



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

ADMINISTRATION DEPARTMENT

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

June 30, 2025

Mr. Will Richter

Dear Will,

Please consider this letter as an offer of employment for the position of Zoning Administrator for the City of Grand Rapids. Following is an outline of the terms and conditions of your pending transfer to this position. Your appointment to the position of Zoning Administrator is subject to approval of the City Council at their Monday, July 14, 2025, meeting.

**Start Date:** Your first date of employment will be August 4, 2025.

**Compensation:** Your annual salary will be \$92,576.33. This position holds an FLSA Status of exempt. The salary grade for the Zoning Administrator position is Grade 11.

Future cost of living adjustments will be subject to satisfactory performance evaluations and will be considered at the same time as other management employees, this 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:** You will continue to participate in PERA. A deferred compensation plan is also available for your participation.

**Insurance:** You are enrolled in the Operating Engineers Local 49 Health & Welfare Fund. The City covers 100% of the premium regardless of how many eligible family members. You will notice no changes in your health insurance coverage.

**Flexible Time Off:** You will continue to follow your current FTO (PTO) schedule, accruing 12.00 hours of FTO (PTO) per 80-hour pay period.

Extended Medical Bank: You will accrue EMB, a non-severable benefit at 2.462 hours per 80-hour pay period. In order to utilize EMB for a health event, you must first utilize 40-hours of FTO (PTO).

Contingent Upon: Your appointment to the Zoning Administrator position will be presented and recommended to the City Council at their July 14, 2025 meeting.

On behalf of the City of Grand Rapids, congratulations!

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.

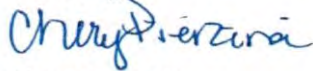


Will Richter



Date

Sincerely,



Chery Pierzina  
Human Resources Officer

cc: Personnel File  
Payroll