

June 6, 2023

Mr. Tom Pagel, City Administrator  
City of Grand Rapids  
420 North Pokagama Avenue  
Grand Rapids, MN 55744

RE: Cover Letter for Assistant Community Development Director Application

Dear City Administrator Mr. Tom Pagel:

*I am writing to express my interest in the Assistant Community Development position currently available at your organization. With a track record of success in community development, I believe I would be an excellent fit for this role.*

Throughout my career, I have consistently demonstrated my passion for community involvement and have supported a variety of important initiatives. My previous experience includes working with numerous organizations, including non-profits, municipalities, and community development corporations. During my work with these groups, I have honed my abilities in community outreach, event organization, and program management. I am well-equipped to develop programs and initiatives that foster a sense of community and help people realize their full potential.

In addition to my professional skills, I am deeply committed to the ideals of community development in Grand Rapids. I believe that every individual should have access to affordable housing, health care, and education regardless of background, race, or socio-economic status. As someone who has lived and worked in this community for many years, I understand the importance of building strong relationships and networks, and I am eager to continue doing so to create a better environment.

I am excited about the opportunity to work with a forward-thinking and innovative team, and I believe that my background and experience make me an excellent candidate for the community development position at your organization. Thank you for your consideration, and I look forward to discussing the potential for contributions and collaboration further.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Swenson", with a stylized flourish extending from the end.

Dan Swenson



420 N. Pokegama Ave  
Grand Rapids, MN 55744  
(218)326-7600  
(218)326-7608 Fax  
www.cityofgrandrapidsmn.com

# Employment Application

*An Equal Opportunity Employer*

**Please complete by printing in ink or typing. Application must be signed for employment consideration.**

We welcome you as an applicant for employment with the City of Grand Rapids. It is the City's policy to provide equal opportunity in employment. The City will not discriminate on the basis of race, color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, familial status, status with regard to public assistance, local human rights commission activity or any other basis protected by law.

Please furnish complete information on the application form, so we may accurately and completely assess your qualifications. You may attach any other information that provides additional detail about your qualifications for employment in the position you seek. Please refer to the Applicant Data Practices Advisory for guidance regarding how your application information will be used, the consequences of providing or not providing information, and more.

The City of Grand Rapids accommodates qualified persons with disabilities in all aspects of employment, including the application process. If you believe you need a reasonable accommodation to complete the application process, please contact City Administration at 218-326-7600.

## PERSONAL INFORMATION

|   |  |  |                           |                         |   |  |
|---|--|--|---------------------------|-------------------------|---|--|
| NAME Last<br><b>Swenson</b>   |  |  | First<br><b>Daniel</b>    | Middle<br><b>Lowell</b> | POSITION APPLIED FOR:<br><b>Assistant Community Development Director</b>  |  |
| MAILING ADDRESS<br>[REDACTED]   |  |  |                           |                         | TODAY'S DATE: 06/06/2023<br>DATE AVAILABLE TO WORK: 09/06/2023  |  |
| CITY<br>[REDACTED]  |  |  | STATE<br>[REDACTED]       |                         | ZIP<br>[REDACTED]   |  |
| HOME PHONE<br>[REDACTED]  |  |  | OTHER PHONE<br>[REDACTED] |                         | STATUS DESIRED:<br><input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal |  |
| Are you a U.S. citizen or do you have legal Authorization to work in the U.S.?<br>Proof of age and/or eligibility to work may be requested. |  |  |                           |                         | Do you have a valid driver's license?<br>(For driving positions only)   |  |
| YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>   |  |  |                           |                         | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>   |  |
| Will your continued employment require employer sponsorship?  |  |  |                           |                         | Are you under 18 years of age?  |  |
| YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>   |  |  |                           |                         | YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>   |  |

### EDUCATIONAL INFORMATION

| School Name,<br>City and State  |  | Major Area of Study   |
|---|--|---|
| <b>High School:</b><br><br>Grand Rapids Senior High<br>Grand Rapids, MN | Diploma <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO<br>GED <input type="checkbox"/> YES <input type="checkbox"/> NO  |   |
| <b>College:</b><br><br>University of Minnesota -<br>Duluth              | Degree Completed:<br><input checked="" type="checkbox"/> YES <input type="checkbox"/> Associates <input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Other<br><input type="checkbox"/> NO # of years completed _____<br>Semester/Credit hours earned _____ | B.A. Urban and Regional<br>Studies, Minor(s) Sociology<br>and Geography |
| <b>Graduate School:</b>   | Degree Completed:<br><input type="checkbox"/> YES <input type="checkbox"/> Associates <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Other<br><input type="checkbox"/> NO # of years completed _____<br>Semester/Credit hours earned _____                       |   |
| <b>Technical or Vocational Programs:</b>                                | (indicate type of certificate earned)  |   |

List any other courses, seminars, workshops, or training you have that may provide you with skills related to this position:

Minnesota DNR Shoreland Training  
 Land Use Planning Training and Workshops with Attorney's Jay Squires and Scott Anderson  
 Floodplain Workshops  
 ArcMap and associated GIS training  
 MPCA Stormwater Training

List any current licenses or certificates you possess which may be related to this position:

MPCA Subsurface Sewage Treatment System Inspector (C9357)

List any current registration(s) or membership(s) related to the position for which you are applying:

Minnesota Association of County Planning and Zoning Officers

### EMPLOYMENT EXPERIENCE

| CURRENT EMPLOYMENT INFORMATION  |                                 |  |  |                |  |      |    |                  |                   |
|---|---------------------------------|--|--|----------------|--|------|----|------------------|-------------------|
| EMPLOYER<br><b>Itasca County</b>  |                                 | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left; background-color: #f2f2f2;">DATES EMPLOYED</th> </tr> <tr> <td style="width: 50%; text-align: center;">FROM</td> <td style="width: 50%; text-align: center;">TO</td> </tr> <tr> <td style="text-align: center;">3/2014<br/>7/2016</td> <td style="text-align: center;">7/2016<br/>Current</td> </tr> </table>   |  | DATES EMPLOYED |  | FROM | TO | 3/2014<br>7/2016 | 7/2016<br>Current |
| DATES EMPLOYED  |                                 |  |  |                |  |      |    |                  |                   |
| FROM  | TO                              |  |  |                |  |      |    |                  |                   |
| 3/2014<br>7/2016  | 7/2016<br>Current               |  |  |                |  |      |    |                  |                   |
| ADDRESS<br><b>123 NE 4th Street</b>   |                                 | JOB TITLE:<br><b>Environmental Services Administrator</b>  |  |                |  |      |    |                  |                   |
| CITY, STATE, ZIP<br><b>Grand Rapids, MN 55744</b>   |                                 | NAME OF LAST SUPERVISOR:<br><b>Brett Skyles</b>  |  |                |  |      |    |                  |                   |
| TELEPHONE Area Code + Number<br><b>218-327-2857</b>   |                                 | <b>DESCRIBE YOUR WORK IN THIS JOB:</b> <ul style="list-style-type: none"> <li>Manages department budgets of Solid Waste, Planning and Zoning and Grants in excess of \$3,000,000</li> <li>Professional land use planner for the County and administers the Zoning, Sanitation and Solid Waste Ordinances</li> <li>Uses LEAN techniques to decrease expenditures by \$250,000 and reduced staffing levels by two</li> <li>Manages operations of the Planning Zoning, Solid Waste and Sanitation Departments</li> <li>Established a fund in excess of \$2,000,000 in Solid Waste Department from contract savings</li> <li>Serves as staff liaison for Solid Waste Management Committee, Planning Commission/Board of Adjustment, the County Administrator, County Board Members, Mississippi Headwaters Board and other committees as assigned</li> <li>Develops and works on special economic development projects in conjunction with the County Administrator and County Board Members</li> <li>Serves as Floodplain Manager for County</li> <li>Supervises seven employees</li> </ul> |  |                |  |      |    |                  |                   |
| May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No               |                                 |  |  |                |  |      |    |                  |                   |
| <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other |                                 |  |  |                |  |      |    |                  |                   |
| <b>PAY INFORMATION</b>  |                                 |  |  |                |  |      |    |                  |                   |
| STARTING:<br><b>n/a</b>   | CURRENT:<br><b>\$110,156.80</b> |  |  |                |  |      |    |                  |                   |
| REASON FOR LEAVING: <b>New Challenge</b>  |                                 |  |  |                |  |      |    |                  |                   |

| PREVIOUS EMPLOYMENT INFORMATION   |                        |   |  |                |  |      |    |        |        |
|---|------------------------|---|--|----------------|--|------|----|--------|--------|
| List all positions held including full-time, part-time, military, summer, volunteer work and any periods of unemployment. Explain any period of unemployment. Attach additional sheet if necessary. |                        |   |  |                |  |      |    |        |        |
| EMPLOYER<br><b>Itasca County</b>  |                        | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left; background-color: #f2f2f2;">DATES EMPLOYED</th> </tr> <tr> <td style="width: 50%; text-align: center;">FROM</td> <td style="width: 50%; text-align: center;">TO</td> </tr> <tr> <td style="text-align: center;">6/2015</td> <td style="text-align: center;">7/2016</td> </tr> </table>   |  | DATES EMPLOYED |  | FROM | TO | 6/2015 | 7/2016 |
| DATES EMPLOYED  |                        |   |  |                |  |      |    |        |        |
| FROM  | TO                     |   |  |                |  |      |    |        |        |
| 6/2015  | 7/2016                 |   |  |                |  |      |    |        |        |
| ADDRESS<br><b>123 NE 4th Street</b>   |                        | JOB TITLE:<br><b>Land Use Planning and Assessment Director</b>  |  |                |  |      |    |        |        |
| CITY, STATE, ZIP<br><b>Grand Rapids, MN 55744</b>   |                        | NAME OF LAST SUPERVISOR:<br><b>Irene Koski</b>  |  |                |  |      |    |        |        |
| TELEPHONE Area Code + Number<br><b>218-327-2857</b>   |                        | <b>DESCRIBE YOUR WORK IN THIS JOB:</b> <ul style="list-style-type: none"> <li>Managed operations of the Planning, Zoning, Solid Waste and Sanitation Departments</li> <li>Developed responsible budgets for the Solid Waste, Planning and Zoning, and Assessor's Department which allowed for a net decrease in expenditures</li> <li>Oversaw and worked with the County Assessor to ensure proper policies and procedures were developed and followed</li> <li>Acted as staff liaison to the Planning Commission and Board of Adjustment</li> <li>Assisted the County Administrator on special economic development issues dealing with competitive rail service, recycling centers and new landfill projects</li> <li>Served as staff liaison and manages \$572,000 of Aquatic Invasive Species programming aid</li> <li>Professional land use planner for the County and administers the Zoning, Sanitation and Solid Waste Ordinances</li> <li>Served as Floodplain Manager for County</li> </ul> |  |                |  |      |    |        |        |
| May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   |                        |   |  |                |  |      |    |        |        |
| <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other   |                        |   |  |                |  |      |    |        |        |
| <b>PAY INFORMATION</b>  |                        |   |  |                |  |      |    |        |        |
| STARTING:<br><b>n/a</b>   | CURRENT:<br><b>n/a</b> |   |  |                |  |      |    |        |        |
| REASON FOR LEAVING: <b>Voluntarily left to perform role of Environmental Services Administrator</b>   |                        |   |  |                |  |      |    |        |        |

| EMPLOYER<br><b>Itasca County</b>  |                        | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left; background-color: #f2f2f2;">DATES EMPLOYED</th> </tr> <tr> <td style="width: 50%; text-align: center;">FROM</td> <td style="width: 50%; text-align: center;">TO</td> </tr> <tr> <td style="text-align: center;">7/2011</td> <td style="text-align: center;">2/2014</td> </tr> </table> |  | DATES EMPLOYED |  | FROM | TO | 7/2011 | 2/2014 |
|---|------------------------|---|--|----------------|--|------|----|--------|--------|
| DATES EMPLOYED  |                        |   |  |                |  |      |    |        |        |
| FROM  | TO                     |   |  |                |  |      |    |        |        |
| 7/2011  | 2/2014                 |   |  |                |  |      |    |        |        |
| ADDRESS<br><b>123 NE 4th Street</b>   |                        | JOB TITLE:<br><b>Assistant Planning, Zoning, Sanitation Administrator</b>   |  |                |  |      |    |        |        |
| CITY, STATE, ZIP<br><b>Grand Rapids, MN 55744</b>   |                        | NAME OF LAST SUPERVISOR:<br><b>Don Dewey</b>  |  |                |  |      |    |        |        |
| TELEPHONE Area Code + Number<br><b>218-327-2857</b>   |                        | <b>DESCRIBE YOUR WORK IN THIS JOB:</b> <ul style="list-style-type: none"> <li>Managed daily workflow of five employees</li> <li>Facilitated meetings of the Planning Commission and Board of Adjustment</li> <li>Performed complex writing analyses of Zoning Ordinances and the Comprehensive Land Use Plan</li> <li>Managed department budget of \$450,000</li> </ul>                                 |  |                |  |      |    |        |        |
| May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No               |                        |   |  |                |  |      |    |        |        |
| <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other |                        |   |  |                |  |      |    |        |        |
| <b>PAY INFORMATION</b>  |                        |   |  |                |  |      |    |        |        |
| STARTING:<br><b>n/a</b>   | CURRENT:<br><b>n/a</b> |   |  |                |  |      |    |        |        |
| REASON FOR LEAVING: <b>Promotion</b>  |                        |   |  |                |  |      |    |        |        |

**PREVIOUS EMPLOYMENT INFORMATION CONTINUED**

List all positions held including full-time, part-time, military, summer, volunteer work and any periods of unemployment. Explain any period of unemployment. Attach additional sheet if necessary.

|   |  |        |   |
|---|--|--------|---|
| <b>EMPLOYER</b><br>Itasca County  | <b>DATES EMPLOYED</b>  |        | <b>JOB TITLE:</b><br>Assessor/Appraiser II      |
|   | FROM   | TO     |   |
| <b>ADDRESS</b><br>123 NE 4th Street   | 9/2009   | 6/2011 | <b>NAME OF LAST SUPERVISOR:</b><br>Larry Daigle |
| <b>CITY, STATE, ZIP</b><br>Grand Rapids, MN 55744   | <b>DESCRIBE YOUR WORK IN THIS JOB:</b><br><br>• Appraised and classified over 1,500 improved parcels annually<br>• Performed complex sales reviews of property within assigned jurisdiction and lakeshore property within County |        |   |
| <b>TELEPHONE Area Code + Number</b><br>218-327-2861   |  |        |   |
| May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No               |  |        |   |
| <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other |  |        |   |
| <b>PAY INFORMATION</b>  |  |        |   |
| <b>STARTING:</b><br>n/a   | <b>CURRENT:</b><br>n/a   |        |   |
| <b>REASON FOR LEAVING:</b><br>Promotion   |  |        |   |

|   |   |        |   |
|---|---|--------|---|
| <b>EMPLOYER</b><br>Minnesota Department of Natural Resources - Lands and Minerals                               | <b>DATES EMPLOYED</b>   |        | <b>JOB TITLE:</b><br>Realty Specialist        |
|   | FROM  | TO     |   |
| <b>ADDRESS</b><br>1201 US HWY 2   | 9/2008  | 9/2009 | <b>NAME OF LAST SUPERVISOR:</b><br>Joe Rokala |
| <b>CITY, STATE, ZIP</b><br>Grand Rapids, MN 55744   | <b>DESCRIBE YOUR WORK IN THIS JOB:</b><br><br>• Project Manager and Negotiator for DNR acquisition projects<br>• Prepared complex written responses for DNR tax-forfeiture reviews, road vacations and special provisions for utility licenses<br>• Reviewed, processed and finalized complex utility licenses for DNR administered lands and public waters |        |   |
| <b>TELEPHONE Area Code + Number</b><br>218-328-8780   |   |        |   |
| May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No               |   |        |   |
| <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other |   |        |   |
| <b>PAY INFORMATION</b>  |   |        |   |
| <b>STARTING:</b><br>n/a   | <b>CURRENT:</b><br>n/a  |        |   |
| <b>REASON FOR LEAVING:</b><br>Job changed with travel to St. Paul   |   |        |   |

|   |  |        |   |
|---|--|--------|---|
| <b>EMPLOYER</b><br>Itasca County  | <b>DATES EMPLOYED</b>  |        | <b>JOB TITLE:</b><br>Assessor/Appraiser I       |
|   | FROM   | TO     |   |
| <b>ADDRESS</b><br>123 NE 4th Street   | 5/2006   | 9/2008 | <b>NAME OF LAST SUPERVISOR:</b><br>Larry Daigle |
| <b>CITY, STATE, ZIP</b><br>Grand Rapids, MN 55744   | <b>DESCRIBE YOUR WORK IN THIS JOB:</b><br><br>• Appraised and classified over 1,500 improved parcels annually<br>• Performed complex sales reviews of property within assigned jurisdiction and lakeshore property within County |        |   |
| <b>TELEPHONE Area Code + Number</b><br>218-327-2861   |  |        |   |
| May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No               |  |        |   |
| <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other |  |        |   |
| <b>PAY INFORMATION</b>  |  |        |   |
| <b>STARTING:</b><br>n/a   | <b>CURRENT:</b><br>n/a   |        |   |
| <b>REASON FOR LEAVING:</b><br>Job Opportunity with MNDNR  |  |        |   |

### UNPAID EXPERIENCE

Describe any unpaid or volunteer experience relevant to the position for which you are applying (you may include, if you wish, information which would reveal race, sex, religion, age, disability, or other protected status).

Fishing for Vets  
Youth Football Coach  
Youth Hockey Coach

### MILITARY EXPERIENCE

Did you serve in the U.S. Armed Forces? ☐ Yes ☒ No

Describe your duties:

Do you wish to apply for Veteran's Preference points: ☐ Yes ☒ No

If you answered "yes," you must complete the enclosed application for Veterans' Preference Points, and submit the application and required documentation to the City of Grand Rapids by the application deadline of the position for which you are applying.

### AUTHORIZATION

#### **\*PLEASE READ CAREFULLY BEFORE SIGNING\***

I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or if employed, will be grounds for dismissal, regardless of length of employment or when the misrepresentation or omission is discovered.

I understand that submission of an application does not guarantee employment. I acknowledge that I have received a copy of the job description summary for the position/s for which I am applying. I further acknowledge my understanding that employment with the City of Grand Rapids is "at will," and that employment may be terminated by either the City of Grand Rapids or me at any time, with or without notice. I understand that none of the documents, policies, procedures, actions, statements of the City of Grand Rapids or its representatives used during the employment process is deemed a contract of employment, real or implied. I further understand that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the City of Grand Rapids. In consideration for employment, if employed, I agree to conform to the rules, regulations, policies, and procedures of the City of Grand Rapids at all times and understand that such obedience is a condition of employment.

I understand that if offered a position with the City of Grand Rapids, I may be required to submit to a pre-employment medical and psychological examination, drug screening and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already offered.

With my signature below, I am providing the City of Grand Rapids authorization to verify all information I provided within this application packet, including contacting current or previous employers. However, I understand that if, in the Employment Experience section I have answered "No" to the question, "May we contact your current employer?," contact with my current employer will not be made without my specific authorization.

I have read the included Applicant Data Practices Advisory, and I further understand that criminal history checks may be conducted (after I have been selected for an interview, in the case of non-public safety positions) and that a conviction of a crime related to this position may result in my being rejected for this job opening. I also understand it is my responsibility to notify the City of Grand Rapids in writing of any changes to information reported in this application for employment.

  
Signature

06/06/2023

Date

Name and number of person completing this form if other than applicant: \_\_\_\_\_

### IMPORTANT FACTS ABOUT INFORMATION ON YOUR APPLICATION

This application is to assist in the process of referring you for possible employment. Certain information requested on the application is private; that is, it may be released only to you or to agencies where you may be considered for employment (to comply with M.S. 13.43, Subd 2)

| Private Data   | Why We Ask For It  | Are You Legally Obligated<br>To Provide It? | What May Happen If<br>You Don't Provide It   |
|----------------|--|---|--|
| Name           | To distinguish you from all other applicants   | Yes   | Failure to provide information may be cause for rejecting an application.                                  |
| Address        | To be able to send you notices   | Yes   | Failure to provide information may be cause for rejecting an application.                                  |
| Home Telephone | To be able to contact you to determine availability for interview and to notify you when we need you to work on short notice | No  | We may not be able to employ you in certain jobs where you may be required to come to work on short notice |

### EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

The information asked of you will be used to evaluate our overall efforts in reaching all segments of the population. The following information is **VOLUNTARY** and **CONFIDENTIAL**. This information is **NOT A PART** of the application file and is **REMOVED** from the application when received by our office. The City of Grand Rapids appreciates your cooperation in our efforts to ensure affirmative action and equal opportunity.

Position(s) for which you are applying: Assistant Community Development Director

Gender: ☒ Male ☐ Female

With which racial/ethnic group do you identify?

- ☐ Black or African American
- ☐ Hispanic or Latino
- ☐ American Indian or Alaskan Native through Tribal affiliation or community recognition
- ☒ Caucasian/White
- ☐ Asian
- ☐ Native Hawaiian or other Pacific Islander
- ☐ Two or more races

Disability status, defined as:

- 1) Has a physical or mental condition that substantially or materially limits a major life activity (such as walking, talking, seeing, hearing or learning);
- 2) Has a history of a disability (such as cancer that is in remission);
- 3) Is regarded as having such an impairment.

Do you claim disability status? ☐ Yes ☒ No