RECEIVED
JAN 30 2014
CITY CLERKS OFFICE

DULUTH

APPLICATION FOR APPOINTMENT TO THE CITY OF DULUTH VACANT SECOND DISTRICT CITY COUNCILOR POSITION

INSTRUCTIONS: (1) Print the application. (2) Fill in your information. Please remember to SIGN the application below. (3) Mail or deliver to the address below by 4:30 p.m. on Friday, January 31, 2014.

ALL INFORMATION ON THIS FORM AND ANY ATTACHMENTS ARE PUBLIC.

NAME Todd J. Larson

HOME ADDRESS 2200 MacFarlane Rd, Duluth, MN 55811

TELEPHONE (work) 715-392-9231 x.2 (home) 218-724-5230

(cell) 218-428-6372 (e-mail) tlarson@swanstromtools.com

VOCATION, OCCUPATION, EMPLOYMENT Resource Manager

PLEASE ATTACH A STATEMENT AS TO WHY YOU ARE APPLYING AND WHAT ASSETS YOU WOULD BRING TO THE CITY COUNCIL. YOU MAY ALSO ATTACH A RESUME.

SIGNATURE: Todd J Larson DATE: 1/24/14

****PLEASE REMEMBER TO SIGN & DATE THE APPLICATION****

NOTE:

- **MARK YOUR CALENDAR: Council interviews will be on Thursday, February 6, 2014, at 5:00 p.m., in the Council Chamber, 3rd Floor, City Hall. This is the only notice you will receive.**
- **Applicants must be 21 years of age and an eligible voter in the 2nd District of the City of Duluth.**
- **The deadline for submitting applications to the City Clerk's Office, 330 City Hall, 411 W. 1st St., Duluth, MN 55802, is 4:30 p.m. on Friday, January 31, 2014.**

K:\CCDOCS\CCVACANT\ccvacapp2014.wpd

Todd J. Larson 2200 MacFarlane Rd. Duluth MN 55811 218-724-5230

Objective:

To increase profitability, cash flow, and return on investment through effective leadership.

Education:

- Bachelor of Business Administration, University of Minnesota - 1984
- Dale Carnegie - 1987
- Zenger Miller Frontline Leadership Management Training - 1995
- MN Dept. of Commerce Health and Life Insurance Pre-licensing Course - 1998
- MN Dept. of Commerce Property and Casualty Insurance Pre-Licensing Course - 1998
- Continuing Education: Personal Financial Mgt. – 1999
- DWD Labor Law classes - 2002-2003
- Red Cross First Aid and CPR Courses - various times
- MPCA/EPA compliance seminars - various times

Experience:

- Human Resource Manager (since 1999)
  - Applicant screening, employment interviews, candidate testing, and hiring
  - Training on personnel and safety policies, payroll, purchasing, and inventory mgt.
  - Perform and manage all aspects of payroll
  - W2 Committee representation and participation
  - Manage all benefit programs (health, 401(k), worker's comp., disability, flex benefits)

- Safety Manager (since 1990)
  - Development, implementation and management of safety policies and procedures
  - Maintaining compliance with OSHA, Wisc. DNR, and EPA regulations
  - Management of all issues relating to Worker's Compensation
  - Training, certification and plant safety inspections

- Purchasing Management (1990-2002)
  - Inventory management (stock maintenance and physical inventory coordination)
  - Vendor certification (approval of qualified suppliers of materials and supplies)
  - Purchase authorization (oversee and approve purchases of supplies and services)
  - Established an ISO certifiable purchasing program

- Financial Management (since 2000)
  - Corporate accounting (Balance Sheet, Income Statement, and Cash Flow Statements)
  - Corporate cash and accounts payable management and banking
  - As a licensed Health, Life, Property and Casualty Insurance agent, and a licensed Mortgage Originator, I have helped numerous individuals with their personal finances

- Education (since 1989)
  - Percussion Instructor for beginning to advanced students

Employers:

- Swanstrom Tools USA, Inc. 1984-Present
- Self Employed: Street Beat Drum Academy 1989 - Present
- Primerica Financial Services 1997-2000 Independent Contractor
- Prime Time Theatre 1983-1984
- Duluth Freight & Salvage 1980-1982
- Diamond Tool & Horseshoe Co. 1979-1980

24 January 2014

To Whom It May Concern:

I have been a resident of the Second District nearly all of my 52 years. I graduated from UMD with a business degree in 1984, and have been applying that knowledge at my current employer for what will be my 30th year in 2014.

In addition to my business degree, I got an equivalency minor in Political Science at UMD. I've always been interested in the political process, but have never felt I had the time to commit to running for, or holding office.

As I get older, I feel I should contribute what skills I have in the areas of financial management, human resources, etc. in a way that could help my community. I've gained organizational experience with my nearly 10 year involvement volunteering as a Captain for Grandma's Marathon, and a 4 year stint on the Duluth East Cheerleader Parent board, which last year saw us organize as a non-profit for fundraising. I served as Vice President.

I have great experience working with people in my capacity as Human Resource Manager at Swanstrom Tools in Superior, WI. I also am deeply involved with financial matters including the preparing of the monthly Income Statement and Balance Sheet. I manage the health plan, 401(k) plan, and all other benefits programs, including payroll. I maintain the company's computer server network, and also serve as the Safety Manager. As Safety Manager, I have experience working with many aspects of the insurance industry, as well as OSHA and the EPA. I've also been the Purchasing Manager, and handled all physical inventory procedures. I work closely with our Sales Dept., and received valuable sales experience working with Primerica.

I was a manager at Chuck E. Cheese restaurant, so I have customer service experience as well.

I feel the depth of my experience, longevity in the district, and passion for the well being of my neighbors would make me an excellent candidate for the vacant Second District City Council position.

Thank you for your consideration.

Sincerely,

Todd J. Larson