



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

ADMINISTRATION DEPARTMENT

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

September 4, 2025

Mr. Dale P. Schneider



Dear Dale,

Please consider this letter as a conditional offer of employment for the position of Assistant IT Director 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 Assistant IT Director is subject to approval of the City Council at their Monday, September 8, 2025, meeting, as well as a pre-employment background check and pre-employment drug testing.

Start Date: Your first date of employment will be determined at a later date, upon completion of all pre-employment conditions listed above.

Compensation: Your beginning salary will be \$96,335.52. The salary grade for the Assistant IT Director position is Grade 13. Future cost-of-living adjustments 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.

After successfully completing a six-month probationary period, you will receive an increase of \$5,000 to your annual salary.

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.

Flexible Time Off: Upon employment, you will be credited with 14 years of completed service and will accrue FTO based on 14 years of completed service or 9.23 hours per 80-hour pay period. The City will deposit 40 hours of FTO effective your first date of employment. You will be eligible to utilize FTO immediately.

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Extended 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 the first date of your employment. 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 September 8, 2025, meeting. Your appointment is also subject to a six-month probationary period, successfully completing and passing a pre-employment background check and pre-employment drug testing.

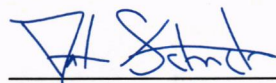
Please sign the attached Background Check Authorization and Authorization for Driver's License Check forms and return them to me at your earliest convenience.

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.



09/05/2025

Dale P. Schneider

Date

Sincerely,



Chery Pierzina
Human Resources Officer

cc: Personnel File
Payroll