

MARK VAHLSING

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EXPERIENCE

2013-Present

CITY AMINISTRATOR- CITY OF KENYON, MN

- Directed Overall City Operations.
- Prepared annual budget.
- Zoning Administrator/ primary staff to Planning Commission
- Served as EDA Director
- Updated Capital Improvement Plan
- Oversee operations of Municipal Liquor Store
- Oversaw development of new Fire Department Facility
- Coordinated acquisition and development of industrial/business park
- Administered Small Cities Development program grant
- Developed 10-year Street and Infrastructure Improvement Plan
- Worked with Municipal Utility Commission

2010-2013

CITY ADMINISTRATOR -CITY OF MOOSE LAKE, MN

- Directed Overall City Operations
- Prepared annual budget.
- Zoning Administrator/ primary staff to Planning Commission
- Developed 10 year Street Improvement Plan
- Served as EDA Director and HRA Director
- Oversee operations of Municipal Liquor Store
- Worked with Municipal Utility Commission
- Coordinated updates of Comp Plan, and Zoning Ordinance
- Administered expansion of Wastewater Treatment Plant project

2008-2010

EXECUTIVE DIRECTOR, MINNESOTA NARRO

- Directed State wide membership agency promoting community development agencies
- Provide support for a base of 350 members.
- Write and administer Grants from public, and non-profits sources
- Coordinated 2 annual conferences, and various training programs
- Developed annual legislative plan with members
- Work as an advocate for state-wide community development initiatives
- Finalized development and implementation of agency strategic plan

2006-2008

CITY ADMINISTRATOR, CITY OF MONROE, WI

- Directed Overall City Operations*
- Supervised 96 employees in 12 departments
- Served as HR Officer
- Coordinated Budget Preparation
- Developed Economic Development Marketing Program
- Coordinated Industrial Park Expansion

- Administered City RLF Program &TIF Districts
- Administered County Business Retention and Expansion Program
- Updated Personnel Policies, and Job Description Formats
- Served as primary staff to Planning Commission and EDA
- Upgraded Capital Improvement Plan

2001-2006

CITY ADMINISTRATOR, CITY OF PINE ISLAND, MN

- Directed Overall City Operations
- Prepared annual budget
- Zoning Administrator/ primary staff to Planning Commission
- Developed Computerized Capital Improvement Plan
- Developed 10 year Street Improvement Plan
- Coordinated Various Projects with City EDA
- Oversee operations of Municipal Liquor Store
- Assisted with update of Comp Plan

1990-2001

EXECUTIVE DIRECTOR, CHISAGO COUNTY EDA/HRA- NORTH BRANCH,MN

- Developed, and administered County Revolving Loan Fund. 19 Loans \$2,100,000
- Coordinated joint county/city business park land acquisition program
- Administered County Business Retention and Expansion Program
- Developed online inventory of available land and building
- Administered Minnesota Housing Finance Agency Home Rehab. Programs
- Administered Small Cities Development (CBDG) programs
- Administered First Time Home Buyers Program
- Coordinated development of 12 tax increment, and tax abatement districts
- Providing technical assistance to businesses expanding or locating in county.
- Coordinate county wide economic development marketing efforts.
- Developed and managed 5 rental housing developments.

EDUCATION

M.A. ORGANIZATIONAL LEADERSHIP & DEVELOPMENT

Bethel College
St. Paul, MN

GRADUATE STUDY- PUBLIC ADMINISTRATION

Minnesota State University,

Mankato, MN

B.S. URBAN AND REGIONAL STUDIES

Minnesota State University
Mankato, MN

FEDERAL AND STATE FUNDING AND GRANTS APPLIED FOR AND ADMINISTERED

US Commerce Department EDA programs
FEMA Disaster and Mitigation and Recovery Programs
USDA Rural Development Community facilities Funding.
EPA Wastewater Funding
Small Cities Development Program (3)
MPCA Public Facilities Authority Loans and Grants.
MPCA Wastewater Grants and Loans
DEED Business Development Public Infrastructure program.
Department of Health Water Funding
Foundation Grant Funding.

PROGRAMS AND MEMBERSHIPS

- Green County Leaders Program
- Community Leadership Program. Blandin Foundation
- University of Minnesota
- Master Consultant, Business Retention and Expansion Program
University of Minnesota
- National League of Cities - Transportations and Infrastructure Policy Committee &
Community and Economic Development Policy Committee
- Southeast Minnesota League of Municipalities Board of Directors
- Monroe, WI Main Street Board
- Green County, WI Development Corporation Board
- Goodhue County Economic Development Authority Board
- ICMA/MCMA/WCMA
- National Association of Housing and Redevelopment Officials
Vice President Community Development (NAHRO)
- Economic Development Association of Minnesota
- Chisago County Joint Commerce and Tourism Board (Chair)
- Chisago Lakes Area Chamber of Commerce (Past President)
- North Branch Area Chamber of Commerce (President)

Professional and academic references available upon request