

**EUREKA TOWNSHIP  
DAKOTA COUNTY, MINNESOTA**

**NOTICE OF SPECIAL TOWN BOARD MEETING**

NOTICE IS HEREBY GIVEN that the Town Board of Eureka Township will hold a Special Town Board meeting commencing at 6:00 p.m. on Tuesday, April 8, 2025, at the Eureka Town Hall, 25043 Cedar Ave, Farmington, MN 55024. The purpose of the meeting is for the Board to conduct interviews for a Planning Commission seat with terms starting May 1, 2025.

Posted on: April 4, 2025

Liz Atwater  
Town Clerk

**EUREKA TOWNSHIP**  
*Dakota County, State of Minnesota*

**AGENDA**  
**SPECIAL TOWN BOARD MEETING**  
**April 8, 2025 – 6:00 pm**

- I. Call to Order
- II. Purpose of the Special Town Board Meeting
- III. Interviews of Planning Commission Applicants for one 3-year Planning  
Commissioner seat starting May 1, 2025
- IV. Appointment of Planning Commission members
- V. Adjournment

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**If unable to attend in person, you can join via Zoom Meetings one of the following ways:**

- 1. Navigate to: <https://zoom.us/j/3134376987?pwd=V3VRRkJKblUxeUY1elJBdmVNUmUrdz09>  
Meeting ID: 313 437 6987
- 2. One tap mobile: dial 1-312-626-6799,, 3134376987#

Posted on: April 4, 2025.

# TRICIA ASUNCION

7980 257<sup>th</sup> St. W, Farmington MN 55024 | 612-369-7527 | TriciaAsuncion8@gmail.com

**April 1, 2025**

## **To Whom It May Concern:**

I'm writing to apply for the open position as a Eureka Township Planning Commissioner. I have been a resident of Eureka Township for the past year, and I have worked in the Township for the past two years. I'm at a stage in my career when I have the time, experience, and desire to join a team that can help grow a community.

I bring decades of experience in operations management in nonprofit organizations and service industries. Most recently, I have worked as Director of Facilities Operations for Mount Olivet Lutheran Church and its affiliate, Mount Olivet Conference & Retreat Center. I have been responsible for planning and supervising capital improvements on three campuses, strategically managing financial resources, ensuring compliance with industry standards and state regulations, and creating high-functioning, service-oriented teams. (Please see attached resume for my longer work history.)

My core value of serving others has driven all of my professional work as well as my community service. In the past, I have volunteered with the nonprofit, Mile in My Shoes, supporting those who are homeless. Currently, I am the volunteer coordinator for Young in Heart and Friends, a program designed to increase community connections and learning for those aged 65 and older.

It would be my privilege to join the Planning Commission in serving the residents of Eureka Township. I look forward to hearing from you.

Sincerely,

**Tricia Asuncion**

# Tricia Asuncion

7980 257<sup>th</sup> St. W, Farmington MN 55024 | 612-369-7527 | TriciaAsuncion8@gmail.com

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## **A dynamic, ambitious and result-focused management professional with broad based customer service experience**

- Experienced Director of Facilities Operations.
- Project management, staff leadership, financial oversight and emergency preparedness developer.
- Manages 2 church campuses in Minneapolis and Victoria and 1 Conference & Retreat Center in Farmington.
- Managed 33 homes over 10 counties, out of that
  - 17 are ICF, 6 are Hybrid Waivers, 9 are Waiver, 1 is an AFC.
- Oversaw 3 non-profit facilities (Long Term Care and Board & Care) with a capacity of 250 beds and a building which provides day services for 25 adults and 75 children.
- Bold, analytical thinker with success in transforming stagnant and underperforming operations into high quality, service-driven organizations.

## **CORE COMPETENCIES**

- Construction Liaison representing Mount Olivet Careview Home for a 26-million-dollar new addition and remodeling project completed May 2018.
- Developing internal / external strategies.
- Reducing turnover / increased morale.
- Ensuring compliance of OSHA / State Health Department and other regulatory agencies.
- Brand Image / Public Relations.
- Hiring, training and developing a high-performance team.
- Implementing and reviewing new regulations and policies.
- Supervising employees and performing evaluations.
- Planning and executing strategic operations.
- Developing benchmarks & key performance indicators.
- Able to work with and manage diverse workforce.
- Energy Management System (EMS) Controls for HVAC.

## **QUALIFICATIONS PROFILE**

- Responsible for budget development, regular monitoring, accountability and meeting all operational targets for all areas within span of control. Maintain accurate volume records for productivity and planning. Work with finance and supervisory staff to compile financial and productivity reports. Submit annual department operating and capital budget. Identify and implement opportunities and ways to improve financial performance of the department. Effectively manage financial resources through the use of financial and management tools and analysis.
- Develop and implement policies and procedures that are in alignment with the industry best practices, OSHA, Joint Commission and all other applicable regulatory agencies and standards to ensure a safe, immaculately clean, sanitary and comfortable environment for patients, guests and staff.
- Create, inspire, and implement a department culture and leadership that embraces the company vision. Coach and lead staff to achieve and exceed the standards required

to accomplish this. Continually evaluate and adjust the steps necessary to meet this vision and motivate staff to achieve this in their daily work.

- Respond to patient, guest and staff complaints regarding environmental and laundry services or equipment immediately. Seek to promptly solve issues and concerns in a manner that promotes high customer satisfaction. Relay appropriate requests or complaints to others as needed. Follow up to ensure customer satisfaction. Problem solve issues and complaints regarding environmental and laundry services and take appropriate training steps and/or corrective action to prevent future occurrences.
- Work with the Emergency Preparedness Coalition to develop policies and procedure, practice table top and functional exercises.
- Was a member of the Metro LTC Compact Development team.

## **PROFESSIONAL HISTORY**

### **August 2019 – Present: Mount Olivet Lutheran Church, Minneapolis, Victoria and Farmington MN Director of Facilities Operations**

- Management: Provide oversight to primary operations vendors and coordinate all work orders to completion.
- Contractor Oversight: seek estimates, quality control, dispute resolution
- Organizational Fleet: Facilitate repairs
- Capital Improvements: Develop, populate, and monitor projects to completion, oversee purchase estimates, etc.
- Licensing: Assure all requirements are met, e.g., HVAC, sprinkler, fire panel, etc.
- Invoice / Bills: code, monitor and address discrepancies
- Supplies: Order, distribute supplies for all campuses.
- Operations-Day to Day and Emergency: Manage issues as they arise e.g., utilities, water break, power loss, equipment failure, etc.
- Customer Service: ensure that all the facility, supply and vehicle related needs are met.
- Other: Manage the set-up and take down of all events, repairs, other services, assist with property insurance claims, etc.

### **August 2018 – August 2019: Living Well Disability Services, Mendota Heights, MN Operations Manager**

- Management: Provide oversight to primary operations vendors and coordinate all work orders to completion
- Contractor Oversight: seek estimates, quality control, dispute resolution
- Organizational Fleet: 34 vehicles, Wex cards, repairs, insurance claims licensing and inspection
- Capital Improvements: Develop, populate, and monitor projects to completion, oversee purchase estimates, etc.
- Licensing: Assure all requirements are met, e.g., furnace, sprinkler, fire panel, etc.
- Invoice / Bills: code, monitor and address discrepancies
- Supplies: Order, distribute supplies for homes and corporate office
- Operations-Day to Day and Emergency: Manage issues as they arise, e.g., phones, utilities, water break, power loss, appliance failure, etc.
- Customer Service: ensure that all the facility, supply and vehicle related needs are met.
- Other: Manage all property insurance claims, repairs, etc.

**2002 to June 2018: Mount Olivet Careview, Mount Olivet Home, Mount Olivet Day Services,  
Minneapolis, MN  
Director of Facilities Management & Safety**

- Oversight of the revitalized development of facility.
- OSHA and FEMA trained manager and staff developer.
- Development and implementation all of the Emergency Management Programs for all three entities.
- Oversight of grounds of complex
- Project Manager for entire complex in regards to ascetics.
- Responsible for budget of 1.5 million annually.
- Vendor relationship and contract review.
- Developed time management for department, improving efficiency.
- Customer focus, resolving concerns and requests on daily basis.

**ADDITIONAL SKILLS**

- United States Marine Corp., Accounting
- Currently hold a 30-hour OSHA General Industry Safety and Health
- Was a certified Alice Instructor (Active Shooter Training)
  - Alert, Lockdown, Inform, Counter, Evacuate
- Broad base computer knowledge Microsoft Office

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## Submission for planning commission seat

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**From** Dan Heyda <danheyda@icloud.com>

**Date** Mon 3/24/2025 2:19 PM

**To** Eureka Township Clerk <clerk@eurekamn.gov>; Eureka Township Deputy Clerk <deputyclerk@eurekamn.gov>

1. My name is Daniel Heyda, I am married to Jamie Heyda, and we have 4 children together. My family and I have been residence of Eureka township for about 10 years.
2. I am interested in remaining a member of Planning Commission, as I've really enjoyed helping and collaborating on the various projects.
- 3 I am currently serving on the planning commission as vice chair, I have been on the planning commission for almost a year. I also volunteer serving on the Eureka township road committee monitoring road conditions and needed repairs. I also volunteer at our oldest children's high school for various tasks as they need assistance.
4. I have owned my own truck repair business for 10 years, as well as a welding, fabrication, and machine shop for 4 years. Before that, in the various places I've been employed, I have acquired many skills and information pertaining to sand and gravel mining, site plans, blueprint reading, well monitoring, watershed and erosion control, excavating, road building, underground utility installation and repair, heavy equipment operation, maintenance, and repair.  
Many of the skills I've acquired over my work history will bring knowledge and experience to the planning commission when dealing with roads, new construction, and mining.
5. I am a great fit for this position as I'm already involved with current on going projects, and have a great understanding of how the meetings operate, and the current information being worked on. I enjoy collaborating with other members on the projects set forth by the town board.

Thank you for your consideration,

Dan Heyda

Sent from my iPhone