



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

ADMINISTRATION DEPARTMENT

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

May 1, 2025

Mr. Carl Babich

Dear Carl,

Please consider this letter as a conditional offer of employment for the position of Director of Finance for the City of Grand Rapids. Following is an outline of the terms and conditions of your pending employment. Your appointment to the position of Director of Finance is subject to approval of the City Council at their Monday, May 12, 2025, meeting, as well as a background check, pre-employment drug testing, and psychological evaluation.

Start Date: Your first date of employment will be June 1, 2025.

Compensation: Your beginning salary will be \$131,947.20, which includes the 2025 cost of living adjustment. The salary grade for the Director of Finance position is Grade 17.

After successfully completing a six-month probationary period, you will receive an increase of \$5,000 to your annual salary. Future cost of living adjustments will be subject to satisfactory performance evaluations, will be considered at the same time as other management employees, and will normally be completed on the same base percentage or dollar amount as other management employees, subject to City Council discretion. This is typically effective January 1<sup>st</sup> of each year.

Pension: Upon employment, you will be eligible to participate in PERA. A deferred compensation plan is also available for your participation.

Insurance: You will be enrolled in the Operating Engineers Local 49 Health & Welfare Fund. The City covers 100% of the premium regardless of how many eligible family members. Your coverage will begin on July 1, 2025.

Flexible Time Off: Upon employment, you will be credited with fifteen years of service, and will accrue FTO based on fifteen (15) years of service or 9.23 hours per 80-hour pay period. The City will deposit 40 hours of FTO effective June 1, 2025. You will be eligible to utilize FTO immediately.

Emergency Medical Bank: You will accrue EMB, a non-severable benefit at 2.4616 hours per 80-hour pay period. The City will also deposit 80-hours of EMB effective June 1, 2025. In order to utilize EMB for a health event, you must first utilize 40-hours of FTO.

Relocation and Moving: At some point in the future, if you elect to move within 20 miles of Grand Rapids City Hall, you will be reimbursed for relocation and moving expenses with receipts, in an amount not to exceed \$5,000.00.

Contingent Upon: Your appointment will be presented and recommended to the City Council at their May 12, 2025 meeting. Your appointment is also subject to a six-month probationary period, successfully completing and passing a background check, pre-employment drug testing, and psychological evaluation.


Please sign the attached Background Check Authorization and Authorization for Driver's License Check forms and return them to me at your earliest convenience.

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 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.

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 agreement with the terms and conditions of employment.

  
\_\_\_\_\_  
Carl Babich Date 5-2-25

Sincerely,



Chery Pierzina  
Human Resources Officer

cc: Personnel File  
Payroll