

TODD MICHAELS
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Driven and dedicated local government professional with over 30 years of success in managing all aspects of municipal government. Effective communicator with strong attention to detail, excellent leadership skills, and a common-sense approach to working with people to solve problems and build consensus.

SKILLS

- Human Resources
- Labor Negotiations
- Economic Development
- Intergovernmental Relations
- Planning/Zoning
- Team Building/Management
- Elections
- Licensing and Permitting
- Public Meetings Law
- Ordinance Development & Codification
- Financial Management
- Accounting
- Budget Preparation
- Capital Budgeting
- Payroll Administration
- TIF Administration
- Utility Management
- Disaster Preparedness/recovery

PROFESSIONAL EXPERIENCE

VILLAGE OF GREENDALE, WI

1998 to 2022

VILLAGE MANAGER

FINAL SALARY: \$146,800 2007 to 2022

The Village of Greendale is a first-ring suburb of the City of Milwaukee, it is a full-service community with a \$23.8M Budget and over 100 full time employees. I served as the Chief Executive Officer of the Village. I advised and assisted the Village Board on all matters of municipal government, ensuring that all Village ordinances, resolutions, policies, and other directives are properly interpreted and/or enforced in a timely and effective manner, and keeping the Village Board informed of all significant developments that relate to the management of the Village. Provide leadership and supervision; serve as a representative for the Village to other governmental entities and community groups. Led collective bargaining and labor relation efforts under the direction of the Village Board, administer the HR functions of the Village, oversee the land use planning and zoning, assist in community development efforts, provide leadership and assistance in the development of future Comprehensive Land Use plan amendments and updates, oversee financial management and budget processes, develop contracts and coordinate legal activities civil, and prosecution activities, and other duties and responsibilities as assigned.

NOTABLE ACCOMPLISHMENTS

- Construction of a new fire station
- Managed the remodeling of 7 municipal buildings
- Instrumental in the renovation of two historic buildings listed as National Landmarks
- Managed over \$30M of street rehabilitation efforts
- Installed bioswale on one of our major roads to improve downstream water quality
- Construction of a new elevated storage tank
- Changed how drinking water is distributed throughout the Village
- Negotiated/managed the construction of a Veterans Memorial which the School District first refused
- Replaced millions of dollars' worth of aging water mains
- Negotiated for the reconstruction of two major roads by acquiring stimulus funds
- Reconstructed two bridges over waterways
- Established 5 Tax Incremental Finance Districts
- Negotiated the \$50M renovation of a 1M square foot regional mall
- Redeveloped the major retail corridor adding: Macy's, Walmart, Dicks Sporting Goods, TJ Maxx, Round1, Ruby Tuesday's, Longhorn, Panda Express, US Cellular, Chick-fil-A, and Starbucks
- Added a Marcus movie theater in the retail corridor
- Added nearly 300 housing units in a built-out community
- Added gateway arches to our Historic Downtown area using mostly private donations
- Created the Village's first Comprehensive Plan
- Managed the recovery from two major flooding events

- Instituted Paramedic Service
- Started Police, Fire and EMS dispatching for the Village of Hales Corners
- Started performing building inspections for the Village of Hales Corners through an intergovernmental agreement
- Initiated a process improvement program using Six Sigma principles
- Emphasized staff training and development
- Implemented the most significant change to municipal labor relations in Wisconsin while maintaining staff, and staff morale
- Created the Village's first comprehensive Employment Manual
- Negotiated many union contracts, interest arbitrations and grievances
- Managed the Village's 75th Anniversary Celebration
- Managed our COVID response through our Health Department

CLERK-TREASURER

1998 to 2007

As Clerk-Treasurer I managed all the financial transactions for the Village, including receipts, billings, payroll, investments, purchasing, payables, and accounting. Serve as the Village Treasurer as contained in section 61.26 of the Wisconsin State Statutes, including the duties of: receiving all money owed to the village, disbursement of funds to proper vendors as authorized by the Village Board, performing all tax collections as levied. Managed all the Village's Water, Sanitary Sewer, and Storm Sewer Utility billing and collections. The Village has roughly 4,500 Utility customers, and approximately \$2,700,000 in annual revenue and expenses. Effectively operated as the Village's payroll and personnel manager coordinating employee benefits and pay.

Performed the official duties of Village Clerk as contained in section 61.25 of the Wisconsin State Statutes, including the duties of: Local Election Official, Clerk of the Village Board, Clerk of the Board of Review, licensing, and creation of the Tax Roll.

On numerous occasions I filled in for the Village Manager in his absence and was assigned as the person to contact in an emergency if the Village Manager was unavailable. Over the years I functioned very well as the de facto Assistant Village Manager.

VILLAGE OF MACHESNEY PARK, IL

1994 to 1998

DIRECTOR OF ADMINISTRATION AND FINANCE/COMPTROLLER

The Village of Machesney Park is a rapidly growing community in the Rockford, Illinois metropolitan area. The Village is unique in that it has never levied a property tax, relying mostly on sales tax revenue. The Village is also unique in that it contracts for most municipal services: police, refuse collection, and all public works activities.

Provide general administration and financial management support to the Village President and Board of Trustees. Managing: accounting and budgeting, collections and purchasing, contract administration, program and policy analysis, human resources, risk management, and MIS activities. Serve as Comptroller, thereby performing many of the duties typically performed by a municipal clerk including responsibility for meeting agendas, notices, collections, and permitting. Make weekly written and oral reports to department heads, standing committees, the Village Board of Trustees, and the Mayor. Responsible for the development of the Village \$7M annual budget. In addition to my duties as Director of Administration and Finance I served as Acting Public Works Director from January 1995 to February 1996, managing all public work activities. Worked with staff, the Village President, and Board of Trustees to analyze, negotiate, and carry out the annexation of 1,400 acres of land to the village along a key growth corridor.

CITY OF OAK CREEK, WI

1993-1994

ADMINISTRATIVE INTERN

Developed and presented written and oral reports on budget, program and policy proposals to department heads, and City Administrator. Analyzed the total cost of various solid waste collection alternatives and weighed them against the cost of contracting for this service with a waste management firm. Upon discovery that the City could perform this service for less than a waste management firm, I developed a plan to restructure the City's Solid Waste Division for the addition of curbside recycling to its waste collection activities.

TOWN OF BROOKFIELD, WI

1993

TOWN ADMINISTRATOR

Responsible for all day-to-day operations of town government, including accounting, budget, program and policy analysis, debt management, cash management, personnel administration, and risk management. Developed budget forecasts and evaluated budgetary and accounting practices used to implement the Town's \$5.5M annual Budget. Established administrative procedures to increase efficiency and effectiveness (e.g., Instituting fees for fire inspections, improving budgetary control by introducing encumbrances and purchase orders). Illustrated how a change in investment policy could earn the Town of Brookfield and additional \$6,000 a month in additional interest income.

CITY OF WEST ALLIS, WI

1991-1992

ADMINISTRATIVE INTERN

Aided the City Administrator and Manager of Finance in budget development and financial analysis: calculated 5-year budget forecasts and examined the departmental expenditures of the West Allis Conflict Resolution Center: researched similar centers and conducted an initial meeting with service providers. Responsible for the maintenance of the City's fixed Asset Account Group, and inventory of capital equipment.

EDUCATION / CERTIFICATIONS

Master of Public Administration, University of Wisconsin-Milwaukee, 1992

Bachelor of Arts, University of Wisconsin-Milwaukee, 1990

Major: Political Science.

Varsity Swimming Team, Letter Winner.

Six Sigma Green Belt Certification

Continuing education through various sources