

CITY OF MINNETRISTA

CITY COUNCIL CONSENT AGENDA ITEM



Subject: Request for Approval of Promotion for
Chad Griggs from Officer to Sergeant within the City of Minnetrista
Public Safety Department

Prepared By: Allie Polsfuss, Assistant City Administrator

Meeting Date: March 17, 2025

Issue

The City Council is being asked to approve a promotion for Officer Griggs to Sergeant within the City of Minnetrista Public Safety Department.

Background

Paul Falls will be retiring effective March 26, 2025 and there will be a vacant Sergeant position due to the promotion of Sergeant Pat Cummings to Deputy Chief. The Sergeant position was posted internally for all Police Department employees. Four applicants applied and we held four interviews. Chad Griggs was interviewed by Deputy Chief Squires, Sergeant Cummings, Sergeant Brown, and Assistant City Administrator Polsfuss on March 6, 2025.

At tonight's City Council meeting, we are asking the City Council to approve this promotion with the conditions established in the letter of promotion (attachment A.)

Officer Chad Griggs has served the City of Minnetrista since 2007 performing the roles of Patrol Officer, SWAT Operator, Drug Task Force Investigator, Use of Force Instructor and Field Training Officer. Officer Griggs has been acknowledged for his consistent use of sound judgment, experience in multiple specialty assignments, dedication to our department, and his relationship with fellow officers and supervisory staff. His extensive experience, positive attitude, and teamwork mentality have made him the ideal candidate for this position.

Fiscal Impact and Summary

At the time of his promotion to Sergeant, the Personnel Committee recommends Officer Griggs receives a rate increase from \$52.76 to \$55.70 an hour in accordance with the LELS Local 343 Police Supervisors Agreement. Officer Chad Griggs been a very valuable asset to the city, and his efforts are greatly appreciated.

Recommended City Council Action: The Personnel Committee recommends promoting Officer Chad Griggs to Sergeant, along with the above pay increase effective March 27, 2025.

Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.



Municipal Offices
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Minnetrista, MN 55364-9552
Email: minnetrista@ci.minnetrista.mn.us

March 7, 2025

Chad Griggs
<Address>

Dear Chad:

Congratulations, this letter documents your successful completion of the application and interview process for promotion to Police Sergeant and the Personnel Committee's recommendation for your promotion. You are a valued and successful member of the police force and have served Minnetrista well as a Police Officer. The Minnetrista City Council will grant final approval of your promotion at a future City Council meeting, but this letter allows us to continue with the final steps of the promotion process.

We are offering you Level 3 of the Sergeant pay schedule at the three-year service threshold of \$55.70 per hour (or \$118,760.08 annually). Your promotion is contingent on successfully completing a developmental evaluation.

You will serve a six-month performance-only probation period, with a performance review performed at six-months. Upon a successful six-month performance review, you will be eligible for a change in job status from "probationary" employee to a "full-time" employee. In subsequent years, annual performance reviews will be done at the end of each calendar year, with possible pay adjustment granted each January 1. You will receive step increases on your anniversary date each year, in accordance with the language of the union contract, as well. This position is a unionized position with the Law Enforcement Labor Services, Inc. (LELS), Local #343.

We look forward to you completing these final steps, and we are very pleased to announce your promotion within the City of Minnetrista.

Sincerely,

Allie Polsfuss

Allie Polsfuss
Director of Administration