



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: IA

Title:

Presentation of a Recommendation from Mayor Rogina to appoint Suzanne Melton to the Plan Commission

Presenter:

Mayor Raymond P. Rogina

Meeting: City Council

Date: February 19, 2019

Proposed Cost: \$

Budgeted Amount: \$

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

Request favorable consideration to appoint Suzanne Melton to the Plan Commission with a term ending April 30, 2022.

Attachments *(please list):*

Email of interest

Recommendation/Suggested Action *(briefly explain):*

Presentation of a Recommendation from Mayor Rogina to appoint Suzanne Melton to the Plan Commission.

On Jan 17, 2019, at 5:42 PM, [REDACTED] wrote:

Dear Mayor Rogina,

Good afternoon. My name is Sue Melton and I was referred to you by Laura Macklin-Purdy. My husband Bret and I have been residents of St. Charles for over 20 years. We have three children, [REDACTED] a graduate of St. Charles East and currently attending the University of Dayton as sophomore majoring in pre-medicine; [REDACTED] currently attending St. Charles East as a Freshman; and [REDACTED] currently attending Wredling Middle school as a 6th grader. I am the owner of a small project management consulting business, Inner Space DPM Inc., which provides Corporate Real Estate and Facilities project management services to large corporations.

I am writing to you to express and interest in volunteering on your Plan Commission board. Over the past few years, Laura has shared with me the work that she has been doing as a member of the Plan Commission. I am very passionate about our city and am amazed at all of the wonderful changes that have occurred since I have lived here. In conversations with Laura, I find myself always asking questions and offering suggestions on the topics regarding St. Charles. If possible, I would like to request a meeting with you to discuss the possibility of applying for a volunteer position on the Plan Commission should one open up in the near future.

I have attached my resume for your consideration. I look forward to hearing from you.

Sincerely,

Sue Melton

[REDACTED]

Suzanne R. Melton

Professional Experience

Inner Space DPM Inc., St. Charles IL

2001-Present

Founder and President

- Corporate Real Estate and Facilities Services Project Management Consulting
- Principal in charge responsible for all business opportunities and customer relations.
- Responsible for all day to day activities including marketing, estimating, hiring, payroll, invoicing, and all financial decisions.
- Principal Consultant Project Manager
 - Client List
 - Exelon Corporation, Chicago IL
 - Exelon Corporation Baltimore, MD
 - ComEd, Chicago, IL

ISI Chicago, IL

2000-2001

Project Manager

- Project Management- ComEd- Responsibilities include oversight of Southern Region facilities; furniture procurement; construction management; moves

ComEd Chicago, IL

1993-2000

Facilities Department Project Manager

- Project Management- ComEd- Responsibilities include oversight of Southern Region facilities; furniture procurement; construction management; moves
- Responsibilities included furniture and carpet procurement; contract oversight
- Furniture standards development and implementation program

Interiors 2000 Downers Grove, IL

1989-1993

Designer/ Project Manager

- Responsibilities include furniture layout design; Herman Miller furniture specifications; oversight of furniture installation for various clients

Education

University of Illinois, Champaign-Urbana, IL

1985-1989

Bachelors of Arts in Interior Design