



City Council Special Meeting (Administrator Interviews)

Friday, October 27, 2023, 2:00 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

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. Candidate Interviews
7. **Public Comment**
8. **Mayor and Council Comments**
9. **Adjourn**

DISCUSSION GUIDELINES FOR INTERVIEWING

Before the Interview: Before the interview process start, there is a need to determine what you want to learn about the candidate from the first interview. Areas to consider are stated below.

- What are the scenarios and situations this person must be prepared to confront?
- What knowledge, skills, and abilities (competencies) will enable someone to drive that impact given the resources and challenges in your organization today?
- What support are you willing and able to offer someone in this role? Are there complementary competencies in the rest of the team or organization that will help support this person's success?
- What is it about your work environment that will enable this person to do their best work and challenge them?

Your interviews will be more productive when you think in terms of competencies instead of generic attributes. Candidates should be evaluated based on readiness to handle specific business situations.

You should also determine the evaluation process for each candidate. For example, will each question be assigned points and weighted or will each question be assigned the same number of points? The interview panel should also determine how the interview process will take place. For example, will one person ask the candidate questions or will the selection panel rotate and ask questions?

Cultural Fit: You should keep in mind, what you see on a resume rarely transfers to whom you see during the interview. It is impossible to determine cultural fit from a resume alone. Cultural fit must be done in conversation with the person during the interview and not guessed in advance.

To get to cultural fit, take an objective look at your work environment. Then while interviewing, in addition to considering candidates' credentials and experience, you will also look at how they achieved results in their last few jobs. Look at what they enjoyed and what was a struggle. Observe how your environment compares.

Who Should Be Involved? Before you decide which candidates you want to interview, you should decide who will be helping you to interview the candidates. Pre-planning results in a

more structured sequence, with input from all key people, and a predictable sequence for the candidates. Those that will make the hiring decision should be people who will work with the new employee regularly; has an understanding of the job and understand the competencies required to succeed.

The first Interview: The initial interview is not simply about the questions you plan to ask; it is also influenced by the environment and atmosphere in which you have the conversation. The area should be welcoming and as comfortable as possible. The interviewers should

- Be on time
- Be prepared for the candidate to arrive
- Be calm, relaxed, polite and pleasant
- Offer a beverage
- Start the conversation with a bit of warmth and small talk. This allows for an opportunity to introduce those who will be conducting the interview. Explain the process to the candidates as well as the time allocation for the interview.
- Ask each candidate the same question and allow for follow up questions from others as part of the process.
- Close each interview asking each candidate if they have questions or any closing remarks
- After completing the first round of interviews, evaluate each candidate, their skillsets, their potential for cultural fit, and determine which candidates have the highest upside potential and the lowest downside risk. As you evaluate each candidate, decide what else you want to know, what deserves a deeper dive, and what aspect of the cultural fit is still unclear. This may be the focus of your second interview, if it is necessary.

The Second Interview: The first interview is more constrained by time and more general questions. The second interview allows the interviewer to take a deeper dive into the key factors stated in your job requirements and issues associated with the organization. Often with second interviews, candidates are asked to perform some real-life, job-relevant work (work sampling). Work sampling is more predictive of success on the job than just the interview itself. How you design work sample testing will vary from position to position. The candidate is asked to do actual work, which can be used as an additional evaluation tool. The candidate should be given adequate time to complete the assignment before their second interview. The second interview can also be established to gain clarity regarding cultural fit within and outside of the organization.

Lastly, when seeking input from multiple people, beware of vague, imprecise language. For example, many hiring managers look for passion and are fooled by the instant-on enthusiasm and fast-on-their-feet charm of extroverts. However, that charm and enthusiasm can quickly fade. Passion may be better defined by grit-demonstrating resilience, persistence, and determination. The most passionate candidates might be a bit awkward during the interview. They may not invest much attention in their charm, but once you get them talking about projects and metrics and obstacles overcome, you will see them light up.

Note: Please keep in mind candidates are also conducting their research regarding your community, the position and city officials. They may be perusing your website and observing your meetings electronically. Please conduct your meetings professionally and maintain updated information on your website.

Interview Questions

Lathrup Village City Administrator Position

Candidate Name: _____

Interviewer: _____

1. Can you briefly describe your employment history and qualifications and how those prepared you to serve as the next city administrator for the City of Lathrup Village? Tell us about your current position and the status of the community.
2. What is your philosophy regarding community engagement and keeping residents informed regarding critical issues related to the community? Please provide examples.
3. What is your view on equity versus equality in your role as city administrator? What steps will you take to ensure both are a priority within your administration?
4. In your view, are director perspectives more important/valuable than their subordinates? Please explain. How do you make room for dissenting opinions or views among your leadership?
5. Sometimes there is strife in the workplace which creates a toxic environment that is clearly unproductive. As our city administrator, how would you address this type of situation?
6. Sometimes, in-groups vs. out-groups are formed within an organization. What actions would you take to discourage this from taking place?

7. How much do you know about the City of Lathrup Village; its strengths and challenges?
8. Please describe your management style and your approach working with city staff and members of the city council.
9. Please describe a major accomplishment you were directly involved with in your current or most recent position.
10. Different people respond to information in different ways. Describe a situation that required you to communicate with a diverse group. How were they diverse? How did you adapt the information to the needs of the individuals?
11. Can you share an example of a decision you made upholding policy or regulation that you knew would be unpopular with your superiors in the organization? Describe the decision you had to make and what you had to do to prepare for any fall-out.
12. Describe a time when you failed in a leadership role and the lesson you learned? Did you implement changes?
13. If you are appointed city administrator, what is your plan for the first 180 days?
14. Why are you interested in this position and why should you be selected over other candidates for the position?

Additional Questions if Time Permits

15. What is your experience in the area of budget and finance? Have you been involved directly in the mechanics of budgeting, budget presentations at meetings and monitoring the budget? Please describe

16. Please describe your experience in the areas stated below. What is the extent of your experience and did it cover the following?

- Personnel and Labor Relations
- Diversity ,Equity, and Inclusion
- Intergovernmental Relations
- Community and Economic Development

17. The city administrator position requires you to respond to many requests in a short period of time. How do you ensure promptness, accuracy and courtesy under these conditions? What specifically do you do

18. What do you think will be the most important part of your job?

19. Tell us about your role in dealing with the media? (Follow-up) What is your philosophy communicating with the community using social media

TOTAL POINTS: _____

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

22968 Marter Road
St. Clair Shores, MI 48080

CONFIDENTIALITY REQUESTED

September 7th, 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

Mike Greene, MPA

22968 Marter Road
St. Clair Shores, MI 48080

michaelgreene09@gmail.com

(989) 670-2542

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.

Mike Greene, MPA

michaelgreene09@gmail.com

22968 Marter Road
St. Clair Shores, MI 48080

(989) 670-2542

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 ♦ Controllership ♦ 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

TS

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)

FINANCIAL 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.

Timothy Sadowski | Page 2

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.

Timothy Sadowski | Page 3

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.

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

TECHNICAL SKILLS

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

QuickBooks Online

Microsoft 365 Office