



AGENDA ITEM #10.1

REPORT TO CITY COUNCIL

Report Prepared by: Nancy Malecha

Date: April 5, 2016

Subject: Economic Development Commission (EDC)
Appointment

Report: There is presently one opening on the Economic Development Commission. Attached is an application from Amy Sjoblad to fill this vacancy. Although Ms. Sjoblad is not a resident or business owner of the City, she has a vested interest in the community with her service on various organizations and as the Branch Manager for Mid MN Federal Credit Union. Also, the EDC feels that it is important to have representation of a financial institution on the Commission.

Council Action Requested: Recommendation to appoint Amy Sjoblad to the Economic Development Commission followed by Council motion and vote. The member will be appointed for a three-year term expiring on 12/31/18.



APPLICATION FOR APPOINTMENT TO CITY BOARD/COMMISSION

APPLICANT INFORMATION

Name: Amy A. Sjoblad

City of Residence: Nisswa

Occupation: Branch Manager Employer: Mid MN Federal Credit Union

Address: Home: 26165 Mitchell Court. Work: 30483 State Hwy 371

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.

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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 five 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.

I am professionally and personally vested in this community. I know I can help Pequot Lakes thrive as a member of the EDC, especially with the opportunities we have before us as a result of the highway realignment.

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

Bachelor of Science from the University of MN. Management and Human Resources experience. Current board experience. Resume is attached for your review.

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

I can offer the following perspective: Brainerd Lakes Chamber BOD. Community Action of PL Treasurer. Engaged community volunteer. Manager of financial institution in Pequot Lakes. Spouse of a local business owner. Parent of PLHS students.

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? x Yes No

Comments: While I'd like to say I have unlimited time to serve on this important commission, my schedule during the work day is limited based on my job. I can commit to each monthly meeting and up to three additional hours each month.

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.

Amy J Spind 3-2-16
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.

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

Amy Sjoblad

26165 Mitchell Court • Nisswa, MN 56468 •

PROFESSIONAL PROFILE

Team-oriented professional with emphasis in management, member relations, sales, and coaching of staff. Excel in managing multiple projects concurrently with strong detail, organization, problem-solving and follow-through capabilities. Outstanding customer relationship management skills. Known for being resourceful, efficient and conscientious. Strive for accuracy and quality.

PROFESSIONAL EXPERIENCE

Branch Manager **Mid MN Federal Credit Union** **Pequot Lakes 2011-Present**

Manage Federal credit union branch consisting of 37,000 members. Responsible for all branch operations. Manage and coach a staff of three. Facilitate training. Accomplishments include:

- Opened new branch of credit union. Grew membership from 0 to over 2000 members.
- Successfully exceeded all sales goals since branch opened in 2011
- Member survey, overall average scores have exceeded goal
- Branch Champion of core conversion, August 2015
- Effective leader with management duties as primary duties and back-up Teller and Loan Officer responsibilities
- Promoted from HR Generalist to Branch Manager of new branch, October 2011.

HR Generalist **Mid MN Federal Credit Union** **Baxter** **2006-2011**

Generalist within a Federal credit union consisting of 103 employees. Advise management and employees on policies and benefits. Recruitment. Facilitate training. Employee communications. Administer benefits program. Maintain HRIS system. Process payroll. Manage worker's compensation. Accomplishments include:

- Coach employees regarding policies and succession planning.
- Improved the recruitment process to include online applications and candidate tracking system.
- Streamlined the payroll process resulting in increased efficiency and increased partnership with the Accounting department.
- Created and presented career development workshop for teen and adult members.
- Recipient of Peer Choice Award. Employee and Member Excellence Nominee.

HR Generalist **Cuyuna Regional Medical Center** **Crosby** **2005-2006**

Recruitment for medical campus. Supported Human Resources functions to include policy and job description review. Interviewed and coached external and internal candidates.

- Recruited Certified Nursing Assistants, LPN's, Aides, etc.
- Selected to assist in the update of job descriptions to ensure compliance
- Coordinated the scheduling of Nursing Assistant class

HR Representative Quest Diagnostics Inc. Eden Prairie 2000-2004

Supported the Human Resource functions of a clinical reference laboratory with sales of \$4.5 billion. Created and managed a career exploration program. Advised management and employees on compensation, disciplinary action, policies and benefits. Facilitated training. Accomplishments include:

- Established and managed a healthcare career exploration program geared for high school students. Program was recognized with the “New Best Post of the Year” award in 2001 and “Charter Partner of the Year” award in 2003.
- Recruited students for career exploration program. Within three years, enrollment increased 387 %, resulting in a waiting list of interested students.
- Administered compensation plan.
- Tracked turnover and identified patterns. Created Supervisor Termination Review resulting in decreased voluntary turnover.
- Facilitated Six Sigma training to help employees understand and implement Six Sigma methodologies, resulting in reduced errors, cost savings, and increased efficiency

Human Resources Representative Lifetouch Publishing Incorporated 1997-2000

Coordinated Human Resource functions of a \$40 million printing/publishing business with three locations and 800 employees. Advised management and employees regarding all Human Resource functions. Facilitated training. Administered benefits. Recruitment. Managed workers compensation.

Accomplishments include:

- Supervised the Administrative Assistant for corporate office.
- Recruited exempt and non-exempt positions.
- Facilitated Achieve Global training for employees within all levels of the organization. Designed Performance Development training module.
- Administered all aspects of benefits. Educated employee population in New Employee Orientation and Open Enrollment.
- Implemented safety program, resulting in reduced work injuries.

EDUCATION

University of Minnesota, Twin Cities Campus
 Bachelor of Science Degree: Speech and Hearing Science, Psychology Minor
 Interdisciplinary Certificate in Developmental Disabilities

PROFESSIONAL/COMMUNITY DEVELOPMENT

Brainerd Lakes Chamber Board Member
 Bridges Workplace Connection Advisory Council Member
 Community Action of Pequot Lakes, Inc. Treasurer
 Kinship Partner
 Junior Achievement Volunteer and previous Board Member
 Pequot Lakes Schools District Advisory Council Member

TECHNICAL SKILLS

MS Word, Excel, PowerPoint, Microsoft Outlook, PowerPoint, Publisher, FSP, DNA, Outlook, Meridian Link, Cadence, Internet, TLO, Paychex.