer by the MCOLES

Physical Requirements (position requirements at entry)

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, driving, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Travel across rough, uneven and rocky surfaces when gathering evidence, apprehending suspects, or securing a crime scene. Remain in standing or sitting position for extended periods of time. Work in a variety of weather conditions with exposure to the elements. While performing the essential functions of this position the member is occasionally exposed to work near moving mechanical parts, work in high precarious places, fumes or airborne particles, toxic or caustic chemicals, and handling calls dealing with explosives.

Exposure to unknown health conditions from contacts with individuals or animals with contagious and communicable diseases. Occasional exposure of work time to hazardous situations which involve armed or physically violent persons or handling mentally or emotionally disturbed persons.

While performing the essential functions of this job the incumbent is frequently required to stand, walk, run, drive, sit, use hands to finger, handle, or feel, talk, or hear, and lift and/or move objects up to 50lbs. The incumbent is occasionally required to lift and/move objects more than 100 lbs.

Work time may require irregular hours and shifts; at times voluntary and involuntary call back to duty on short notice may be necessary

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.