

## Chery Pierzina

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**From:** Chery Pierzina  
**Sent:** Monday, December 19, 2022 8:25 AM  
**To:** 'martinettotaxidermy@gmail.com'  
**Subject:** Revised Offer Letter - City of Grand Rapids Building Inspector  
**Attachments:** Martinetto, Paul (Offer Letter).pdf

*Chery Pierzina*  
*12-19-2022*

Good Morning Paul,

As discussed on Saturday, December 17, 2022, the City of Grand Rapids amends your Offer Letter dated, December 15, 2022, as follows:

1. Your date of employment is to be determined and your starting hourly salary will be \$28.86 per hour or \$60,027.64 annually. Upon securing your Building Official Limited license, the City of Grand Rapids will increase your salary to \$32.11 per hour or \$66,798.77 annually. This salary increase will occur regardless of the date the Building Official Limited license is obtained. For example, if the Building Official Limited license is obtained within three (3) months, the salary increase will occur at that time. If the Building Official Limited license is obtained within six (6) months, the salary increase will occur at that time, and so on and so forth.
2. The employee shall follow the Flexible Time Off schedule as indicated in the Offer Letter dated December 15, 2022, however, the City of Grand Rapids will deposit 40 hours of Flexible Time Off (FTO) into the employee's FTO bank at the time of hire, which may be used at the employee's leisure.
3. The City of Grand Rapids will consider Work from Home (WFH) requests on a case-by-case basis.

After reviewing the information contained in this email, if you have any questions, please feel free to give me a call at 218-256-8747.

Please respond to this revised offer, which has been communicated via email, by no later than Monday, December 19, 2022, at 11:30 a.m.

Thank you.

### Chery Pierzina

Human Resources Officer  
City of Grand Rapids  
420 North Pokegama Avenue  
Grand Rapids, MN 55744-2662  
**Office:** 218-326-7606  
**Fax:** 218-326-7608

*Accepted*  
*Paul Martinetto*  
*12-19-2022*

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**From:** Chery Pierzina  
**Sent:** Thursday, December 15, 2022 3:47 PM

**To:** 'martinettotaxidermy@gmail.com' <martinettotaxidermy@gmail.com>

**Subject:** Offer Letter - City of Grand Rapids Building Inspector

Good Afternoon Paul,

As discussed earlier today, attached you will find the offer letter for the position of Building Inspector for the City of Grand Rapids Community Development Office.

After reviewing, if you have any questions, please feel free to give me a call at 218-256-8747.

Please respond to the Offer Letter by no later than Monday, December 19, 2022, at 9:00 a.m.

Thank you,

**Chery Pierzina**

Human Resources Officer

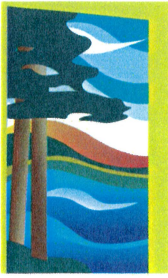
City of Grand Rapids

420 North Pokegama Avenue

Grand Rapids, MN 55744-2662

**Office:** 218-326-7606

**Fax:** 218-326-7608



CITY OF  
**GRAND RAPIDS**  
IT'S IN MINNESOTA'S NATURE

ADMINISTRATION DEPARTMENT

420 NORTH POKEGAMA AVENUE, GRAND RAPIDS, MINNESOTA 55744-2662

See Attached  
email for revisions  
CP  
12-19-2022

December 15, 2022

Mr. Paul Martinetto  
710 SW 6<sup>th</sup> Avenue  
Grand Rapids, MN 55744

Dear Paul:

Please consider this letter as a conditional offer of employment for the position of Building Inspector for the City of Grand Rapids Community Development Department. Following is an outline of the terms and conditions of your pending employment. Your appointment to the position of Building Inspector will be presented to the City Council at the Council Meeting held on Monday, January 9, 2023, and will be subject to a background check, driver's license check, and pre-employment drug screening.

Should you accept this conditional offer, your date of employment is to be determined and your starting hourly salary will be \$28.86. Future salary and cost of living adjustments will be subject to completion of a six (6) month probationary period and satisfactory performance evaluations.

- Please sign and return the Background Check Authorization and Authorization for Driver's License Check forms.
- You will need to stop by Northern Drug Screening located at 111 NE 10<sup>th</sup> Avenue in Grand Rapids, for a pre-employment drug screening. They are open Monday through Friday from 8:00 a.m. to 4:00 p.m. Please let them know you need a pre-employment drug screening for the City of Grand Rapids.
- I will be scheduling some time for a meeting with you to discuss your transition to the City and look forward to talking with you. Detailed information about your benefits and City policies are attached and additional information will be provided to you during this meeting.

On behalf of the City of Grand Rapids, welcome and congratulations! We look forward to working with you in this new capacity.

If you have any questions, feel free to give me a call at (218) 326-7606 or (218) 256-8747.


Your signature below will indicate your agreement with the terms and conditions of employment.

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Paul Martinetto

Date

Sincerely,



Chery Pierzina  
Human Resources Officer  
(218) 256-8747 cell

cc: Personnel File  
Payroll

See Attached email  
for revisions