

**QUALIFICATIONS AND PROPOSAL  
FOR  
CIVIL LEGAL SERVICES  
FOR THE CITY OF CARLOS**

*Proposing Law Firm:*



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## **A. LAW FIRM BACKGROUND**

### **1. *Years in Business, Expertise and General Services Provided.***

The law firm of Swenson Lervick Syverson Trosvig Jacobson Cass Donahue Spangrud, PA (“Swenson Lervick”) was founded in 1961 as the Swenson & Grover firm by Bob Swenson and Morrie Grover. Over the years, our firm has grown and changed, but we remain committed to providing efficient, innovative and personalized legal service. We have been doing business under our current name since February 2026.

One of our primary areas of expertise is municipal law, as we have served as the City Attorneys for the City of Alexandria continuously since 1976<sup>1</sup> and more recently for the Cities of Starbuck, Henning, Parkers Prairie and Brandon. In 2025 we also were appointed to serve as the City Attorneys for Westport and Villard. In the past, we have also served the cities of Garfield and Audubon, and have served the City of Long Prairie on a conflict basis when the need arises. We are committed to retaining that focus while also providing a wide array of legal services to other clients throughout West Central Minnesota. Those services include real estate and business law, estate planning, probate, employment law, personal injury, family law, insurance defense, criminal defense, civil litigation, creditor’s remedies, mediation and arbitration.

Swenson Lervick has received the highest rating of “AV” for legal ability by *Martindale Hubbell Law Directory*, the nation’s leading directory for lawyers and law firms. An “AV” rating means that other lawyers and judges have rated our firm’s legal ability as “very high to preeminent.” The “AV” rating also means our lawyers adhere to professional standards of conduct and ethics, reliability, diligence and other criteria relevant to the performance of professional responsibilities.

### **2. *Specific Qualifications, CLE and Association Activities.***

The Swenson Lervick law firm is uniquely qualified to serve as the Carlos City Attorney. The firm has been providing “full service” legal services to the City of Alexandria (including Alexandria Light and Power, Alexandria Housing and Redevelopment Authority, and the Alexandria Fire Department) for nearly fifty years. Legal services have been provided for the City of Starbuck, Parkers Prairie, Henning, Brandon, Villard, and Westport on an “as-needed” basis. This has allowed us to develop the unmatched depth and breadth of experience in each of the areas identified in the City’s Request for Proposals. This includes experience with zoning issues, platting, land development, annexation, TIF financing and reporting, economic development, general municipal financing, special assessments, public improvements, and public sector employment law.

That depth and breadth of experience would not be possible without the highly qualified and dedicated attorneys and support staff at Swenson Lervick. Our credentials are

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<sup>1</sup> The firm also served in this role for the City in the 1960’s.

summarized in the résumés attached hereto, but one thing that cannot be shown in those résumés is the collaborative approach that we take toward serving the City. We recognize that each of us has areas of expertise and focus, so we are able to rely on each other to serve the City's varied needs, and we are able to cover for each other when the occasional scheduling conflicts arise.

Our qualifications are enhanced by the extensive and ongoing continuing legal education (CLE) and other training that our attorneys and staff have had over the years. Our municipal-related training is attached herewith alongside our personnels' resumé.

Our investment in technology and our vast experience specifically related to our role as prosecutors for the City is another factor that makes us uniquely qualified to serve as the City's attorneys. In addition, through countless hearings, trials and other court appearances, our attorneys have not only bolstered their knowledge of the applicable law and honed their courtroom skills, but they have also developed strong relationships with our local judges, court personnel and defense attorneys, as well as the Alexandria Police Department, Douglas County Sheriff's Office and Minnesota State Patrol. All of this helps us effectively represent the City in all manner of civil and criminal matters.

3. **Knowledge of Municipal Law.** Since the mid 1970's (and for a time in the 1960's), the Swenson Lervick firm has been serving as the City of Alexandria's attorneys. Over the years, we have provided, and continue to provide, the following general civil legal services:

- Routine legal advice, telephone and personal consultations with the City Council, City department heads or authorized representatives.
- Assistance in the preparation and review of ordinances, resolutions, agreements, contracts, forms, notices, certificates, deeds and other documents required by the City.
- Attendance at regular City Council meetings and special meetings as requested.
- Attendance at other board, commission and committee meetings, including Legislative Committee and Charter Commission meetings as requested or required.
- Meetings with City staff as requested.
- Legal advice and opinions concerning legal matters that affect the City.
- Legal advice and opinions regarding the Minnesota Government Data Practices Act and Open Meetings Law.
- Legal work pertaining to initial proceedings and defense of the City in certain litigation.
- Legal work pertaining to the streets, parks, airport, municipal liquor stores, RCC building, community development (planning, zoning and building) departments and municipal utilities (electric, water and fiber/internet services).
- Guidance on City personnel matters and policies, including employee disciplinary and grievance issues, state and federal requirements, notices, etc.
- Negotiation of collective bargaining agreement with the City's police officers.

- Legal work pertaining to property acquisitions, property disposals, public improvements, easement dedications, right-of-way vacations, annexations, platting, land development, financing & reporting and tax abatement issues.
- Legal work pertaining to the City's Economic Development Authority, Housing & Redevelopment Authority, and Alexandria Light and Power.
- Enforcement of City codes, zoning regulations, and building standards through administrative and judicial actions.
- Monitoring of pending and current state and federal legislation and court decisions, as appropriate.
- Notification of League of Minnesota Cities in legal matters where the League may or will defend the City.
- Coordination of outside legal counsel, as needed or as directed by the City Council.

A vast majority of these civil legal services are also provided to the Cities of Starbuck, Henning, Brandon Parkers Prairie, Westport, and Villard. In addition to these civil legal services, the firm has provided and continues to provide the following criminal / prosecution legal services for the City of Alexandria, Brandon, Westport, and Villard. These services include:

- Prosecution of gross misdemeanors, misdemeanors and petty misdemeanor cases within the City's jurisdiction, including traffic violations, DWI cases, thefts, assaults, domestic assaults, and City code violations and civil forfeiture cases.
- Drafting and processing of criminal complaints.
- Representing the City at court appearances, including bail hearings, omnibus hearings, pretrial conferences, court and jury trials, post-conviction hearings and hearings on probation violations.
- Responding to expungement requests.
- Preparation of reports of prosecution activities.
- Working with appropriate personnel on all law enforcement activities.
- Training of police personnel on law related matters including report writing, legislative changes, and general police/prosecution relationship issues (although this has not been requested of us recently, it is certainly something we would do if requested).
- Administration of worthless check program.

We are not only ready and willing to handle this scope of work, but our depth and breadth of experience also show that we are fully capable of doing so.

4. **Office Location.** If retained, Swenson Lervick will provide our services for the City from our present location at 710 Broadway in Alexandria. The firm's proximity to Carlos allows our attorneys and staff availability to personally attend to the City's legal needs if and when necessary. In addition, the law firm has invested in technology, (outlined below), which allows for remote access to case files, resources, and telecommunications with attorneys and staff from off-site locations. This would allow our attorneys to access all the resources of the office while physically present in the City of Carlos, if necessary.
5. **Malpractice / Ethics Complaints.** The firm has had no malpractice claims within the last five years. The firm has received notice of three ethics complaints in the last five years: a

complaint against attorney Greg Donahue by a criminal defendant and complaints against Greg Donahue and Derek Trosvig by a defendant in a civil case. All complaints were investigated and determined to be unfounded.

## **B. Attorney Qualifications**

### **1. *Attorneys.***

The firm's lawyers are uniquely qualified to serve on behalf of the City of Carlos. Their experience and qualifications are summarized in the résumés attached hereto. Each attorney at the law firm has spent time on municipal matters throughout their careers.

#### *Tom Jacobson*

Tom joined the firm in 1996 and was appointed as an Assistant City Attorney for the City of Alexandria shortly thereafter. In that capacity, he not only helped prosecute for the City, but he also helped then-City Attorney John Lervick with numerous other projects for the City. Those projects included negotiating the City's cable television franchise and police union contracts, resolving hazardous property and rental registration issues for the City, and providing legal guidance on topics ranging from data practices and open meetings issues to employment matters.

Tom became the Alexandria City Attorney in January 2012. Since then, he has continued to provide the legal service he provided as an Assistant City Attorney. In addition, he has regularly attended City Council meetings and has taken on the role of overseeing the City of Alexandria's legal needs. Tom is also the City Attorney for Parkers Prairie, Henning, Starbuck, and, more recently, Brandon, Westport, and Villard.

Tom's qualifications extend far beyond the legal service provided to the City of Alexandria. As shown on his résumé, he is also very involved in and dedicated to community service. This involvement and dedication helps him assess the City's legal needs in light of community standards and trends.

#### *Derek Trosvig*

Derek Trosvig became an Assistant City Attorney for the City of Alexandria in October, 1993. Derek was the primary prosecutor for the City of Alexandria for approximately thirteen years from 1993 – 2006. He continues to assist with the prosecution duties through the present time. Derek has successfully prosecuted dozens of criminal jury trials ranging from driving without a license, theft, assault, DUI, disorderly conduct and other misdemeanor and gross misdemeanor violations which fall within the City of Alexandria's jurisdiction. He has successfully prosecuted over one hundred court trials and contested motion hearings on behalf of the City of Alexandria. He has successfully represented the City of Alexandria in appeals to the Court of Appeals brought by defendants challenging their conviction. During this time he also successfully pursued property forfeitures and hazardous property

condemnations on behalf of the City of Alexandria. Derek also has worked closely with the Alexandria Police Department to provide guidance on a wide range of topics including searches, domestic relations questions, data practices and information requests, and assessing probable cause determinations for 48 hour holds. As the City Prosecutor, Derek was always available and often fielded questions from on-duty law enforcement officers around the clock.

In addition to representing the City of Alexandria as a criminal prosecutor, Derek also has experience in civil matters. Derek has experience in drafting contracts for the City of Alexandria. He drafted the initial Agreement with the Alexandria Blizzard Hockey Team, as well as RCC rental agreements for the AAHA and others using the facility. He drafted the Worthless Check Diversion Program Agreement, and numerous other contractual matters for the City. Derek has represented the City of Alexandria in contested building code appeals before a hearing panel. He has drafted City Ordinances and revisions. He has advised the Council at City Council meetings in the absence of then City Attorney John Lervick and current City Attorney Tom Jacobson. Derek has completed the Mediation Training requirements for Minnesota and is an experienced mediator listed on the Minnesota Rule 114 roster of qualified neutrals.

Derek's qualifications extend far beyond the legal service provided to the City of Alexandria, and his broad base of legal experience as shown on his resume is a valuable resource when addressing the comprehensive range of legal issues which the City of Carlos will face.

*Mike Cass*

Mike joined the law firm in August of 2012 and was shortly thereafter appointed as Assistant City Attorney for the City of Alexandria. Mike assists Tom in various civil matters involving the City, including filling in at City Council meetings and collaborating with the City Planner in issues relating to zoning and rental ordinance violations.

Mike's practice focuses on estate planning, business, and real estate matters. He is a certified real property specialist. He has assisted the firm's municipal clients in drafting and reviewing purchase and lease agreements relating to City property as well as assisted in the drafting of Revolving Loan Fund documents.

As indicated in his attached résumé, Mike has immersed himself in the community by actively participating in both membership and leadership roles.

*Greg Donahue*

Greg joined the law firm 2014 and was shortly thereafter appointed as Assistant City Attorney for the City of Alexandria. Greg's experience is primarily in litigation, including prosecution of criminal matters for the City of Alexandria. He has tried dozens of jury trials, tried many more motion hearings and court trials, and has represented the City of Alexandria at the Minnesota

Court of Appeals. He has also attended Alexandria city council meetings and prosecuted license enforcement proceedings before the council.

In his civil municipal work, Greg has worked with the Cities of Starbuck and Long Prairie to abate nuisance properties. He is the primary attorney to review data requests made to the Alexandria Police Department pursuant to the Minnesota Government Data Practices Act. He has worked to develop the Alexandria worthless check program, and drafted ordinances for the City of Alexandria on a variety of issues including tobacco sales and licensing, nuisance noise, and special vehicle use on city streets. He has also represented the City in civil suits and he has pursued sanctions and prosecuted administrative proceedings against dog owners in dog bite incidents.

Greg is also an accomplished musician and is especially active in the music community. He serves as the concertmaster for the Central Lakes Symphony Orchestra, a substitute violinist for the Fargo Moorhead Symphony Orchestra and the St. Cloud Symphony Orchestra, and he has played at many local venues. He is also an active member of the Alexandria Rotary Club and Viking Sportsmen.

#### *Katelyn Spangrud*

Katelyn Spangrud joined the firm in 2018 and was quickly sworn in as an Assistant City Attorney for the City of Alexandria. She has been serving in that role since that date. Katelyn has successfully prosecuted many criminal jury trials ranging from domestic assault, criminal damage to property, disorderly conduct, DWI, theft and other misdemeanor and gross misdemeanor violations which fall within the City of Alexandria's jurisdiction. She has successfully prosecuted court trials and contested motion hearings on behalf of the City of Alexandria and has successfully represented the City of Alexandria in appeals to the Court of Appeals brought by defendants challenging their conviction. Katelyn also works closely with the Alexandria Police Department to provide guidance on a wide range of topics including charging decisions, the rules criminal procedure and assessing probable cause determinations for 48 hour holds.

In addition to representing the City of Alexandria as a criminal prosecutor, Katelyn assists the City of Alexandria in civil matters, including rental registration enforcement, tobacco, alcohol, and THC licensing and enforcement, nuisance complaints, and advising the City on employment matters. Katelyn has represented the City of Alexandria before the Bureau of Mediation Services and has advised the City of Henning at City Council meetings, filling in for City Attorney Tom Jacobson.

Katelyn takes great care in staying up to date in municipal topics, new legislation and is a regular attendee at the Minnesota City Attorney Conference and City Attorney Legislative Update put on by the Minnesota Association of City Attorneys. Additionally, Katelyn regularly attends the annual Minnesota Employment Law Update and has experience educating Human Resource Professionals and employers on a variety of employment law

topics as a regular presenter at the West Central Minnesota Society of Human Resource Management Employment Law Update.

*Cooper Lach*

Cooper Lach joined our firm in June 2025 from Spokane, Washington. After obtaining his Minnesota license in August 2025, Mr. Lach was quickly appointed as an Assistant City Attorney for the City of Alexandria and took over the prosecution case load previously handled by Greg Donahue. Mr. Lach has done an exemplary job as a City Prosecutor and has already tried one jury trial, eleven court trials, and six contested hearings in the short time since his licensure.

**2. Staff.**

*Beth Kuhn, Office Manager*

Ms. Kuhn's work for the firm does not directly relate to the services the firm proposes to provide to the City. However, she handles the overall administration of the firm, and this includes supervising the legal assistants who will serve the City.

*Amy Klimek, Legal Assistant*

Ms. Klimek serves primarily as Mr. Jacobson's legal assistant. As such, she would assist with any and all administrative tasks relating to his work as City Attorney. Some of those tasks include: answering telephone calls, opening files, organizing files, checking for conflicts of interest, drafting legal documents, preparing exhibits, drafting correspondence, researching process servers, researching locations of defendants/opposing parties, serving documents on opposing parties, filing documents with the Court, and recording documents with the County Recorder.

*Lisa Heieie, Legal Assistant*

Ms. Heieie serves primarily as Mr. Trosvig's legal assistant. As such, she assists with any and all administrative tasks relating to his work as Assistant City Attorney.

*Shannon Olson, Receptionist and Legal Assistant*

Ms. Olson serves primarily as the firm's receptionist. Her duties also include assisting our prosecutors with administrative tasks including managing our prosecution files, communicating with law enforcement agencies and Court administration, and filing documents with the Court. She also serves as Mr. Donahue's legal assistant. As such, she assists with any and all administrative tasks relating to his work as Assistant City Attorney.

*Sheila Pfeninger, Legal Assistant & Real Estate Paralegal*

Ms. Pfeninger serves as a real estate legal assistant and paralegal. As such, she would continue to assist with any and all administrative tasks relating to the real estate work done for the City.

*Shelly Thompson, Legal Assistant*

Ms. Thompson serves as the legal assistant who works primarily with our prosecutors. She assists our prosecutors with the many administrative tasks associated with managing our prosecution files. This includes: opening new prosecution files; collecting reports and discovery materials from law enforcement agencies; managing discovery materials on all City prosecution files; assisting in preparing long-form Complaints; researching MNCIS for calendar and case management purposes; contacting DVS for certified driving records; managing prosecution case files and templates on MCAPS; preparing case files for pending trials; communicating in person, over the telephone and via email with Court Administration, probation officers, witnesses, victims and law enforcement agencies regarding pending matters; managing calendars for all hearings, meetings and trials; and filing pleadings, letters and other legal documents. She will assist with prosecution services for the City, which will vary based on the City's case load.

*Simone Conlon, Legal Assistant*

Ms. Conlon joined our firm in March 2026 and is currently working closely with Sheila Pfeninger. It is anticipated that Ms. Conlon will take over Ms. Pfeninger's real estate work when Ms. Pfeninger retires later this year. As such, Ms. Conlon will be primarily responsible for assisting with administrative tasks related to real estate work done for the City.

- 3. Attorney/Staff Availability. Allocation of Work.** The law firm has, and will continue to use, a very collaborative and team-oriented approach toward our work. Each of our lawyers focuses on particular areas of the law, and we work together to share our expertise with each other. Civil matters will be allocated between attorneys based on their availability and their expertise. Mike Cass frequently will handle issues related to real estate, boundary lines, nuisance abatement, or special assessments. Any employment matters will typically be handled by Tom Jacobson and Katelyn Spangrud. Litigious issues such as nuisance or blight abatement, licensing or permit appeals, or zoning issues would be handled by Greg Donahue or Derek Trosvig. Any criminal matters will be handled by Katelyn Spangrud and Cooper Lach, with additional assistance from Greg Donahue or other attorneys as needed. Shelly Thompson will serve as the primary legal assistant working with the prosecutors, and Shannon Olson will continue to assist with criminal and civil administrative tasks as needed. All other legal assistants will continue to serve in their roles as outlined above.

### C. Firm Qualifications

1. **References.** The following people can be contacted as references for the firm's municipal work:

Marty Schultz  
City Administrator, Alexandria  
Alexandria City Hall  
704 Broadway  
Alexandria, MN 56308  
Phone: (320) 759-3629  
[mschultz@alexandriamn.city](mailto:mschultz@alexandriamn.city)

Beth Wussow  
City Administrator, Parkers Prairie  
704 Broadway  
Alexandria, MN 56308  
Phone: (218) 338-4115  
[bwussow@ci.parkers-prairie.mn.us](mailto:bwussow@ci.parkers-prairie.mn.us)

Jenna Kovarik  
City Clerk/Treasurer, Henning  
612 Front Street  
Henning, MN 56551  
Phone: (218) 583-2402  
[henngov@arvig.net](mailto:henngov@arvig.net)

Tiffany Boysen  
Deputy Clerk, Starbuck  
307 East 5<sup>th</sup> Street  
P.O. Box 606  
Starbuck, MN 56381  
Phone: (320) 239-2525  
[deputyclerk@hcinet.net](mailto:deputyclerk@hcinet.net)

Patricia Beety  
Attorney  
League of Minnesota Cities  
145 University Avenue W  
St. Paul, MN 55101  
Phone: (651) 281-1270

2. **Current Experience.** The law firm currently serves as the City Attorney for the cities of Alexandria, Starbuck, Parkers Prairie, Henning, Westport, Brandon, and Villard. Our representation of these cities spans the gamut of legal services outlined in Section A.3

above. Any of the references listed here can be contacted regarding our past and current work.

### 3. **Technology Capabilities Related to Municipal Duties.**

#### ***Criminal prosecution capabilities and infrastructure:***

Due to the high volume of criminal prosecutions our firm handles on behalf of the City of Alexandria, we maintain a number of technological resources to effectively and efficiently prosecute criminal cases as well as communicate with various state and local entities. These same resources would be available to assist in handling prosecution cases for the City of Carlos. The following is a summary of some of these components:

**MCAPS:** In 2008, it became apparent that a new database system for organizing and compiling data regarding the criminal prosecutions was necessary. To that end, the firm purchased a program called MCAPS (Minnesota County Attorney Practice System). MCAPS is software owned by the Minnesota County Computer Cooperative (MCCC) with whom our firm has an agreement for MCAPS use. This software was developed for and is used exclusively by prosecuting agencies in the State of Minnesota for processing and handling criminal cases. Our office uses this software to generate all of the criminal complaints we file in criminal cases and to prepare our pleadings, subpoenas, writs, and other legal documents. We also use this software to manage and organize our open and closed criminal cases because MCAPS contains a database component that organizes information by defendant, offense type, and offense date. This software also allows us to connect with State resources to compile relevant data regarding court dates, defendant information, opposing attorney information, and law enforcement agencies. From this database we are able to generate statistical reports and maintain historical data regarding the criminal cases that we handle.

Our staff is highly trained in the use of MCAPS. As is evident from the attached résumés, our attorneys have taken many training courses offered by MCAPS and have spent significant amounts of time training staff in its use. Furthermore, we have partnered with a Morris, MN, technology firm that serves a large set of County and State agencies utilizing the MCAPS program.

The MCAPS software is currently developing a web-based application incorporating cloud storage at a higher cost. To keep costs low, our firm maintains a Microsoft SQL server as a database engine. The program uses both client software as well as a Windows service program. In addition, each individual client computer must have a version of MCAPS 4 running.

In order to utilize MCAPS, the City of Alexandria and our office entered into a Master Subscriber Agreement for Minnesota Court Data Services. This agreement permits our firm to directly access the State's database for criminal purposes—including court calendars, criminal defendant information, and law enforcement agency contact information. The current City Attorney, Tom Jacobson, is the current subscriber under this

agreement. A similar agreement may be necessary in order to utilize MCAPS for criminal matters for the City of Carlos.

**MCAPS Templates:** Our firm has developed a vast array of templates that are used in creating criminal pleadings and documents. These templates increase the efficiency of both the attorneys and staff. These templates are unique to our firm and have been developed over a number of years by attorneys prosecuting these cases. A review of our active templates reflects that we have developed and utilize over 100 unique templates that assist us in prosecuting cases for the City of Alexandria.

**eCharging:** eCharging is a mandatory computer access program developed by the Bureau of Criminal Apprehension (BCA) that allows prosecutors and law enforcement agencies to transmit charging documents to the Court electronically.

To obtain authorization to Echarge criminal complaints, our firm had to apply for and be accepted by the Minnesota BCA. Again, our firm underwent significant training in its use. Although eCharging can be accessed via web portal, MCAPS is able to compile the necessary information and submit to the BCA eCharging database securely and far more efficiently.

**Douglas County VPN Tunnel:** Partnering with our Douglas County counterparts, our firm has established a Virtual Private Network (VPN) tunnel between our firm's server and County host computers for the purpose of eCharging complaints. This agreement grants access via the County's host computers to state databases for purposes of charging complaints electronically. This partnership saves the City both time and money in the processing of criminal complaints.

**Minnesota Government Access Login Account:** Unless an individual is accessing a courthouse terminal (at a MN District Court site), online access to criminal court records is limited to certain cases. An authorized user with a Minnesota Government Access Account is granted additional access to records of the Minnesota Judicial System. For example, this access permits our firm to review pending and dismissed cases to assist in prosecutorial work without having to go to the courthouse. Access to this account requires both a current Master Subscriber Agreement for Minnesota Court Data Services as well as separate authorization from the State.

**"Q-Drive":** Working with our partners in law enforcement as well as the City, our firm has established an FTP network known as the Q-drive with the Alexandria Police Department and the Douglas County Sheriff's Office. This network allows our firm and the Alexandria Police Department to exchange documents electronically in a secure and rapid manner.

Our office has years of experience dealing with the Department of Public Safety, the Department of Driver and Vehicle Services, and the Bureau of Criminal Apprehension. Because we typically need certified records which come through the mail, we typically use mail or facsimile transmissions with these groups.

As is reflected herein, our firm uses a great deal of technology in prosecuting criminal matters. Equally as important, we have the necessary supporting contracts and agreements with the various State agencies to implement the electronic filing and case management system, as well as access to MNCIS and other court information.

***Civil and legal research capabilities and infrastructure:***

In addition to the criminal case management software noted above, our office utilizes Clio as a digital, cloud-based file management program. We have been using Clio since 2021 and have found its ability to upload and access data even from off-site to be an asset to our municipal and private practice areas. The firm also has a monthly subscription to a program called Landshark. This program allows us access to real estate documents located at the County Recorder's Office via the internet. Without this access, review of real estate documents necessary for completing work relating to City work—e.g., boundary disputes, nuisance and hazardous property enforcement, and revolving loan fund requests—would require outside assistance from a title company or a visit to the County Recorder's Office. Thus, using Landshark saves the City time and money.

To assist in performing legal research, our firm also maintains a monthly subscription to Westlaw. Westlaw is a leading online legal research service that gives us access to a vast array of state and federal statutes, case law, and other legal research tools.

We also maintain the phone, email, facsimile, and computer infrastructure required to interact with the courts and local law enforcement. Our upgraded phone system allows for seamless and secure communication with the office even when an attorney is located off-site.

Our firm is available to research and respond to inquiries in a reasonable time, depending on the complexity of the inquiry. Our prosecutors frequently take after-hours or weekend calls when law enforcement officers encounter a question on-scene and are often able to provide immediate or same-day advice. In most other cases, inquiries can be answered within a few days to a week, though more complex inquiries may require additional time.

**D. Fees**

1. **Fees and Charges.** The firm bills municipal clients hourly in minimum increments of 6 minutes (one-tenth of an hour). This minimum applies regardless of service type, e.g., phone calls, correspondence, personal conferences, or attendance at meetings of the city council or any committees. If travel is required, the City will be billed both for travel time at the attorney's or staff member's applicable rate, and mileage at the applicable IRS rate.

The firm's proposed billing rates for 2026 are as follows:

	Derek Trosvig	Thomas Jacobson	Michael Cass	Gregory Donahue	Katelyn Spangrud	Cooper Lach	Paralegal/Secretary
<b>2026 Rates (All matter types)</b>	\$250	\$250	\$250	\$250	\$250	\$250	\$150

In addition to those fees outlined above, any fees incurred by the law firm that are necessary and reasonable for the completion of our work for the City will be billed back to the City on a monthly basis. These fees include, but are not limited to, Sheriff’s fees (for service of documents), court filing fees, postage, mileage for travel.

If the firm is providing criminal prosecution services, then the firm will also bill out for a portion of its costs for fees incurred to use the MCAPs system. The firm charges prosecution clients *pro rata* based on the number of cases that city had in the year versus the total number of cases handled, with a minimum fee of 1% of the firm’s cost.

2. **Professional Responsibility Review.** There are no actions pending or currently under review relating to any Swenson Lervick attorney.

**CONFLICTS OF INTEREST**

1. The Swenson Lervick firm does represent one or more real estate developers that may constitute a potential conflict of interest. The firm does not believe this representation would materially limit its ability to provide independent legal advice to the City. However, should a direct conflict arise, the firm would take appropriate steps consistent with the Minnesota Rules of Professional Conduct, which may include obtaining informed consent, implementing ethical screens, or withdrawing from one of the representations, if necessary.
2. In our representation of other cities, there have been rare situations where one of our private clients has been charged with a criminal offense that would normally be prosecuted by our office. To avoid any conflict, those cases are referred to and prosecuted by the Douglas County Attorney’s Office.
3. Neither the Swenson Lervick firm nor any of its personnel have represented individuals in matters against the City of Carlos.
4. Neither the Swenson Lervick firm nor any of its personnel represent or have represented any union that has a collective bargaining agreement with the City of Carlos.
5. Neither the Swenson Lervick firm nor any of its personnel represent individuals as defense attorneys in criminal cases within Douglas County. Derek Trosvig and Gregory Donahue have in the past taken a few such cases outside of Douglas County, but because none of these cases involve the City of Carlos or any of its law enforcement personnel, there is no conflict of interest.

### **DISCLOSURE AND ASSURANCES / EEO**

The Swenson Lervick firm is committed to equal employment opportunity. To that end, the firm provides equal employment opportunities for all employees and job applicants without regard to race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a human rights commission, disability, sexual orientation, age, familial status or other protected classifications, in compliance with federal, state, and local laws governing nondiscrimination in employment.

### **APPLICANT AUTHORITY**

The undersigned has authority to make the representations herein and to bind the Swenson Lervick law firm to a contract with the City of Carlos.

### **CONTRACT ETHICS**

1. To the best of our knowledge, no elected official or employee of the City who exercises any responsibilities in the review, approval or implementation of this proposal or any resulting contract is participating in any decisions which affect his or her direct or indirect personal or financial interest.
2. We acknowledge that it would be a breach of the City's ethical standards for any person to offer, give or agree to give any City employee or City Councilmember, or for any City employee or Councilmember to solicit, demand, accept or agree to accept from another person or law firm, a gratuity or an offer of employment whenever a reasonably prudent person would conclude that such consideration was motivated by an individual, group, or corporate desire to obtain special, preferential, or more favorable treatment than is normally accorded to the general public. We agree to continue to adhere to this standard.
3. If selected to serve as the City Attorneys for the City of Carlos, the Swenson Lervick firm will not assign or transfer any interest in such a contract without the prior written consent of the City.
4. If selected to serve as the City Attorneys for the City of Carlos, the Swenson Lervick firm will not accept any client or project that would create a conflict of interest with the City of Alexandria. If such a conflict were to develop, the firm will notify the City and address the conflict in accordance with the Minnesota Rules of Professional Conduct for Lawyers.

### **TERMS AND CONDITIONS**

The undersigned has read and agrees to the terms and conditions set forth on the City's December 12, 2024 Request for Qualifications and Proposals for Civil and Prosecution Legal Services.

Respectfully submitted,

Gregory Donahue

**THOMAS A. JACOBSON**

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**PROFILE**

Accomplished attorney with real world experience in running a law office and attracting, retaining and serving clients in municipal, civil litigation and business matters. Proven trial and appellate skills in a wide array of civil and criminal matters. City Attorney for the Cities of Alexandria and Starbuck. Qualified Rule 114 ADR Neutral. Licensed to practice in Minnesota, North Dakota, and Iowa. Extensively involved in and dedicated to community service.

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**LEGAL EXPERIENCE**

**Swenson Lervick Syverson Trosvig Jacobson Schultz, P.A., Alexandria, MN**

*Shareholder* (May 1997 to present)

*Associate* (May 1996 to May 1997)

- Represent the City of Alexandria in diverse matters ranging from cable television franchise ordinances and zoning issues to the condemnation of hazardous properties
- Prosecute criminal cases for the City of Alexandria
- Litigate complex civil matters, including employment claims, business and construction disputes, and personal injuries
- Advise individuals and businesses on a broad spectrum of matters ranging from employment policy implementation to business and construction disputes
- Qualified Rule 114 ADR Neutral
- Brief and argue appellate cases
- Oversee the firm's human resource needs

**Nilles Hansen & Davies, Ltd., Fargo, ND**

*Associate* (September 1990 to May 1996)

- Associate attorney in diversified 20 lawyer firm
- Civil litigation practice focused on insurance defense, employment law, and worker's compensation cases on behalf of the North Dakota Worker's Compensation Bureau
- Argued and briefed cases before the North Dakota Supreme Court

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**ASSOCIATIONS AND OFFICES**

- Past President, Seventh District Bar Association
- Past President, Douglas County Bar Association
- Past President - Alexandria Chamber of Commerce
- Member - Minnesota State Bar Association
- Member - Iowa State Bar Association
- Member - State Bar Association of North Dakota
- Past Director & Program Coordinator - Alexandria Rotary Club
- Charter Member - West Central Minnesota Chapter of Society for Human Resource Management.
- Member - Society for Human Resource Management
- Past Directorships - Theater LeHomme Dieu, Young People's Place, Community Nursery School, Alexandria USA Swim Club

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## EDUCATION

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### Drake University

*Juris Doctorate* with Honors (1990)

Master of Arts in Mass Communication (1990)

- Best Oral Argument - Midwest Moot Court Competition
- Finalist - Iowa Supreme Court Sesquicentennial Moot Court Competition
- Finalist - C. Edwin Moore Moot Court Competition
- Moot Court Board
- Law Review
- Order of the Barristers
- Student Bar Association's Presidential Award
- Blackstone Inn of Court
- Edward Jones Memorial Scholarship
- Staff Writer, *The Gavel*

### University of North Dakota

Bachelor of Arts, *Summa Cum Laude* (1987)

- Phi Beta Kappa
- Most Outstanding Graduate - School of Communication
- Congressional Intern & Interim Press Secretary for Congressman Mike Oxley (R-Ohio)
- President's Roll of Honor (1983–87)
- Mortar Board
- Gillette Memorial Sociology Award
- Terry Harrington Memorial Scholarship
- J.F.T. O'Connor Scholarship
- *Phi Eta Sigma* Freshman Honor Society
- UND Swimming Team
  - 1985 NCAA National Championship Competitor
  - Academic All-American

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## COMMUNITY INVOLVEMENT AND OTHER ACTIVITIES

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- Planning Committee for 2015 Minnesota City Attorneys' Educational Conference
- Member, Minnesota City Attorneys List Serve
- Co-founded West Central Minnesota Employment Law Update, an annual conference for human resource professionals, managers, and business owners (2004 - 2014)
- Presented extensively to business owners, lawyers, other professionals, and students on topics ranging from employment and business law to legal careers
- Calvary Lutheran Church - Sunday School Teacher, Cantor, Family Ministry Team, Praise Band member
- Minnesota State High School League - Swimming and Diving Official
- Volunteered for numerous organizations, including the Minnesota Department of Human Rights, Douglas County Teen Court, Alexandria Public Schools, Alexandria Technical and Community College, Calvary Lutheran Church, Habitat for Humanity, and numerous youth recreation programs

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## PUBLICATIONS

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- *Regulating Cable Television Rates Under the FCC's New Effective Competition Standard*, 41 Drake L. Rev. 81 (1992)
- *Avoiding Claims of Defamation in the Workplace*, 72 N.D.L. Rev. 247 (1996)
- <http://www.humanresourcelegalresource.wordpress.com>

**THOMAS A. JACOBSON**  
**SUMMARY OF MUNICIPAL-RELATED COURSE ATTENDANCE**

- Minnesota City Attorneys Educational Conferences
- Upper Midwest Employment Law Institutes (multiple years, from 1996-2014), including public sector breakout sessions on topics such as: Tough Decision Points in Public-Sector Whistleblower and Retaliation Cases; Arbitrators Panel – Analyzing Hot Topics in Arbitration of Public Sector Workplace Issues; and The Affordable Care Act – Developments and Implications for Public Sector Employers and Employees
- Ethics: Confidential Data Management in the Age of Cyber Liability & Government Eavesdropping
- Public Sector Labor & Employment Law
- Managing Labor and Employment Issues in the School Setting
- What You Need to Know About Public Records and Open Meetings
- How to Properly Conduct Background Checks & Drug Testing
- Employment Law from A to Z
- DWI & Traffic Safety Law Satellite Training
- Discipline & Discharge
- eCharging Training
- Minute Traq Training

**DEREK A. TROSVIG**

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[www.alexandriamnlaw.com](http://www.alexandriamnlaw.com)

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**PROFILE**

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An experienced attorney with diverse legal knowledge and established litigation and appellate skills representing individuals, businesses and local governments in civil litigation, municipal, creditors remedies/collections, contracts, landlord/tenant/unlawful detainer, personal injury, insurance defense and family law. Familiarity with State and Federal District Court, Minnesota Court of Appeals, Eighth Circuit Court of Appeals, Bankruptcy Appellate Panel, and Office of Administrative Hearings and Appeals. Extensive community service and dedication to improving the Alexandria Area Community.

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**LEGAL EXPERIENCE**

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**Swenson Lervick Syverson Trosvig Jacobson Cass, P.A.**, Alexandria, MN (October 1993 to present)

*Shareholder/President*

- Assistant Alexandria City Attorney 1993 - present
- Active practice representing clients in complex civil matters, personal injury, insurance defense, family law, creditor remedies, municipal
- Brief and argue appellate cases
- Actively participate with management of all aspects of the Law Firm
- Named "Rising Star" and "Super Lawyer" in the legal profession by Law and Politics Magazine
- "Very High Rating" in both legal ability and ethical standards from **Martindale-Hubbell®**,
- Admitted to practice before all District Courts for the State of Minnesota, the United States District Court for the District of Minnesota and the United States 8<sup>th</sup> Circuit Court of Appeals
- Active Mediation practice and listed on the Minnesota Rule 114 Roster of Qualified Neutrals

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**ASSOCIATIONS AND COMMUNITY INVOLVEMENT**

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- Past President and current Member - Douglas County Bar Association
- Member - Minnesota State Bar Association
- Past President and Member - Alexandria Evening Lions
- Past President and current Member - Alexandria Cardinal Athletic Foundation
- Past Treasurer and Director - Alexandria Area YMCA
- Past Member - Alexandria Area YMCA Board Development Committee
- Past Director - Knute Nelson
- Treasurer and Director - Lake Carlos Area Association
- Past Girls' Hockey Coordinator, Hockey Committee Director, and Volunteer Youth Hockey Coach - Alexandria Area Hockey Association
- Member Calvary Lutheran Church Endowment Committee

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**EDUCATION**

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**William Mitchell College of Law**

*Juris Doctorate*, with Honors (1993)

- Minnesota Justice Foundation
- Clerking and Legal Experience with Lang, Pauly & Gregerson, Ltd. and Briggs & Morgan, P.A.
- William Mitchell College of Law Hockey Team

## **Hamline University**

*Bachelor of Arts, Cum Laude (1989)*

- Double Major in Business Administration and Economics, with a minor degree in Psychology
- Appointed to Academic Dean's List 6 semesters (GPA 3.5 or greater)
- Captain, MVP of Hamline University's Varsity Hockey Team
- MIAC Academic All-Conference
- Hamline University Student Board
- Economics Tutor

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### **PUBLISHED OPINIONS AND PRECEDENTS**

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- *Riley Bros. Const., Inc. v. Shuck*, 704 N.W.2d 197 (Minn. Ct. App. 2005)
- *Line Const. Ben. Fund (Lineco) v. Skeates*, 563 N.W.2d 757 (Minn. Ct. App. 1997)
- *In re Freier*, 392 B.R. 779 (Bkrcty.D.Minn. 2008)
- *In re Freier*, 604 F.3d 583 (8<sup>th</sup> Cir. 2010) rehearing denied June 8, 2010.

**DEREK A. TROSVIG**  
**SUMMARY OF MUNICIPAL-RELATED COURSE ATTENDANCE**

- Criminal Evidence Seminar
- Bridge the Gap: Your First Trial
- Advanced DUI Trial Skills
- Criminal Justice Institutes
- DUI Trials
- Ethics and Elimination of Bias for Criminal Prosecutors
- Minnesota DWI Practice Institute
- DWI & Traffic Safety Law Satellite Training
- eCharging Training

## MICHAEL J. CASS

Swenson Lervick Syverson Trosvig Jacobson Cass Donahue, P.A.  
710 Broadway, Alexandria, Minnesota 56308  
(P) 320.763.3141 · [mjc@alexandriamnlaw.com](mailto:mjc@alexandriamnlaw.com)

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### PROFILE

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Skilled attorney with real world experience representing clients in estate planning, real estate, and small business matters. Proven leadership management skills. Involved in and dedicated to community service. Licensed to practice law in Minnesota state and federal courts.

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### LEGAL EXPERIENCE

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#### **Swenson Lervick Syverson Trosvig Jacobson Cass, P.A., Alexandria, MN**

*Shareholder* (January 2015 to present), *Associate* (August 2012 to December 2014)

- *Real estate*: Prosecute quiet title actions, litigate land disputes, prepare title opinions and deeds, draft commercial leases and purchase agreements, special assessment appeals
- *Estate planning*: Compile personal and professional asset lists, collaborate with clients to create complex estate plans including revocable trusts, irrevocable trusts, cabin trusts, contingent disclaimer wills, health care directives, powers of attorney
- *Probate/Trust Administration*: Instruct personal representatives, trustees, and beneficiaries in the effective and efficient administration of trusts and estates, including highly contested estates
- *Small business*: Advise businesses on the creation of governing documents, buy-sell agreements, formation documents, and record keeping practices; draft asset and stock/membership purchase agreements, loan documents including mortgages, promissory notes, security agreements
- *Creditor Remedies*: Advise financial institutions and other creditors as to remedies on default; prosecute foreclosures, both by advertisement and action, execution of judgments
- *Municipal*: act as assistant City Attorney for the City of Alexandria focusing on revolving loan funds, real property acquisition and sale, enforcement of zoning and rental ordinances
- *Management*: Small business owner responsible to collaborate with other shareholders to manage successful law firm

#### **Bogut Law Office, P.A., Minneapolis, MN**

*Associate* (July 2010 to August 2012)

- Principal attorney in law office focused on probate and estate planning for families with special needs and disabilities.
- Successfully represented clients in trials, mediations, and multiple court hearings a week relating to guardianship, conservatorship, and probate issues.
- Managed office staff, developed client base, and participated in speaking engagements.

#### **Hon. Stephen C. Aldrich – MN Fourth Judicial District Court, Minneapolis, MN**

*Law Clerk* (December 2007 to July 2010)

- Analyzed submissions, prepared memoranda and exhibits, and advised Court in a broad range of litigation matters – criminal and civil.
- Researched and drafted judicial orders relating to constitutional rights, breach of contracts, fiduciary duties, and other civil and criminal matters.
- Directed attorneys and pro se litigants to advance matters through litigation process.

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### AWARDS

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- 2017, 2018, 2019, 2020 Rising Star – Superlawyers®
- 2016 Top 20 under 40 Business Professionals – Alexandria Area Chamber of Commerce/Echo Press

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## ASSOCIATIONS AND OFFICES

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- Board of Directors – Alexandria Technical and Community College Foundation
- Member - Seventh District Bar Association
- Member - Douglas County Bar Association, past President
- Member - Minnesota State Bar Association
- Legal Services of Northwest Minnesota – Judicare Attorney
- Former member of Board of Directors – Alexandria Area Young Professionals, Alexandria Opportunity Center, Runestone Museum, past President
- Former member of Domestic Violence Task Force

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## EDUCATION

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### University of St. Thomas School of Law

Juris Doctorate – *Magna Cum Laude* (2007)

- Dean’s Award for Excellence
  - Writing and Research
  - Appellate Writing
  - Federal Income Tax
- Dean’s List
- University of St. Thomas Law Journal – *Senior Editor*
- Minnesota Justice Foundation – *member*
- Immigration Law Clinic – *Certified Student Attorney*

### St. John’s University – Collegeville, MN

Bachelor of Arts (2002) – Major: Computer Science, Minor: Asian Studies

- Honor’s Program
- Dean’s List

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## COMMUNITY INVOLVEMENT AND OTHER ACTIVITIES

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- Alexandria Area Economic Development Commission “Pitch Your Plan” Steering Committee
- Community presentations on estate planning, estate tax, LLC formation and Buy/Sell agreements
- Alexandria Area High School mock trials
- Former Boy Scout Eagle Review Board member
- Leadership Alexandria 2014 graduate
- Presented extensively to individuals on topics relating to estate and long-term care planning.

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## PUBLICATIONS & PRESENTATIONS

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- *That’s It – I’m Calling the Cops! Noise, Trash, and Problem Properties*, MN CLE co-presenter, June 2019
- *MN Medical Assistance*, CLE moderator, June 2019
- *Judicial Discretion: Melding Messy Facts and Pristine Law*, with Hon. Stephen C. Aldrich, MN Bench & Bar, November 2013.
- *Landlord Training*, City of Alexandria – January 2018 – January 2024
- *ABC’s of Estate Planning*, Alexandria Technical and Community College Foundation – December 2017
- *ABC’s of forming a MN Limited Liability Company*, Alexandria Area Economic Development Council – August 2017
- *Pitfalls and Positives of Practice in Greater Minnesota during the Pandemic* – Panelist – Minnesota CLE, April 2022

**MICHAEL J. CASS**  
**SUMMARY OF MUNICIPAL-RELATED COURSE ATTENDANCE**

- Judicial Selection and Judicial Impartiality
- Changing of the Guard at the Supreme Court
- Hmong Perspective: Living in the US and Experience with MN Courts
- Motion Practice Exercise
- What Civil Court Judges Want You to Know
- Candid Conversations Between the Bench & Bar: Scheduling
- Ex Parte Contacts
- Candid Conversations: Court Trials
- Latinos in Family Court
- Recent Developments in Criminal and Constitutional Law
- Criminal Justice Institute
- Finding and Helping the "Hidden Victims" - Responding to Children at the Scene and Prosecuting the Domestic Violence Case Without the Victim
- Justice for the Disabled: Access to the Courts
- MCAPS for Attorneys – August 2013
- Criminal Cases – Charges – August 2013
- Advanced MCAPS 4 – August 2013

**GREGORY F. DONAHUE**  
Swenson Lervick Syverson Trosvig Jacobson Cass Donahue, P.A.  
710 Broadway, Alexandria, Minnesota 56308  
gfd@alexandriamnlaw.com  
Phone: 320-763-3141

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**PROFILE**

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Skilled litigator with trial and courtroom experience, dedicated to representing private and municipal clients in a variety of criminal and civil matters. Committed to an active role in community leadership and community service. Licensed to practice law in Minnesota (2012) and the Federal District of Minnesota (2017).

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**LEGAL EXPERIENCE**

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**Swenson Lervick Syverson Trosvig Jacobson Cass Donahue, P.A., Alexandria, MN**

*Shareholder* (August 2022 to Present) *Associate Attorney* (November 2014 to August 2022)

- *Criminal Prosecution*: Prosecute wide variety of misdemeanor and gross misdemeanor offenses including multiple court trials and jury trials, evidentiary hearings, and related proceedings.
- *Appeals*: Research and brief cases to the Minnesota Court of Appeals and Minnesota Supreme Court.
- *Criminal Defense*: Advise and represent client on a wide variety of criminal matters including DWI and Controlled Substance offenses.
- *Businesses and Contracts*: Negotiate business and partnership dissolutions, draft contracts on behalf of clients and represent clients in enforcing contractual obligations and collections.
- *Harassment Restraining Orders / Orders for Protection*: Assist clients in obtaining orders or defending against the same.
- *Municipal*: Act as assistant Assistant City Attorney for the City of Alexandria focusing on criminal prosecution, forfeiture actions, rental registration, and tobacco and alcohol licensing compliance; research and draft advisory memoranda for the Cities of Alexandria and Parkers Prairie on a variety of civil issues.
- *Landlord/Tenant*: Advise and represent both landlords and tenants in eviction and related proceedings.
- *Copyright and Trademark*: Advise clients regarding copyright and trademark issues, issue trademark clearance opinions.

**Minnesota's Seventh Judicial District, Alexandria, MN**

*Law Clerk to the Honorable Ann L. Carrott* (May 2013-October 2014)

- Consulted with the Judge regarding current cases and decisions.
- Conducted legal research and draft various legal documents.
- Attended various hearings and trials.

**Gregory F. Donahue, Attorney at Law, Burnsville, MN**

*Attorney at Law* (January 2013-April 2013)

- Represented pro bono clients through Volunteer Lawyers Network.
- Established a private practice focusing on family law and criminal law.

**Lawrence County Prosecutor's Office, Bedford, IN**

*Certified Legal Intern* (May 2011-April 2012)

- Represented the State of Indiana at bond, plea, and suppression hearings.
- Represented the State of Indiana at multiple jury trials and court trials.

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## AWARDS

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- Super Lawyers Rising Star 2021–2022
- 2017 Top 20 under 40 Business Professionals – Alexandria Area Chamber of Commerce / Echo Press / Alexandria Area Young Professionals

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## ASSOCIATIONS AND OFFICES

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- Concertmaster and President of the Board – Central Lakes Symphony Orchestra
- Board of Directors – Viking Sportsmen, Inc.
- Member - Seventh District Bar Association
- Member – Alexandria Rotary
- Member - Douglas County Bar Association, past President
- Member - Minnesota State Bar Association
- Legal Services of Northwest Minnesota – Former Pro Bono Telephone Attorney
- Former member – Alexandria Area Young Professionals
- Member of Douglas County Domestic Violence Task Force
- Former member of Douglas County Domestic Violence Task Force Subcommittee

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## EDUCATION

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**Indiana University Maurer School of Law**, Bloomington, IN  
Doctor of Jurisprudence (2012)

- Notes and Comments Editor, Indiana Law Journal

**Illinois Wesleyan University**, Bloomington, IL  
Bachelor of Arts, *cum laude* (2009)

Double Major: Music; Business Administration (Marketing Concentration)

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## PUBLICATIONS

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- Gregory F. Donahue, Note, *The Sky is Not Falling: The Effect of a Performance Right on the Radio Market*, 87 Ind. L.J. 1287 (2012)
- Minnesota Judge's Handbook, Family Law Section (2013-2014)  
*Revised and updated with two other law clerks*

**KATELYN STEFFEL SPANGRUD**

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[www.alexandriamnlaw.com](http://www.alexandriamnlaw.com)

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**PROFILE**

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Accomplished attorney experienced in employment law, civil municipal work, and criminal prosecution. Skilled in legal research, writing, advocacy, and trial work. Involved in and dedicated to community service.

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**LEGAL EXPERIENCE**

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**Swenson Lervick Syverson Trosvig Jacobson Cass Donahue Spangrud, P.A., Alexandria, MN**

*Shareholder* (2026); *Associate* (2018 – 2025)

- Represent the City of Alexandria in criminal and civil matters with a proven success record in both jury and court trials.
- Represent the City of Alexandria before the Bureau of Mediation Services and Minnesota Court of Appeals.
- Represent the City of Henning before the Court of Administrative Hearings and advise the City Council on civil employment matters.
- Litigate civil claims in employment and personal injury.
- Advise employers and employees in complex employment matters ranging from discrimination and wrongful termination issues to contract disputes and employment policies.
- Represent employers and employees in unemployment appeals.
- Legal research and writing.

**Hon. Cynthia L. McCollum – MN First Judicial District Court, Dakota County, MN**

*Law Clerk* (April 2018 to October 2018)

- Prepared legal memoranda and conferred with the Court concerning issues of law, construction of documents and granting of orders.
- Researched and drafted judicial orders relating to constitutional rights, personal injury, and parenting time
- Prepared jury instructions and verdict forms for construction defect cases
- Directed attorneys and pro se litigants to advance matters through litigation process

**St. Paul City Attorney's Office, St. Paul, MN**

*Law Clerk* (August 2017 to May 2018)

- Conduct legal research and draft motions to the court

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**ASSOCIATIONS AND OFFICES**

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- Civil Rules Committee for the Minnesota Supreme Court
- Douglas County Bar Association
- Minnesota State Bar Association
- Douglas County Domestic Violence Task Force Subcommittee
- West Central Minnesota Society for Human Resources Management
- Lakes Area Professional Women

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## EDUCATION

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### **Mitchell Hamline School of Law**, St. Paul, MN

Juris Doctorate (2018)

- Certificates: Health Care Compliance Certificate
- Honors and Awards: Law School Public Service Award (completion of 150+ hours of community service while in law school); William Mitchell Merit Scholarship; Academic Dean's List; Marshall Brennan Fellowship; CALI Award for Excellence: Advanced Advocacy
- Other Involvement: Mitchell Hamline Mock Trial Team; Minnesota Justice Foundation; Innocence Clinic

### **The University of South Dakota** – Vermillion, SD

Bachelor of Arts (2015) – Major(s): Criminal Justice and Philosophy; Minor: Communication Studies

- Mock Trial Outstanding Attorney; Mock Trial Top Advocate; Mock Trial All-Region Attorney
- Dean's List

### **Jefferson Senior High School** – Alexandria, MN

High School Diploma (2011)

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## COMMUNITY INVOLVEMENT AND OTHER ACTIVITIES

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- Civil Rules Committee for the Minnesota Supreme Court, 2023 – present
- Alexandria Area High School Mock Trial Coach, 2022 – present
- Leadership Alexandria Class of 2020
- Lakes Area Professional Women, 2019 – present
  - 2021-2022: Membership Secretary
  - 2022-2023: President-Elect
  - 2023-2024: President
  - 2024-2025: Past-President
  - 2025-present: Chair, Recognition and Events Committee
- West Central Minnesota SHRM Presenter, 2019 – present

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## AWARDS

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- CALI Award for Excellence: Advanced Advocacy – 2017
- Minnesota Justice Foundation Law School Public Service Award – 2018
- Lakes Area “Top 5 Under 40” Professionals – 2020
- Super Lawyers Rising Stars List – 2024
- Lakes Area Professional Women Dream Builder Award – 2024

# Cooper Lach

710 Broadway St, Alexandria, MN 56308  
ctl@alexandriamlaw.com • (320) 763-3141

## EDUCATION

### **Gonzaga University School of Law**

Spokane, WA

*Juris Doctor, cum laude*, May 2024

GPA: 3.35

- Gonzaga Intellectual Property Law Association, Member
- Saul Lefkowitz Moot Court Team, Oral Argument and Brief Writer, 2023 & 2024

### **Eastern Washington University**

Cheney, WA

*Bachelor of Political-Science, Pre-Law, summa cum laude*, June 2021

GPA: 3.9

## EXPERIENCE

### **Swenson Lervick**

Alexandria, MN

*Associate Attorney*, July 2025 – Present

- Prosecute misdemeanor and gross misdemeanor offenses, including DWI, domestic assault, theft, and traffic violations, managing cases from charging through disposition
- Provide legal guidance to city departments on compliance with state and local laws, including open meeting and notice practice requirements
- Assist senior attorneys with civil matters, including contract enforcement, property disputes, and damage calculations

### **Gonzaga Law Intellectual Property Clinic**

Remote

*Law Clerk*, January 2024 – May 2024

- Acted as point of contact for clients
- Performed intake screenings and drafted recommendation memoranda for the benefit of clients
- Performed trademark clearance searches utilizing software and the Trademark Electronic Search System
- Completed trademark applications using the Trademark Electronic Filing System

### **Dockins Law**

Remote

*Legal Intern*, March 2023 – May 2024

- Conducted legal research through Westlaw regarding numerous legal issues, such as contractor estimates as binding offers, renter rights, easements, and quiet title
- Reviewed legal documents, including briefs and letters
- Drafted complaints

### **Spokane Superior Court**

Spokane, WA

*Judicial Intern*, May 2022 – August 2022

- Researched and wrote bench memoranda on a wide range of legal issues

**LISA M. HEIEIE**

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[www.alexandriamnlaw.com](http://www.alexandriamnlaw.com)

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**PROFILE**

Accomplished Administrative Assistant focusing on exemplary attorney support and client service in areas of civil litigation, family law matters, criminal prosecution and defense, Alexandria City impaired driving forfeitures, personal injury, and general business matters. Stressing the importance of accuracy, productivity, ethical considerations and confidentiality in the legal environment. Professional relationship with local businesses, court administration, law enforcement, process servers, and law firms throughout the State of Minnesota

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**LEGAL EXPERIENCE**

**Swenson Lervick Syverson Trosvig Jacobson Schultz, P.A.**, Alexandria, MN  
*Legal Administrative Assistant* (April, 1999 to present)

- Composing legal documents and correspondence and editing
- Transcription, data management
- Minnesota Judicial Branch eFile and eServe filing
- Assist Alexandria City with impaired driving forfeiture proceedings
- Assist Alexandria City with criminal matters, general public guidance and instruction
- Scheduling conferences, depositions, mediations, meetings, hearings and trials
- Assist clients as they enter office, via telephone and email
- Organization of files indexing, tabbing

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**ASSOCIATIONS AND OFFICES**

- Notary Public
- NALS (National Association for Legal Professionals)

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**EDUCATION**

**Alexandria Technical College (n/k/a Alexandria Technical and Community College)**

- Legal Secretary Diploma (1989)
- Clinical Nurse Assistant (1991)
- Long Term Care (1991)

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**COMMUNITY INVOLVEMENT AND OTHER ACTIVITIES**

- Sacred Heart Catholic Church - Stevens Ministry, Religious Education Teacher
- Charity Running Events

# BETH KUHN

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[bethkuhn1@gmail.com](mailto:bethkuhn1@gmail.com)

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## EXPERIENCE

2017 – PRESENT

**OFFICE MANAGER, SWENSON LERVICK SYVERSON TROSVIG JACOBSON CASS PA**

Responsible for all accounts payable and receivable for the firm as well as maintaining and reconciling all bank accounts, including the lawyers trust account. Perform monthly billing and preparation of billing reports for all attorneys. Work as point of communication for insurance companies and vendors hired by the firm. Serve as liaison between staff and attorneys. Responsible for ordering supplies and various wide-ranging administrative duties.

2015 – 2017

**RECEPTIONIST, SWENSON LERVICK SYVERSON TROSVIG JACOBSON CASS PA**

Performed all reception duties such as, answering phones and welcoming clients. Assist all attorneys with various tasks including scheduling appointments, input of attorney time and opening files for all new clients.

2007-2015

**SALES/BOOKKEEPER, CHERRY STREET BOOKS**

Responsible for sales and product merchandising. Ordered and managed large orders for clients. Reception of inventory and balancing with invoices. Performed bookkeeping duties, such as, bank reconciliations, payroll and payroll taxes as well as preparation of W2's and filing sales tax

## EDUCATION

1993

**BACHELOR OF SCIENCE DEGREE, MINNESOTA STATE UNIVERSITY,  
MOORHEAD**

## SKILLS

- Knowledgeable in customer service and bookkeeping
- Experience with managing employees and employee relations
- Strong organizational and time management skills
- Willing to learn and take on new challenges
- Familiar with Quickbooks, Word and Excel

**SHEILA A. PFENINGER**

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[www.alexandriamnlaw.com](http://www.alexandriamnlaw.com)

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**PROFILE**

Skilled legal administrative assistant with experience in performing daily tasks to support attorneys in their operation of a law office with proficiency in serving clients in municipal, civil litigation, real estate, business, creditor remedy, and estate planning.

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**LEGAL EXPERIENCE**

**Swenson Lervick Syverson Trosvig Jacobson Schultz, P.A., Alexandria, MN**

*Legal Administrative Assistant* (1981 to present)

- Client Interaction and Information Gathering
- Document Preparation/Word Processing/Transcription
- Billing/Accounts Receivable/Accounts Payable
- Research Title to Property
- Real Estate Closings
- Calendaring
- Filing

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**ASSOCIATIONS AND OFFICES**

- Notary Public

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**EDUCATION**

**Alexandria Technical and Community College (f/k/a Alexandria Technical College)**

Medical Secretary/Transcriptionist with Honors (1981)

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**COMMUNITY INVOLVEMENT AND OTHER ACTIVITIES**

- Board Member/Treasurer for Minnewaska Laker Foundation

**SHELLY R. THOMPSON**

Swenson Lervick Syverson Trosvig Jacobson Schultz, P.A.  
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[www.alexandriamnlaw.com](http://www.alexandriamnlaw.com)

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**PROFILE**

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Accomplished and skilled legal administrative assistant with over 29 years of experience in performing daily tasks to support attorneys in their operation of a law office with proficiency in serving clients in civil litigation matters and criminal prosecution.

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**LEGAL EXPERIENCE**

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**Swenson Lervick Syverson Trosvig Jacobson Schultz, P.A., Alexandria, MN**

*Legal Administrative Assistant* (November 2013 to present)

- New file preparation and gathering of law enforcement reports and data
- Communications with District Court Administration, probation officers, witnesses and law enforcement agencies regarding pending matters
- Calendaring
- Filing

**Premier Upholstery, Inc., Rogers, MN**

*Office Administrator/Bookkeeper* (March 1989 to present)

- Perform administrative and bookkeeping duties for small business

**Finn Shapiro, LLC, St. Louis Park, MN**

*Paralegal/Office Administrator* (April 2004 to November 2013)

- Manage case files through settlement in the areas of personal injury, wrongful death and insurance defense
- Manage office suite consisting of lease owner and 4 sub-tenants
- Train/oversee paralegal interns
- Maintain office equipment and supplies
- Minnesota eFiling liaison (attended training sessions and provided in-office training to tenants and staff)

**Thomas A. Foster & Associates, Ltd., Minneapolis, MN**

*Legal Administrative Assistant* (February 1999 to November 2002)

- Manage case files through settlement in the areas of personal injury and insurance defense
- Perform office bookkeeping duties and maintain business checking and trust account records

**Wojtalewicz, Hohman & Schoep, Alexandria, MN**

*Legal Administrative Assistant* (March 1995 to October 1997)

- Manage case files through settlement in the areas of personal injury, workers compensation and employment discrimination

**Moss & Barnett, P.A., Minneapolis, MN**

*Legal Administrative Assistant* (April 1985 to March 1993)

- Manage case files through settlement in the areas of legislative law, personal injury, criminal defense and insurance defense
- Editor of law firm monthly newsletter

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## ASSOCIATIONS AND OFFICES

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- Notary Public

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## EDUCATION

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### **Armstrong High School, Plymouth, MN**

High School Diploma

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## COMMUNITY INVOLVEMENT AND OTHER ACTIVITIES

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- Church School Teacher – Calvary Lutheran Church of Golden Valley (1992-1995)
- Boys Baseball Commissioner – Brooklyn Park Youth Baseball (1998-2000)
- Royalty Coordinator - Brooklyn Park Junior Ambassador Program (2003-2007)
- Planning Committee – Brooklyn Park Tater Daze Festival (2004-2007)
- Contributor – Pope County Families in Need

**AMY M. KLIMEK**

Swenson Lervick Syverson Trosvig Jacobson Schultz, P.A.  
710 Broadway, Alexandria, Minnesota 56308  
(P) 320.763.3141 · (F) 320.763.3657  
[amk@alexandriamnlaw.com](mailto:amk@alexandriamnlaw.com)  
[www.alexandriamnlaw.com](http://www.alexandriamnlaw.com)

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**PROFILE**

Skilled legal administrative assistant with experience in performing daily tasks to support attorneys in their operation of a law office with proficiency in serving clients in municipal, civil litigation, business, creditor remedy, estate planning, employment and probate matters along with a secure understanding of billing and accounts payable within a law firm.

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**LEGAL EXPERIENCE**

**Swenson Lervick Syverson Trosvig Jacobson Schultz, P.A., Alexandria, MN**

*Legal Administrative Assistant* (May 2001 to present)

- Client Interaction and Information Gathering
- File Management
- Document Preparation/Word Processing/Transcription
- Billing/Accounts Receivable/Accounts Payable
- Calendaring
- Filing

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**ASSOCIATIONS AND OFFICES**

- Past Member – NALS (National Association of Legal Secretaries)
- Past Member – Legal Advisory Committee, Alexandria Technical and Community College
- Notary Public

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**EDUCATION**

**Alexandria Technical and Community College (f/k/a Alexandria Technical College)**

Legal Administration AAS Degree with Honors (2001)

- ALS Certification (Accredited Legal Secretary)
- MOUS Certification (Microsoft Office User Specialist)
- Academic Achievement Award
- President's List
- General Preparation of Legal Documents
- Written/Oral Communication/Proofreading
- Time Management

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**COMMUNITY INVOLVEMENT AND OTHER ACTIVITIES**

- Shalom Lutheran Church – Youth Education Committee, Sunday School Teacher, Vacation Bible School Teacher, WELCA Member, Chime Choir Member
- Alexandria Figure Skating Club – Member of Board of Directors (past Secretary, current Treasurer)

# Shannon Olson

710 Broadway Street  
Alexandria, MN 56308  
(320) 763-3141  
smo@alexandriamlaw.com

## EXPERIENCE

### **Swenson Lervick Law Office — Receptionist/Legal Assistant**

APRIL 2023 - PRESENT

Professional receptionist with strong interpersonal skills and a friendly disposition. Excellent multi-tasking abilities coupled with a diplomatic personality to handle customer complaints with utmost courtesy. Familiar with numerous phone system management tools, scheduling software systems and presentation applications.

Legal Assistant with expertise in drafting, proofreading, and formatting legal documents including pleadings, motions, contracts and correspondence. Manage attorney calendars, scheduled hearings, and client meetings. File legal documents with courts in compliance with deadlines. Format court calendars in alignment with court procedures, and initiating billing statements. Manage firm administrative matters with accuracy and efficiency.

### **Captured Moments Photography— Owner/Photographer**

MAY 2003 - APRIL 2023

Creative, high-energy photographer known for a strong artistic eye, and a passion for storytelling through imagery. Skilled in lighting, composition, and post-production editing to deliver high-quality visual content. Strong communicator who builds trust with clients. Personable and easy to work with, creating a comfortable environment for subjects.

### **City of Sauk Centre — EMT**

AUGUST 2017 - SEPTEMBER 2019

Member of the emergency response team delivering rapid, compassionate care to patients in high-stress situations. Perform detailed patient assessments and implement appropriate interventions based on established protocols. Communicate effectively with dispatch, medical staff, and first responders to coordinate patient care. Document patient conditions, treatments, and outcomes accurately using electronic reporting systems.

### **Sauk Centre Public School — Title 1/Kid Konnection Coordinator**

AUGUST 2000 - AUGUST 2003

Provide reading and math intervention to students performing below grade level, using instructional strategies. Collaborate with classroom teachers and administrators to develop and implement individualized support plans. Participate in communication with parents on progress, offer resources, and strengthen connections. Train and supervise staff to maintain a positive,

organized program environment. Coordinate schedules, materials, and activity spaces to ensure smooth program operations.

## **EDUCATION**

### **Sauk Centre High School — *Diploma***

MAY 1991

### **St. Cloud Technical College — *EMT***

SEPTEMBER 2017 - DECEMBER 2017

## **SKILLS**

Communication, organization, attention to detail, self-management, motivated leader, proficient in Microsoft Office, Excel, Outlook, CLIO and Photoshop

# Simone Conlon

Alexandria, MN | 320-763-3141 | [slc@alexandriamnlaw.com](mailto:slc@alexandriamnlaw.com)

## Work Experience

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### Legal Assistant

**The Law Firm of Swenson Lervick** | Alexandria, MN

March 2026 to Present

### Member Experience Representative

**Blue Cross Blue Shield** | Eagan, MN

September 2024 to February 2026

- Managed high volume of incoming calls, ensuring prompt and accurate assistance to members
- Collaborated with cross-functional teams to resolve complex member issues, escalating when necessary for prompt resolution
- Proactively followed up with members regarding outstanding issues or pending requests until resolution was achieved
- Participated in team meetings to discuss best practices, share knowledge, and collaborate on problem-solving strategies
- Handled escalated calls from dissatisfied members with empathy and professionalism, working towards a satisfactory resolution

### Insurance Claims Representative

**Minneapolis Clinic of Neurology** | Golden Valley, MN

December 2023 to September 2024

- Review and submit contracted claims for the company's Blue Cross Blue Shield account.
- Audit credits on the internal patient accounts and initiate the refund process as appropriate.
- Follow up on incorrect claim payments and payer requests or questions to ensure maximum reimbursement within the established time limit.

### Patient Check-In/Pre-Visit Specialist

**Minneapolis Clinic of Neurology** | Golden Valley, MN

April 2021 to December 2023

- Provide user support as an Epic Super User to assist with resources needed to provide quality patient care while using the Epic system
- Apply strong interpersonal skills in working with all levels of personnel to gain insight and avoid potential complications
- Operate within a high volume, deadline-oriented, and accuracy-focused program where performance standards must be met
- Update and obtain patient demographic and insurance information and verify that each patient has current insurance coverage prior to the time of appointment using real time eligibility system
- Ensure that all patients are greeted with a warm welcome when entering the clinic and direct them to the correct department for their appointment

### Patient Care Coordinator

**Leafline Labs** | Saint Paul, MN

April 2020 to February 2021

- Maintained electronic patient files and completed notations as directed by medical personnel
- Responsible for administrative tasks such as answering phones, copying, and preparing forms to be filled out by patients
- Greeted all patients entering the facility upon and helped them navigate the building to either refill their prescription for medications or have consultations with a pharmacist
- Certified that the facility was in compliance with state regulations at all times

## Scheduling Coordinator

ExamWorks | Minneapolis, MN

January 2020 to March 2020

- Responsible for scheduling independent medical exams with doctors, plaintiff attorneys, and/or claimants
- Scheduled room rentals for examinations at sites across the state, organized interpreters, and coordinated transportation for claimants
- Entered referrals for independent medical exams involving claims for worker's compensation and record reviews
- Directly worked with adjusters from national insurance companies and sent them fee quotes for each examination

## Addiction Counselor

MedMark Treatment Center | Morgantown, WV

June 2018 to November 2018

- Provided individual and group counseling for over 70 adults who struggle with substance abuse at a medication assistance program
- Conduct comprehensive patient assessments and the development and implementation of patient treatment plans according to State regulatory requirements
- Provide clinical services and patient care and education and opiate addiction counseling services to patients

## Education

### Sociology and Criminal Justice (Bachelor of Science)

Old Dominion University | Norfolk, VA

August 2014 to May 2018

## Skills

Phone inquiries	English	Time management	Office experience	Clerical experience	Data
entry	HIPAA	Client interaction via phone calls	Medical billing	Individual / Group Counseling	
Organizational skills	Microsoft Excel	EMR systems	Word processing	Multidisciplinary team	
collaboration	Medical software	Facebook	Computer literacy	Medical collection	Microsoft Word
Phone etiquette	Windows	Phone answering	Analysis skills	Microsoft Powerpoint	Microsoft
Office	Clinic	Treatment coordination	Customer complaint resolution	Google Workspace	
Administrative experience	Customer service	QuickBooks	Communication skills	Addiction	
Counseling	Appointment scheduling	Epic	Google Calendar	Greeting customers	Microsoft
Outlook	Typing	Customer inquiry handling	Computer operation	Attention to detail	Filing
Medical coding	Front desk	10 key typing	Outbound calling	Customer support	Insurance
verification	Technical Proficiency	Health insurance			

## Languages

English

## Certifications and Licenses

### Driver's License