

***AGENDA***

**CITY OF MINNETONKA**

**SPECIAL STUDY SESSION**

**MONDAY, FEBRUARY 5, 2007**

**5:45 P.M.**

**CITY COUNCIL CHAMBERS**

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1. Boards and Commissions Interviews
2. Adjournment

The purpose of a study session is to allow the city council to discuss matters informally and in greater detail than permitted at formal council meetings. While all meetings of the council are open to the public, study session discussions are generally limited to the council, staff and consultants.

**City Council Special Study Session Item #1  
Meeting of February 5, 2007**

**Boards and Commissions Interviews**

**Background**

The following openings exist on city boards and commissions:

<u>Board or Commission</u>	<u>Number of openings</u>	<u>Current Representation by Ward</u>			
		<u>Ward 1</u>	<u>Ward 2</u>	<u>Ward 3</u>	<u>Ward 4</u>
EDA	1	1	3	0	3
Park Board	2	3	0	1	2
Police Advisory Committee	1	1	3	4	2
Basset Creek Water Management Commission	1	0	0	0	0
History Commission (old CHC)	1	0	2	3	1
Community Commission	12	0	0	0	0
Senior Citizen Advisory Board	1	3	3	5	3
Totals	19	8	11	13	11

A list of the candidates to be interviewed at this meeting is shown below and their applications are attached. The interviews will begin at 6:00 p.m. They will last approximately seven minutes each. Each applicant will be asked to give a brief (about three minutes) presentation of his/her background. Then the applicant will be asked to respond to questions from the council. The applicants may also ask the council any questions they may have at that time.

**Interview Candidates**

<b>Name</b>	<b>Ward</b>
Joyce Alwin	1
Sue Sjeklocha	2
Kathryn Graber	2
Diane Hayden	2
James Helsdingen	4
Bill Yaeger	3

Submitted through:

Janis A. Callison, Mayor  
John Gunyou, City Manager

Originated by:

Karen Telega, Administrative Assistant



Please return application to:  
**Karen Telega**  
**Administrative Assistant**  
 City of Minnetonka  
 14600 Minnetonka Boulevard  
 Minnetonka, MN 55345  
 952.939.8211 - Phone  
 952.939.8244 - Fax

**BOARDS & COMMISSIONS APPLICATION**

*received 12/10/07*

Please indicate by order which of the following you are interested in (1,2,3, etc.):

- |   |  |
|---|--|
| <input type="checkbox"/> Planning Commission            | <input type="checkbox"/> Park Board                                |
| <input type="checkbox"/> Economic Development Authority | <input type="checkbox"/> Community Heritage Commission             |
| <input type="checkbox"/> Charter Commission             | <input checked="" type="checkbox"/> Senior Citizens Advisory Board |
| <input type="checkbox"/> Police Advisory Committee      | <input type="checkbox"/> Lake Minnetonka Conservation District     |
| <input type="checkbox"/> Ad Hoc Task Force              | <input type="checkbox"/> ArtsCenter on 7 Advisory Committee        |

We welcome you as an applicant for one of the city's commissions, boards or ad hoc task forces. Residents of Minnetonka are eligible for nomination to any of the city's advisory boards as established by the city council. Please complete the following information, and attach extra sheets if necessary.

Accommodations will be provided, upon request, to allow individuals with disabilities to participate in the application process. For more information, contact Karen Telega (952.939.8211).

**DATA PRACTICES ADVISORY**

We are required to provide the following information to you. Under Minnesota law, the information requested as part of this application is public information, which must be provided to anyone who requests it. This information will be used by the city council in determining whether you should be appointed to a board or commission. Therefore, the information will be provided to the city council in a public forum and will be reviewed in public. Failure to provide the requested information may result in your not being considered for an appointment. If you have concerns about providing any of the requested information, please contact Kathy Magrew (952.939.8218).

**PERSONAL INFORMATION**

Name Joyce B. Alwin Ward 1 *KT*

Address 4132 Pepperwood Trail/Mnka Zip Code 55305

Phone (H) 952-938-1119 (B) \_\_\_\_\_ (FAX) \_\_\_\_\_

E-mail JAlwin@aol.com

How long have you been a resident of Minnetonka? 55 years

Are you or any of your family members presently employed by the city of Minnetonka or serving on any of the city's advisory boards?

Yes  No  If yes, explain: \_\_\_\_\_

**EXPERIENCE AND EDUCATION**

Name of Employer: formerly Health Partners / West Jr. High

Occupation: former Secretary

Education: BA - U of MN

Community Service/Activities: Volunteer at Sr. Ctr. Neighbors and ICA Food Shelf and a Peace & Justice organization

Please list major responsibilities that you have had or currently have in a community project or organization or in your occupation:

organization / proof reading / registration / people skills

Civic/Professional Organization Memberships:

\_\_\_\_\_  
\_\_\_\_\_

**ADDITIONAL INFORMATION**

Please indicate why you are interested in being appointed to an advisory board, and why you feel you are qualified to serve on the advisory board(s) previously indicated.

I am interested in the Sr. Ctr. I feel it is such a wonderful resource and would like to see it continue to be <sup>also</sup> improve in its services to the community.

What do you believe you could contribute if appointed to an advisory board?

Experience — Ideas — Time in volunteering.

\_\_\_\_\_

How do you believe you would benefit if appointed to a board or commission?

Interaction with the board members and  
satisfaction of serving the senior community

I am **NOT available** for board or commission meetings on the following evenings (circle):

Monday    Tuesday    Wednesday    Thursday    Friday

**CONFLICT OF INTEREST**

Conflict of interest may arise by the participation in any activity, recommended action, or decision from which you receive or could potentially receive direct or indirect personal financial gain. In accordance with this definition, do you have any legal or equitable interest in any business, however organized, which in the course of your participation in a city advisory board, could give rise to a conflict of interest?

Yes  No  If yes, please provide details on a separate sheet of paper.

Do you own any real property located in Minnetonka, other than your residence, in which you have a legal or equitable interest which, in the course of your participation in a city advisory board, could give rise to a conflict of interest?

Yes  No  If yes, please provide details on a separate sheet of paper.

As a board or commission member, what issue(s) might cause conflict between civic responsibility and personal/professional interests?

none

You may attach a resume if you desire. The selection process will vary according to the number of applicants and vacancies, and may not include interviews with all candidates.

Thank you for your interest in serving on an advisory board for the city of Minnetonka.

Date: January 5, 2007

Joyce B. Alwani  
Signature



Please return application to:  
**Karen Telega**  
**Administrative Assistant**  
 City of Minnetonka  
 14600 Minnetonka Boulevard  
 Minnetonka, MN 55345  
 952.939.8211 - Phone  
 952.939.8244 - Fax

*Beena...*

**BOARDS & COMMISSIONS APPLICATION**

Thank you for your interest in serving your community! Please indicate by order which of the following boards and commissions you are interested in serving on (1,2,3, etc.):

- |   |  |
|---|--|
| <u>1</u> Planning Commission                                | <u>2</u> Park Board  |
| <input type="checkbox"/> Economic Development Authority     | <input type="checkbox"/> Community Heritage Commission         |
| <input type="checkbox"/> Charter Commission                 | <input type="checkbox"/> Senior Citizens Advisory Board        |
| <u>3</u> Police Advisory Committee                          | <input type="checkbox"/> Lake Minnetonka Conservation District |
| <input type="checkbox"/> ArtsCenter on 7 Advisory Committee | <input type="checkbox"/> Other _____                           |

Residents of Minnetonka are eligible for nomination to any of the advisory boards established by the city council. Please complete the following information, and attach extra sheets if necessary. You may also attach a resume if you wish. The selection process will vary by board and according to the number of applicants and vacancies, and may include interviews with some candidates. Accommodations will be provided, upon request, to allow individuals with disabilities to participate in the application process. For more information, please contact Karen Telega (952.939.8211).

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**PERSONAL INFORMATION**

Name Sue Sjeklocha Ward 2<sup>W</sup>  
 Address 2233 Flatwood Road Minnetonka, MN 55305  
 Phone (H) 952-544-0785 (B) 952-746-4500 ext 211 (Cell) 612-801-9202  
 E-mail sjekbiz@comcast.net How long have you been a Minnetonka resident? 26 years (approx.)

## ADDITIONAL INFORMATION

Employer: Berglund & Associates

Occupation: Business Analyst and Human Resources Administration

Education: B.S., M.Ed., Ph.D.

Community service, civic and professional activities:

Church Council Chairperson of Minnetonka United Methodist Church

President of Des Moines Lake Association (DMI)

Past Board Member of Simpson Housing Services Center School and

the University of Minnesota Women's Basketball Fastbreak Club

Member of Society for Human Resources Management

Why are you interested in being appointed to a city advisory board?

I am interested in serving and giving back to the community in which I have lived for more than two decades. I would like to lend my experience and be a part of the positive civic leadership which is a tradition in the Minnetonka local government.

What strengths and abilities would you bring to the board?

I would bring:

Abilities - rapport building, interpersonal communication, influencing and facilitation skills

Areas of Knowledge - strategic and tactical plans, change management, policy development, diversity, project management

Personal Characteristics - integrity, trust, fairness, courage, persistence

What are the most important issues facing our community over the next several years? What do you think the role of your board should be in addressing those issues?

These issues include:

- Transportation - street repairs, intersections, reconstruction, mass transit alternatives
- Housing - examples include affordable, size, senior, redevelopment
- Minnetonka as an "inclusive and neighborhood" community with a distinctive identity
- Parks - maintaining and enhancing current plans

One of the roles of boards is to address these issues with "future thinking" which is fact-based. A gap analysis would address the needs of the community in the current state (laws, regulations, codes and practices) against the desired future state (potentially initiating new policies and practices). Then a plan including change management would be developed and implemented to reach the future state.

**POTENTIAL CONFLICTS**

I am **NOT available** for board or commission meetings on the following evenings (circle):

Monday Tuesday Wednesday Thursday Friday

*→ 3<sup>rd</sup> Tuesday of the month only*

Are you or any of your family members presently employed by the city of Minnetonka or serving on any of the city's advisory boards?

Yes \_\_\_ No X If yes, explain: \_\_\_\_\_

**Conflicts of interest** may arise by the participation in any activity, recommended action, or decision from which you receive or could potentially receive direct or indirect personal financial gain. In accordance with this definition, do you have any legal or equitable interest in any business, however organized, which in the course of your participation in a city advisory board, could give rise to a conflict of interest?

Yes \_\_\_ No X If yes, please provide details on a separate sheet of paper.

Do you own any real property located in Minnetonka, other than your residence, in which you have a legal or equitable interest which, in the course of your participation in a city advisory board, could give rise to a conflict of interest?

Yes \_\_\_ No X If yes, please provide details on a separate sheet of paper.

As a board or commission member, what issue(s) might cause conflict between your civic responsibility and personal or professional interests? How would you manage these conflicts?

*I can envision only one concern that could be called into question. I worked for Cargill, Incorporated for approximately ten years (1994-2004). I would manage any potential conflict by being forthright and recusing myself from any deliberations or votes that would not be transparent or fair.*

Thank you again for your interest in serving on an advisory board for the city of Minnetonka!

*Aue Syblocha*  
Applicant's signature

12/29/06  
Date

# Sue Sjeklocha

2233 Platwood Road  
Minnetonka, MN 55305

Tele 952-544-0785  
Cell 612-801-9202  
Email sjekbiz@comcast.net

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## Summary of Qualifications

More than 25 years of progressive leadership and management experience in business and education. A leader who has developed and implemented strategies in human resources. Equally enjoy both organization development and personal interactions. Through influence and interpersonal skills, an administrator who has led multiple complex change projects and worked on difficult issues. A professional who has the highest integrity and loyalty to the mission of an organization and is compassionate and fair when interacting with stakeholders.

## Something Special

Successful in leading multiple complex change initiatives to drive a major organization towards reaching its diversity vision

## Employment History

### 2006, BERGLUND & ASSOCIATES

#### **Business Analyst/Human Resources Administration**

*Note: Administrative Team Leader and Facilitator*

- Developed a short-term and long-term business plan focused on growth and operations
- Leading human resources function such as recruiting, orientation, training, organization development and employee relations

### 2006, AMERIPRISE FINANCIAL, INC.

#### **Director – Chief Diversity Officer**

*Note: Human Resources Leadership Team Member*

- Completed blueprint of a diversity strategy and built strategic relationships with ten employee networks and business level diversity action teams.

### 2005, SJEKLOCHA & ASSOCIATES LLC

#### **Owner**

- Developed an employee handbook including policies and practices and a performance management system for a small business owner who needed to increase communication, consistency and performance of the employees as the business grows across several states.

### 1994-2004, CARGILL, INCORPORATED WAYZATA, MN

#### **1997-2004, Assistant Vice President and Valuing Differences Initiative Manager**

*Note: Human Resources Leadership Council Member*

- Charged with developing and implementing the diversity strategy in a global company, the company had a sustainable diversity initiative that was a component of each business unit after four years.

- In order to accelerate the implementation of the diversity strategy and the company's understanding about diversity, employee councils were established over a two-year period. Result: Employee Councils furthered the visibility and understanding of diversity in the company and engaged employees through the programs they created and implemented.
- Led the integration of diversity messages, knowledge and skills into several business and HR processes to ensure that diversity would become part of the business culture. Examples of integration included leadership development, talent management, recruitment, business objectives, websites (internal/external) and corporate branding.
- Developed and implemented a measure globally to quantify the progress of a global business as they developed and maintained an inclusive work environment in a 15-month period. Created a toolkit for HR managers to use with the global rollout of the measure to increase usage and appropriate interpretation of the measure. Result: Business units were able to easily create action plans to improve or maintain an inclusive work environment.
- Served as the spokesperson for employees as they expressed their concerns regarding the company's diversity position. Result: Able to impact employee engagement by clarifying the corporate position or providing guidance about continuing employment at the company.
- Assembled and managed a team that implemented a comprehensive awareness program in the world headquarters of a large company. Actions included: sponsored a series of educational/awareness events and organized management involvement and commitment. Result: Increased visibility and understanding of diversity as a result of the program.

### 1994-2000, Training and Development Manager, Grain Division

*Note: Senior Management Team Member*

- Challenged with rapid acclimation to the company and the need to assess training and development needs, developed a plan to learn about the organization, build trust and gain senior management team approval to develop a strategic plan within two months of employment.
- Faced with an unfocused and unclear training direction and program, developed a strategic training and development plan for a business in multiple locations within 6 months of employment. Result: The plan provided clear direction for training and developing employees.
- Charged with implementing an employee survey, rolled-out a multi-site survey to improve the work environment, analyzed the results and presented the findings to senior management within the nine-month timeframe. A high percentage of middle management implemented improvement plans and addressed issues raised.
- Led a cross-functional team who developed and implemented a merger plan in a major acquisition across multiple locations. Result: A majority of the employees that were hired from the acquired company were retained for 2+ years.
- Recruited to serve as the HR generalist in a start-up business. Results: Health care benefits, personnel files and recruiting practices were established over a 2-month period while maintaining current full-time position.
- Led the development and implementation of six job family skills assessments in a 6-month period. Provided consistency and understanding of various job requirements to improve current employee performance and served as a communication tool for career development.
- Led a job family team in the development and implementation of a training camp to teach operation managers how to better manage the technical aspects of a plant. Result: learning objectives achieved at the application level from feedback of participants' managers.

- Led the development and implementation of a manager's hiring tool kit to increase the quality of the process, to improve the understanding of the hiring requirements with managers located in multiple locations and to implement a new hire testing procedure within a 12-month timeframe. The toolkit increased the effectiveness and consistency of the process across multiple locations, saved managers' time for duplicating efforts in hiring and ensured manager accountability for hiring expectations and requirements.

**1989-1996, HAMLINE UNIVERSITY ST. PAUL, MN**

**Children At Risk Project Director, Adjunct Professor, Graduate School**

- Developed curriculum and instruction for the Children At Risk project to address teachers' knowledge and skills needs. Results: Over a five-year period, 150+ teachers learned strategies and customized interventions to use in their classrooms and increase student achievement.
- As the advisor and counselor, developed and facilitated a supportive, structured learning environment for master's students to increase the likelihood that each student's final project was completed. The result: A higher percentage of the students completed a master's degree within a 12-month period.

**1975-1994, ORONO PUBLIC SCHOOLS LONG LAKE, MN**

**Educator: Staff Development Coordinator, Teacher, Coach, K-12 Social Studies**

**Curriculum Coordinator**

- Facilitated a team of educators to review a highly outdated and poorly organized K-12 social studies curriculum in a school district. Result: Curriculum was revised and implemented in terms of scope and sequence with full administrative and faculty support over a two-year period.
- Led team in the development of a tactical plan for staff development. Result: The value of staff development went from resistance to 95% of the teachers rating the program of high value and high demand for continuation of the program.

**Formal Education**

Ph. D.	Educational Policy and Administration, University of MN, Minneapolis, MN Dissertation: Children At Risk: Genesis of a Construct
M.Ed.	Education, University of MN, Minneapolis, MN
B.S.	History, Iowa State University, Ames, IA (Minors: Economics, Political Science, Education)

**Qualified to Administer**

Myers-Briggs Type Indicator  
DiSC Dimensions of Behavior  
Architect Series – Leadership, Organization, Career  
Center for Creative Leadership 360 Feedback for Leaders and Managers  
Campbell Development Surveys

**Community**

President of the Des Moines Lake Association. Webb Lake, WI  
Past Board Member of the University of Minnesota Women's Basketball Fastbreak Club  
Past Board Director of Simpson Housing Services. Minneapolis, MN  
Recognized for teaching by the Orono High School Class of 1995  
Mediation Training  
Phi Beta Kappa

*Received 12/14/10*

## BOARDS & COMMISSIONS APPLICATION

Thank you for your interest in serving your community! Please indicate by order which of the following boards and commissions you are interested in serving on (1,2,3, etc.):

- |  |  |
|--|--|
| <input type="checkbox"/> Planning Commission                           | <input checked="" type="checkbox"/> Park Board                 |
| <input checked="" type="checkbox"/> Economic Development Authority     | <input type="checkbox"/> Community Heritage Commission         |
| <input type="checkbox"/> Charter Commission                            | <input type="checkbox"/> Senior Citizens Advisory Board        |
| <input type="checkbox"/> Police Advisory Committee                     | <input type="checkbox"/> Lake Minnetonka Conservation District |
| <input checked="" type="checkbox"/> ArtsCenter on 7 Advisory Committee | <input type="checkbox"/> Other _____                           |

*(Checkes per phone call 12/15)*

Residents of Minnetonka are eligible for nomination to any of the advisory boards established by the city council. Please complete the following information, and attach extra sheets if necessary. You may also attach a resume if you wish. The selection process will vary by board and according to the number of applicants and vacancies, and may include interviews with some candidates. Accommodations will be provided, upon request, to allow individuals with disabilities to participate in the application process. For more information, please contact Karen Telega (952.939.8211).

## DATA PRACTICES ADVISORY

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## PERSONAL INFORMATION

Name Kathryn Graber Ward 2<sup>NE</sup>

Address 433 Willoughby Way West

Phone (H) 952.890.4383 (B) 612.340.7375 (Cell) \_\_\_\_\_

E-mail \_\_\_\_\_ How long have you been a Minnetonka resident? 7.5 years

## ADDITIONAL INFORMATION

Employer: Thrivent Financial For Lutherans

Occupation: Business Systems Analyst

Education: MBA, St. Thomas University

Community service, civic and professional activities:

United Way supporter  
Habitat for Humanity volunteer  
Paint-a-thon volunteer

Former Board member for Steeple People  
Surplus Store, a non profit Thrift  
Former Board member for Belts of the Lakes.  
Board member for town home association

Why are you interested in being appointed to a city advisory board?

I would like to be more involved in the community. I feel the way to affect change is to be informed and involved.

What strengths and abilities would you bring to the board?

- ability to listen to differing view points and perspectives
- detail orientation, with an eye toward the big picture
- commitment to responsibilities and assigned tasks
- 

What are the most important issues facing our community over the next several years? What do you think the role of your board should be in addressing those issues?

- Budget and the rising cost of providing services
- Protecting and maintaining our natural resources
- Ethical and moral decision making

I believe the board should be proactive in gathering information and concerns related to these and all issues. Fully understand the issue and develop alternative solutions/recommendations weighing cost/benefit and risk/reward.

**POTENTIAL CONFLICTS**

I am **NOT available** for board or commission meetings on the following evenings (circle):

Monday    Tuesday    Wednesday    Thursday    Friday

Are you or any of your family members presently employed by the city of Minnetonka or serving on any of the city's advisory boards?

Yes \_\_\_ No X If yes, explain: \_\_\_\_\_

**Conflicts of interest** may arise by the participation in any activity, recommended action, or decision from which you receive or could potentially receive direct or indirect personal financial gain. In accordance with this definition, do you have any legal or equitable interest in any business, however organized, which in the course of your participation in a city advisory board, could give rise to a conflict of interest?

Yes \_\_\_ No X If yes, please provide details on a separate sheet of paper.

Do you own any real property located in Minnetonka, other than your residence, in which you have a legal or equitable interest which, in the course of your participation in a city advisory board, could give rise to a conflict of interest?

Yes \_\_\_ No X If yes, please provide details on a separate sheet of paper.

As a board or commission member, what issue(s) might cause conflict between your civic responsibility and personal or professional interests? How would you manage these conflicts?

*none at this time. if a conflict did arise I would identify, communicate the conflict and remove myself from the decision making/voting on the issue.*

Thank you again for your interest in serving on an advisory board for the city of Minnetonka!

Kathryn Graby  
Applicant's signature

10/24/2006  
Date

*received 12/14/04*

**BOARDS & COMMISSIONS APPLICATION**

Please indicate by order which of the following you are interested in (1,2,3, etc.):

- Planning Commission
- Economic Development Authority
- Charter Commission
- Police Advisory Committee
- Ad Hoc Task Force

- Park Board
- Community Heritage Commission
- Lake Minnetonka Conservation District
- Senior Citizens Advisory Board

We welcome you as an applicant for one of the City's commissions, boards or ad hoc task forces. Residents of Minnetonka are eligible for nomination to any of the City's advisory boards as established by the City Council. Please complete the following information, and attach extra sheets if necessary.

Accommodations will be provided, upon request, to allow individuals with disabilities to participate in the application process. For more information, contact Terri DesLaurier (952.939.8211).

**DATA PRACTICES ADVISORY**

We are required to provide the following information to you. Under Minnesota law, your name and home address are public information, which must be provided to anyone who requests it. If appointed to a board or commission, the following information will also be public: education and training background, previous work experience, work location, a work telephone number, and any expense reimbursement. The other information requested below is classified as private. This information will be used by the City Council in determining whether you should be appointed to a board or commission. Therefore, all of the information will be provided to the City Council in a public forum and will be reviewed in public. Failure to provide the requested information may result in your not being considered for an appointment. If you have concerns about providing any of the requested information, please contact Kathy Magrew (952.939.8218).

**PERSONAL INFORMATION**

Name Diare Hayden Ward 2<sup>nd</sup>  
Address 2116 Indian Rd W Zip Code 55305  
Phone (H) 952-915-9233(B) 207-7500 (FAX) \_\_\_\_\_  
E-mail dsh@x3loinc.com

How long have you been a resident of Minnetonka? 15 yrs

Are you or any of your family members presently employed by the City of Minnetonka or serving on any of the City's advisory boards?

Yes \_\_\_ No  If yes, explain: \_\_\_\_\_

**EXPERIENCE AND EDUCATION**

Name of Employer: \_\_\_\_\_

Occupation: At home mother

Education: Bachelors degree - Communications

Community Service/Activities: active in volunteering for Wayzata School district / Sweet Hill

Please list major responsibilities that you have had or currently have in a community project or organization or in your occupation:

Previous professional positions include: Marketing & PR Manager; Administrative Manager; also co-chaired Parks open Space Referendum

Civic/Professional Organization Memberships:

\_\_\_\_\_  
\_\_\_\_\_

**ADDITIONAL INFORMATION**

Please indicate why you are interested in being appointed to an advisory board, and why you feel you are qualified to serve on the advisory board(s) previously indicated.

I served on the Minnetonka Park & Rec Board from 1995-2003 and believe I made a strong contribution. I would like to do it again.

What do you believe you could contribute if appointed to an advisory board? "user input" very active in our parks and trails with my children. Communication skills, and strong interest in childrens health and fitness.

How do you believe you would benefit if appointed to a Board or Commission?

I plan on living in Minnetonka for a long time. I am committed to seeing the city remain beautiful, trail-happy, <sup>and</sup> recreation-friendly.

I am **NOT available** for Board/Commission meetings on the following evenings (circle):

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Yes \_\_\_ No  If yes, please provide details on a separate sheet of paper.

Do you own any real property located in Minnetonka, other than your residence, in which you have a legal or equitable interest which, in the course of your participation in a City advisory board, could give rise to a conflict of interest?

Yes \_\_\_ No  If yes, please provide details on a separate sheet of paper.

As a Board or Commission members, what issue(s) might cause conflict between civic responsibility and personal/professional interests?

none come to mind

You may attach a resume if you desire. The selection process will vary according to the number of applicants and vacancies, and may not include interviews with all candidates.

Thank you for your interest in serving on an advisory board for the City of Minnetonka.

Date: 12/12/06

[Signature]  
Signature

I am interested in beginning my term Jan 2007



Please return application to:

**Karen Telega**

**Administrative Assistant**

City of Minnetonka

14600 Minnetonka Boulevard

Minnetonka, MN 55345

952.939.8211 - Phone

952.939.8244 - Fax

*Received 12/1/10*

### BOARDS & COMMISSIONS APPLICATION

Thank you for your interest in serving your community! Please indicate by order which of the following boards and commissions you are interested in serving on (1,2,3, etc.):

- |  |  |
|--|--|
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### PERSONAL INFORMATION

Name James E. Helsdingen Ward 4

Address 14901 Williston Lane Minnetonka, MN 55345-3672

Phone (H) 952-931-7967 (B) 651-994-4606x27 (Cell) 612-747-2199

E-mail: jhelsdingen@northwrite.com How long have you been a Minnetonka resident? 8+ years

## ADDITIONAL INFORMATION

Employer: Lakeland Construction Finance, LLC. Eagan, MN

Occupation: CPA- Director of Accounting

Education: MBA- University of St. Thomas (Accounting) 2001, BA Eastern Illinois University (History- major, Business Administration- minor), 1994

Community service, civic and professional activities: Member of the American Institute of Certified Public Accountants (AICPA) and the Minnesota Society of CPA's (MNCPA). Appointed to the Leadership Committee of the Minnesota Society of CPA's in 2006.

Why are you interested in being appointed to a city advisory board? I am interest in learning more about the city government and the responsibilities within the commissions that support our local government. I currently have time available with my schedule to be available to serve on this commission. My professional career in accounting has given me audit experience in financial institutions where I was previously with LarsonAllen for 5+ years. My current position with Lakeland Construction Finance deals with the financial reporting and internal controls surrounding the accounting department. With the public accounting firm at LarsonAllen, the schedule was very rigorous and I traveled a great deal and did not have any extra time to volunteer in any capacity. With my new position at Lakeland, the hours are much more standard and there is no travel involved currently. So with the extra time on my hands, I feel this is a great opportunity for me to get involved with the community.

What strengths and abilities would you bring to the board? I am very well organized, a good communicator and have good listening skills. My experience as a CPA would benefit the board from a financial knowledge aspect. The Company I currently work for is in the business of financing residential home builders so I have knowledge of the home building industry as well.

What are the most important issues facing our community over the next several years? There are three separate issues I see facing our community currently that will also continue over the next several years. They are as follows:

1. Construction of new roads and transportation issues. It appears that the city is addressing these issues since there is so much road construction being completed currently and since so much of the annual budget is being put towards construction.
2. Another issue I see is the development of open lots throughout the community or lots that are subdivided up. Some of the older homes in Minnetonka have large plots of land that can be split up to build another home on. I often see the land go up for sale, be purchased by a builder and a new house is then developed on the land.
3. Another issue is that some of the properties in Minnetonka are aging so there will be decisions made by the owner to rehabilitate or tear down the existing property.

What do you think the role of your board should be in addressing those issues? I think the Board should review the facts of each instance and evaluate the pros and cons of each situation before making a recommendation. Board members should be able to draw upon their past experiences or knowledge to address the issue at hand.

**POTENTIAL CONFLICTS**

I am **NOT available** for board or commission meetings on the following evenings (circle):

Monday      Tuesday      Wednesday      Thursday      Friday

Are you or any of your family members presently employed by the city of Minnetonka or serving on any of the city's advisory boards?

Yes \_\_\_ No X If yes, explain: \_\_\_\_\_

**Conflicts of interest** may arise by the participation in any activity, recommended action, or decision from which you receive or could potentially receive direct or indirect personal financial gain. In accordance with this definition, do you have any legal or equitable interest in any business, however organized, which in the course of your participation in a city advisory board, could give rise to a conflict of interest?

Yes \_\_\_ No X If yes, please provide details on a separate sheet of paper.

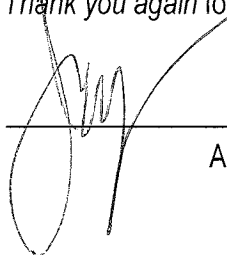
Do you own any real property located in Minnetonka, other than your residence, in which you have a legal or equitable interest which, in the course of your participation in a city advisory board, could give rise to a conflict of interest?

Yes \_\_\_ No X If yes, please provide details on a separate sheet of paper.

As a board or commission member, what issue(s) might cause conflict between your civic responsibility and personal or professional interests? If there was an issue or conflict that I would encounter while on the board, I would immediately bring the issue up for discussion with the other members to find a solution. At this time, I do not foresee any conflicts with my personal or professional interests.

How would you manage these conflicts? I would bring the conflict or matter up and manage the conflict with honesty and integrity.

*Thank you again* for your interest in serving on an advisory board for the city of Minnetonka!

  
\_\_\_\_\_  
Applicant's signature

11-30-2016  
\_\_\_\_\_  
Date

## James E. Helsdingen, CPA, MBA

14901 Williston Lane • Minnetonka, MN 55345-3672  
952-931-7967 (H) • 612-747-2199 (C) • jhelsdingen@northwrite.com

### Professional Profile

- Seasoned accountant in the fast-paced construction finance industry with extensive experience in financial statement preparation and accounting systems.
- Proactive and results-oriented in the timely completion of quality projects and assignments.
- Effective multi-tasker, highly effective communicator and experienced manager, supervising and training accounting staff.
- Detail-oriented problem-solver, possessing strong analytical skills with the ability to make well thought-out decisions.
- Treasurer for start-up software development company, effectively managing payroll, billing, account reconciliation, employee benefits and financial statement preparation.
- Proficient in Excel and Word, Access, PowerPoint, QuickBooks, Monarch, Pro System FX, Jack Henry, and ITI.
- Certified Public Accountant (Minnesota). Member of the AICPA and MN Society of CPAs. Appointed to the MN CPA Leadership Cabinet in September 2006.

### Work Experience

- 2006- Present    **Director of Accounting**, *Lakeland Construction Finance, LLC.*, Eagan, MN  
Manage the loan portfolio and all financial reporting for a significant portion of the subsidiary's loans that were securitized. Analyze the loan portfolio and assisted the Chief Financial Officer in deciding to add or remove loans from the securitized portfolio. Prepare financial statements according to GAAP and other reports including borrowing bases according to the terms of the securitization agreement. Assist the Controller in account reconciliation or review, preparation of monthly financial reporting packages for management, and other projects. Develop processes and procedures designed to strengthen the internal controls in the accounting department and throughout the Company. Assist the external auditors with the year-end audit and other consulting engagements throughout the year.
- 2001 - 2006    **Manager- Financial Institutions**, *Larson, Allen & Weishair Co. LLP*, Minneapolis, MN  
Developed audit plans, assessed audit risk, and managed staff in all phases of certified audits, consulting, internal audits and Directors' Exams. Monitored budgets while ensuring quality and integrity. Worked directly with client management to coordinate fieldwork, prepared financial statements according to GAAP, and recommended measures to strengthen internal controls. Extensive experience in financial statement analysis and preparation, internal audit and regulatory compliance, and staff training and supervision. Acted as liaison between the client and audit partner to plan, execute and finalize engagements on strict timelines. Led the successful audit on the firm's largest financial institution client. Assisted tax department in completing corporate or individual tax returns. Managed the schedule of staff in the group and exceeded chargeable hours budget each fiscal year.
- 1996 - 2000    **Account Specialist - Recoveries**, *Target Corporation*, Minneapolis, MN  
Managed large portfolio of delinquent credit card accounts. Analyzed accounts to determine appropriate collection technique, negotiated and followed-up on payment arrangements. Assisted management in training new employees.

- 1996 - **Branch Operations Officer**, *First Minnesota Bank N.A.*, Minnetonka, MN  
1999 Managed daily operations and supervised Bank employees. Reconciled several critical general ledger accounts and prepared internal financial reports. Assisted commercial loan officers by analyzing borrowers' financial information and served as consumer lending officer. Enhanced collection efforts by analyzing and improving collection methods. Coordinated successful opening of new branch location.
- 1995 - **Branch Manager**, *TCF Bank*, Brooklyn Park, MN and Bridgeview, IL  
1996 Supervised the operations, sales and customer service of TCF office. Provided effective sales-oriented customer service. Maintained a motivated staff and expanded account base through customer referrals.
- 1994- **Registered Representative**, *Fortis Financial Group*, Downers Grove, IL  
1995 Prospected potential new clients and educated new clients on the financial products available through the Company that included mutual funds, life insurance and annuities. Assisted clients with establishing new accounts and monitoring existing accounts. Was Series 6 and Series 63 licensed.

### Education

MBA, *University of St. Thomas*, Minneapolis, MN, 2001. Major: Accounting (GPA 3.4)  
BA, *Eastern Illinois University*, Charleston, IL, 1994. Major: History, Minor: Business Administration

November 30, 2006

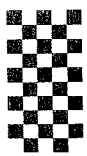
Karen Telega  
City of Minnetonka  
14600 Minnetonka Boulevard  
Minnetonka, MN 55345

Dear Ms. Telega,

Enclosed is my Boards and Commissions Application for my interest in serving on the Economic Development Authority. I have also included a copy of my current resume. If you need any additional information, please contact me.

Best regards,

  
Jim Helsdingen



City of  
**minnetonka**

Please return application to:  
**Karen Telega**  
**Administrative Assistant**  
City of Minnetonka  
14600 Minnetonka Boulevard  
Minnetonka, MN 55345  
952.939.8211 - Phone  
952.939.8244 - Fax

## BOARDS & COMMISSIONS APPLICATION

Thank you for your interest in serving your community! Please indicate by order which of the following boards and commissions you are interested in serving on (1,2,3, etc.):

<u>  3  </u> Planning Commission	<u>  4  </u> Park Board
<u>  2  </u> Economic Development Authority	<u>      </u> Community Heritage Commission
<u>      </u> Charter Commission	<u>      </u> Senior Citizens Advisory Board
<u>      </u> Police Advisory Committee	<u>  1  </u> Lake Minnetonka Conservation District
<u>      </u> ArtsCenter on 7 Advisory Committee	<u>      </u> Other _____

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## PERSONAL INFORMATION

Name William (Bill) J. Yaeger

Ward 3

Address 15694 Sussex Dr., Minnetonka, MN 55345

Phone (H) 952-936-0473 (B) 952-367-4000 (Cell) 612-716-9019

E-mail w.j.yaeger@att.net

How long have you been a Minnetonka resident? 20 years

## ADDITIONAL INFORMATION

Employer: Genessee Financial

Occupation: General Manager / Loan Officer

Education: B.S. Mankato State Univ.

Community service, civic and professional activities:

- 2000-2006 Bassett Creek Watershed Vice Chair
- 1992-2006 Minnetonka Rotary Past President
- 1989-2006 Minneapolis Business Forum Past President / Mr. Business Forum
- 2002-2006 Urban Boatbuilders Board Member
- 1990-1992 Minnetonka Lions

Why are you interested in being appointed to a city advisory board?

I have always believed that a person should give back to the community some of himself. This makes the person and the community both winners. We live in a spectacular city that is that way because so many of its' residents are involved. We need to keep it that way.

What strengths and abilities would you bring to the board?

In my life I have had 3 successful careers of about 10 years each; food sales, office equipment sales and finance. I retired from banking in 2004 and have been involved in starting a socially conscious finance company since then. Each of these endeavors has required organizational, directional and leadership skills. These as well as my natural enthusiasm and intellect will serve Minnetonka well.

What are the most important issues facing our community over the next several years? What do you think the role of your board should be in addressing those issues?

Minnetonka needs to take its place as a leader in the twin cities. We are now a mature city and our focus needs to change from growth to quality. By that I mean that we need to consider different consequences when we plan to redevelop an area. The ageing of our community requires different responses than it did years ago. The city's financial condition and the value of the services it provides need to keep pace with the needs of its citizens.

**POTENTIAL CONFLICTS**

I am **NOT available** for board or commission meetings on the following evenings (circle):

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Are you or any of your family members presently employed by the city of Minnetonka or serving on any of the city's advisory boards?

Yes X    No \_\_\_    If yes, explain: Bassett Creek Watershed Commission, expires Feb.07

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As a board or commission member, what issue(s) might cause conflict between your civic responsibility and personal or professional interests? How would you manage these conflicts?

Thank you ~~again~~ for your interest in serving on an advisory board for the city of Minnetonka!

William J Yaeger  
Applicant's signature

11/3/06  
Date