



## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** July 14, 2025

**AGENDA ITEM:** Consider appointment of Will Richter to the Zoning Administrator position.

**PREPARED BY:** Chery Pierzina, Human Resources Officer

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### BACKGROUND:

In May, City Council approved the posting and advertisement for the position of Zoning Administrator. The City received three (3) applications, and all three (3) applicants were interviewed. The Hiring Committee, consisting of Rob Mattei, Director of Community Development, Public Works Director / City Engineer, Matt Wegwerth, and myself, recommend appointing Will Richter to the position of Zoning Administrator, with a start date of August 4, 2025.

In 2008, Will Richter began working for the City, when he assumed the role of Reference Librarian. Will worked as a Reference Librarian from July 2008 through February 2019. In 2019, Will was promoted to the Library Director position for the Grand Rapids Area Library. In addition, since 2014, Will has been quite active as a Firefighter, with the Grand Rapids Fire Department. In January 2025, Will was promoted to the position of Safety Officer with the GRFD. Will has a bachelor's degree in social studies / education, and he most recently completed his master's degree in public administration at Hamline University. With Will's relevant experience in community engagement and interaction with residents, we believe he will be a great fit for the Community Development department.

On May 12, 2025, City Council approved the salary for the Zoning Administrator position with a pay range of \$67,267.20 to \$89,772.80. Will is currently working in an exempt position for the City, with a salary of \$92,576.33. Past practice for the City for exempt transfers, is to transfer the current or present salary with the new position; therefore, we are recommending a starting annual salary for the position of Zoning Administrator at \$92,576.33. The salary grade for this position is Grade 11. Future cost of living adjustments will be subject to the conditions listed in his offer letter.

Will Richter will continue to follow his current FTO (PTO) schedule, accruing 12.0 hours of FTO (PTO) per 80-hour pay period. He will also continue to accrue 2.462 hours of EMB per 80-hour pay period.

A copy of his application and offer letter are attached.

**REQUESTED COUNCIL ACTION:**

Make a motion to appoint Will Richter to the Zoning Administrator position, with a start date of August 4, 2025, a starting annual salary of \$92,576.33, and FTO (PTO) and EMB accruals as stated above, and detailed in the attached offer letter.