



COTTAGE GROVE CITY COUNCIL

November 15, 2023

12800 RAVINE PARKWAY SOUTH
COTTAGE GROVE, MINNESOTA 55016
COUNCIL CHAMBER- 6:00 PM

- 1 Call to Order
- 2 Roll Call
- 3 Agenda Item
 - A City Council Vacant Seat Appointment
Staff Recommendation: Conduct Councilmember selection as outlined in the attached memo.
- 4 Adjournment



City Council Action Request

3.A.

Meeting Date 11/15/2023

Department Administration

Agenda Category Action Item

Title City Council Vacant Seat Appointment

Staff Recommendation Conduct Councilmember selection as outlined in the attached memo.

Budget Implication N/A

Attachments

1.	DuBry (Combined and Redacted)
2.	Falkner (Combined and Redacted)
3.	Garza (Combined and Redacted)
4.	Jurgens (Combined and Redacted)
5.	Lucas (Combined and Redacted)
6.	Umbreit (Combined and Redacted)



TO: Honorable Mayor and City Council
Jennifer Levitt, City Administrator

FROM: Tammy Anderson

DATE: November 15, 2023

RE: City Council Vacant Seat Appointment

Discussion

Below is the process approved by the City Council on October 4, 2023 for the Councilmember selection process on November 15, 2023. Applicants were asked to give a 3 minute or less presentation expressing their interest and qualifications for the City Council Open Seat. Applicants were given the option to pre-record a video with SWCTC on Thursday, November 9th at 5 PM or present live to the City Council on November 15, 2023 at a 6 PM Special Council meeting. Applicants that chose to pre-record their videos were given one take and taping was stopped at 3 minutes. These applicants will not be given an additional three minutes to present to the Council live. Pre-recorded videos will be played at the November 15, 2023 Special Council Meeting.

After each candidate is heard, the selection process will begin:

Round 1- The Mayor will call for the first paper ballot.

- Each Council Member will select up to three (3) candidates by paper ballot.
- The City Clerk will read aloud each Council member's choice, identifying the Council Member and his/her choices.
- Candidates receiving one or more votes will advance to Round 2.
- The City Clerk will announce the names of the people advancing to Round 2.

Round 2 - The Mayor will call for the second paper ballot.

- Each Council Member will select up to two (2) candidates by paper ballot.
- The City Clerk will read aloud each Council member's choice, identifying the Council Member and his/her choices.
- Candidates receiving two (2) or more votes will advance to Round 3.
- The City Clerk will announce the names of the people advancing to Round 3.

Round 3 - The Mayor will call for the third paper ballot

- Each Council Member will select one (1) candidate by paper ballot.
- The City Clerk will read aloud each Council member's choice, identifying the Council Member and his/her choices.
- Any candidate receiving three (3) or more votes will be considered for appointment.

At the December 6, 2023 regular meeting, the Mayor and Council will ratify the selection and the newly appointed Council Member will be sworn into office and take his/her seat at that meeting.

Recommendation

Conduct Councilmember selection as outlined in the attached memo.

Attachments

1.	DuBry (Combined and Redacted)
2.	Falkner (Combined and Redacted)
3.	Garza (Combined and Redacted)
4.	Jurgens (Combined and Redacted)
5.	Lucas (Combined and Redacted)
6.	Umbreit (Combined and Redacted)

City of Cottage Grove Application for Council Appointment

Thank you for your interest in serving as a member of the Cottage Grove City Council for the next several months. Your response to the following questions will help us to consider you for appointment to the position. Please feel free to add additional pages if necessary.

Name Terry E. DuBry Sr

Address [REDACTED]

Phone Number [REDACTED]

Email Address [REDACTED]

1. What is your full-time occupation?

Electrical Maintenance Supervisor

2. List previous service on a governing or decision-making body. Include positions and dates. For example: A Public or Private Board of Directors, Advisory Committee or Commission Member, Fraternal Organization, etc.

2019- present Christian Motorcyclists Association- Chapter president

2013- present Electrical supervisor

2005-2010 I.B.E.W Local 357 Several positions including Executive board member, unit 2 chairman and contract negotiation chairman.

3. What community groups or activities have you been involved with? Please include dates and capacity.

Christian Motorcyclists Association- President, Vice President, Chaplain

Fraternal Order of Moose- Governor, Secretary

4. What experience in your background would contribute positively to this position?

I have extensive experience in leadership, community involvement, I am very goal driven, I understand how to promote longterm planning and have extensive experience with community improvement projects.

5. Is there anything that could routinely interfere with your ability to attend two regular City Council meetings per month plus special workshops and study sessions? Council regular meetings are held on the first and third Wednesday of each month at 7:00 PM.

No

6. Have you ever run for office in the past? If so, when and what office?

No

7. Explain in detail why you are interested in this position,

■ I have a vested interest in the Cottage Grove community, I have had a passion for a long time to take part in local government but with young children, I waited until the opportunity was right in order to put my best effort into taking part in local government. I feel that at this point in my life I have the knowledge and time to devote to this important position. Due to the various ways in which I am already involved within the community, such as connecting with and maintaining positive relationships with residents, local businesses, facilities and institutions, being involved with my children's education, and keeping up to date with local issues including the economy and decisions made by the current city council, I feel that the next natural step is for me to become actively involved in local politics.

8. Explain why the City Council should consider appointing you to the position above other candidates

I will focus on community safety, developing opportunities for new businesses and support for our existing community businesses. I will promote responsible fiscal decision making, support our local schools, and work toward offering more opportunities for youth recreational programs that promote important values such as tolerance and respect in an ever evolving diverse community. I will work to ensure that local government has positive effects on our quality of life and not be intrusive to the residents. I would like to see an improvement in the condition of city streets to keep our city looking clean and beautiful. I would ensure that all residents have a voice and make decisions that are in the best interest of the city and its residents. I am also very devoted to long-term planning.

9. What are some of the major issues facing the City today? Highlight issues and your position.

- Youth/senior activities-I feel we need to offer more programs to our youth and seniors.
- Expanding our city all while keeping it small- Showing support to certain businesses that will improve our city and it's residents all while not overcrowding our city with needless businesses that offer no improvements to our community.
- Keeping the history of our community alive by not replacing all of our farmland into commercial/industrial properties.

10. If appointed to the vacancy. what major goals or projects would you like to see addressed during the several month term of office? +

- Offering more opportunities for youth/senior recreational programs
- Developing opportunities for new and existing businesses
- Ensure that local government continues to have positive effects on our quality of life and not be intrusive to the residents. ,
- Continued improvements in the condition of city streets
- Community safety +

11. What has the City Council done well and not so well over the past 5 years?

- Opened opportunities for new businesses while expanding opportunities for our existing businesses.
- Improved city streets
- Improved our existing schools while opening a state of the art new middle school.
- Improved our current police force, fire department and facilities.
- Not enough programs for the youth that are not interested in sports.
- need to focus more on our current farming residents and give them a reason to continue to adding to our cities rich history.
- Be very diligent in what businesses that we allow into our community and which ones that offer no improvement.

12. Please feel free to tell us anything else about yourself, your education, experiences or other qualifications that you believe would help you to be an effective Council Member for the City.

I have been a tradesman for all of my adult life, setting my path to graduate an approve state and federal electrical apprenticeship, graduated from University of Tennessee Knoxville with a diploma in electrical theory instruction. I have participated and held leadership positions on several work related and community boards/departments. Me and my family currently attend Crossroads community church in Cottage Grove and I have a strong vested interest in seeing our community improve and flourish and being an integral part of the change.

By signing this application, I swear or affirm that I am qualified under the constitution of the United States and the State of Minnesota to seek public office. I am an eligible voter. I am or will be 21 years of age or older prior to assuming office. I have been a resident of the City for at least 30 days before taking office.

Signature



Date 10/13/2023

Please return this form by 4:00 p.m., Friday, November 5, 2021 to:

City of Cottage Grove
City Clerk's Office
12800 Ravine Parkway S.
Cottage Grove, MN 55016

October 12, 2023

Letter of Intent to run for Cottage Grove City Council

My name is Terry DuBry Sr and I am an electrical maintenance supervisor at Xcel energy. I have lived and worked in and around Cottage Grove, MN for 10 years. I plan to run for Cottage Grove City Council in the 2023 special election. I moved to Cottage Grove from Las Vegas, NV in 2013, where I was a journeyman electrician for 20 years. I attended University of Tennessee Knoxville College where I received an electrical instruction diploma. Since then, I have pursued a career in commercial nuclear power and am currently employed at Prairie Island Nuclear Generating Plant in Welch, MN. I have been a property owner in Cottage Grove since I bought my home here in 2015. My wife is a resident of Cottage Grove, and is an human resource specialist at [REDACTED]. I am the proud father of 4 wonderful adult children. My family has lived and worked in and around Cottage Grove for 10 years and there is no place I'd rather call home. I have a vested interest in the Cottage Grove community, I have had a passion for a long time to take part in local government but with young children, I waited until the opportunity was right in order to put my best effort into taking part in local government. I feel that at this point in my life I have the knowledge and time to devote to this important position. Due to the various ways in which I am already involved within the community, such as connecting with and maintaining positive relationships with residents, local businesses, facilities and institutions, being involved with my children's education, and keeping up to date with local issues including the economy and decisions made by the current city council, I feel that the next natural step is for me to become actively involved in local politics. If I should get elected to city council, I will focus on community safety, developing opportunities for new businesses and support for our existing community businesses. I will promote responsible fiscal decision making, support our local schools, and work toward offering more opportunities for youth recreational programs that promote important values such as tolerance and respect in an ever evolving diverse community. I will work to ensure that local government has positive effects on our quality of life and not be intrusive to the residents. I would like to see an improvement in the condition of city streets to keep our city looking clean and beautiful. I would ensure that all residents have a voice and make decisions that are in the best interest of the city and its residents. I am also very devoted to long-term planning since I plan on living in this community for the rest of my days and hopefully, even watch my grandchildren grow up here.

Respectfully,

Terry DuBry Sr

TERRY E. DUBRY, SR

[REDACTED]
Cottage Grove, MN. 55016
[REDACTED]
[REDACTED]

CONSTRUCTION ■ MANAGEMENT ■ FIELD ENGINEERING

Nuclear, Industrial, Commercial and Government

A well-seasoned and highly experienced professional in the electrical industry with over 30 years' experience conducting systematic monitoring and evaluation of the various aspects of an assigned project to ensure that standards of quality are being met. Expert in nuclear, commercial, industrial, new construction, service, maintenance, fossil, solar and government facilities. Combine smart ideas and technical concepts which are applied to achieve a highly technical, professionally built structure. Supervised installation/repair of electrical systems aligned with code/regulatory requirements; and encourage the principles of construction. Work closely with craft, contractors, architects, designers, engineers, regulators and property owners in all phases of design and construction. Coordinate scheduling, budgeting, site safety, availability of materials, and logistics. Overcome complex business challenges within fast-paced, high-pressure environments using coaching, foresight, experience-backed judgment, innovation, strong work ethic and integrity. Contribute to sustainable management objectives. Motivate personnel to set higher goals and achieve greater success. Establish and maintain an excellent rapport with all levels of staff and management.

DOE "Q" Security Clearance Unescorted Nuclear Plant Access

CORE COMPETENCIES

- | | | |
|-----------------------------|------------------------------------|--------------------------|
| • Field/Onsite Management | • Quality Assurance | • NEC/NFPA/DOE |
| • Design/Build Construction | • Codes/Regulations | • OSHA/Hazmat |
| • Passport, SAP Maximo | • Nuclear Supervisor Qualification | • Radiation Worker |
| • ESOMS | | |
| • Materials Management | • Site Inspection | • Practices/Standards |
| • Subcontractor Liaison | • Nuclear Environments | • Cost/Inventory Control |

FORMAL EDUCATION

Journeyman Wireman Electrician

IBEW - NJATC APPRENTICESHIP 5 YEAR PROGRAM

Las Vegas, Nevada

JATC Electrical Instructor

UNIVERSITY of TENNESSEE

Knoxville, Tennessee

CERTIFICATIONS

3M Fiber Optics, Protective Grounding, Transformers, High Voltage Termination 35k, OSHA 30, INPO Nuclear Maintenance Supervisor

SPECIAL TRAINING

Lock Out-Tag Out, NEC Code, Process Improvement, Communication & Reporting, CPR & First Aid, Passport, SAP & Maximo Operating Systems, MOV Testing Supervisor, FFD Supervisor, Confined Space Supervisor, Safety At Heights Competent Person, Teledyne Quiklook 3.

PROFFESIONAL EXPERIENCE

Electrical Maintenance Supervisor/Supplemental Worker Oversight – Xcel Energy
Prairie Island Nuclear Generating Plant 2013-Present

- Effectively supervise contractor & maintenance personnel to ensure that all assigned maintenance activities are performed safely and effectively by qualified workers in accordance with plant procedures, NRC regulations, and the site schedule.
- Ensure department personnel are properly supervised, trained, and qualified to perform assignments, including emergency plan qualifications.
- Administer coaching, mentoring and performance management, including initiation of disciplinary action, for assigned employees.
- Effectively communicate significant plant and personnel issues to Maintenance Manager and all applicable levels of station management.
- Foster open communications and collaboration between all organization internal and external to the plant including INPO and regulatory agencies.
- Ensure effective communication of company programs, announcements, policies, etc. to assigned employees and feedback to the company from assigned employees.
- Participate in various aspects of work control, coordination, scheduling, and engineering meetings involving online, load reductions, forced outages and refueling outages activities, to ensure that assigned work is properly assigned, planned and ready to work.
- Understand, support and administer all Maintenance processes, such as the training program, surveillance program, procedure revisions and CAP to ensure effective work practices.

- Supervise motor operated valve diagnostic testing.
- Supervise vendor inspections and repair of plant equipment.
- Assure effective procurement and use of material, parts, tools, equipment and M&TE.
- Participate in all aspects of Maintenance Department management to support safe and efficient operation of the plant, including the development, implementation and performance monitoring of all corporate, site and divisional business goals and objectives.
- Work with the Maintenance Department to determine if additional outside resources are required for large projects to determine the amount of oversight and additional supervision required to support projects.
- Work jointly with Human Resources, implement Employee/Contractor Life cycle process.
- Prepare contractor control plan for projects utilizing contract personnel.
- Verify contractors/vendors/supplemental personnel are qualified or trained for the tasks they are required to perform.
- Responsible for continuous improvement of outage planning, scheduling and execution process by working with the outage core team and industry best practices.

**Lead Electrical Supervisor - Fluor Maintenance Inc.
Diablo Canyon Nuclear Power Plant**

2012-2013

- Effectively supervise craft/union personnel to ensure that all assigned maintenance/outage activities are performed safely and effectively by qualified workers in accordance with plant procedures, NRC regulations, and the site schedule. Ensures department personnel are properly supervised, trained, and qualified to perform assignments, including emergency plan qualifications.
- Administer coaching, mentoring and performance management, including initiation of disciplinary action, for assigned employees.
- Effectively communicate significant plant and personnel issues to Shift Manager and all applicable levels of station management. Fostering open communications and collaboration between all organizations internal and external to the plant including INPO and regulatory agencies.
- Ensure effective communication of company programs, announcements, policies, etc. to assigned employees and feedback to the company.
- Participate in various aspects of work control, coordination, scheduling, and engineering meetings involving online, load reductions, forced outages and refuel outages activities, to ensure that projects are properly assigned, planned and ready to work.
- Understand, support and administer all maintenance/outage processes, such as the training program, surveillance program, procedure revisions and notifications to ensure effective work practices. Identify and support improvement opportunities, when applicable.
- Supervise vendor inspections and repair of plant equipment. Assure effective procurement and use of material, parts, tools, equipment and M&TE.
- Participate in all aspects of Maintenance/Outage Department management to support safe and efficient operation of the plant, including the development, implementation and performance monitoring of all corporate, site and divisional business goals and objectives.
- Projects include but not limited to caustic/acid replacement, 4kv upgrade, polar crane upgrade, process control system upgrade & security upgrades.

**Lead Electrical Field Engineer/Planner - Bechtel Power
Monticello Nuclear Power Generating Plant**

2011-2012

- Duties include review of technical proposals, inspection / verification of installed work, and communication with design engineering as required, to resolve issues.
- Perform inspections and documentation of all instrument work in progress on a continuing basis to ensure quality and conformance to project specifications, codes, and contract (customer) requirements are met. (Instruments, Impulse Lines, Sample Lines etc)
- Participate in system turnover walk downs as required, both Construction and Client turnovers; initiate, track and resolve punch-list items for assigned areas of responsibility
- Review Design documents, 3D Models, and vendor fabrication drawings for completeness, adequacy, and constructability items.
- Communicate with design engineering and vendors to resolve issues including preparation of field change documents.
- Communicate with procurement to prioritize, expedite and control material deliveries to the site.
- Execute field take offs from Issued For Construction drawings, provides input to the quantity tracking applications and reports weekly installed quantities to Project controls.
- Assist in development and execution of PASSPORT electrical/instrumentation bulks work packaging program (Instruments, Impulse Lines, Sample Lines etc)
- Verify materials, equipment, and workmanship, to ensure all installation meets all contract, design and code requirements.
- Demonstrate a personal commitment to safety, provides leadership and takes personal accountability for site safety, environmental and health program.

**General Foreman – Shaw Group
Harry Allen Power Generating Station**

2009-2011

- Manage daily electrical contracting operations on a wide variety of major industrial projects.
- Supervised up to 110 onsite journeyman/apprentice personnel building the \$500 million Harry Allen Power Generation Station.
- Responsible for layout, manpower commissioning, startup union crafts.
- Supervised Installation of cable trays, pull wire, run conduit, install electrical switchgear, and complete high/low voltage terminations.
- Monitor job progress and conduct regular performance and safety meetings.
- Organized/directed work schedules saving over \$1 million in overall project costs.
- Implemented Six Sigma procedures and VPP Star Safety Programs – zero accident policy.

**Electrical Project Foreman – Bechtel Nevada/National Security Technologies
Nevada National Security Site/Yucca Mountain**

2000-2009

- Planned, scheduled, monitored corrective and preventive maintenance.
- Generated detailed work packages including specification and procurement of materials and components, cost control, and interfaced with Engineering to resolve equipment/doc issues.
- Addressed, resolved, produced FCR, DCN, and RFI's.
- Provided extensive electrical support for national defense organizations including NNSA, LLNL, LANL, SNL, AND OST at Unicorn, U1a, U1h, and Beef facilities.
- Conducted studies/investigations and prepared reports to improve efficiency and progress.
- Implemented the 5 core functions of ISMS.
- Coached, mentored, trained, supervised, motivated 15 support personnel.
- Performed as Complex Foreman on up to \$500 million projects.
- Worked with Estimating Group to develop definitive cost estimates.
- Implemented/maintained 100% safety with NSTEC, NNSA, AND DOE policy.

City of Cottage Grove Application for Council Appointment

Thank you for your interest in serving as a member of the Cottage Grove City Council for the next several months. Your response to the following questions will help us to consider you for appointment to the position. Please feel free to add additional pages if necessary.

Name Michael Falkner

Address [REDACTED]

Phone Number [REDACTED]

Email Address [REDACTED]

1. What is your full-time occupation?

I work at 3M Cottage Grove production supervisor and Part time at Treasure Island Resort and Casino as a Custodian.

2. List previous service on a governing or decision-making body. Include positions and dates. For example: A Public or Private Board of Directors, Advisory Committee or Commission Member, Fraternal Organization, etc.

From March 2017 to currently as a production supervisor I make decisions from training to safety on the lines. I also am part of the safety committee. From July 2012 to December 2016, I also work for the Wisconsin Department of Corrections an officer and Sergeant. With this was part of the safety committee and made decision for work schedules for the inmates and discipline committee.

3. What community groups or activities have you been involved with? Please include dates and capacity.

From June 2012 to June 2013, I did volunteer for the WI DNR. I would be and help with ground keeper work at the State campgrounds. From painting tables to cleaning the restrooms. Report any unsafe activity to reporting things that needed fixed around the site.

4. What experience in your background would contribute positively to this position?

I have been part of inside work and outside work activities that I would like to bring a positive to this great city. With my background in safety and the ability to think outside of the box could bring a positive outlook to this position.

5. Is there anything that could routinely interfere with your ability to attend two regular City Council meetings per month plus special workshops and study sessions? Council regular meetings are held on the first and third Wednesday of each month at 7:00 PM.

My current schedule would not interfere with regular City Council meeting. I do have a lot of flexibility in my current occupation that will allow me to sit in special workshops and study sessions.

6. Have you ever run for office in the past? If so, when and what office?

I have not run for any kind of office. I have always thought about running for City Council. Here is an opportunity to see the inside of the job.

7. Explain in detail why you are interested in this position,

I am interested in this position because I am a good person that is willing to make things happen for the right reasons. I am a people person and gets along well with the public. I like to get out to see what is happening to see what I can bring to the table for improvements and build from a current improvement.

8. Explain why the City Council should consider appointing you to the position above other candidates.

The City Council should appoint me for the position because I am not part of any inside government position. I am new to the city and look forward to making this city great. I know I can connect with the people of Cottage Grove to see out the best of this city.

9. What are some of the major issues facing the City today? Highlight issues and your position.

I think one issue is see is the fast growth of the city. Dose the city have the right infrastructure be keep up with the growing size. From water and sewer to the schools. The impacts of growing to fast would force taxes rats up to high too fast for people and could cause good people to leave this great city. Maybe I wrong about this and that' s the issues I see as of right now.

10. If appointed to the vacancy, what major goals or projects would you like to see addressed during the several month term of office?

If appointed I would like to be part of the city growth projects. From restaurants to new housing developments and shopping.

11. What has the City Council done well and not so well over the past 5 years?

Cottage Grove has done well in many things around this city. The two I would like to point out is the walking trail upkeep and parks. This is very important to me because I have kids and I enjoy this with them. I don't have to drive to a different city and knowing they are safe for them as well. I also like to say the roads are good and well kept up. the repaving program is a nice touch to this city.

12. Please feel free to tell us anything else about yourself, your education, experiences or other qualifications that you believe would help you to be an effective Council Member for the City.

I am the kind of person that wants to bring in the best for the city I live in. I don't make quick decision based on low to no information. I like to research to ensure the right calls are happening. I went to school for criminal justice. I am a people person and enjoy listening to other with good ideas. If appointed I would like to keep running for the position till I can't anymore. I might work for 3M and I have to professionalism to separate the two positions.

By signing this application, I swear or affirm that I am qualified under the constitution of the United States and the State of Minnesota to seek public office. I am an eligible voter. I am or will be 21 years of age or older prior to assuming office. I have been a resident of the City for at least 30 days before taking office.

Signature



Date

11-2-23

City of Cottage Grove
City Clerk's Office
12800 Ravine Parkway S.
Cottage Grove, MN 55016

11. What has the City Council done well and not so well over the past 5 years?

Cottage Grove has done well in many things around this city. The three I would like to point out is the walking trail upkeep and parks. This is very important to me because I have kids and I enjoy this with them. I don't have to drive to a different city and knowing they are safe while they play is the best. I also like to say the roads are good and well kept up. The repaving program is a nice touch to this city.

The one thing the City Council has not done well is selling the aquatic center. I believe with the right information/presentation meeting to address what and how this will operate and how Cottage Grove pay for it, would be helpful. With out rising the taxes to high.

Michael Falkner

[REDACTED]
Cottage Grove, MN 55016
[REDACTED]

City of Cottage Grove

Attn: Mayor and City Council

12800 Ravine Parkway S.

Cottage Grove, MN 55016

Please accept as my letter of interest for the vacant seat. I have been a resident of Cottage Grove for over four years. My family and I moved to Minnesota to seek out a better life for us and our kids. We didn't know where to live at first and wanted to be a small town and the same feeling from a bigger city. When looking for homes to buy we came across Cottage Grove and loved it from the beginning. With the variety of goods here for shopping to entertainment and school, we know we found a good place to live.

In my short time living in Cottage Grove, I have come to know and love what it has to offer. From the beautiful parkers to the walking trails where the kids can be safe and be away from traffic. I come from a long time of leadership and decision making in my career and believe I would be a good fit for the City Council. My daily activities I am involved with are the production lines to ensure safety of operations and meeting customer expectations. I belong to the EHS safety committee and engage with operators what can be improved here to make the job better.

Thank you for taking the time and consideration for reviewing of my credentials. I am ready to assist and serve this great community.

Sincerely,

Michael Falkner



Professional Profile

More than eight years of experience in manufacturing/processing.

Over five years of experience in supervising and leadership.

More than four years working in law enforcement.

Skills Summary

- Excellent verbal and written communication skills
- Computer skills
- Microsoft office training
- Weapons training (personal and DOC)
- Observant and Attentive
- Firefighting training with TEEX
- Extensive personal safety training
- First responder training

Professional Experience

3M Cottage Grove Production Operator/Manufacturing Supervisor: March 2017 - current

- Experience with IMES/Auditing run cards
- Maintain neat, orderly, and safe working conditions
- Use power trucks
- Work cooperatively with others
- Advanced supervisory experience in a lean manufacturing environment
- Monitor other operations/processes as needed
- EHS safety committee

Wisconsin Department of Corrections, Stanley Correctional Institution Correctional Officer/Correctional Sergeant : July 2012 - December 2018

- Supervising inmates, ensuring that they attend the appropriate scheduled class or are within assigned area
- Maintain order by enforcing institutional policies and procedures
- Conduct random cell and area searches as well as pat searches
- Account for accurate inventory of Officer/Sergeants gear
- Ensure accurate inmate count
- Update inmate files, fill out conduct reports, and maintain roster board
- Distribution of assigned goods to inmates:
 - Medications
 - Meals
 - Canteen purchased goods
 - Personal hygiene items
- Maintained records
- Lead and direct physical training sessions

**Big River Resources Boyceville LLC (Previously Western Wisconsin Energy), Process Operator:
August 2007- June 2012**

- Conduct “Rounds” which include Cook and D&E departments.
- Take, test, and record sample information
- Run heavy equipment such as JLG, skid steer, telehandler, scissor lift, power trucks
- Load and unload belly dump trailers
- General housekeeping
- Preventative maintenance by verifying and following written and verbal instructions.
- Operate main computer system for process operating
- Fill out and apply Lock Out Tag Out paperwork when requested by maintenance
- Coordinate projects during shutdowns

WRR Environmental Services (August 2006 – June 2007)

- Operation of various stiles.
- Perform required maintenance on stiles.
- Fulfilling shipment orders/ preparing product for shipment to order specification.
- Filled rail cars with product waste as instructed by laboratory management.

Education

Globe University: A degree in Criminal Justice, graduated in June 2014

Memorial High School, Eau Claire WI: graduated in 2002

City of Cottage Grove Application for Council Appointment

Thank you for your interest in serving as a member of the Cottage Grove City Council for the next several months. Your response to the following questions will help us to consider you for appointment to the position. Please feel free to add additional pages if necessary.

Name Monique Garza

Address [REDACTED]

Phone Number [REDACTED]

Email Address [REDACTED]

1. What is your full-time occupation?

Realtor

Supplier Quality Representative



Monique Garza City Council Application

1. What is your full-time occupation?

Realtor 2019- Present

Supplier Quality Representative- Contractor for Abbott 2017-Present

2. List previous service on a governing or decision-making body. Include positions and dates.

For example: A Public or Private Board of Directors, Advisory Committee or Commission Member, Fraternal Organization, etc.

Board member of the Cottage Grove Chamber of Commerce 2022- Present

Member of the Government Affairs committee for SPAAR 2023-Present

Member of the DEI (Diversity, Equality, Inclusion) committee for SPAAR 2022-Present

Member of YIMBY Committee 2023- Present

Member of Saint Paul Chamber of Commerce 2023- Present

3. What community groups or activities have you been involved with? Please include dates and capacity.

As the host of 'Movies in the Park,' I proudly launched this beloved community event in the summer of 2022. Thanks to a collaborative effort that involved the city and the generous support of local businesses, we've been able to offer these cherished movie nights to our community completely free of charge. It's heartwarming to see how this initiative has brought our community together, offering enjoyable movie nights under the stars. I'm eagerly anticipating the continued success and growth of this event, with many more enjoyable evenings to come.

I am an active participant in the 'Women in Business' group right here in Cottage Grove. This platform allows me to connect with and support fellow motivated individuals and professionals, fostering a robust network that empowers women to achieve their aspirations.

As a proud parent of the Strawberry Fest Ambassador, I'm actively involved in supporting my child's role. I dedicate my time to participate in numerous ambassador events, ensuring their success and contributing to the overall success of Strawberry Fest. It's a rewarding way for me to be engaged in our community and make the festival a truly special and memorable experience for all.

4. What experience in your background would contribute positively to this position?

Being a realtor in our community has afforded me valuable insights into the remarkable growth Cottage Grove has experienced and the evolving needs of our city. This, in turn, has fueled my commitment to fostering an inviting community for everyone.

Through my involvement in various community initiatives, I've had the privilege of engaging with our residents and gaining a deeper understanding of their perspectives. Organizing events such as outdoor movie nights in the park has allowed me to connect with numerous local families, strengthening my ties to our vibrant community.

My professional role in quality management at Abbott has equipped me with indispensable skills for critical thinking and informed decision-making. These competencies are an asset as I strive to contribute positively to the continued growth and prosperity of our city.

5. Is there anything that could routinely interfere with your ability to attend two regular City Council meetings per month plus special workshops and study sessions? Council regular meetings are held on the first and third Wednesday of each month at 7:00 PM.

No, I will be able to make 2 meetings per month as well as special workshops and/or study sessions.

6. Have you ever run for office in the past? If so, when and what office?

No, I have not run for office before.

7. Explain in detail why you are interested in this position.

I am enthusiastic about the prospect of serving on the city council because I strongly believe that I can bring significant value to the position. With my diverse background and in-depth knowledge of our community, I am confident that I can provide valuable insights and contribute to the betterment of our city.

My active involvement in various community initiatives has allowed me to develop a deep understanding of our city's unique needs and opportunities. Joining the city council will not only allow me to further my personal growth but also provide me with a platform to make an even more significant impact and help our community thrive.

8. Explain why the City Council should consider appointing you to the position above other candidates.

I strongly believe that I can bring significant value to the position. With my diverse background and in-depth knowledge of our community, my active involvement in various community initiatives has allowed me to develop a deep understanding of our city's unique needs and opportunities. I am confident that I can provide valuable insights and contribute to the betterment of our city.

9. What are some of the major issues facing the City today? Highlight issues and your position.

Our community is experiencing rapid growth, and we are putting in substantial effort to ensure that our infrastructure can accommodate this expansion. Currently, our schools are operating at full capacity, and the demand for expansion is pressing.

10. If appointed to the vacancy, what major goals or projects would you like to see addressed during the several month term of office?

School capacity, local business growth

11. What has the City Council done well and not so well over the past 5 years?

The groundbreaking of the Low Zone Water Treatment Plant represents a significant achievement for our city, one that the dedicated efforts of our city council made possible.

12. Please feel free to tell us anything else about yourself, your education, experiences or other qualifications that you believe would help you to be an effective Council Member for the City.

My desire to serve on the city council stems from my profound passion for our city and my commitment to fostering an inclusive and welcoming environment for all residents to relish. This summer, I had the honor of receiving the HERO award from SPAAR in recognition of my extensive contributions to both my local community and the real estate community, a testament to my dedication to assisting others.

Monique Garza

[REDACTED]

Cottage Grove, MN 55016

[REDACTED]

[REDACTED]

October 13, 2023

Mayor and City Council

Attention: City Clerk

City of Cottage Grove

12800 Ravine Parkway S.

Cottage Grove, MN 55016

Dear Members of the Selection Committee,

I am writing to express my strong interest in applying for the vacant City Council seat in the City of Cottage Grove. As a dedicated and active member of our community, I am deeply committed to the betterment of our city and am eager to contribute my skills and experiences to this important role.

Over the years, I have been privileged to be part of various community initiatives and organizations. My experience as the host of 'Movies in the Park,' as a member of 'Women in Business', and as a board member for 'The Cottage Grove Chamber of Commerce', have allowed me to understand the unique needs and challenges our community faces.

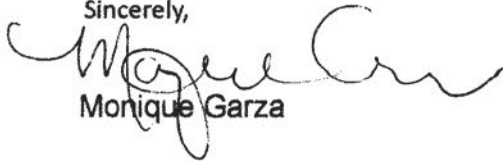
I believe that effective leadership is rooted in a profound understanding of community dynamics, a willingness to listen, and a dedication to serving the best interests of the residents. I possess strong communication, teamwork, and problem-solving skills, and I am known for my unwavering commitment to fostering a sense of unity and progress in our city.

My experiences, both personally and professionally, have provided me with the ability to work collaboratively, make informed decisions, and represent the diverse voices within our community. If appointed to the City Council, I am fully committed to addressing the issues and opportunities that our city faces and working tirelessly to ensure that Cottage Grove continues to thrive.

I would welcome the opportunity to discuss my candidacy further in an interview or through any other channels you deem appropriate. I am excited about the prospect of contributing to the future of our city and would be honored to serve as a City Council member.

Thank you for considering my application. I look forward to the opportunity to contribute my skills, passion, and dedication to the City of Cottage Grove.

Sincerely,

A handwritten signature in black ink, appearing to read 'Monique Garza', with a stylized, flowing script. The signature is positioned above the printed name 'Monique Garza'.

Monique Garza

Monique Garza

SKILLS

- Excellent knowledge in software including Word, Excel, Access, SharePoint, Project, Adobe, Publisher, and Outlook
- More than 20 years of experience in quality control and documentation, including creating and reviewing Standard Operating Instructions, Work Instructions, and Reports.
- Familiar with International Organization of Standardization (ISO) procedures and FDA government regulations
- Excellent knowledge of various PDMs such as Windchill and Oracle
- In-depth knowledge of various methodologies of SAP systems
- Experience ensuring accuracy of Bills of Materials
- Accounts payable experience using Quickbooks
- LRQA Quality Management Representative and Internal Audit training
- Six years of experience in auditing, including internal and Sarbanes-Oxley (SOX)
- Train the Trainer Training, 5S, Yellow Belt training
- Excellent team leader and a team player
- Ability to compile data, expedite work on project site, and coordinate with engineering professionals
- Attention to detail and ability to understand the requirements of customers
- Outstanding time-management and organizational skills
- Excellent written and verbal communication skills

PROFESSIONAL EMPLOYMENT HISTORY

Realtor

Sales Person

October 2019 - Current

- Working with clients to fulfill their homeownership goals
- Educating buyers and sellers on various aspects of real estate
- Continuous education to stay up-to-date with all our market and real estate changes

Abbott (*Hiregenics*)

Supplier Quality Assurance

July 2017- Current

- Working with suppliers to ensure they are compliant with governing bodies
- Qualifying new suppliers for business elements
- Helped to create two new quality systems for business elements
- Work with senior management throughout the business to creating quality documents related to these new quality systems
- Working with various departments throughout the business to identify and resolve discrepancies with quality documents
- Process change orders for senior management for documents related to quality business plans and reports
- Providing technical support to project teams as required.

Element Materials Technology

Business Development Associate

February 2017- July 2017

- Service, maintain, and solicit existing, inactive and prospective accounts via email, telephone (including cold calls), and written correspondence.
- Provide quotations and proposals in routine and non-routine projects.
- Provide technical support to existing and prospective customers
- Resolve customer complaints, which may be quality, pricing, or delivery related, while balancing the interests of both the customer and Element
- Use, maintain and update company Customer Relationship Management (CRM) database in order to track all sales activity as well as identify and document key decision-makers, interest, opportunities.
- Manage business relationships, both internal and external, where conflicting priorities must be managed with customer satisfaction as a primary goal.
- Supports Company goals in a manner that defines the individual accountability for achievement of the goals

Calibration Lab Coordinator

June 2015 - January 2017

- Responsible for all coordination of calibrations of all equipment within production areas and laboratory
- Develop and maintain open working relationships with production staff to assist with troubleshooting and any other requirements regarding the equipment calibration and maintenance
- Maintain associated procedures and documentation related to calibration and the calibration lab
- Complete documentation of calibration records coordinate service contract preventative maintenance of equipment
- Communicate with the appropriate Quality Manager/s on matters concerning: Calibrations, problems, variances, maintenance of equipment, corrective actions, documentation, testing and staff.
- Communication with Production Managers and Supervisors when variations are outside of calibration/equipment tolerances
- Update calibration system from paper to paperless

Sterilucent, Inc. (Aerotek)

June 2014 – April 2015

Document Control Administrator

- Review, control, and maintain quality system documents per relevant processes and procedures.
- Identify and implement improvements to the document control system. Train personnel regarding document format, content, use, control, and the document control system. Provide technical writing services as appropriate.
- Process document change orders including record control, verification, approval routing, updating documents as approved, proofreading, and updating vault and archive libraries.
- Prepare purchase orders from requisitions, place orders, and follow up to ensure delivery. Receive and inspect products, reconcile, and enter receipts and invoices.
- Maintain supplies inventory by checking stock to determine inventory level.
- Ensure operation of equipment by administering the calibration system; schedule calibration and repairs.
- Maintain equipment records and evaluate new equipment and techniques.
- Provide product, promotion, and pricing information by clarifying customer requests; selecting appropriate information; forwarding information; and answering questions.
- Review customer requirements; enter customer orders; and coordinate delivery, installation, and servicing.
- Process customer returns and coordinate resolution of customer complaints.
- Resolve order and inventory problems by investigating data and history; identify alternate means for filling orders.

- Prepare presentations by compiling data, and developing presentation formats and materials.
- Maintain workflow by studying methods, implementing cost reductions, and developing reporting procedures.
- Resolve administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
- Create and revise systems and procedures by analyzing operating practices, record-keeping systems, forms control, and office layout; implement changes.
- Design and implement office policies by establishing standards and procedures, measuring results against standards, and making necessary adjustments.

DiaSorin (Aerotek)

Oct 2012 – June 2014

Quality Specialist

- Assisted in migrating the company from Microsoft Office 2003 to 2010, and all related software and applications.
- Validated current spreadsheets that were being used in the manufacturing floor to ensure formulas, macros, and security settings are working properly.
- Worked with managers and supervisors to create regulated spreadsheets for use in manufacturing.
- Worked with Quality Systems to identify and resolve discrepancies with quality documents and software

Saint Jude Medical

April 2012 – October 2012

Post Market Surveillance Specialist I

- Received reviews and investigated medical device complaints, managed follow-up with external and internal sources to ensure timely investigation and completion of files.
- Managed database input related to investigation of complaints.
- Assessed reportability of events to various regulatory agencies.
- Prepared, filed and maintained correspondence for external regulatory reports for the applicable geographies.
- Reviewed, interpreted and analyzed investigation results, generated customer letters, and ensured timely closure of complaint files to meet performance objectives for processing time.
- Provided feedback to appropriate personnel involving field events and complaints.
- Maintained and updated the area operating procedures (SOPs).

Documentations Specialist (Aerotek Contract)

July 2011 – April 2012

- Compared Bill of Materials (BOMs) between systems to identify discrepancies.
- Updated discrepant documents and SAP entries, and generated Change Requests for review and approval.
- Created, updated, and removed documents during the consolidation of libraries in Windchill.
- Performed where-used analysis of product BOMs identified for obsolescence and generated Change Requests to carry out obsolescence.
- Provided technical support to project teams as required.
- Maintained controlled documentation and records.
- Ensured that all change requests complied with procedure requirements.
- Took the lead role of the contractors to facilitate projects and meetings.

Ingersoll-Rand / Climate Control

April 2004 – May 2011

Classification Analyst in IT Engineering (2008-2011)

- Analyzed common values from engineering data, vendor data, Internet data, and engineering standards for the classification of the commodities
- Recorded classification values using various tools and applications such as Windchill and Partslink
- Maintained and update the data as required in the Partslink application

- Reviewed parts classification and documentation ensure quality and integrity
- Worked with directory structures for storing and filing electronic drawing files
- Assisted in the development of future applications, functionality and processes for part classification
- Review data for document control
- SharePoint site administrator
- Ongoing volunteer work in SOX auditing

Quality Management Representative (2006-2008)

- Created, reviewed and monitored documentations for accuracy needed in compliance with Quality Management System (QMS) standards, and ISO compliance.
- Was an Oracle Super-user for the implementation project which included training other employees on the Material Review (MRN) process.
- Supported and helped resolve product and material issues found in Production areas.
- Recreated the process for the Corrective Action Request (CAP) system and maintained the system.
- Work with Purchasing using the Oracle/SAP systems, to resolve product and material issues with suppliers.
- Developed and implemented sampling plans for incoming inspection and production processes.
- Identified and resolved print and product problem issues with Engineering.
- Developed, implemented, and controlled the business document and procedure system.
- Conducted QMS audits, SOX audits, and ISO audits, and trained employees to do departmental audits.
- Supported company's QMS system and ISO 9001-2000 Initiatives.
- Initiated change using the ECO process through the PDM.
- Created, updated, and maintained Bills of Materials, including troubleshooting.
- Was SharePoint site administrator.

ISO Coordinator/Executive Administrative Assistant (2004-2006)

- Maintained ISO document control in the quality system by creating, reviewing, and updating documentation.
- Resolved preventative/corrective action customer requests using the DMAIC approach.
- Oversaw various strategic quality projects.
- Coordinated internal auditing, SOX auditing, and external audits.
- Supported several departments for their administrative needs including the director of the department.
- Assisted in the turnover of documents and drawing at the completion of jobs.
- Worked with directory structures for storing and filing electronic drawing files.
- Handled the tasks of scanning hard copies to create electronic copies.
- Assigned the tasks of preparing records, distributing documents, and keeping files by using paper-based and electronic systems.
- Facilitated and monitored circulation of documents for authorized signatures.
- Created, updated, and maintained Bills of Materials (BOM), including troubleshooting.

City of Cottage Grove Application for Council Appointment

Thank you for your interest in serving as a member of the Cottage Grove City Council for the next several months. Your response to the following questions will help us to consider you for appointment to the position. Please feel free to add additional pages if necessary.

Name Tony Jurgens

Address [REDACTED]

Phone Number [REDACTED]

Email Address [REDACTED]

1. What is your full-time occupation?
Insurance agent with InsuranceWorks Agency

2. List previous service on a governing or decision-making body. Include positions and dates.
For example: A Public or Private Board of Directors, Advisory Committee or Commission Member, Fraternal Organization, etc.

I was formerly on the board of directors for United Way of Hastings, I'm currently on the board of directors at Regina Senior Living and I'm considering another director opportunity on the board of a non-profit organization. I'm an officer with Knights of Columbus Council 1600 where I served five years as the Grand Knight.

3. What community groups or activities have you been involved with? Please include dates and capacity.

At my church, I was on the Parish Council and on the Finance Council, serving at different times as the chair and vice-chair. Through the Knights of Columbus I coordinate activities including Adopt-a-Family at Christmas, Food4Kids weekend meal packing and Coats for Kids free winter coat distributions.

4. What experience in your background would contribute positively to this position?

I was elected three times, serving six years as your State Representative representing the interests of Cottage Grove in the legislature. Prior to that I served on the Cottage Grove Economic Development Authority, I chaired the Public Works commission and the Public Services Commission and I was vice-chair of the Cottage Grove Charter Commission. I was a member of the Washington County Library board and the Cottage Grove Comprehensive Plan Steering Committee.

5. Is there anything that could routinely interfere with your ability to attend two regular City Council meetings per month plus special workshops and study sessions? Council regular meetings are held on the first and third Wednesday of each month at 7:00 PM.

No.

6. Have you ever run for office in the past? If so, when and what office?
Minnesota House of Representatives in 2016, 2018 and 2020. Minnesota Senate in 2022

7. Explain in detail why you are interested in this position,

I would bring a deep commitment to serving, a dedication to fostering transparency, and a willingness to work collaboratively to continue moving the city forward. My experience and passion to serve has guided me to take this step, and I am excited for the opportunity to contribute in a new role. By selecting me, you will help ensure an equal opportunity in the 2024 election and prioritize the interests of our residents. I am ready to serve our community with a commitment to unity, fairness, and progress.

8. Explain why the City Council should consider appointing you to the position above other candidates.

I think that if you appoint someone who plans to run for the seat, you are giving that person an unfair advantage over other candidates in next year's election. So I offer a different approach. If appointed, I will not run for election to the council next year, which will create an open seat and an equal opportunity for all candidates. My commitment is to fill this vacancy until the next council member is elected and sworn in, then step aside. By doing so, we'll facilitate an equitable and competitive election process for all candidates who aspire to serve on this council.

9. What are some of the major issues facing the City today? Highlight issues and your position.

In the coming months the city will need to address, through ordinance, issues related to the legalization of cannabis and also address the epidemic of fentanyl poisoning taking too many lives.

10. If appointed to the vacancy, what major goals or projects would you like to see addressed during the several month term of office?

I will work with the mayor, councilmembers, city administrator, directors and city staff, as well as residents, developers, and business leaders to continue moving the city forward with an emphasis on orderly residential and responsible commercial development toward a balanced tax base to support our city services. My goal would be to encourage anyone interested in serving on the city council to run for the open seat in 2024.

11. What has the City Council done well and not so well over the past 5 years?

The council should be commended for many things including strong commercial growth and balanced residential development. The city was proactive in dealing with PFAS water issues and through fiscal constraint has achieved a AAA bond rating. The city has an excellent Public Safety department with exceptional Police, EMS & Fire response times and outstanding Public Safety facilities which helps attract the best recruits.

12. Please feel free to tell us anything else about yourself, your education, experiences or other qualifications that you believe would help you to be an effective Council Member for the City.

My wife [REDACTED] and I have two married daughters that we raised here and now we have two grandkids. I have a Bachelor of Science degree in Business Administration from Southwest Minnesota State University.

By signing this application, I swear or affirm that I am qualified under the constitution of the United States and the State of Minnesota to seek public office. I am an eligible voter. I am or will be 21 years of age or older prior to assuming office. I have been a resident of the City for at least 30 days before taking office.

Signature [Handwritten Signature] Date 11/9/2023

Please return this form by 4:00 p.m., Thursday, November 9, 2023 to:

City of Cottage Grove
City Clerk's Office
12800 Ravine Parkway S.
Cottage Grove, MN 55016

AMY LUCAS



COTTAGE GROVE, MN 55016

CITY OF COTTAGE GROVE
CITY CLERK'S OFFICE
12800 RAVINE PARKWAY S
COTTAGE GROVE, MN 55016

Dear City of Cottage Grove,

As a lifelong member of our city, I would like to be considered as a candidate for the vacancy on our City Council.

I grew up in Cottage Grove and my husband and I have stayed here to raise our family. My children are mostly grown now, so I feel like I have more time to give back to the community.

Our current Council has done a great job of bringing new businesses to the city and developing/renovating our parks and trails. I would welcome the opportunity to work with our City Council to promote, protect, and grow our beautiful city.

Sincerely,

A handwritten signature in blue ink that reads "Amy Lucas".

Amy Lucas

AMY LUCAS



OBJECTIVE

To obtain an interim position on the Cottage Grove City Council

SKILLS

I am a hard-working, dedicated member of the community. My strengths include my work ethic, positive attitude, organizational skills, and ability to work as a team.

EXPERIENCE

MATH TEACHER – SCHOOL DISTRICT 833

1994 – present

My current role involves teaching mathematics at Oltman Middle School; 2 sections of Middle School Algebra (grade 8) and 3 sections of Middle School/High School Intermediate Algebra (grades 7-8).

I am also coaching volleyball (grade 8) this fall at Cottage Grove Middle School and teaching credit recovery all year (grades 9-12) at Park High School.

During the summer months, I taught credit recovery at Park High School, summer school math at Cottage Grove Middle School, and SOAR online math for grades 6-8 across all of the schools in the district.

EDUCATION

MASTER OF ARTS IN TEACHING

University of St. Thomas

Coursework in education. Degree earned in 1994.

BACHELOR OF SCIENCE IN MATHEMATICS

University of Minnesota – Institute of Technology

Coursework in mathematics and science. Degree earned in 1990.

HIGH SCHOOL DIPLOMA

Park High School

Degree earned in 1986.

LEADERSHIP

I have been a member of multiple site teams, school improvement teams, student achievement teams, and data teacher leader teams. Some of the sports/activities I have coached/advised: student council, math team, volleyball, student newspaper, homework club, and cheerleading.

City of Cottage Grove Application for Council Appointment

Thank you for your interest in serving as a member of the Cottage Grove City Council for the next several months. Your response to the following questions will help us to consider you for appointment to the position. Please feel free to add additional pages if necessary.

Name Amy Lucas

Address [REDACTED]

Phone Number [REDACTED]

Email Address [REDACTED]

1. What is your full-time occupation?

I am a math teacher at Oltman Middle School in Cottage Grove. I've been teaching in South Washington County School District 833 since 1994.

2. List previous service on a governing or decision-making body. Include positions and dates.
For example: A Public or Private Board of Directors, Advisory Committee or Commission Member, Fraternal Organization, etc.

For the past 30 years, I have been a member of the teachers union, Education Minnesota (EM). I am also a member of the Minnesota Council of Teachers of Mathematics (MCTM) and the MN Middle School Association (MMSA). As an educator, I have served on a variety of committees. These committees include SIP (school improvement team), SAS (school achievement), DATL (data), and the site team.

3. What community groups or activities have you been involved with? Please include dates and capacity.

My children played sports (soccer, baseball, hockey, lacrosse) in Cottage Grove while growing up. I did not serve on the board for any of these sports, but did volunteer at a lot of sporting activities throughout the years. An example would be that every year for hockey, we provide security at Strawberry Fest. My family also loves to participate in the annual "Hale to the Bird" 5K at Hamlet Park to benefit the local food shelf.

4. What experience in your background would contribute positively to this position?

I'm a lifelong Cottage Grove resident, so all of my experiences in this community will contribute positively to this position. I have chosen to stay in Cottage Grove after growing up here, to work here, and to raise my family here.

5. Is there anything that could routinely interfere with your ability to attend two regular City Council meetings per month plus special workshops and study sessions? Council regular meetings are held on the first and third Wednesday of each month at 7:00 PM.

No, I cannot think of anything that would interfere.

6. Have you ever run for office in the past? If so, when and what office?

No, not for public office. I have only run for site team positions at work.

7. Explain in detail why you are interested in this position,

This position interests me because I love living in Cottage Grove and would like to be a voice in its future endeavors. Our city is growing and changing and I see so many positives. I want to help our city continue to grow and help our citizens develop more pride in our community.

8. Explain why the City Council should consider appointing you to the position above other candidates.

There are not any women on the City Council, so I believe that you are missing something. As a lifelong Cottage Grove resident, wife, mother, and educator, I think that I can provide a valuable voice to the Council.

9. What are some of the major issues facing the City today? Highlight issues and your position.

The biggest issue to me is the safety of our community. We have beautiful parks and walking trails. Some of the parks though, including the beautiful inclusive playground, are not as safe as I would like them to be. Our families should feel safe and welcome to use all of our parks.

10. If appointed to the vacancy, what major goals or projects would you like to see addressed during the several month term of office?

This is a one year vacancy, so I would not head into it expecting to complete any major projects. I would treat it as a learning experience to determine if this is something that would interest me long-term and share my voice on all of the projects the city is working on.

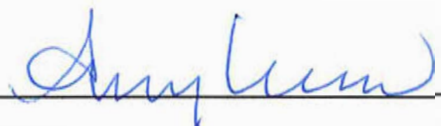
11. What has the City Council done well and not so well over the past 5 years?

The City Council has done an amazing job making our city a great place for all ages. We have expanded the senior housing market, added single family homes, townhomes, and now 3 new apartment buildings. Many of our parks and playgrounds have been remodeled and are providing outdoor fun, as well as the maintenance of our walking trails. The updates to the Ravine Park are beautiful as well. The new fields at Hamlet and the new park off of Keats are a great addition to our athletic fields.

12. Please feel free to tell us anything else about yourself, your education, experiences or other qualifications that you believe would help you to be an effective Council Member for the City.

The schools that shaped my education are Hillside Elementary (K), Pine Hill Elementary (1-6), Park Junior High (7-8), Park High School (9-12), the University of Minnesota - Institute of Technology (B.Mathematics), and the University of St. Thomas (MA).

By signing this application, I swear or affirm that I am qualified under the constitution of the United States and the State of Minnesota to seek public office. I am an eligible voter. I am or will be 21 years of age or older prior to assuming office. I have been a resident of the City for at least 30 days before taking office.

Signature  Date 10/20/23

City of Cottage Grove
City Clerk's Office
12800 Ravine Parkway S.
Cottage Grove, MN 55016

City of Cottage Grove Application for Council Appointment

Thank you for your interest in serving as a member of the Cottage Grove City Council for the next several months. Your response to the following questions will help us to consider you for appointment to the position. Please feel free to add additional pages if necessary.

Name Sara Umbreit

Address [REDACTED]

Phone Number [REDACTED]

Email Address [REDACTED]

1. What is your full-time occupation?

Procedures Coordinator, City of Saint Paul

2. List previous service on a governing or decision-making body. Include positions and dates. For example: A Public or Private Board of Directors, Advisory Committee or Commission Member, Fraternal Organization, etc.

- Homeowner Association (HOA) board member - Summer 2006 through Spring 2015, member at large, secretary, treasurer.
- Women In Leadership Advisor, Minnesota State University Mankato - February 2022 to current, Advisor.
- Pathways 2.0 strategy team, Pathways Minneapolis - July 2023 - October 2023, team member

3. What community groups or activities have you been involved with? Please include dates and capacity.

I supported Meals On Wheels programs across Washington County, contributing to numerous fundraisers as a donor, participant, and fundraiser. Additionally, I volunteered by packing meals for Feed My Starving Children, made blankets and hygiene packets for homeless shelters, assisted with grounds cleanup at various parks and organizations through employer provided volunteer opportunities.

4. What experience in your background would contribute positively to this position?

I have a background in Human Services with expertise in advocacy, client and volunteer management, and relationship-building, all vital in this field. I also have a strong foundation in program and project management, prioritizing people and fostering relationships. In my current role, I focus on high-level technical work related to department-specific applications and software that assist in ensuring compliance and regulation of the City, State, and Federal ordinances and statutes. My responsibilities involve regular business analytics, making recommendations, and managing process improvement projects for the Department of Safety and Inspections at the City of Saint Paul. These recommendations and process improvements encompass a wide range of areas, including permitting, Fire Certificate of Occupancy, Vacant Buildings, Code Enforcement, Building and Site Plan Review, and Zoning Board of Appeals.

5. Is there anything that could routinely interfere with your ability to attend two regular City Council meetings per month plus special workshops and study sessions? Council regular meetings are held on the first and third Wednesday of each month at 7:00 PM.

Given advanced notice of dates and times, there is no issue.

6. Have you ever run for office in the past? If so, when and what office?

No, I have not.

7. Explain in detail why you are interested in this position.

I'm interested in gaining a deeper understanding of the rationale behind the city's decision-making processes, while actively contributing to and serving both the city and the community in which I reside.

8. Explain why the City Council should consider appointing you to the position above other candidates.

Having worked in both the non-profit sector and the public sector, I've had the chance to interact with a wide range of stakeholders, including residents, community leaders, construction contractors, and other members of the community. These interactions have involved individuals seeking safety, as well as those who are fortunate and eager to give back to the community.

9. What are some of the major issues facing the City today? Highlight issues and your position.

Our community is steadily growing, but there seems to be a lack of affordable housing, which is an issue. The city is in need of venues that are both recreational and entertainment focused to promote community vibrancy. While there are numerous places to dine in or take out, there is a limited range of choices available. These items align with the City Council's strategic goals and should be further explored and advanced.

10. If appointed to the vacancy, what major goals or projects would you like to see addressed during the several month term of office?

Evaluating the community's residents and their level of connectedness, access to basic necessities, and overall economic well-being is essential to gain an accurate understanding of the community's status and needs. These metrics can serve as valuable insights for informing future City projects.

11. What has the City Council done well and not so well over the past 5 years?

The City has effectively addressed social and civil unrest during the pandemic, demonstrating a strong response. They have also successfully improved traffic flow by redesigning the main roadways.

Improved communication methods with constituents are necessary, with a reduced reliance on social media as the primary contact point. Ensuring accessibility is important for community connectedness.

The relocation of the Ravine Park entrance has made the park more accessible.

Moving public safety to Ravine Parkway has also seemed to lower response times.

When appropriate, City Council, as well as other City departments should have a presence at community events that serve as touch points and offer opportunities for community engagement and interaction.

12. Please feel free to tell us anything else about yourself, your education, experiences or other qualifications that you believe would help you to be an effective Council Member for the City.

I have developed a strong aptitude for creating and maintaining meaningful relationships with individuals and stakeholders. This skill enables me to foster connections, collaborate effectively, and cultivate a positive and productive work environment.

I possess the ability to grasp complex concepts and distill them into easily understandable language. This skill allows me to effectively communicate intricate information to others, ensuring clarity and comprehension.

I have a keen eye for identifying opportunities to streamline processes and improve efficiency in my roles. This skill enables me to proactively seek out innovative approaches, optimizing workflows, and maximizing productivity.

By signing this application, I swear or affirm that I am qualified under the constitution of the United States and the State of Minnesota to seek public office. I am an eligible voter. I am or will be 21 years of age or older prior to assuming office. I have been a resident of the City for at least 30 days before taking office.

Signature Sarah Umbreit Date 11/7/2023

City of Cottage Grove
City Clerk's Office
12800 Ravine Parkway S.
Cottage Grove, MN 55016

November 8, 2023

Sara Umbreit
[REDACTED]
Cottage Grove, MN 55016
[REDACTED]
651-246-1770

City of Cottage Grove
Mayor and City Council
12800 Ravine Parkway S.
Cottage Grove, MN 55016

Dear Mayor and City Council Members,

I am writing to express my sincere interest in the vacant City Council position within our vibrant community. As a resident of Cottage Grove since 2005, I am invested in the growth and well-being of our city and its residents.

My professional background, which includes experience in the Department of Safety and Inspections as well as a rich nonprofit sector background, has equipped me with a diverse skill set and a deep understanding of our community's needs and dynamics. Throughout my career, I've honed my abilities in relationship building, program management, and project oversight, which I consider essential for effective governance and positive community development. This background has also given me a comprehensive understanding of city regulations, codes, and the intricate interplay between local government and our community, leading me to firmly believe that my experience in the public sector can be instrumental in ensuring the effective and efficient governance of Cottage Grove.

As a public servant, I have had the privilege of collaborating with a wide range of individuals, including inspectors, stakeholders, contractors, business owners, residents, and community members. This diverse network of relationships has allowed me to develop a deep appreciation for the multifaceted nature of our city and the importance of inclusive and equitable decision-making.

My nonprofit background has further strengthened my ability to work alongside diverse groups of people, emphasizing the significance of community engagement and finding innovative solutions to address the unique challenges that face our community. I am committed to building bridges between various stakeholders, fostering collaboration, and ensuring that the voices of all our residents are heard and considered in the decision-making process.

I am dedicated to collaborative decision-making and leveraging my experience to ensure that the concerns and aspirations of our community are heard and addressed effectively, fostering an environment where every voice is heard and valued. I am eager to apply my skills, dedication, and passion for our community to the role of City Council member, committed to working diligently, transparently, and with utmost integrity to serve the best interests of our city and its residents.

I appreciate your consideration of my application, and I look forward to the opportunity to serve our community as a City Council member. Please don't hesitate to reach out to me at [REDACTED] or [REDACTED] to explore how my experience can contribute to the positive development of Cottage Grove.

Sincerely,


Sara Umbreit

Sara J. Umbreit

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

SUMMARY

Highly organized and detail-oriented professional with a strong work ethic and dedication to achieving goals. Skilled at developing and maintaining documentation systems and preparing reports. Knowledgeable in project management principles, business processes and customer service best practices. Possesses strong communication and interpersonal skills with demonstrated ability to provide supervision, manage competing priorities, and meet deadlines. Creative problem solver with strong analytical and critical thinking skills.

EMPLOYMENT HISTORY

Procedures Coordinator

2022 - Current

The City of Saint Paul, Saint Paul, MN

- Evaluates operational practices and identifies improvement opportunities to develop efficiencies for department systems and procedures for Construction Services, Licensing, and Building Plan and Site Plan review.
 - Analyzes and assesses processes to identify gaps
 - Optimizes processes to generate increased efficiency
 - Creates structural content and delivers training to staff on new processes and procedures
 - Assists in maintaining internal requirements and standards to minimize regulatory risks and liability across the department

Examples: Reviewing code deficiency data points within AMANDA and ensuring that these data points are available to all construction services trades inspectors. Created web portal registration processing instructions to be used during customer service specialist staff onboarding.

- Manages projects from procurement to commission
 - Serves as project lead for procedures related to inspections, licensing, and code requirements
 - Monitors project progress through coordinating with cross-functional teams to consistently meet deliverables according to deadlines
 - Provides technical support and operational direction for customers and department staff
 - First point of contact for customers experiencing permitting portal and ProjectDox issues
 - First point of contact for internal divisional and departmental staff on errors and training
- Generates and distributes all related project reporting to stakeholders and executive management

Grants Administrator

2015 - 2022

Saint Paul & Minnesota Foundation, Saint Paul, MN

- Thoroughly reviewed grant request and reporting submissions for completeness before proceeding with data entry, maintenance, research, and correspondence related to various grant programs, all while ensuring confidentiality when necessary.
 - Reviewed and validation of grant and grantee information for accuracy and data integrity
 - Performed entry, maintenance, research, and correspondence related to Community Sharing Fund, Duke Employees' Assistance Fund, Endowment (competitive) grants and Discretionary grant memos while maintaining confidentiality when appropriate
- Identified and lead process improvements to streamline current grants administration processes
 - Completed grant file close outs and maintained inactive files
 - Completed audit confirmation requests for grantees
 - Provided guidance for system processing to staff within the Foundation
 - Created, updated, and maintained work instructions for various grants administration related processes
- Processed/completed web registrations and provided light technical assistance for the grantee portal for external users and staff

Program Assistant, Community Affiliates and Contributions

2012 - 2015

The Saint Paul Foundation, Saint Paul, MN

- Oversaw and organized a range of program-related responsibilities while serving as the initial point of contact for volunteer Community Affiliate board member
 - Processed all invoices and expenses for 17 community affiliates
 - Maintained statistical reporting for all community affiliates
 - Researched and resolve any questions or issues with grants, fund statements or donor portal access
 - Assisted in completion of due diligence process and clarification of grant information for community affiliates
 - Trained all new board chairs and treasurers on the program and its procedures
 - Managed and maintained all community affiliate board member records including donor portal access and GiveMN pages
 - Managed and executed all communications to community affiliate board members
- Managed the contributions and daily receipt process from beginning to end, including data entry, research, reconciliation, reporting and gift acknowledgement for gifts received to the Foundation

Administrative Assistant

2012 - 2012

The Saint Paul Foundation, Saint Paul, MN

- Executed a diverse range of administrative duties for the Community Affiliate program staff, community funds, and volunteer board members.
 - Coordinated meetings, expense reporting, mailings and communications for the director, department, and Spectrum Trust funds
 - Assisted with the planning and execution of the Facing Race Ambassador Awards
 - Served as project lead and implemented the community affiliates program and events manuals
 - Implemented a short cut for data entry for accurate reports and reporting
 - Served as a main point of contact for community affiliate volunteer board members on general issues and questions
 - Managed and maintained board contact information in RE
 - Maintained community affiliate GiveMN pages
 - Supported Marvin/Warroad scholarship program
 - Participated in donor portal testing prior to the site going live

Volunteer Services Coordinator

2008 - 2011

Canvas Health (formerly Human Services Inc.), Oakdale, MN

- Managed all aspects of recruiting, programming, training, and supervising volunteers across all agency programs, including program restructuring and training initiatives.
 - Recruitment, programming, and supervision of volunteers for all agency programs
 - Planned and organized yearly volunteer recognitions
 - Restructured volunteer processes and programs during Company merger
 - Implemented the restructured Volunteer processes and programs after Company merger
 - Maintained statistical reporting in databases for an average of 1,000 volunteers
 - Community Outreach and Education
 - Chaired internal United Way campaign to meet yearly fundraising goals

EDUCATION, CERTIFICATIONS, AND PROFESSIONAL ASSOCIATIONS

Human Services AS Degree
Inver Hills Community College, MN**Human Services BS Degree** (in process)
Metropolitan State University, MN**Facilitator Training Certification - Girls Circle and Voices Group Models****Facilitator Training Certification - Minnesota Association for Volunteer Administration (MAVA)****Volunteer Leadership Certification - Minnesota Association on Volunteer Administration (MAVA)****Advisory Board Member – Women In Leadership, Minnesota State University, Mankato**