



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

ADMINISTRATION DEPARTMENT

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

August 9, 2023

Mr. Dan Swenson
[REDACTED]

Dear Dan,

Please consider this letter as a conditional offer of employment for the position of Assistant Community Development Director 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 Assistant Community Development Director is subject to approval of the City Council at their Monday, August 14, 2023, meeting, as well as a background check.

Start Date: Your first date of employment will be September 29, 2023.

Compensation: Your beginning salary will be \$96,989.00. Your job description will be a Grade 14. 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 1st 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 November 1, 2023.

To assist with the health insurance transition the City will reimburse you for the cost of health insurance in October through your previous employer with COBRA. For more information, go to: <https://health49.org/>.

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 September 29, 2023. 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 September 29, 2023. In order to utilize EMB for a health event, you must first utilize 40-hours of FTO.

Contingent Upon: Your appointment will be presented and recommended to the City Council at their August 14, 2023 meeting. Your appointment is also subject to a background check and a six-month probationary period.

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.

Dan Swenson

Date

Sincerely,

Chery Pierzina
Human Resources Officer

cc: Personnel File
Payroll