



AGENDA ITEM #10.1

REPORT TO CITY COUNCIL

Report Prepared by: Nancy Malecha

Date: September 6, 2016

Subject: Economic Development Commission (EDC)
Appointment

Report: There is presently one opening on the Economic Development Commission due to the resignation of Cindy Roggenkamp. Attached is an application from Sheila Holley to fill this vacancy. The EDC, at their meeting held on August 16th, recommends the appointment of Ms. Holley.

Council Action Requested: Mayor's recommendation to appoint Sheila Holley to the Economic Development Commission followed by Council motion and vote. The member will be appointed for a partial term expiring on 12/31/17.



APPLICATION FOR APPOINTMENT TO CITY BOARD/COMMISSION

APPLICANT INFORMATION

Name: Sheila Holley
City of Residence: Pequot Lakes
Occupation: Realtor Employer: Edina Realty
Address: 3803 Brown Street
Phone:

Thank you for your interest in serving your community! Please indicate in order of preference which of the following boards and commissions you are interested in serving with 1 indicating your first choice, 2 your second choice, and 3 your third choice.

_____ **Planning Commission**

- The Planning Commission consists of no less than seven members who are residents or landowners of the City. Terms are for three years. The Planning Commission meets on the third Thursday of each month at 6:00 p.m. The Planning Commission reviews and provides recommendations to the City Council on preliminary and final plats. The Planning Commission also reviews and acts on the following applications: metes and bounds property divisions, conditional use permits, and variances.

_____ **Housing and Redevelopment Authority**

- The Housing and Redevelopment Authority consists of five members who shall be residents of the area of operation of the authority. Terms are for five years. The Authority meets on the third Tuesday of each month at 5:15 p.m. The mission of the Housing and Redevelopment Authority of Pequot Lakes is to provide quality, affordable housing through partnerships with our community; to establish and maintain a safe, secure environment for housing residents; to assist in providing services for residents; and to manage assets of the Authority in a fiscally prudent manner.

X

Economic Development Commission

- The Economic Development Commission consists of seven members. Terms are for three years. The Economic Development Commission meets on the third Tuesday of each month at 8:00 a.m. The objective of the Commission is to encourage economic growth in the City of Pequot Lakes.

Library Board

- The Library Board consists of seven members who are residents of the County or the City (with a majority of the members being residents of the City). Terms are for three years. The Library Board meets on the third Tuesday of each month at 6:30 p.m. The objective of the Library Board is to provide the community with an outstanding library.

Park Commission

- The Park Commission consists of seven members. Terms are three years. The Park Commission meets on the 2nd Thursday of each month at 5:00 p.m. The Park Commission is an advisory commission. The objective of the Park Commission is to ensure the ongoing excellence of the City parks.

Statement of Interest: Please state briefly why you are interested in serving on this board/commission for which you are submitting this application.

To be an active participant in making Pequot thrive & grow. As an active commercial & residential realtor I believe I can contribute my experience to this committee.

Education/Professional Experience: Describe your educational and professional experience or skills that qualify you to serve on this board/commission.

See Attached Resume

Relevant Personal/Professional Experience: Please describe your professional, civic, or community participation which may be relevant in serving on this board/commission.

See Attached Resume

Attendance: Are you aware of the importance of regular meeting attendance including the time commitment involved in preparing for meetings, and do you feel you have the time available to be an active participant? Yes No

Comments: I can schedule my time to be present for these meetings.

Conflict of Interest is defined as the participation in any activity, recommended action, or decision from which the individual has or could have the potential to receive personal gain, whether it is direct or indirect. In accordance with this definition, do you have any legal or equitable interest in any business which could be construed as a conflict of interest? Yes No

If yes, provide details on a separate piece of paper.

Shila Holley _____ 7-21-16 _____
Applicant Signature Date

Questions may be directed to the City Clerk's office at 218-568-5222.

Return Completed Application to: City of Pequot Lakes
City Administrator/Clerk
4638 County Road 11
Pequot Lakes, MN 56472
E-mail: nmalecha@pequotlakes-mn.gov
Website: www.pequotlakes-mn.gov

This application will be kept on file for one year; after that time a new application must be filed.

OFFICE USE ONLY	
The Applicant is:	<input type="checkbox"/> New Applicant <input type="checkbox"/> Applying for Reappointment
Council Action:	<input type="checkbox"/> Not Appointed
	Appointed to: _____
	Date Appointed: _____
	Term Expires: _____
Notes:	_____



Sheila Holley

SheilaHolley@edinarealty.com

[Home](#) [Sheila Holley's Homepage | Sheila Holley](#) [About Me | Sheila Holley](#)

Sheila Holley CRS/GRI Broker/Associate

1998 Minnesota Realtor of the Year
1996 & 2015 Greater Lakes Association of Realtors Realtor of the Year
EDINA REALTY COMMERCIAL DIVISION

Experience:

Licensed Realtor for over 27 years
Licensed Broker for over 25 years
Owner for over 10 years
Mobile Home business as Owner and Sales Manager for 8 years
Component home and new construction sales for 5 years

Education:

Graduate of Goodrich High School - Fond du Lac, Wis
Graduate of Marquette University - Milwaukee, Wis
Graduate of Dale Cunnegie Institute - Rockford, Ill
Graduate of Real Estate I, II, III - ProSource

Professional Affiliations:

Greater Lakes Association of Realtors
Minnesota Association of Realtors
National Association of Realtors
Residential Specialist Council of Realtors
Women's Association of Realtors
Minnesota Association of Commercial Agents

Designations Held:

CRS - Certified Residential Specialist - 1992
GRI - Graduate Realtor Institute - 1989
RMM - Residential Marketing Master - 1998
RRS - Recreation-Resort Sales - 2007
CCIM - Candidate Commercial Council - 2007

Professional Offices Held:

1991-95 Education Chairperson - Greater Lakes Association of Realtors
1991-98 Board of Directors - Greater Lakes Association of Realtors
1994 Vice President - Greater Lakes Association of Realtors
1994 Convention Chairperson - Minnesota Association of Realtors
1994-99 Board of Directors - Minnesota Association of Realtors
1995-96 President - Greater Lakes Association of Realtors
1995 Education Chairperson - Minnesota Association of Realtors
1995-99 MAR Director - Greater Lakes Association of Realtors
1995-99 Governmental Affairs Committee - Minnesota Association of Realtors
1996-99 Arbitration Panel Chair Person - Minnesota Association of Realtors
1998-99 Regional Vice President - Minnesota Association of Realtors
2000-01 Director - Realtors Political Action Committee - Minnesota Association of Realtors
2005-07 Director - Realtors Political Action Committee - Minnesota Association of Realtors
2007-13 Professional Standards Committee and Panel Member/Chairperson
2009-13 Professional Standards Executive Work Group Member
2008-13 Director - Greater Lakes Association of Realtors
2008-13 Director - Minnesota Association of Realtors
2010-13 Executive Board - Minnesota Association of Realtors
2010-11 Vice Chair - Professional Standard - Minnesota Association of Realtors
2011-12 Chairman - Professional Standards - Minnesota Association of Realtors

2012-12 Commercial Forms Committee - Minnesota Association of Realtors
 2015-16 Board of Directors - Minnesota Association of Realtors
 2013-15 Board of Directors - National Association of Realtors
 2015-16 Finance Committee - Minnesota Association of Realtors
 2015-16 Professional Standards Chairperson - Ethics & Arbitration Hearings
 2015-16 Professional Standards Committee - Minnesota Association of Realtors
 2015-16 Professional Standards Committee - National Association of Realtors
 2015-16 Professional Development Committee - Minnesota Association of Realtors
 2015-16 Professional Development Committee - National Association of Realtors
 2015-16 Commercial Committee - Minnesota Association of Realtors
 2015-16 Commercial Committee - National Association of Realtors

Awards Won:

1992 Realtors Active in Politics
 1994 Education - National Association of Realtors
 1995-99 Realtor of the Year Nominee - Minnesota Association of Realtors
 1996 Realtor of the Year - Greater Lakes Association of Realtors
 1998 Realtor of the Year - Minnesota Association of Realtors
 2004-2005 Leadership Circle Award - Edina Realty
 2006-2010 - Presidents Circle Award - Edina Realty
 2011-2014 - Leadership Circle Award - Edina Realty
 2015 Realtor of the Year – Greater Lakes Association of Realtors

Community Involvement:

Member - Niswaga Chamber of Commerce
 Member - Brainerd Chamber of Commerce
 Member - Pequot Lakes Chamber of Commerce
 Pequot Lakes Area Development Committee
 Founding member - Breezy Point Ice Fest Committee
 Instructor - First Time Home Buyers Seminars
 Pelican Lake Conservation Club
 Past President Ben Krueger Unit 49 American Legion Auxiliary
 Pequot Lakes Economic Development Committee

Additional Information:

Licensed Notary Public
 Licensed Continuing Education Instructor
 Licensed Continuing Education Coordinator

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