

MELL E. SMIGIELSKI

407 Ridge Road
Mahomet, IL 61853
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August 30, 2013

Ms. Sandi Bolser
City of Bunnell
1769 E. Moody Blvd.
Bunnell, Florida 32110

Dear Ms. Bolser,

Living and working in a small City: Great. Living and working in Florida: Wonderful. Living and working in Bunnell: Priceless. Many people begin their municipal management careers in small cities only to move up to larger cities with larger salaries. My history proves otherwise. I prefer the smaller venue.

My experience while serving as the chief appointed official has taught me that any City is only as good as its employees. One of the major roles of a member of the management team is to develop employees, get the right people in the right positions and give them the right tools to excel in their service to the community. My acquired Leadership Certificate in 2011 has given me new tools to accomplish that goal.

My experience in development will help Bunnell as the community continues to grow.

Another major role is to interact with and listen to the public. It is the public interaction that gives the elected officials the basis to establish the goals of the community.

I am confident my abilities and pleasant personality would serve the people of Bunnell well. I look forward to the opportunity to meet and speak with you soon.

Yours Very Truly,

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HIGHLIGHTS

- More than 26 years of service to government in both elected and appointed positions.
- Experience provides adaptability by serving in roles to meet the needs of the local community.
- Understanding of organizational change by having served in many positions.
- Implementation of staff goals to achieve goals set by elected board.

EMPLOYMENT

Village Admin./Budget Dir./Deputy Liquor Commissioner, Village of Mahomet, IL 2006 - Present

- Negotiated development agreement utilizing tax increment financing and bonding for a business park.
- Obtained 1.5 million dollar grant for roadway improvements leading to the new business park.
- Lead Mahomet from dry community to a community that now sells alcohol.
- Transitioned Mahomet to an Android, i-Phone and Blackberry application called 'Public Stuff' that allows residents to report 'requests for service' from their smartphones.
- Successfully established relations with local school administration and county entities.
- Negotiated contracts with two employee bargaining units.

Village Administrator/Clerk/Treasurer, Village of North Fond du Lac, WI 2004 – 2006

- Assumed the duties of Clerk/Treasurer to save the Village salary costs.
- Negotiated contracts with three bargaining units.

Village Administrator/Clerk/Treasurer/Zoning Admin., Village of Spring Green, WI 2000 – 2004

- Established records management system utilizing software to storage and retrieval.
- Changed financial software and retooled account number structure while utilizing state-suggested system.

City Clerk/Budget Director/Zoning Administrator, City of Du Quoin, IL 1990 – 2000

- Transitioned financial accounting system from PICK operating system to UNIX operating system.
- Improved financial accounting system to one with no adjustments as a result of outside audit.
- Obtained grants for water lines, sewer lines, water tower and business park.
- Provided accounting services for Police Pension and Fire Pension.

Water and Sewer Commissioner, City of Du Quoin, IL 1985-1989

- Elected to four-year term on City Council

EDUCATION

University of Illinois – Urbana-Champaign	1978	B.A. Political Science/Public Administration Minor in accounting, finance and economics
Southern Illinois University – Edwardsville	1985	MBA Finished one-half of classes required for graduation
International Institute of Municipal Clerks	2006	Master Municipal Clerk
Parkland College – Champaign	2011	Leadership Certificate
International City/County Management Association	2013	Credentialed Manager

PROFESSIONAL AND COMMUNITY AFFILIATIONS

- Current Board member of Champaign County Regional Planning Commission – President 2010
- Current Board member of Champaign County GIS Consortium – President 2009-2010
- Current Board member of Champaign County Economic Development Corporation
- Current Board member of Champaign County Greenways and Trails Committee
- Current ex-officio Board member of Mahomet Area Chamber of Commerce
- Current ex-officio Board member of Mahomet Community Economic Development Commission
- Current member of IML Manager’s Committee for Illinois Municipal League – 2009 to present
- Former Board member for Sauk County Development Corporation
- Former Board member for Fond du Lac County Convention and Visitors Bureau
- Du Quoin Tourism Commission – Treasurer 1989-1995
- Du Quoin Chamber of Commerce - Board of Directors 1998-2000
- Du Quoin Youth Club – Board of Directors & Treasurer 1994-2000
- Former member of MSIP-D Advisory Committee for Wisconsin Department of Transportation
- Municipal Clerks of Illinois - President 1998-1999 - an organization representing all clerks from around the state
- International Institute of Municipal Clerks – Budget and Planning Chair 2008-2009
- Illinois City/County Management Association
- International City/County Management Association – 25 year Service Award 2011
- Rotary International - Du Quoin President 1996-1997 - Assistant District Governor 1998-1999
- First Presbyterian Church - Treasurer 1985-2000, Deacon & Elder 1980-1985

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Ms. Bolser,

Listed below are references for the position of City Manager for the City of Bunnell. Salary listed in the advertised range is acceptable.

Guy Alongi, former Du Quoin City Councilman	618-542-8559
Ellen Rodenkirch, former North Fond du Lac Deputy Clerk	920-921-3493
Greg Prem, former Spring Green Village President	608-588-9179
Todd Miller, former Spring Green Village President	608-588-7333
Kevin Wilkins, Current Spring Green Police Chief	608-588-3286

Please notify me if there is any need for further information.

Yours Very Truly,

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