

## **Lathrup Village Interview Schedule**

**October 27, 2023**

**Michael Greene**

**2:00 pm**

**Timothy Sidowski**

**3:00 pm**

**October 18, 2023**

**To: Mayor and City Council**

**From: Joyce A. Parker, MML Recruiter**

**Subject: Reference Information for City Administrator Finalists**

**Michael Greene (#6):** The first reference for Mr. Greene has known him since 2019 when Mr. Greene was the community development director for the city of Saline. The reference also stated Mr. Greene served as acting city manager and department of public works director while working for the city. Mr. Greene left the city of Saline for advancement in the assistant city manager position for St. Clair Shores. The reference stated that Mr. Greene's strengths include being a likable person that can get along with everyone, completes assignments in a timely manner and has a passion for local government. The reference stated Mr. Greene works well with staff and elected officials. If the reference had to rank his performance between one and ten, with ten being the highest, the reference would rank him at 8 because Mr. Greene does an excellent job supervising subordinates. He did a good job in Saline, but he is not perfect and there is always room for improvement.

The second reference for Mr. Greene works with him in St. Clair Shores. The reference has known Mr. Greene for three years. Mr. Greene is his direct supervisor. The reference is the deputy parks and recreation director. The reference stated that Mr. Greene is very personable and has a level head. His attitude and disposition do not sway up and down. He is a friendly person and a good communicator. He is also very prepared and very responsive. If the reference had to rank Mr. Greene's performance between one and ten, with ten being the highest, the reference would rank him an 8 because there is always room to grow. He has done an excellent job for the city.

**Timothy Sadowski (#10):** The first reference for Mr. Sidowski has known him since 2011. The two of them have worked together in Imlay City, Ecorse and Fraser. The reference recruited Mr. Sidowski for each of the three positions. The reference was the city manager or administrator in the communities and Mr. Sidowski was hired as clerk/treasurer, controller, and finance director/treasurer, respectively in the three communities. The reference stated Mr. Sidowski did an excellent job in all three communities. He can handle politics and he get along well with the staff and elected officials. Mr. Sidowski's strengths, skills and abilities include knowing how to do every job within management, his budgeting and financial skills. When Mr. Sidowski was employed in Fraser, the city received its first unqualified audit in a long time. If the reference had to rank Mr. Sidowski's performance between one and ten, with ten being the highest, the

reference would rank him a 10 because he is a wonderful employee. He is a work alcoholic and can do most jobs within an organization.

The second reference for Mr. Sidowski is a librarian in Fraser. The reference met Mr. Sidowski when he worked as Treasurer for Fraser. Mr. Sidowski worked as the library's bookkeeper for four and a half years. The reference stated Mr. Sidowski's strengths, skills and abilities include his knowledge of all fiscal and financial areas. He is a good communicator but can be blunt at times. He gets along well with the library staff and is dependable. For a brief time, Mr. Sidowski discontinued working for the library. When he returned, he had to make several corrections to the accounting records left by his predecessor. If the reference had to rank his performance between one and ten, with ten being the highest, the reference would rank him a 10 because he is dependable and he gets things done properly. The reference stated they do not want to lose him but want him to do well.

Please contact me if you have questions or require additional information.

Mike Greene, MPA

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St. Clair Shores, MI 48080

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(989) 670-2542

CONFIDENTIALITY REQUESTED

September 7<sup>th</sup>, 2023

The City of Lathrup Village  
ATTN: City Manager Search  
27400 Southfield Road  
Lathrup Village, MI 48076

Mayor Garrett & City Council:

In response to the City of Lathrup Village posting on the Michigan Municipal League website, I would like to express my sincere interest in the available position of City Manager. I believe my experience in local government combined with my academic background makes me an ideal candidate to complement the leadership team in the City of Lathrup Village. I have had the honor to serve as Interim City Manager and Assistant City Manager in two different communities over the past few years. The interim status truly brought forth my passion for leading a team through the challenges and opportunities associated with local government. This is the reason why I am looking to move on from the "Interim" and "Assistant" roles and I believe Lathrup Village is the perfect community to establish roots, call home, and become the municipal leader I know I can be.

During my tenure with the City of St. Clair Shores, I have had the pleasure of serving as its Assistant City Manager & Interim City Manager. So far during my tenure, I am proud of the efforts to ratify four outstanding union contracts, finalize a \$118+ total budget (\$38.4 million GF), establish the City's first Downtown Development Authority, and update our Master, Parks & Rec, and Capital Improvement Plans. These efforts could not have been successful without the coordination and input from all City departments and the 250+ full-time City employees.

While with the City of Saline, I have had the pleasure of serving as its Assistant City Manager & Community Development Director, Interim City Manager, as well as Interim Department of Public Works (DPW) Director. Through these positions, I have become intimately familiar with the "many hats" one in local government must wear and with the demands and complex professional, technical, and administrative responsibilities a community expects out of its leadership team. During this time, I am particularly proud of our team's ability to implement a new Human Resources Department (to better represent our 60+ employees), ability to ratify two outstanding union contracts, the implementation of a fleet management program, the sale of multiple City parcels to private developers, and the approval of \$45.5+ million worth of building improvements and developments.

Throughout my experience as Village Manager of Three Oaks, MI, I oversaw the operation of a wide array of projects for our Village's eight departments, eight full-time employees, numerous contract operations, and a \$2+ million budget. During this time, our team researched and found several initiatives to increase internal efficiency and improve the overall quality of the Three Oaks community. I am particularly gratified by the efforts to address the Village's outdated plans and policies by updating the Master and Downtown Development Authority Plans, conducting a water reliability study, waste characterization study, and assessment of facilities, as well as addressing all internal policies, such as our personnel policy.

My local government experience also includes time in the Rockingham County, NC Strategic Management Office, where I had the opportunity to work with all 29 departments to develop and monitor the fiscal year 2017-18, a \$90+ million general fund budget, and over 300 performance measures, which aimed to provide excellent service outcomes through efficient use of resources. I have also had the pleasure of serving in the City of Greenville, NC Community Development Office, where I worked with multiple individuals and organizations across the community to address neglected neighborhoods by developing and providing them with the tools needed to address their specific neighborhood issues.

I am passionate about local government, in no other career does one experience such a wide variety of challenges, each with the unique reward of building a stronger community. Though I am happy in my current position, I am ready to challenge myself further, continue this never-ending learning process, and become the manager I know I am capable of. I am prepared and well-equipped to take on this responsibility within the leadership team in the City of Lathrup Village, and I would be honored to be considered for the position of City Manager.

Sincerely,



Mike Greene

**PROFESSIONAL EXPERIENCE**

**City of St. Clair Shores, Michigan (pop.59,000)**

Assistant City Manager

January 2022 – Current

- Serve as Personnel Director, including the oversight of the recruitment and selection process, discipline, performance evaluations, and the development of administrative regulations.
- Assist with the overall management of city operations.
- Assist departments and manage special projects as assigned by City Manager.
- Contributed to the creation of the St. Clair Shores Downtown Development Authority and associated plans.

Interim City Manager

April 2022 – July 2022

- Served as Interim Chief Administrative Officer for the City of St. Clair Shores, directing and coordinating the functions of all City departments and related agencies, which included finalization and oversight of a \$118+ million total budget (\$38.4+ million GF) and 250+ full-time employees.
- Directed labor relations and personnel management activities, including ratifying four outstanding union contracts and non-union agreements.

**City of Saline, Michigan (pop. 9,300)**

Assistant City Manager & Community Development Director

December 2019 – January 2022

- Responsible for full leadership and management of all Community Development services and activities, including current and long-range planning, building inspections and reviews, code compliance, plan review, permit processing, zoning, and assessing.
- Oversaw \$45.5+ million worth of building improvements and development.
- Served as the City's Business Ambassador and City liaison to numerous federal, state, and community groups as well as interfacing with the community to develop new programs.

Interim Department of Public Works (DPW) Director

January 2021 – May 2021

- Responsible for full leadership and management of all DPW services and activities, including oversight of a \$1.8+ million budget and 13 full-time employees.
- Implemented a fleet management program by partnering with Enterprise Fleet Management to move the City away from the "buy & hold" model to a fleet equity lease model which incorporated a proactive maintenance/replacement plan.

Interim City Manager

July 2020 – December 2020

- Served as Interim Chief Administrative Officer for the City of Saline, directing and coordinating the functions of all City departments and related agencies, which included oversight of a \$34.5+ million total budget (\$13.5+ million GF) and 60+ full-time employees.
- Directed labor relations and personnel management activities, including ratifying two outstanding union contracts, and integrated the City's first Human Resources Department.

**Village of Three Oaks, Michigan (pop. 1,565)**

Village Manager

August 2017 – December 2019

- Responsible for directing various administrative processes that allow the Village to operate.
- Created, implemented, and oversaw policies approved by the Village Council.
- Achieved financial objectives by developing and recommending a \$2+ million annual budget; scheduling expenditures; analyzing variances; initiating corrective actions; anticipating long-term issues; and seeking outside funding such as grants.
- Served as Village liaison to numerous federal, state, and community groups and interfaced with the community to develop new programs.

**Rockingham County Government, North Carolina (pop. 90,950)**

ICMA / NCACC Local Government Management Fellow

July 2016 – June 2017

- In conjunction with the Strategic Management Director, developed the fiscal year 2017-18, a \$90+ million, general fund budget with direct oversight over Economic Development, Emergency Management & Library accounts.
- Assisted with the development & monitoring of over 300 measures for the County's Performance Measurement Program which aimed to provide excellent service outcomes through efficient use of resources & save county dollars.
- Researched, analyzed, and developed County project concepts, including, but not limited to Strategic Cost-Reduction Plan, Emergency Plan for County Voting Locations, Succession Plan Initiative, and Early Retirement Incentive Program.

**INTERNSHIPS**

**City of Greenville, North Carolina (pop. 92,150)**

Community Development Intern

May 2015 – August 2015

- Assisted with the development of the Neighborhood Quality of Life Dashboard.
- Aided in developing a curriculum to assist neighborhood associations with neighborhood planning.
- Created an action plan for neighborhood improvements.

**EDUCATION**

**EAST CAROLINA UNIVERSITY**, Greenville, North Carolina

May 2016

Master in Public Administration

Concentration: Local Government Management

**CENTRAL MICHIGAN UNIVERSITY**, Mount Pleasant, Michigan

August 2013

Bachelor of Science in Business Administration

Major: General Management

Minor: Legal Studies

**PROFESSIONAL DEVELOPMENT**

MEDC RRC Best Practices Certified – 2022

SERESA Board Member

Washtenaw Urban County Executive Committee

- Member 2020 – 2022

Southwest Michigan Managers Association (SWMMA)

- Member 2017 – 2019

Michigan Municipal Executives (MME)

- Member since Spring 2017
- Advocacy Committee 2019 – 2020
- Early Career Outreach Committee 2019 – 2020, 2023

Engaging Local Government Leaders (ELGL)

- Member since 2016

American Planning Association

- Member since 2023

International City/County Management Assoc. (ICMA)

- Member since 2014
- LGMF Advisory Board, 2021 – 2023
- ACAO Committee, 2023 – 2024

**SERVICE ORGANIZATIONS**

Central Michigan University Alumni Association

- Gold Member since Fall 2018
- 10 within 10 Honoree

Phi Kappa Tau Fraternity, Inc.

- Phi Taus Under 40 Honoree

Rotary Club

- Member since Fall 2017

Knights of Columbus

- Shining Armor Award 2010
- Council #3224 Knight of the Month: December 2009 & August 2010
- Member since Fall 2009

TS

# Timothy Sadowski

*Financial Stewardship ♦ Controllershship ♦ Financial Reporting ♦ Management*

46518 Imperial Ln, Macomb Township, MI | 810-417-6392 | timothysadowski@yahoo.com

August 21, 2023

City of Lathrup Village  
27400 Southfield Road  
Lathrup Village, MI 48076

**Request for confidentiality of interest as allowed for and provided by Michigan law**

Dear Mayor Kelly Garrett and City Council,

I am seeking to fill the position of City Manager as I am a skilled and qualified professional with background in diverse aspects of accounting, finance, and management. My objective is to pursue a career as a City Manager with an organization that offers opportunities for growth and development. I want to utilize my extensive knowledge and expertise to the fullest potential. My resume highlights my professional accomplishments including:

- Financial leader that excels in managing the finance department, improving transparency in government, and building positive relationships with government agencies, community organizations, constituents, and members of the public.
- Excellent planning, program management and team development skills.
- Developing financial reports, preparing accurate budgets and forecasts, strengthening internal controls, and improving financial operations.
- Economic Development and Brownfield Redevelopment of vacant industrial properties

As an employee, you will find me to be easily adaptable to different environments. I am a team player dedicated to the growth and success of the organization as a whole. Given my track record of success, I believe I can bring a high level of expertise and experience to this position. During the 2022 Calendar Year, I have successfully been awarded the following significant grants for capital improvements:

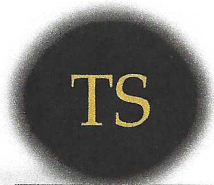
- \$3,500,000 from Wayne County to construct a truck route and site cleanup to the 60 Acre Brownfield Redevelopment site
- \$3,000,000 from MI EGLE for lead service line replacement of 400 homes
- \$1,600,000 from US EDA to construct two (2) new facilities for a boat ramp and kayak launch
- \$1,000,000 from the Michigan MEDC to construct two (2) new facilities for a boat ramp and kayak launch

The enclosed resume briefly outlines my experience and accomplishments. If it appears that my qualifications meet your current needs, I would be happy to further discuss my background in a meeting with you. My current compensation package includes a \$110,000 salary. Please feel free to contact me at the above telephone number.

Sincerely,



Timothy Sadowski



# Timothy Sadowski

Financial Stewardship ♦ Controllership ♦ Financial Reporting ♦ Management

46518 Imperial Ln, Macomb Township, MI | 810-417-6392 | timothysadowski@yahoo.com

## EXECUTIVE PROFILE

Astute administrator with specialized expertise in municipal controllership, finance, and management. Efficiency-driven financial leader that excels in managing citywide departments, improving transparency in government, and building positive relationships with government agencies, community organizations, constituents, and members of the public. Exceptional planning, program management and team development skills. Highly adept at developing financial reports, preparing accurate budgets and forecasts, strengthening internal controls, and improving financial operations. Garnered recognition for improving efficiency through reliable financial analytics.

## SIGNATURE STRENGTHS

- |                             |                            |                           |
|-----------------------------|----------------------------|---------------------------|
| ✓ Governmental Accounting   | ✓ Financial Management     | ✓ Financial Statements    |
| ✓ Budgeting & Forecasting   | ✓ Budget to Actual Reports | ✓ General Ledger Activity |
| ✓ Process Improvement       | ✓ Property Taxes           | ✓ Bank Reconciliations    |
| ✓ Administrative Management | ✓ Operations Management    | ✓ Payroll                 |
| ✓ Grant Administration      | ✓ Accounts Payable         | ✓ Cost Control            |

## MUNICIPAL EXPERIENCE

### City of Pontiac | Oakland County

(Population 61,606)

FINANCE DIRECTOR | 4/10/2023 – Present

Charged with accountability for overseeing accounting functions including general ledger, financial statements, and bank reconciliations on BS&A.Net. Established new processes to increase efficiency in the accounting department. Prepared the annual FY 2023-2024 budget.

### City of Ecorse | Wayne County

(Population 9,305)

FIINANCIAL CITY CONTROLLER | 8/24/2015 – 9/30/2017, 1/11/2018 – 3/31/2023, 4/10/2023 – Present

Charged with accountability for overseeing accounting functions including general ledger, financial statements, and bank reconciliations on BS&A.Net. Established new processes to increase efficiency in the accounting department. Oversaw all aspects of controllership duties while ensuring financial data integrity and transparency. Prepared budgets, forecasts, and budget to actual reports. Collected and disbursed property taxes.

#### Key Achievements:

- Administered \$218K in grant funding through MDOT from the 2021 Transportation Economic Development Category B Program to construct roadway resurfacing on 6th Street, Elton Street, and 15th Street.
- Managed \$3M grant funding through EGLE from the 2021 Drinking Water Revolving Fund Grant program to replace 600 lead water service line replacements throughout the City.
- Administered \$800K in funding through the State of Michigan Department of Treasury from the 2018 Financially Distressed Cities, Villages, and Townships (FDCVT) Grant program to replace 3,000 residential water meters.
- Handled \$500K in funding through the State of Michigan Department of Treasury from the 2017 Financially Distressed Cities, Villages, and Townships (FDCVT) Grant program to separate the sanitary from the storm sewer system
- Expertly oversaw \$2.5M in emergency principal loans paid off early or 50% through 2021 of the total \$5M borrowed.
- Accountable for \$2.6M in financial recovery bonds paid off early through 2021 of the total \$9.5M borrowed.
- Maintained responsibility for \$3.9M in additional MERS employer contributions made through 2021.
- Launched a MERS Retiree Health Savings Plan and contributed \$1.9M to the plan through 2021.



CITY ADMINISTRATOR | 5/1/2017 – 9/30/2017, 3/9/2021 – 3/31/2023

Provided leadership and direction to operations management and administrative management.

Key Achievements:

- Oversaw department heads responsible for providing services for Police, Fire, Emergency Medical Services, Public Works, and Building.

Fraser Public Library | Macomb County (Class 4)

LIBRARY BOOKKEEPER | 7/1/2019 – 10/17/2021, 2/7/2022 – Present

Maintained responsibility for accounting associated with the general ledger. Completed bank reconciliations in QuickBooks.

Key Achievements:

- Expertly managed financial operations including accounts payable, accounts receivable and payroll.
- Prepared accurate and reliable financial statements.

City of Flint | Genesee County

*(Population 95,999)*

FINANCIAL DEPUTY CONTROLLER | 7/27/2020 – 2/26/2021

Charged with accountability for overseeing accounting functions including general ledger and financial statements on BS&A.Net. Established new processes to increase efficiency in the accounting department. Prepared budgets and forecasts.

Key Achievements:

- Reconciled Federal and State Grant disbursements to paid invoices received for the Flint Water Crisis

City of Fraser | Macomb County

*Population 14,480*

CITY FINANCE DIRECTOR/TREASURER | 10/1/2017 – 12/21/2019

Directed all facets of accounting, general ledger activity, and financial statement preparation. Completed bank reconciliations on BS&A.Net. Prepared budgets, forecasts, and budget to actual reports. Collected and disbursed property taxes.

Key Achievements:

- Championed efforts to implement new processes that boosted efficiency in the accounting department.

City of Imlay City | Lapeer County

*Population 3,869*

CITY CLERK AND TREASURER | 11/1/2012 – 8/13/2014

Created budgets, forecasts, and budget to actual reports with a high degree of accuracy. Collected and disbursed property taxes.

Village of Stockbridge | Ingham County

*Population 1,218*

Village Clerk | 6/2011 – 11/2012

Prepared budgets, forecasts, and budget to actual reports. Day-to-day financial operations including accounts payable, payroll, utility billing and general ledger.

Village of Roscommon | Roscommon County

*Population 1,075*

Interim Village Manager | 11/2010 – 6/2011

Prepared the budget and amendments. Managed the day-to-day administrative operations.

Village of Mayville | Tuscola County

*Population 950*

Village Manager and DDA Director | 11/2007 – 4/2010

Prepared the budget and amendments. Managed the day-to-day administrative operations.

City of Potterville | Eaton County

*Population 2,617*

City Clerk | 6/2005 – 11/2007

Prepared budgets, forecasts, and budget to actual reports. Day-to-day financial operations including accounts payable, payroll, utility billing and general ledger.

Village of Dexter | Washtenaw County

*Population 4,067*

Management Intern | 12/2004 – 6/2005

Prepared Village Council packets. Assisted employees with day-to-day administrative tasks.

Hamburg Township | Livingston County

*Population 21,165*

Election Worker and Intern | 11/2000 – 11/2004

Worked all elections. Assisted the Township Clerk with administrative tasks.

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EDUCATION | CREDENTIALS

Master of Business Administration (MBA)

Walsh College of Business and Accountancy

3.1 GPA

Bachelor of Public Administration

Eastern Michigan University

3.4 GPA

High School Diploma

Pinckney Community High School

3.9 GPA

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TECHNICAL SKILLS

BS&A.Net (General Ledger, Tax, Payroll, Accounts Payable, Miscellaneous Receivables, Purchase Order, Building, Utility Billing)

QuickBooks Online

Microsoft 365 Office