

# City Council Special Meeting Agenda

Monday, May 09, 2022 at 6:00 PM  
27400 Southfield Road, Lathrup Village, Michigan 48076

HYBRID MEETING INFORMATION: Council Chambers with remote access via Zoom

**Webinar ID:** 860 1589 3760

**Password:** 742728

**Online:** <https://zoom.us/>

**Telephone:** 646.558.8656 or 312.626.6799

1. **Call to Order** by Mayor Garrett
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Agenda**
5. **Public Comments for Items on the Agenda** (Speakers are limited to 3 minutes)
6. **Action Requests - For Consideration / Approval**
  - A. City Administrator Search update & discussion
7. **Public Comment** (speakers are limited to 3 limits)
8. **Mayor and Council Comments**
9. **Adjourn**

**City of Lathrup Village  
City Administrator Position  
Agenda**

1. Review of Qualification Summary
2. Review of Potential Semi-Finalists
3. Review of dates, times and process for interviews
4. Review of sample questions for interviews
5. Review of travel expenses related to candidate interviews
6. Questions and Comments

**Candidate Qualifications**  
**Lathrup Village City Administrator**

| <b>Name</b> | <b>BAC<br/>Degree</b> | <b>MAS<br/>Degree</b> | <b>5 YS.<br/>Exp.</b> | <b>Com/ED</b> | <b>HR/LR</b> | <b>Bud/Fin</b> | <b>Grants</b> | <b>PW</b> | <b>IT</b> |
|-------------|-----------------------|-----------------------|-----------------------|---------------|--------------|----------------|---------------|-----------|-----------|
| 1.          | Yes,<br>BA            | NO                    | NO                    | NO            | YES          | NO             | No            | NO        | NO        |
| 2.          | Yes,<br>BA            | Yes,<br>MPA           | NO                    | NO            | NO           | NO             | NO            | NO        | NO        |
| 3.          | Yes, BS               | Yes,<br>MBA           | YES                   | YES           | YES          | YES            | YES           | YES       | YES       |
| 4.          | Yes, BS               | No                    | NO                    | NO            | YES          | NO             | NO            | NO        | YES       |
| 5.          | Yes,<br>BA            | Yes,<br>MS,<br>PHD    | NO                    | YES           | YES          | NO             | YES           | NO        | NO        |
| 6.          | Yes,<br>BA            | Yes,<br>MPA,<br>JD    | NO                    | NO            | NO           | NO             | NO            | NO        | NO        |
| 7.          | Yes,<br>MS            | Yes,<br>MS,<br>MPA    | YES                   | YES           | YES          | YES            | YES           | YES       | YES       |
| 8.          | Yes,<br>BA            | Yes,<br>MA            | YES                   | YES           | YES          | YES            | YES           | YES       | NO        |
| 9.<br>BG    | Yes,<br>BA            | Yes, JD               | YES                   | YES           | YES          | YES            | YES           | YES       | NO        |
| 10.         | Yes,<br>BA            | Yes,<br>MPA           | YES                   | YES           | YES          | YES            | YES           | YES       | NO        |
| 11.         | Yes, BS               | Yes,<br>MPA           | YES                   | YES           | YES          | YES            | YES           | YES       | YES       |
| 12.WD       | Yes,<br>BA            | Yes, JD               | YES                   | YES           | YES          | YES            | YES           | YES       | NO        |
| 13.BG       | Yes,<br>BA            | Yes,<br>MS            | YES                   | YES           | YES          | YES            | YES           | YES       | NO        |
| 14.         | Yes, BS               | Yes,<br>MBA           | NO                    | YES           | YES          | YES            | YES           | YES       | NO        |
| 15.         | Yes,<br>BA            | No                    | NO                    | NO            | NO           | NO             | NO            | NO        | YES       |

|     |            |            |     |    |     |     |     |     |     |
|-----|------------|------------|-----|----|-----|-----|-----|-----|-----|
| 16. | Yes,<br>BA | Yes,<br>MS | YES | NO | YES | YES | YES | YES | YES |
| WD  |            |            |     |    |     |     |     |     |     |
| 17. | No         | No         | NO  | NO | NO  | NO  | NO  | NO  | NO  |

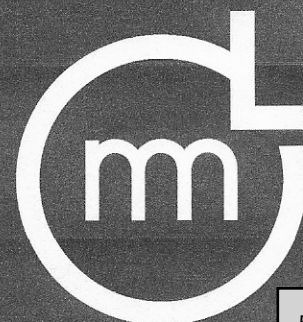
**NOTES:****BA = Bachelor of Arts****BS= Bachelor of Science****MA= Master of Arts****MS= Master of Science****JD= Juris Doctorate****WD= Withdrew from consideration****IT= Information Technology****PW= Public Works**



# Employment Opportunity

City Administrator

City of Lathrup Village





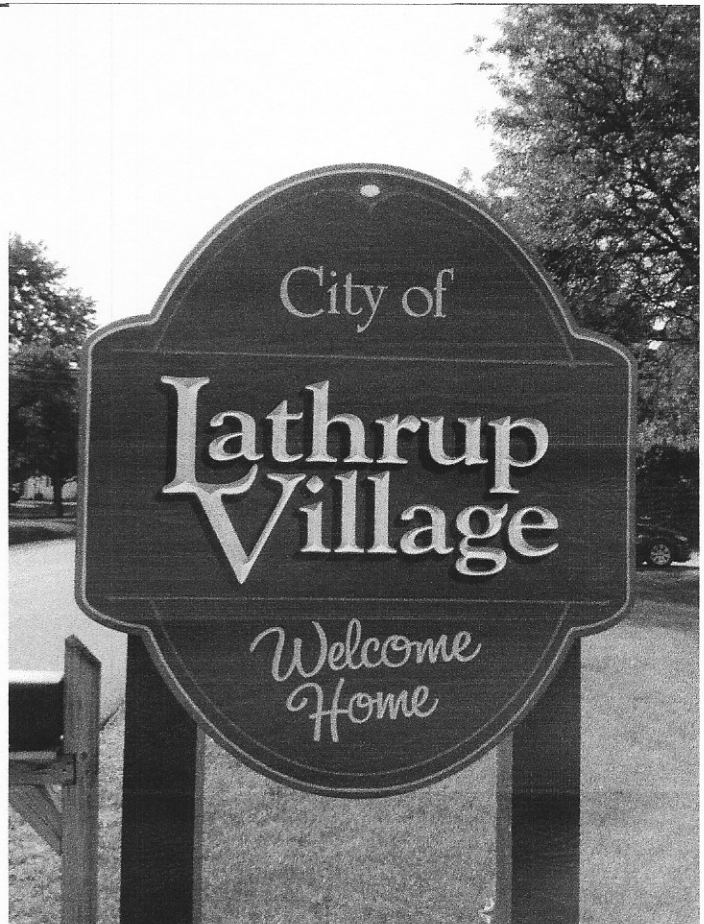
# City Administrator

## City of Lathrup Village

The City of Lathrup Village is located in southeastern Oakland County. The city is a historic residential community that is upwardly mobile, culturally diverse, well educated, and part of a populous and economically significant region of the county.

Lathrup Village is a full service, home rule city with a council-manager form of government established in 1953. The city council is comprised of the mayor and four members of the city council. Elections are held every two odd years with staggered terms. The city's general fund budget totals \$7.2 million. The city has 20 full-time employees and 4 part-time employees.

The city of Lathrup Village is a community that values all segments of the community and is seeking an administrator that has experience developing programs based on the needs of the community. The ideal candidate shall possess high ethical standards, with a strong sense of integrity; is respectful of others; is adaptable to change; is open minded; is visible and has a presence in the community, and is transparent in every aspect of the city. The ideal candidate shall be a visionary, and possess the ability to build positive relationships with the community and city officials.



- ▶ **POPULATION**  
4,090
- ▶ **SIZE**  
1.51 sq. miles
- ▶ **GENERAL FUND BUDGET**  
\$7.2 million
- ▶ **STARTING SALARY**  
Negotiable DOQE

## ► THE IDEAL CANDIDATE

The City of Lathrup Village is seeking an experienced city administrator with exemplary leadership skills; strong interpersonal skills; and experience working in a team environment. The city's next administrator shall be relatable, personable, community oriented and a consensus builder:

- A bachelor's degree in Public Administration or a related field is required, but a master's degree is desired
- Requires a minimum of five years' experience as a city, county or township manager. Alternatively, the city will consider candidates with a combination of education and city, township, and county management experience exceeding five years

The ideal candidate shall have excellent verbal and written communication skills; experience in community and economic development which includes downtown development, tax increment financing districts and collaborations with various economic development partners.

The ideal candidate shall have experience in human resources and contract negotiation and administration. The candidate shall also have experience with the overall budgeting process including forecasting, goal setting, budget development and budget implementation. The ideal candidate shall also have experience writing and the administration of grants, public works, intergovernmental relations, and information technology.





# ► OPPORTUNITIES AND CHALLENGES

## Current Challenges Identified for Next 1-5 years:

- Physical improvements to the appearance of the city requires public and private investment.
- Outdated commercial buildings may not meet the needs of current and future businesses.
- Increasing costs of repair and replacement of infrastructure.
- Additional resources will be needed to maintain aging parks and recreation facilities, while potentially adding and/ or expanding facilities, amenities and programs.
- Walkability!! Current land use pattern dictates motorized travel, along with the current road design supports motorized travel.
- Planned reconstruction of Southfield Road
- Redevelopment of Annie Lathrup School
- Management of ongoing, city-wide infrastructure capital improvements (i.e. paving, sidewalk replacement program, fire hydrants, gate valves, lead/copper water service lines identification & replacement). Improve stormwater and drainage issues.
- Increase housing stock variety (infill, multi-family)
- Fill staffing vacancies



# APPLICATION PROCESS

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APPLY BY CLOSE OF BUSINESS April 14, 2022

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Please submit resume, cover letter, consent form, and five professional references to:

**Email:**

execsearch@mml.org

Subject Line: Lathrup Village Search

**Questions** can be directed to MML Executive Recruiter Joyce Parker at [jparker@mml.org](mailto:jparker@mml.org).

Candidates desiring confidentiality of their interest, as allowed for and provided by Michigan law, must indicate such in a separate subject line above the body of the cover letter.

This search is conducted by an Equal Opportunity Employer.





**Memo Regarding Potential Semi-Finalists****City of Lathrup Village****May 2, 2022****To: Mayor and Members of City Council****From: Joyce A. Parker, Executive Recruiter****Subject: Potential Semi-Finalists for City Administrator Position**

The Michigan Municipal League received 17 resumes for the City Administrator position for Lathrup Village. Of those resumes, there were seven candidates from outside of Michigan. I reviewed all resumes and conducted telephone interviews of those I believe meet some or all requirements for the Lathrup Village position. The evaluation process was based on the criteria established by the village council as part of the candidate profile process. Required and desired qualifications were a major consideration. In addition, information obtained from interviews with candidates and a preliminary media and reference check was also a consideration.

Stated below are four potential candidates for your consideration. It is recommended that the four candidates be selected for interviews. All candidates are listed by number to allow for confidentiality until such time a candidate is extended and accepts an invitation to be interviewed. Once the interview is accepted, the candidate's cover letter, resume, and reference information will be forwarded to you for review and preparation for interviews.

During the telephone interviews, each candidate was given several questions dealing with their background and experience, skills, and abilities. Several other questions were also discussed with each candidate to gain a better understanding of how well the candidate will fit overall with the organization. Summaries related to the interview with each candidate are stated below for your review.

**Candidate # 3:**

Education: The candidate has a Bachelor of Science degree in Economics from Western Michigan University; a Master's of Science degree in Public Administration from Central Michigan University and a Master's of Business Administration degree in Organizational Leadership from the University of Michigan/Flint and Ann Arbor.

**Employment History:** The candidate was recently employed in a Township in Michigan with a population of 2,400 as township manager for eighteen months. Prior to this position, the candidate was employed in the private sector for three years as a legal specialist; a project manager for a housing agency in Michigan for two years; in two school districts and in public sector organizations for seven years; and a transportation agency for a city in Michigan for five years. The candidate provided additional information regarding computer skills in several areas such as Microsoft Office Suite, AS 400 and Lotus Notes.

**Interview Comments:** The candidate has fifteen years' experience in public positions and has a background in public analysis, grant writing and public policy administration. The candidate's strengths, skills, and abilities include being open and transparent, high work ethic, is a collaborator and with an understanding of different areas of government. The candidate has a strong network, has background and experience in financial management and is a consensus builder. The candidate also has an extensive background in transportation management. The candidate is interested in Lathrup Village because it is a historical community and is an attractive community to live and work. In previous positions, the candidate had a good relationship with each of the trustees. The candidate is considered the type of manager that led by example and is comfortable working in smaller organizations. The candidate worked well with staff at the township and supported the staff in terms of professional development and training. The candidate worked to improve staff and worked as part of the team. The candidate also kept the township board and staff updated regarding relevant issues. A major accomplishment under the candidate's administration was the development of a master plan and State acceptance of the plan. It was a team effort and was aligned with the vision of the township board.

**Last Salary:** \$85,000: Also received a car allowance and cell phone stipend.

**Candidate #7:**

**Education:** The candidate has a Bachelor of Science degree in Criminal Justice from Concordia University; a Master's of Science Degree in Public Policy, Leadership and Management from Humphrey School, and a Master's Degree in Public Administration from Baruch College. The candidate also has a certificate of Human Resources Management from the University of Minnesota.

**Work Experience:** The candidate is currently self-employed as CEO of a private sector company for two years. The company provides services for court proceedings in Nevada and California. Prior to the candidate's current position, the candidate worked in another private sector firm for five years in government management and project consulting in North Carolina ; in County

government as a department director in Research and Policy for three years in South Carolina; and a Management and Budget Administrator for one year in Virginia; a planning analyst/project manager in a county agency in Minnesota for three years; and an executive assistant to the City Manager/National Urban Fellow for one year in Virginia.

**Interview Comments:** The candidate currently provides stenographer services on a consulting basis in North Carolina. The candidate is interested in the city administrator position because the community is stable and positioned for growth. The candidate's strengths, skills, and abilities include being very organized and able to multi-task; the candidate is considered a servant leader; the candidate is an advocate for professional development and offers opportunities for staff to participate in areas to allow for growth; the candidate is also able to implement policy and meet expectations related to projects. The candidate had an excellent relationship with the city council and staff in previous employment. The candidate also worked well with other organizations such as the chamber of commerce. The population for the county and city where the candidate was previously employed were 400,000 and 100,000, respectively. A major accomplishment under the administration of the candidate was the development of a new department that provided services to small businesses.

Last Salary in Local Government: \$85,000

#### **Candidate # 8:**

**Education:** The candidate has a Bachelor of Arts degree in political science from Hope College and a Master of Arts degree in Urban and Regional Planning from the University of Florida.

**Employment:** The candidate is currently employed as an Assistant Director of Community Services and Economic Development in Michigan for seven years. The candidate was previously employed as Senior Planner, public works, program coordinator and intern in various positions in Florida for the same organization for five years.

**Interview Comments:** The candidate has worked in local government for a total of twelve years in cities with a population of 125,000 and 22,000. The candidate is interested in the Lathrup Village City Administrator position because it is a viable step with professional goals established by the candidate. The position closely matches the skillset of the candidate. The candidate also grew up in the Lansing-Detroit corridor and is familiar with the community. The candidate grew up in smaller communities and think the community is a good fit for the family. The candidate's strengths, skills, and abilities include being visible and establishing a relationship with the community; the candidate has a strength in community engagement; is change oriented and is not afraid of change and doing things outside of the box. The candidate has experience



working in large and smaller communities. The candidate is very involved with the city council and also staffs the planning commission. The candidate attends all city council meetings and has an excellent relationship with the city council and staff. A major accomplishment the candidate administered was the development of a citizen academy. It was very gratifying. The academy has been in place for five years and graduates 17-25 participants each year.

Current Salary: \$87,000

**Candidate # 11:**

**Education:** The candidate has a Bachelor of Science degree in Sociology from Grand Valley State University and a Master of Public Administration degree from Central Michigan University.

**Employment:** The candidate is currently employed as village administrator and clerk in a community in Michigan with a population of 1,200 for four years. Previously, the candidate was employed in a community in Michigan with a population of 4,500 as assistant to the city administrator/economic development director for three years. The candidate was also employed in previous positions as a project manager and in the communications profession for more than ten years.

**Interview Comments:** The candidate is interested in the Lathrup Village City Administrator position because the position offers an opportunity for professional growth and would allow the candidate to work in a larger community. The candidate is familiar with Lathrup Village and believes it is an excellent opportunity. The candidate's strengths, skills, and abilities include knowledge regarding the city; the candidate has excellent communication skills; the candidate is able to participate and embrace change and the candidate gets along well with others. In the candidate's current position, the candidate has an excellent relationship with the village council and maintains regular study sessions with the council on various areas of focus. The candidate works well with the staff and has been challenged with filling resignations due to several staff retirements due to COVID. A major accomplishment the candidate was directly involved with is reformatting the zoning ordinance. The changes allowed for more flexibility to facilitate growth and development. Some of the changes in the ordinance facilitated business development in the educational sector in the downtown.

Current Salary: \$90,000 with an anticipated 7% increase in July, 2022.

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