

Rik Kowall, Supervisor
Anthony L. Noble, Clerk
Mike Roman, Treasurer



Trustees
Scott Ruggles
Liz Fessler Smith
Andrea C Voorheis
Michael Powell

SPECIAL TOWNSHIP BOARD MEETING
LOCATION: 7527 HIGHLAND ROAD, WHITE LAKE – ANNEX BOARD ROOM
THURSDAY, JULY 21, 2022 – 6:00 PM

White Lake Township | 7525 Highland Rd | White Lake, MI 48383 | Phone: (248) 698-3300 | www.whitelaketwp.com

AGENDA

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVAL OF AGENDA**

5. **NEW BUSINESS**
 - A. [REQUEST TO APPROVE BUILDING DEPARTMENT JOB RECLASSIFICATION - SHERRI BARBER](#)

6. **CLOSED SESSION**

APPROVAL TO RECESS INTO CLOSED SESSION TO CONSIDER ATTORNEY/CLIENT PRIVILEGED COMMUNICATIONS, IN ACCORDANCE WITH MCL 15.268(1)(h)

7. **ADJOURNMENT**

Procedures for accommodations for persons with disabilities: The Township will follow its normal procedures for individuals with disabilities needing accommodations for effective participation in this meeting. **Please contact the Township Clerk's office at (248) 698-3300 X-164 at least two days in advance of the meeting.** An attempt will be made to make reasonable accommodations.

Rik Kowall, Supervisor
Anthony L. Noble, Clerk
Mike Roman, Treasurer



Section 5, Item A.

Scott Ruggles
Liz Fessler Smith
Andrea C. Voorheis
Michael Powell

WHITE LAKE TOWNSHIP

7525 Highland Road • White Lake, Michigan 48383-2900 • (248) 698-3300 • www.whitelaketwp.com

June 22, 2022

To: Sean O'Neill, Director of Community Development
Rik Kowall, Township Supervisor

From: Nick Spencer, Building Official

Re: Building Department Employee Considerations

The Building Department had an outstanding 2021 in terms of permitting and revenue. In recent years, 2017 is closest in comparison; yet, the department processed approximately 350 more permits, and had a revenue \$147,000 higher than 2017. Significant numbers have been contributed to our equity fund, growing the fund to over \$2,100,000 at the end of 2021. In the first half of 2022, the department continues to progress while running a very lean program. This has been accomplished by a staff that works very diligently and effectively. I have made the decision not to bring on additional full-time inspection staff, but instead look for ways to make our department more efficient.

To that end, I would like to recognize Sherri Barber. In my opinion, she is one of the most dynamic employees in the township. Sherri consistently performs in an extremely proficient and professional manner; every task that she is presented with is taken on without question, and with the utmost pride in her work. Sherri has been the point person for Dangerous Buildings and the Rental Program; which continue to increase in workload, and are outside the scope of her current position. As Sherri effectively manages her ever-growing responsibilities in the coming years and deliver excellent service to our residents, businesses, developers, and builders; I am requesting a new position be established, and Sherri be assigned *Building Department Specialist*.

Please see the attachment: *CDD Building Department Specialist* for a proposed job description. I am also requesting that this new position be in line with the Senior Election Specialist and Appraiser II tiered wage scale, and she be advanced to the 1 Year wage as she has performed these duties for well over a year.

Thank you for your consideration

Nick Spencer, Building Official
White Lake Township

CHARTER TOWNSHIP OF WHITE LAKE Job Description

Building Department Specialist
Department: Community Development

Non-Exempt
Approved:

General Summary:

Under general supervision of the Building Official and the Director of Community Development, independently performs a wide variety of highly skilled, responsible, and confidential secretarial, administrative and management work requiring initiative and considerable independent judgment. The employee is required to exercise high level office management skills, and oversee the coordination of activities between various Boards, Departments, and any other bodies for which the Department serves as staff.

Primary Responsibilities:

1. Acts as Executive Secretary to the Building Official.
2. Greets and assists residents, builders, and contractors in a professional manner and demonstrates a willingness to offer assistance.
3. Communicate assignments or information to staff members, other Township Employees and the General Public, including developers, skilled tradesman, and township consultants as directed by the department head.
4. Type correspondence, form letters, and standardized documents unique to the department. Prepares reports under the direction of the department head.
5. Compiles data for periodic and special reports, budgets, agendas, or for input to administrative decision making. Arranges/schedules meetings for the department, coordinates activities of such bodies with staff/consultants.
6. Independently plans work activities and manage office activities to meet priorities and deadlines. Coordinates general clerical procedures and assignments for this work area.
7. Composes and manages all routine CDD correspondence and reports independently or with minimal instructions.
8. Process and issue building, electrical, mechanical, plumbing, and other building associated permits. Send notices for expired permits.
9. Schedule inspections for the department.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be limited to or intended to be an exhaustive list of all job duties to be performed by those within this classification.

10. Prepare and issue Certificate of Occupancy notices, as well as tracking and follow up notices for expired Certificate of Occupancies.
11. Coordinate Dangerous Building hearing, notices, bids and permits.
12. Trains other staff on department processing policies.
13. Determines and collects review fees based on the Township's fee ordinance.
14. Manages the Rental Ordinance Program. Coordinates inspections, compiles inspection reports, and corresponds with property owners and/or renters.
15. Coordinates with Fire Department to process new street addresses and address changes.
16. Evaluates, reviews and provides recommendations to improve or expedite the permit process; including identification of discrepancies or inconsistencies in documents or processes, and recommends new policies and/or revisions to existing policies and procedures as appropriate.
17. Provides statistical analysis and other reports to the Building Official and Director of Community Development in regards to building permits, open projects, the rental program and other Building Department programs.
18. Performs other duties as assigned by department head.

Education and Qualifications:

- High School diploma or equivalent required. At least four (4) years of practical experience in administration or a Bachelors Degree.
- Preferred experience in a municipal setting or public administration.
- Proficient in Microsoft Word, Excel and Outlook.
- Proficient in BS&A and other applicable Building Dept software programs
- Basic understanding of codes, ordinances and other regulations within Community Development

Other Requirements:

- Maintain accurate electronic and manual records, logs and database.
- Present information and reports to boards, departments or other agencies at interoffice and community meetings on behalf of the Building Department.
- Strong oral and written communication skills.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be limited to or intended to be an exhaustive list of all job duties to be performed by those within this classification.

- Excellent customer service skills with the ability to identify and resolve problems in a timely manner.
- Demonstrated effective organizational and communication skills with an attention to detail.
- Self-directed and the ability to communicate verbally in-person and over the phone required.
- Ability to operate general office equipment including adding machine, copy machine, fax machine and document scanner.
- Knowledgeable in preparing professional business documents such as memos, letters and reports.

WORKING CONDITIONS AND PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel or operate office equipment and controls, and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is regularly required to walk, sit, climb or balance; stoop, kneel, and crouch.
- The employee must regularly lift and/or move up to 10 pounds and occasionally lift and /or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be limited to or intended to be an exhaustive list of all job duties to be performed by those within this classification.

Building Department Specialist - Non-Exempt

MAPE Union

Wage Scale – 2022

Start \$57,535

1 year \$61,301

2 year \$63,193

3 year \$65,244