

MATTHEW B. MIKOLAJEWSKI

WORK EXPERIENCE

OFFICE OF BUSINESS RESOURCES MANAGER, CITY OF MADISON, WISCONSIN
May 2007 to present

EXECUTIVE DIRECTOR, WAUWATOSA (WI) ECONOMIC DEVELOPMENT CORPORATION
August 2005 to May 2007
Promoted from Economic Development Coordinator, April 2004 to August 2005

ADJUNCT ASSISTANT PROFESSOR, UNIVERSITY OF WISCONSIN – MILWAUKEE
Fall Semesters 2005 & 2006, Department of Urban Planning
Co-taught *Planning Local Economic Development*, an undergraduate/graduate level course

ASSISTANT PLANNER, VILLAGE OF ELM GROVE, WISCONSIN
October 2002 to April 2004
Promoted from Intern, January 2002 to October 2002

EDUCATION

MASTER OF URBAN PLANNING, UNIVERSITY OF WISCONSIN - MILWAUKEE
Degree earned May 2002
2002 American Institute of Certified Planners Outstanding Student Award

B.S. NATURAL RESOURCES, UNIVERSITY OF WISCONSIN - MADISON
Department of Landscape Architecture, degree earned December 1999
Institute for Environmental Studies Undergraduate Certificate earned December 1999

SKILL AND EXPERIENCE SUMMARY

Organization Management

- Manager of five professional staff within Madison's Office of Business Resources
- Budget preparation and management
- Prioritization of activities and adherence to deadlines
- Successful communication with elected officials, colleagues, business owners, and developers within small and large-group settings

Business and Developer Assistance

- Firm understanding of business needs and the role of local government
- Comfort working with diverse entrepreneurs and business leaders
- Developed a refined toolbox of business and developer resources

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SKILL AND EXPERIENCE SUMMARY, CONTINUED

Real Estate and Business Development

- Leading the City's Capitol East District staff team, including securing necessary Common Council actions and budgets, managing consultant contracts, and leading neighborhood outreach; with early successes including the attraction of ShopBop and development of The Constellation
- Managed the disposition of the Truman Olson Army Reserve Center property
- Guiding development of a Madison Public Market District
- Supporting development of a Madison Sustainability Commerce Center, including applying for, receiving, and managing a Federal grant to complete feasibility studies for the project
- Directed the termination of the BioLink project and re-platting of the BioAg Gateway campus
- Staffed the World Dairy Campus and Center for Industry & Commerce Owner's Associations

Economic Development Finance

- Drafted a Tax Increment Finance (TIF) project plan for a \$12.2 million downtown flood control project in the Village of Elm Grove
- Participate in strategy discussions regarding Madison's TIF districts, TIF projects, and TIF policy
- Developed City of Madison's brownfield redevelopment program guidelines (BREWD), and successfully managed BREWD grant underwriting and contract management
- Serve on Madison's Façade Grant staff team, and managed similar program in Wauwatosa

Policy Development and Implementation

- Led development of 2008 3-5 Year *Economic Development Plan*, and guiding preparation of current *Economic Strategy*
- Served on Madison's staff team charged with crafting new downtown alcohol policies
- Partnered with City of Madison Engineering and the Greater Madison Chamber of Commerce to improve the City's communication with business owners before and during road construction

Collaboration

- Represent the City of Madison on the Greater Madison Chamber of Commerce's Small Business Advisory Council, Downtown Madison, Inc. Economic Development Committee, Madison Central Business Improvement District Board of Directors, and Metropolitan Neighborhood Business Council
- Partnered with UW Center for Cooperatives to host successful Business Cooperative Conference

PROFESSIONAL DEVELOPMENT AND MEMBERSHIPS

The National Development Council, Economic Development Finance Professional (EDFP) certification, November 2010

Wisconsin Economic Development Association (WEDA) Board of Directors, elected February 2014

American Planning Association (APA) and Wisconsin Chapter APA member

Madison Out Professional and Executive Network (OPEN) member

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REFERENCES

OFFICE OF BUSINESS RESOURCES MANAGER, CITY OF MADISON

Ms. Jennifer Alexander
Past President, Greater Madison Chamber of Commerce
Phone: [REDACTED]
Email: [REDACTED]

Mr. Marlo Mendoza
Attorney, Murphy Desmond S.C.
Phone: [REDACTED]
Email: [REDACTED]

Mr. Aaron Olver
Managing Director, UW Research Park
Phone: [REDACTED]
Email: [REDACTED]

EXECUTIVE DIRECTOR, WAUWATOSA ECONOMIC DEVELOPMENT CORPORATION

Mr. John Balzer
Vice President, Facility Planning & Development
Froedtert Health
Phone: [REDACTED]
Email: [REDACTED]

Mr. Balzer was President of the Board of Directors of the Wauwatosa Economic Development Corporation.