

AGENDA
MAPLEWOOD CITY COUNCIL
MANAGER WORKSHOP
5:30 P.M. Monday, October 11, 2021
City Hall, Council Chambers

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. APPROVAL OF AGENDA**
- D. UNFINISHED BUSINESS**
None
- E. NEW BUSINESS**
 - 1. Commissioner Interviews
- F. ADJOURNMENT**

RULES OF CIVILITY FOR THE CITY COUNCIL, BOARDS, COMMISSIONS AND OUR COMMUNITY

Following are rules of civility the City of Maplewood expects of everyone appearing at Council Meetings - elected officials, staff and citizens. It is hoped that by following these simple rules, everyone's opinions can be heard and understood in a reasonable manner. We appreciate the fact that when appearing at Council meetings, it is understood that everyone will follow these principles:

Speak only for yourself, not for other council members or citizens - unless specifically tasked by your colleagues to speak for the group or for citizens in the form of a petition.

Show respect during comments and/or discussions, listen actively and do not interrupt or talk amongst each other.

Be respectful of the process, keeping order and decorum. Do not be critical of council members, staff or others in public.

Be respectful of each other's time keeping remarks brief, to the point and non-repetitive.

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CITY COUNCIL WORKSHOP STAFF REPORT

Meeting Date October 11, 2021

REPORT TO: Melinda Coleman, City Manager

REPORT FROM: Lois Knutson, Administrative Services & Performance Measurement Coordinator

PRESENTER: Melinda Coleman, City Manager

AGENDA ITEM: Commissioner Interviews

Action Requested: Motion Discussion Public Hearing

Form of Action: Resolution Ordinance Contract/Agreement Proclamation

Policy Issue:

The City Council will be interviewing eight candidates for five commission openings. Currently there are two openings on the Heritage Preservation Commission (four applicants), one opening on the Housing & Economic Development Commission (one applicant) and two openings on the Environmental & Natural Resources Commission (three applicants).

Recommended Action:

Staff recommends that the Council interview the candidates as indicated in the schedule below. The suggested questions will be submitted under separate cover to the Council. During the interview process, Council Members should score each applicant. Once all of the interviews have concluded, Council Members should rank the candidates for each opening and submit their score sheets to staff by Friday, October 15, 2021. The scores will be tallied and the results and recommendations for appointment will be brought back to the City Council during the meeting on October 25, 2021.

Time	Candidate	Commission
5:30 pm	David Hughes	Heritage Preservation Commission
5:40 pm	Barbara Kearn	Heritage Preservation Commission
5:50 pm	Kurt Zilley	Heritage Preservation Commission
6:00 pm	Cathy Seiford	Heritage Preservation Commission
6:10 pm	Holly Koep	Housing & Economic Development Commission
6:20 pm	Emma Broadnax	Environmental & Natural Resources Commission
6:30 pm	Benjamin Guell	Environmental & Natural Resources Commission
6:40 pm	Duncan Mincks	Environmental & Natural Resources Commission

Fiscal Impact:

Is There a Fiscal Impact? No Yes, the true or estimated cost is \$0.00

Financing source(s): Adopted Budget Budget Modification New Revenue Source
 Use of Reserves Other: n/a

Strategic Plan Relevance:

Financial Sustainability Integrated Communication Targeted Redevelopment
 Operational Effectiveness Community Inclusiveness Infrastructure & Asset Mgmt.

The City's Commissions and Boards provide an opportunity for citizens to become involved in City government and be a part of the decision making process.

Background

N/A

Attachments

1. Candidate Applications



BOARDS AND COMMISSIONS APPLICATION FORM

Contact Information

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First Name *

David

Last Name *

Hughes

Home Address *

Street Address

2134 McMenemy Street

Address Line 2

City

Maplewood

Postal / Zip Code

55117

State / Province / Region

MN

Country

USA

Minnesota State Statute §13.601 states that once an individual is appointed to a public body, the following additional items of data are public:

(1) residential address; and

(2) either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee.

Application Questions

Please check which Board and/or

Community Design Review Board

Environmental & Natural Resources Commission

Commission you are interested in

Heritage Preservation Commission

Housing & Economic Development Commission

serving? *

Parks & Recreation Commission

Planning Commission

How long have you lived in the City of Maplewood? *

37.0

Will other commitments make regular attendance at meetings difficult? Yes No *

Please list specific reasons why you would like to serve on this Board or Commission. * As a retired Geography and History teacher I feel I have some very well developed skills I would love to share in a positive way.

Do you have any specific areas of interest within the Board's or Commission's scope of responsibilities? * Increasing exposure of students in the local schools to the cities history. Increasing students and citizens exposure to an education about our natural resources.

List any community organizations or activities in which you have recently or are now an active participant. * I am a former Ramsey County foster parent. I coached several youth teams when my kids were young. I was a coach, athletic director in the middle school I taught in as well as the union steward in my school. I have just enjoyed retirement the last couple years. I am now ready to get involved again

Please share any additional comments on why you should be selected by the City Council. I feel I have knowledge and skills to share. My strongest skill is listening. I work well with others. I taught in St Paul for 25 years. I have a BA in Geography and a Masters in American History. I am a lifelong learner. If you decide you are interested in me I can supply a resume. I thank you and look forward to hearing from the Council

You may attach a resume or other summary of your background and experience for appointment to this. pdf, doc, docx, txt, odt, rtf

Sign and Submit

Signature



Submitted On *

8/12/2021
08:38:04 AM



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First Name *

Barbara

Last Name *

Kearn

Home Address *

Street Address

2458 Arlington Ave E

Address Line 2

City

Maplewood

Postal / Zip Code

55119

State / Province / Region

MN

Country

USA

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Please check which Board and/or

Community Design Review Board

Environmental & Natural Resources Commission

Commission you are interested in

Heritage Preservation Commission

Housing & Economic Development Commission

serving? *

Parks & Recreation Commission

Planning Commission

How long have you lived in the City of Maplewood? *

23.0

Will other commitments make regular attendance at meetings difficult? *

Yes No

Please list specific reasons why you would like to serve on this Board or Commission. *

As a retired history /political science teacher and elementary principal I am interested in the preservation of the history of Maplewood and also maintaining as much open space as possible.

Do you have any specific areas of interest within the Board's or Commission's scope of responsibilities? *

I am open to whatever tasks are most needed in any of the responsibilities of these two commissions.

List any community organizations or activities in which you have recently or are now an active participant. *

I am a docent at the Como Park Conservatory. I am a mentor at Willow Ln., Elementary school in White Bear. I also continue to do substitute teaching. I am an avid gardener.

Please share any additional comments on why you should be selected by the City Council.

You may attach a resume or other summary of your background and experience for appointment to this.

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Sign and Submit

Signature

Barbara Kearn

Submitted On *

8/5/2021

03:32:34 PM



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First Name *

Kurt

Last Name *

Zilley

Home Address *

Street Address

1121 Beaver Creek Lane

Address Line 2

City

Maplewood

Postal / Zip Code

55119

State / Province / Region

MN

Country

USA

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Community Design Review Board

Environmental & Natural Resources Commission

Commission you are interested in

Heritage Preservation Commission

Housing & Economic Development Commission

serving? *

Parks & Recreation Commission

Planning Commission

How long have you lived in the City of Maplewood? *

1.0

Will other commitments make regular attendance at meetings difficult? Yes No *

Please list specific reasons why you would like to serve on this Board or Commission. * Interest in history of maplewood and preservation of maplewood's history

Do you have any specific areas of interest within the Board's or Commission's scope of responsibilities? * structures and sites in the community

List any community organizations or activities in which you have recently or are now an active participant. * St Paul District 1 Community Council Land Use Committee 2016 - 2018

Please share any additional comments on why you should be selected by the City Council.

You may attach a resume or other summary of your background and experience for appointment to this. pdf, doc, docx, txt, odt, rtf

Sign and Submit

Signature



Submitted On *

9/1/2021

04:54:14 PM

KURT ZILLEY, CAP

Summary

Certified Administrative Professional (CAP) experienced working in the government administration sector. Skilled in developing and achieving team/department goals; office management; project management; budgeting; performance measurement and analysis; and volunteer management.

Public Service Professional Philosophy:

- ◆ Treat people with respect and equity by accepting who they are (individually, their situation, culturally, and socio-economic status) and providing them with excellent service.
- ◆ Be a responsible and thoughtful steward of public resources (monetary, physical, and people).
- ◆ Be a learner and innovator to ensure the best services to residents and staff.

Education

- ◆ M.A., Public Administration, *Metropolitan State University*
- ◆ B.A., Business and Volunteer Administration, *Metropolitan State University*

Key Accomplishments

- ◆ Completed a cost analysis of job tasks and outsourced tasks, resulting in a 15% cost savings and gains in staff utilization, productivity, and efficiency.
- ◆ Partnered with county procurement office and department accounting teams to streamline vendor contracts process, reducing multiple contracts for one vendor into a single contract.
- ◆ Completed first analysis of partnerships evaluating time/cost processing, data reporting accuracy, and financial impact on the unit. Findings included the over-reporting of data from partnerships, cost-savings methods for data entry, and established metrics for future funding.

Professional Profile

Administrative Secretary, *Ramsey County (2004 – present)*

- ◆ Coordinate with the Child and Teen Checkups (C&TC) Program Coordinator to develop the annual program budget (approximately \$2.25 million).
- ◆ Led and assigned work to administrative staff.
- ◆ Train staff on computer systems and trouble shoot computer issues for staff.
- ◆ Track spending and budgets to make recommendations for cost adjustment measures.
- ◆ Informed of and maintain confidential information regarding department and division strategies, HR plans/reviews, budgets, and client information.
- ◆ Manage and balance credit card with monthly statements.
- ◆ Analyze processes and workflows to ensure effective and efficient customer service.
- ◆ Communicate with diverse customers/clients assisting them with referrals and information for community resources.
- ◆ Project manager for communication/outreach material workgroups.

Director of Volunteer Resources, AccountAbility Minnesota (2002 – 2004)

- ◆ Coordinated the recruitment, selection, training, scheduling, and recognition of a diverse volunteer base.
- ◆ Conducted public speaking engagements to professional organizations and college students.
- ◆ Edited and published the agency newsletter. Webmaster for the agency web site.

Director of Volunteer Services, The Salvation Army (1999 – 2002)

- ◆ Supervised and evaluated three staff: two volunteer coordinators responsible for recruiting, interviewing, and training a varied and diverse group of volunteers; and one administrative support staff person.
- ◆ Established department goals and developed action plans for success.
- ◆ Developed and managed a \$250K department budget.

Software Certification

MOS Certified Word

MOS Certified Excel

Professional/Community Involvement

- ◆ International Association of Administrative Professionals (IAAP) Branch Director, 2017 – 2019
- ◆ Ramsey County Support Staff Conference Planning Committee, 2017 - 2019
- ◆ Saint Paul Capital Improvement Budget (CIB) Committee, 2016 – 2018
- ◆ District 1 Community Council Land Use Committee, 2016 – 2018
- ◆ Ramsey County Capital Improvement Projects Advisory Committee (CIPAC), 2009 – 2011



BOARDS AND COMMISSIONS APPLICATION FORM

First Name *

Cathy

Last Name *

Seiford

Home Address *

Street Address

2626 Keller Pkwy

Address Line 2

City

Maplewood

Postal / Zip Code

55109

State / Province / Region

Minnesota

Country

United States

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(1) residential address; and

(2) either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee.

Please check which Board and/or Commission you are interested in serving? *

Community Design Review Board

Environmental & Natural Resources Commission

Heritage Preservation Commission

Housing & Economic Development Commission

Parks & Recreation Commission

Planning Commission

Housing and Economic Development Commission Member type

Business Representative Resident

How long have you lived in the City of Maplewood? *

38.0

Will other commitments make regular attendance at meetings difficult? *

Yes No

Please list specific reasons why you would like to serve on this Board or Commission.*

Grew up in Maplewood, then built a home on site of childhood home. I'd like to help support the ongoing preservation of Maplewood historic sites.

Do you have any specific areas of interest within the Board's or Commission's scope of responsibilities?*

N/A

List any community organizations or activities in which you have recently or are now an active participant.*

622 Education Foundation, Eagle Brook Church, District 622 volunteer, Gervais Lake Association.

Please share any additional comments on why you should be selected by the City Council.

You may attach a resume or other summary of your background and experience for appointment to this.

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Signature

Cathy Seiford

Submitted On*

9/14/2021

01:27:19 PM



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First Name *

Holly

Last Name *

Koep

Home Address *

Street Address

1167 Viking Dr E

Address Line 2

City

Maplewood

Postal / Zip Code

55109

State / Province / Region

MN

Country

United States

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Application Questions

Please check which Board and/or

Commission you are interested in

serving? *

Community Design Review Board

Heritage Preservation Commission

Parks & Recreation Commission

Environmental & Natural Resources Commission

Housing & Economic Development Commission

Planning Commission

Housing and Economic Development Commission Member type * Business Representative Resident

How long have you lived in the City of Maplewood? * 3.0

Will other commitments make regular attendance at meetings difficult? * Yes No

Please list specific reasons why you would like to serve on this Board or Commission. * I would like to be a part of the upcoming growth of Maplewood in all aspects, as I represent Apollo Heating & Air. We are excited to have moved into the community

Do you have any specific areas of interest within the Board's or Commission's scope of responsibilities? * Nothing specific I am open to any opportunities you may have.

List any community organizations or activities in which you have recently or are now an active participant. * Past Vice President, President and current Vice President of the Oakdale Area Chamber of Commerce. Also a 3 year (ex officio) for the EDC in Oakdale.

Please share any additional comments on why you should be selected by the City Council. Thank you for your consideration and look forward to hearing from someone soon.
Holly Koep- Marketing & Community Relations

You may attach a resume or other summary of your background and experience for appointment to this. pdf, doc, docx, txt, odt, rtf

Sign and Submit

Signature



Submitted On *

7/13/2021

01:13:26 PM



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First Name *

Emma

Last Name *

Broadnax

Home Address *

Street Address

1900 Kenwood Dr W

Address Line 2

City

Maplewood

Postal / Zip Code

55117

State / Province / Region

MN

Country

United States

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Please check which Board and/or

Commission you are interested in

serving? *

Community Design Review Board

Heritage Preservation Commission

Parks & Recreation Commission

Environmental & Natural Resources Commission

Housing & Economic Development Commission

Planning Commission

How long have you lived in the City of Maplewood? *

4.5

Will other commitments make regular attendance at meetings difficult? *

Yes No

Please list specific reasons why you would like to serve on this Board or Commission. *

Looking to get more involved in my community & passionate about this particular topic.

Do you have any specific areas of interest within the Board's or Commission's scope of responsibilities? *

I'm particularly excited about promoting some of the great resources, initiatives, and tools available to residents.

List any community organizations or activities in which you have recently or are now an active participant. *

I volunteer frequently with Cookie Cart (most often at their East St. Paul location, but wherever they need as well!) and am looking forward to returning to in-person opportunities in the future.

I'm also heavily involved in local dog activities, volunteering with several local training clubs and belonging to the Minnesota Coursing Association.

Please share any additional comments on why you should be selected by the City Council.

I would be enthusiastic and a willing learner on this commission, eager to put my skills and abilities to use as best I can to help!

You may attach a resume or other summary of your background and experience for appointment to this.

Emma_Broadnax_Resume.DOCX
pdf, doc, docx, txt, odt, rtf

74.87KB

Sign and Submit

Signature



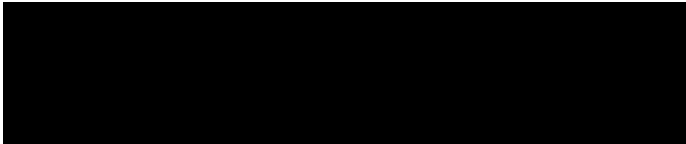
Submitted On *

8/18/2021

09:30:05 PM



Emma Broadnax



PROFESSIONAL SUMMARY

Hardworking and reliable data analyst with a background in data analysis and Human Resources. Highly organized, proactive and punctual with team-oriented mentality. Leverages strong analytical skills to investigate trends formulate conclusions based on findings. Excels at cultivating, managing and leveraging client relationships to foster engagement and business opportunities.

SKILLS

- Experience in R, SAS, Java, SQL, PL/SQL, and PL/I languages
- MS Office
- Salary analysis
- Workday and PeopleSoft HCM Systems

WORK HISTORY

HR DATA ANALYST *11/2019 to CURRENT*
Securian Financial

- Worked closely with senior leaders to create measures for areas of interest
- Analyzed business data to drive business decisions and inform leadership of potential opportunities
- Presented work to audiences of varying levels to educate and gain buy-in on recommendations

COMPENSATION ANALYST *05/2017 to 11/2019*
Securian Financial

- Prepared and updated job description records for employees across company.
- Supported key compensation functions, including survey submission and ad-hoc data analysis
- Collaborated with external vendors to configure compensation module within new HCM

HR COMPENSATION TECHNICIAN *01/2016 to 05/2017*
Securian Financial

- Administered key compensation programs, analyzed compensation and other competitive data, and prepared budgets.
- Maximized team knowledge and productivity by effectively training, monitoring and directing employees in application of best practices and regulatory protocols.

APPLICATION DEVELOPER *01/2014 to 02/2016*
Securian Financial

- Participated in design and planning exercises for future software

implementation.

- Partnered with stakeholders to designed and implement high-quality technology solutions to meet business needs.
- Provided code maintenance and system upgrades to maximize performance.

EDUCATION

○ **Masters of Arts | Human Resource Management** *10/2015*
Concordia University, St. Paul, Saint Paul, MN

○ **Bachelor's | Mathematics**
Iowa State University

- George Washington Carver Academy Student Advisory Board, Public Relations Chair
- Equestrian Team, Marketing and Public Relations



BOARDS AND COMMISSIONS APPLICATION FORM

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First Name *

Benjamin

Last Name *

Guell

Home Address *

Street Address

1903 Flandrau St

Address Line 2

City

Maplewood

Postal / Zip Code

55109

State / Province / Region

MN

Country

USA

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Community Design Review Board

Environmental & Natural Resources Commission

Commission you are interested in

Heritage Preservation Commission

Housing & Economic Development Commission

serving? *

Parks & Recreation Commission

Planning Commission

How long have you lived in the City of Maplewood? *

1.0

Will other commitments make regular attendance at meetings difficult? *

Yes No

Please list specific reasons why you would like to serve on this Board or Commission. *

Overall, I would like serve on either of the Commissions because I like being involved with local government and as a newer resident I'd like to immerse myself deeper into the community and help in any way that I can.

Specifically, I would like to serve on the Environmental & Natural Resources Commission because I have significant educational and professional background in conservation and have dedicated my career to the conscious use of our natural resources. Also, I would like to serve on the Heritage Preservation Commission because local history is one of my passions.

Do you have any specific areas of interest within the Board's or Commission's scope of responsibilities? *

I am interested in the overall scopes that both Commissions provide and having the responsibility to provide input on community decisions.

List any community organizations or activities in which you have recently or are now an active participant. *

Team Member, Land Conservation Society, Stevens Point, WI (1/2017-06/2018)

- Conserved land and promoted land stewardship, educated groups and individuals on Land Trusts and private conservation between students and landowners.
- Monitored easement properties and implemented management techniques for Land Trusts.

Media Team Member, Citizens Climate Lobby, Stevens Point, WI (10/2014-06/2017)

- Built relationships with elected officials, the media, and local communities through bipartisan climate education to work towards the adoption of fair, effective, and sustainable climate change solutions.

Volunteer, Portage County Humane Society, Plover, WI 54467 (03/2014-11/2015)

- Prepared animals for adoption using specific behavior modification protocols.

Please share any additional comments on why you should be selected by the City Council.

I am a young and new resident who would love to have a larger role than just an average citizen to make a positive impact on my community. Additionally, I have a deep appreciation for local government and decision making.

You may attach a resume or other summary of your background and experience for appointment to this.

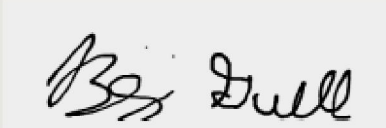
Resume.pdf
pdf, doc, docx, txt, odt, rtf

160.68KB

Sign and Submit

Signature

Submitted On*

A handwritten signature in black ink that reads "Ben Dull". The signature is written in a cursive style with a large initial "B".

8/13/2021

07:46:45 AM

Benjamin Guell

1903 Flandrau St, Maplewood, MN 55109

EDUCATION

University of Wisconsin, Stevens Point, WI-May 2018

Majors: Business Administration and Natural Resources Management

Minors: Environmental Studies and Sustainable Energies

COMPUTER SKILLS

-Microsoft Office

-Adobe Acrobat, Reader, Photoshop, Illustrator

-Windows Media

-AutoCAD

-Esri ArcMap, ArcGIS Online, ArcGIS Pro, ArcGIS Desktop

EMPLOYMENT HISTORY

Environmental Compliance Specialist, WSB, Golden Valley, MN (09/2019-Present)

Certifications: Erosion Control Site Manager and Stormwater Pollution Prevention Plan Designer

- Provide consultation to private and public stakeholders to achieve environmental compliance under the Clean Water Act and NPDES regulations (MS4, Construction, and Industrial Permits).
- Create and review Stormwater Pollution Prevention Plans and Erosion and Sediment Control Plans for construction projects and MS4 communities.
- Conduct erosion and sediment control inspections, water quality sampling and monitoring, and pollutant evaluation.
- Identify, investigate, and facilitate remediation of illicit discharges, spills, and other contaminants.
- Forecast cost associated with environmental protection on construction projects.
- Model and report erosion and sediment control and water quality using a variety of Esri ArcGIS products.

Planning and Zoning Specialist, Todd County Soil and Water Conservation Division, Long Prairie, MN (06/2018-09/2019)

Certifications: Erosion Control Construction Installer

- Reviewed and issued various land use related permits.
- Enforced county, state, and federal zoning ordinances and regulations.
- Provided information and assistance to residents, contractors, farmers, developers, businesses, septic professionals, and other stakeholders regarding land use regulation, sewage treatment systems, solid and hazardous waste, and other environmentally related programs.
- Created staff reports and help facilitate formal public hearings concerning conditional use permits, variances, zoning amendments, and plats.
- Reviewed complaints and resolved land use violations to ensure compliance and environmental protection.

Aquatic Invasive Species Technician, McDill Inland Lake Protection & Rehabilitation District, Stevens Point, WI (04/2017-07/2017)

- Identified and mapped locations of aquatic invasive species.
- Coordinated findings to supervisors with recommended treatment areas and removal methods.
- Effectively removed aquatic invasive species with chemical treatment in naturally resilient areas and through physical removal in naturally sensitive and federally protected areas.
- Improved and maintained protection of McDill Lake's water quality as well as terrestrial and aquatic ecosystems.

Financial Representative Intern, Northwestern Mutual, Fond du Lac, WI, and Stevens Point, WI (05/2016-12/2016)

- Listened to and assessed client needs in order to formulate financial solutions tailored to their needs.
- Helped clients reach their financial security goals.

- Communicated between different departments within the corporate structure through a variety of solutions and services.

Grounds Keeper, Stevens Point Wastewater Treatment, Stevens Point, WI (05/2015-11/2015)

- Produced aesthetically pleasing natural vegetation for the employees and residents of the City of Stevens Point by maintaining outdoor vegetation.
- Provided a clean and safe work environment for Water Department Employees by performing custodial duties on service buildings.
- Facilitated irrigation by repairing and managing subterranean water systems.

COMMUNITY INVOLVEMENT

Team Member, Land Conservation Society, Stevens Point, WI (1/2017-06/2018)

- Conserved land and promoted land stewardship, educated groups and individuals on Land Trusts and private conservation between students and landowners.
- Monitored easement properties and implemented management techniques for Land Trusts.

Media Team Member, Citizens Climate Lobby, Stevens Point, WI (10/2014-06/2017)

- Built relationships with elected officials, the media, and local communities through bipartisan climate education to work towards the adoption of fair, effective, and sustainable climate change solutions.

Volunteer, Portage County Humane Society, Plover, WI 54467 (03/2014-11/2015)

- Prepared animals for adoption using specific behavior modification protocols.



BOARDS AND COMMISSIONS APPLICATION FORM

Contact Information

The City prohibits discrimination on the basis of race, color, creed, religion, national origin, sex, sexual orientation, marital status, status with regard to public assistance, disability, or age in all aspects of our personnel policies, practices, and operations.

The City Council holds regular meetings on the second and fourth Mondays of each month at 7 pm. Other meetings include Council-Manager Workshops normally held on Monday evenings prior to the Council meeting, usually at 5 or 6 pm. Additional meetings may be scheduled as needed. A Council Member will be appointed to serve on other boards and committees.

First Name *

Duncan

Last Name *

Mincks

Home Address *

Street Address

2168 Stanich Street

Address Line 2

City

Maplewood

Postal / Zip Code

55109

State / Province / Region

MN

Country

USA

Minnesota State Statute §13.601 states that once an individual is appointed to a public body, the following additional items of data are public:

(1) residential address; and

(2) either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee.

Application Questions

Please check which Board and/or

Commission you are interested in

serving? *

Community Design Review Board

Heritage Preservation Commission

Parks & Recreation Commission

Environmental & Natural Resources Commission

Housing & Economic Development Commission

Planning Commission

How long have you lived in the City of Maplewood? *

1.0

Will other commitments make regular attendance at meetings difficult? *

Yes No

Please list specific reasons why you would like to serve on this Board or Commission. *

I plan on living in Maplewood for the foreseeable future, having moved here in July 2020 after living in Shoreview. I was born and raised in Minnesota and want to see my community grow, and for their to be responsible decision making around proposed construction projects.

Do you have any specific areas of interest within the Board's or Commission's scope of responsibilities? *

The Community Design Review Board. I am a lay person, with no experience in construction or property, but I am intelligent and can understand complex topics. As part of the Review Board, I can offer that "layperson" perspective, while still being able to understand professional topics.

List any community organizations or activities in which you have recently or are now an active participant. *

None. Have applied for volunteering in some organizations, but none are accepting new volunteers due to the ongoing pandemic.

Please share any additional comments on why you should be selected by the City Council.

You may attach a resume or other summary of your background and experience for appointment to this.

DMincks Resume 2021.docx
pdf, doc, docx, txt, odt, rtf

56.75KB

Sign and Submit

Signature



Submitted On *

8/6/2021

08:25:50 AM

DUNCAN MINCKS

EXPERIENCE

JANUARY 2020 – PRESENT

ADVANCED PRODUCT ENGINEER, 3M, FOOD SAFETY DEPARTMENT

- Led Product Operations Team for Petrifilm, to prioritize and track progress on projects.
- Led Site Alignment Team meetings to align priorities and resources for competing projects and needs, selecting topics and guiding discussion.
- Conceptualized, planned, and executed numerous projects simultaneously, supporting process changes, continual improvement, raw materials/specifications changes, and cost reduction efforts.
- Organized and analyzed data; interpreted, and synthesized results for complex testing qualification plans.
- Investigated and provided innovative solutions for difficult-to-solve problems.
- Initiated data-review and presented data in an organized manner to cross-functional technical and non-technical teams and led discussions for next-steps.
- Collaborated consistently with global team to complete projects within deadlines.
- Developed standardized approach to change management for diverse product portfolio.
- Managed and trained three lab technicians to complete projects efficiently, accurately, and on-time.

MARCH 2017 – JANUARY 2020

LAB TECHNICIAN, PACE ANALYTICAL AT 3M, FOOD SAFETY DEPARTMENT

- Managed and conducted multiple lab projects simultaneously, prioritizing testing to ensure rapid turnaround and high quality of results.
- Organized and analyzed data in Excel and MiniTab to provide statistical results used in decision making.
- Regularly communicated with team members regarding testing status and recommended additional follow-up experiments.

MAY 2016 – MARCH 2017

LAB TECHNICIAN, SILLIKER LABS

- Prepared food and environmental samples for microbiological analysis.
- Prepared quantitative tests for various organisms using spread- and pour-plate methods, Petrifilm, and MPN.

EDUCATION

MAY 2021

MASTER OF BIOLOGICAL SCIENCES, UNIVERSITY OF MINNESOTA TWIN CITIES

Graduate coursework in microbiology (with lab), biochemistry, and statistics.

Thesis: Improving Methods in Food Safety

MAY 2016

BACHELOR OF SCIENCE IN BIOLOGY, UNIVERSITY OF MINNESOTA TWIN CITIES

Focus on cell biology and microbiology; worked as a teaching assistant for two years; served as academic tutor for athletes for one year.

PROFESSIONAL PROFICIENCIES

- MiniTab 2020
- Microsoft Office Suite
- ISO 9001 Laboratory
- Change Management
- Test Method development
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AWARDS AND ACCOLADES

Consistently recognized internally for leadership, initiative, creative thinking, dedication, and ability to shift priorities and add tasks, as focus and needs changes.

Recipient of three team 3M Spotlight Awards and numerous Individual Recognition awards.

Recipient of Division Circle of Technical Excellence and Innovation (Team) Award for international manufacturing technology design transfer