

**BRIAN M. WILSON**

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January 6, 2019

Doug Thomas, Senior Vice President  
Strategic Government Resources  
P.O. Box 1642  
Keller, TX 76244

Dear Mr. Thomas:

I want to be the next City Manager for Palm Coast, Florida. Professionally, I have over 22 years of progressively responsible experience in local government, I have obtained a Master of Science in Administration degree, and I am a Credentialed Manager through the International City/County Management Association (ICMA). Personally, I am easy to get along with, eager to serve, and smart enough to learn and master anything I set my mind to. I am confident that I can meet and exceed the City's expectations in the role of City Manager.

My career has exposed me to all aspects of local government services in communities both small and large. I developed a keen understanding of city operations and community development during my first ten years in government working for the City of St. Louis, Missouri. During the twelve years since I left St. Louis I have worked in management roles that have given me experience with municipal finance, disaster recovery and post-disaster redevelopment planning, planning and zoning, housing development, contract management, and economic development. I am committed to continuing professional education, fostering innovation, customer service, and ethical and transparent government. Together, these traits and experience will enable me to quickly acclimate to the community and its needs and be an effective City Manager.

Currently, I am seeking a new career opportunity that will allow me to apply my management experience in a larger organization for a long-term commitment. Additionally, several members of my wife's family reside in Florida and we would welcome the opportunity to relocate there. From what I have read of the City of Palm Coast, I cannot think of a better community to move to as I embark on this next chapter in my professional career.

Please consider my qualifications to be the City Manager for Palm Coast, Florida, and contact me at your earliest convenience if you have further questions. I look forward to hearing from you.

Best Regards,



Brian M. Wilson, ICMA-CM

### **SUMMARY OF QUALIFICATIONS**

- ❖ Over 22 years in local government with roles in management, utilities, budgeting, zoning, and community and economic development.
- ❖ Recognized as an ICMA Credentialed Manager since 2015.
- ❖ Experienced with utilizing housing studies to drive housing development and incentivize desired results such as market-rate rental, senior, and affordable housing.
- ❖ Reorganized and restructured Treasurer's Office to increase productivity and streamline flow of financial information which included out-sourcing payroll functions to a private contractor.
- ❖ Completed community-driven Marketing and Branding Study for Downtown Development and facilitated strategic planning to accomplish goals resulting from the study.
- ❖ Negotiated development agreements for Tax Increment Financing District projects to jump-start stagnant business park and residential subdivision.

### **RELEVANT LOCAL GOVERNMENT EXPERIENCE**

#### **Village Administrator, Village of Belleville, WI**

**2016 – Present**

##### Duties and Responsibilities as Village Administrator:

- Chief administrative officer of a suburban municipality providing police, streets, library, and parks services as well as water, sewer and storm water utilities.
- Carries out statutory duties of Village Clerk and Village Treasurer and acts as Executive Director of the Community Development Authority (CDA).
- Maintains contractual services related to solid waste collection, building inspection, planning, zoning, and Fire and EMS protection.
- Prepares and supervises operating and long-term capital budgets.

##### Achievements:

- Responded to local flooding event coordinating recovery efforts with county, state, and federal agencies, prepared Preliminary Damage Assessment, provided information and resources to businesses and residents impacted, and applied for Hazard Mitigation funding.
- Developed financing plan to rehabilitate a historic train depot and construct a new police department facility and public library while staying below statutory debt service limits.
- Encouraged innovative approaches to public service delivery, community engagement, and project financing while developing an image of a cutting-edge small suburb and supporting the vision of "Small community... Big heart".
- Initiated collaborative effort by local organizations to coordinate and enhance community events, support tourism efforts, conduct business retention and expansion visits, address downtown parking issues, and share resources for marketing and volunteer coordination.

#### **Town Administrator, Town of Beloit, WI**

**2012 – 2015**

##### Duties and Responsibilities as Town Administrator:

- Chief administrative officer of an urban township providing a variety of services including police, fire and paramedic, roads, storm water management, recycling, sewer utility, code enforcement, building inspection, planning and zoning, and parks.
- Carried out duties of Zoning Administrator for all planning and development matters.

**Achievements:**

- Worked with Alliant Energy and a Citizen Advisory Board to begin planning and site development for a new \$725 million electrical power plant to start construction in 2016.
- Refinanced and consolidated municipal bonds to obtain lower interest rates and reduce annual debt service.
- Negotiated sale of thirteen acres of Town-owned land to a local company to expand their operations, coordinated expansion of four other businesses, and assisted nine new businesses in locating into the community.
- Worked with private developer to construct 40 units of market-rate rental housing; insured developer complicity with site plans, landscape plans, and storm water plans.

**City Administrator, Milan, MO****2008-2012****Duties and Responsibilities as City Administrator:**

- Managed daily operations for a full-service city providing water, sewer, electric, and natural gas utilities, as well as streets, fire, police, and parks and recreation services.
- Initiated and completed utility rate studies and conducted analysis of daily operations.
- Represented the City's interests by chairing the Sullivan County Enhanced Enterprise Zone Advisory Board and serving on the boards of the Green Hills Regional Planning Commission, the North Missouri Solid Waste Management District, and the North Central Missouri Regional Water Commission.

**Achievements:**

- Initiated visioning process for downtown development by organizing Milan business professionals into a Main Street organization and conducting a comprehensive community planning effort for business district improvements.
- Created a Façade Improvement Program to offer matching-grant funds to business owners for improvements to buildings in compliance with the Downtown Plan; resulted in funding approximately \$516,000 in storefront improvements around the Courthouse Square.
- As a member of the Board of Directors of the North Central Missouri Regional Water Commission, I served on the Lake Master Planning Steering Committee and was one of two speakers that engaged the public regarding creation of the East Locust Creek Reservoir; a \$49 million, 2,200 acre multi-purpose lake to be located within Sullivan County.

**Disaster Recovery Manager, Caruthersville, MO****2006-2007****Duties and Responsibilities as Disaster Recovery Manager:**

- Implemented Long-Term Recovery Plan and advised Mayor and City Council on all matters pertaining to disaster recovery, housing, and economic development.
- Managed completion of Public Assistance (PA) projects in compliance with approved Scopes of Work, tracked expenditures, and submitted documentation for disbursement of State and Federal disaster funds.

**Achievements:**

- Coordinated with FEMA for demolition of 105 structures and reduced number of families in temporary housing from 93 to six within 18 months.
- Worked with Airport Board to construct a new Maintenance Hangar at the city airport.
- Managed completion of over two dozen FEMA Public Assistance projects related to damage to city buildings and infrastructure.
- Assisted with downtown planning and successful designation of Caruthersville as a Downtown Revitalization and Economic Assistance for Missouri (DREAM) Community.
- Attended the Restoration 2007 Conference for "Innovation, Leadership & Networks for Post-Disaster Recovery" sponsored by ICMA and held in New Orleans, Louisiana.

**Neighborhood Improvement Specialist, St. Louis, MO****2000-2006**

## Duties and Responsibilities as Neighborhood Improvement Specialist:

- Conducted community and economic development activities to provide neighborhood planning and organization expertise, exercise community problem-solving skills, and serve as a public point-of-contact for city services.
- Created Neighborhood Action Plans to address quality of life issues in assigned areas.
- Met regularly with members of the Board of Aldermen to discuss constituent issues.
- Coordinated with building inspectors, police, and other agencies and organizations to reduce crime and eliminate blight in assigned areas.
- Regularly attended meetings of neighborhood and business associations as a representative of the city.

## Achievements:

- Assisted a St. Louis business with land acquisition and \$3.5 million expansion which retained company and created 10 new jobs while building local community support for the development.
- Assisted in the development of the McCormack House; a private, residential care development for seniors in the Forest Park Southeast Neighborhood.
- Served on a steering committee which governed the development and programming goals of the Science Corner; a test garden and green space maintained by the St. Louis Science Center in a nearby neighborhood.
- Chaired the Promotions Committee and planned two successful silent art auction fundraisers for the Manchester Avenue Main Street Program which oversaw the revitalization of a distressed commercial business district.

**OTHER PROFESSIONAL EXPERIENCE****Excise Division, City of St. Louis, St. Louis, MO****1996-2000**

Employed by the City of St. Louis as a **Liquor Control Officer I** working in the Excise Division of the Department of Public Safety. Conducted administrative, investigative, and enforcement duties relative to liquor licensing.

**U.S. Army Reserve, 245<sup>th</sup> Maintenance Company, St. Louis, MO****1992-1996**

Served as **Platoon Leader** for the Automotive/Armament Platoon of a Direct Support Maintenance Company. Led 54 soldiers during the conduct of maintenance operations and training. Created work plans, training schedules, and completed performance evaluations. Completed two deployments to Germany where the Company supported Active Army units. Conducted additional assigned duties of Mobilization Officer, Motor Pool Officer, Claims Officer, and Nuclear/Biological/Chemical (NBC) Defense Officer. Attained rank of **1<sup>st</sup> Lieutenant** before transferring to Individual Ready Reserve (IRR) in 1996.

## EDUCATION

**Southeast Missouri State University** **Master of Science in Administration**  
Completed courses included Organizational Communication, Finance and Accounting for Non-Profit Organizations, and Management of Non-Profit Organizations. Achieved a 3.4 GPA.

**Southeast Missouri State University** **Bachelor of Science**  
Majored in Criminal Justice (Law Enforcement emphasis) and minored in Military Science. Served as a Justice on the Residence Life Judicial Board and as Hall Council Secretary for Myers Hall. Awarded an Army Reserve Officer Training Corps (ROTC) scholarship and commissioned as an Army Reserve officer. Graduated *cum laude* with a 3.51 GPA.

## PROFESSIONAL AND VOLUNTEER AFFILIATIONS

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|--|---------------------|
| <b>International City/County Management Association</b>  | <b>2008-Present</b> |
| <ul style="list-style-type: none"> <li>• Member - First Time Administrator's Task Force (2009-2010, 2018-Present)</li> <li>• Member – Model Employment Agreement Task Force (2011-2012)</li> </ul> |                     |
| <b>Wisconsin City/County Management Association</b>  | <b>2012-Present</b> |
| <ul style="list-style-type: none"> <li>• Member – Ethics Committee (2012-Present)</li> <li>• Member – Professional Development and Conference Planning (2018-Present)</li> </ul>                   |                     |
| <b>Community Health Systems of Wisconsin, Board of Directors</b>   | <b>2012-Present</b> |
| <ul style="list-style-type: none"> <li>• Vice Chairman (2016 – 2017)</li> <li>• Chairman (2015-2016)</li> <li>• Treasurer (2013-2015)</li> </ul>   |                     |
| <b>Rotary International</b>  | <b>2008-2015</b>    |
| <ul style="list-style-type: none"> <li>• Milan Rotary Club: Secretary (2009-2010); President (2010-2011)</li> <li>• Beloit Rotary Club: Secretary (2012-2014); Ethics Chair (2014-2015)</li> </ul> |                     |
| <b>Belleville Community Development Agency (CDA), Executive Director</b>   | <b>2016-Present</b> |
| <b>Green County Development Corporation, Board of Directors</b>  | <b>2017-Present</b> |
| <b>Dane County Municipal Street Improvement Program</b>  | <b>2017-Present</b> |
| <ul style="list-style-type: none"> <li>• Member – Project Selection Committee (2017-Present)</li> </ul>  |                     |
| <b>Greater Beloit Chamber of Commerce, Board of Directors (Ex-Officio)</b>   | <b>2012-2015</b>    |
| <ul style="list-style-type: none"> <li>• Business and Government Affairs Committee (2013-2014; Chairman 2014)</li> </ul>   |                     |
| <b>Greater Beloit Economic Development Corporation, Board of Directors</b>   | <b>2012-2015</b>    |
| <ul style="list-style-type: none"> <li>• Strategic Planning Committee (2013-2015)</li> </ul>   |                     |
| <b>Missouri City/County Management Association</b>   | <b>2008-2012</b>    |
| <b>Missouri Municipal League</b>   | <b>2008-2012</b>    |
| <ul style="list-style-type: none"> <li>• Municipal Administration and Intergovernmental Relations Committee (2010-2012)</li> </ul>   |                     |