

JOEL B. WEST



EXPERIENCE

2011 to Present

Village Administrator, Osceola, WI.

As Administrator for the Village of Osceola, Wisconsin, responsibilities include managing the day to day operations of the Village, including 14 full-time staff, approximately 30 part-time staff, and contracted attorney and engineering services. Duties include budget preparation, overall financial management, oversight of village administration, police, municipal court, public works, fire, sewer and water utilities, library and the municipal airport. Conduct labor contract negotiations and resolve collective bargaining issues, Serve as ex officio member of the Plan Commission, Historic Preservation Commission, and Redevelopment Authority.

Created a quarterly newsletter to village residents, updated village with new server to link departments together electronically and to enhance security, established electronic payment of sewer and water utility bills, fines, etc., parcel data base system to track information by parcel, re-established rental inspection program, updated site plan review and storm water management ordinances. Instituted multi-year budget forecasting, refined the 5-year capital improvements program and equipment replacement program, and prepared sewer and water rate analyses. Specific projects include Osceola Heights commercial development, 2nd Avenue utility relocation allowing downtown grocery store expansion, trail and park improvements. Worked with agencies and staff to obtain \$1.3 million in grants over four years to assist in implementing the village's capital improvements plan.

2007 to 2011

Department Head of Planning and Landscape Architecture, Yaggy Colby Associates, Rochester, Minnesota.

As Department Head responsibilities included contract administration, detailed budget and schedule management for departmental projects, overseeing and assisting team members in the completion of projects. Provided strategic financial planning, public administration, comprehensive planning, planning, community development, economic

development, ordinance preparation and other services to client communities. Served as head of land development team and the Burnsville, MN office manager. Other duties included business development, marketing, preparation of proposals to prospective clients, client presentations, preparation of marketing material, and preparation and presentation of training sessions at professional conferences.

2004 to 2007

Project Manager, Tollefson Development, Inc., Lakeville, Minnesota.

As Project Manager for Tollefson Development, a residential and commercial land development company with projects throughout Minnesota, Iowa, Kansas, and Florida, duties included all aspects of project management for assigned developments, such as initial project financial and market analysis; preparation of bank financing packages, management of the approval processes with relevant political jurisdictions, and negotiation of development agreements.

*February 2003
to June 2004*

Assistant City Administrator, City of Northfield, Minnesota.

Responsible for the Finance and Human Resource Departments and Information Technology for the City of Northfield. Specific responsibilities included finance, budgeting, bonding, capital improvement programming, long-term financial planning, technology and special projects, which included redevelopment and economic development activities in coordination with other departments. Implemented program based budgeting, managed a security audit of the city's computer network and implemented new security features, a computer helpdesk function, and established a back-up network server. Indirectly supervised all City employees to provide service delivery and implement City goals. Served as Executive Director of the Northfield Housing and Redevelopment Authority (HRA) and was responsible for managing and implementing the affordable housing programs for the City of Northfield.

*April 2002 to
September 2002*

Interim City Administrator/Community Development Director, City of Northfield, Minnesota.

1996 to 2003

Community Development Director, City of Northfield, Minnesota.

Managed community development functions of the City, daily operation of the Department and supervision of the community development, planning, economic development and building inspection divisions; budgeting; management of development projects. Oversight of the

Economic Development Authority and Housing and Redevelopment Authority, Planning Commission, Historic Preservation Commission and development issues with the City Council. Strategic and comprehensive planning, manage the city's revision and update to the city's comprehensive plan and zoning and subdivision ordinances. Created and led the inter-departmental project review team for development/subdivision review, review for compliance with municipal codes, site plan and signage review. Analyzed requests for financial assistance, including tax increment financing, tax abatement, development loan requests; and prepared and maintained loan agreements, grants and development agreements.

Related projects: Implemented an EDA redevelopment project through land acquisition, relocation, environmental remediation and other redevelopment activities on a 6 acre site adjacent to downtown. Implemented HRA housing projects through acquisition and rehabilitation of deteriorated housing units. Created the city's down payment assistance program for first time homebuyers, manufactured home acquisition and demolition program and community land trust program. Analyzed low-income housing tax credit proposals from developers to verify need for additional assistance requested from the city.

1987 – 2003

Manager of Economic Development and Planning, City of Worthington, Minnesota

Development responsibilities included coordinating the early information exchange between prospective developers and appropriate city departments and government agencies, reviewing and analyzing applications to the city's Economic Development Revolving Loan Fund, managing the sale of industrial park property; and preparation and administration of loan agreements, tax increment financing plans, and grants. Planning responsibilities included subdivision and site plan review, ordinance revisions; preparation and maintenance of the city's comprehensive plans, development contracts, maps and other documents for implementation of the city's land use policy; and zoning enforcement. Staff liaison to the Planning Commission and the Housing and Redevelopment Authority.

Related projects: Wrote and administered Economic Development Administration and Minnesota Economic Recovery Fund Grants. Prepared the guidelines for the city's Economic Development Revolving Loan Fund. Wrote and administered two HUD Public Housing Grants for

the construction of 22 housing units. Coordinated a housing study and prepared a housing plan for the city HRA. Prepared a request for proposals for a 16 unit housing project, and coordinated the financing structure, and sale of the bonds with the financial advisor and underwriter.

1986-1987 City-County Planner/Disaster and Emergency Services Coordinator, City of Baker, Fallon County, Montana

1984-1985 Community Development Planner, City of Moorhead, Minnesota

1983-1984 Planner, Becker County Housing and Redevelopment Authority, Detroit Lakes, Minnesota

EDUCATION

Master's Degree in Community and Regional Planning, North Dakota State University, Fargo, North Dakota, 1984.

Bachelor of Arts, History, Minor in Political Science, North Dakota State University, Fargo, North Dakota, 1982.

National Development Council, Certified Economic Development Finance Professional - EDFP (National Development Council #9010-153), October 1990.

Certified Planner, American Institute of Certified Planners, #024065, February 2010.

Mini M.B.A. for Government Managers, University of St. Thomas, Minneapolis, MN, 1997.

Project Management Skills: The Complete Curriculum, University of St. Thomas, Minneapolis, MN, 1998.

PROFESSIONAL AFFILIATIONS

Wisconsin City/County Management Association, Commercial Real Estate Investment Institute, American Planning Association and American Institute of Certified Planners.

CIVIC ACTIVITY

Treasurer, Osceola Industrial Development Corporation, Member of the Osceola Wheels and Wings Planning Committee and Member of the Friends of the Osceola Public Library