

CITY OF MINNETRISTA

CONSENT AGENDA ITEM



Subject: Request to Approve an Offer of Employment for Melissa Robbins as Police Officer

Prepared By: Allie Polsfuss, Assistant City Administrator, on behalf of the Personnel Committee: Council member Cathleen Reffkin, Council member Peter Vickery, City Administrator Jasper Kruggel, and Finance Director Brian Grimm

Meeting Date: April 21, 2025

Issue

The City Council is being asked to approve an offer of employment for Melissa Robbins as Police Officer, filling the current vacancy.

Overview

There is a vacancy in the Police Department due to Chad Griggs' promotion to Sergeant on March 27, 2025 following Chief Falls' retirement on March 26, 2025.

The Police Officer position was posted from February 10th-March 3rd in anticipation of this vacancy, and we received one application. The candidate was initially interviewed on March 5th by Deputy Chief Squires, Sergeant Cummings, and me. A final interview was conducted on March 18th with Chief Falls, Deputy Chief Squires, and me.

Melissa Robbins is the final candidate for the Police Officer position. The Personnel Committee provided direction to continue the contingent offer segment of the process.

At tonight's City Council meeting, we are asking the City Council to approve this conditional offer of employment (Attachment A,) contingent upon Ms. Robbins successfully completing a background investigation, psychological evaluation, and physical exam.

A little more information on Melissa's background: she holds a Law Enforcement degree from Anoka Ramsey Community College and began her career volunteering as a Reserve Officer with the Medina Police Department in 2015 and then began as a Community Service Officer in Medina in 2017. In 2019, she was hired as a Police Officer in Buffalo, where she has served for nearly 6 years. She has experience as a Critical Incident Instructor, Field Training Officer, and we believe she will be a great addition to our department.

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.

Due to her experience and qualifications, the Personnel Committee recommends entering Ms. Robbins into level five of the LELS 116 Police Officer Union pay schedule at \$48.32/hr with performance evaluations and six months and one year with possible pay adjustments per the LELS #116 Officers Labor Agreement. Due to the difficulty in recruiting Police Officers, the Personnel Committee also recommends offering a signing incentive of \$3,000. Half would be paid after six months of successful employment and half would be paid after a year of successful employment. The candidate has accepted the terms of this conditional offer letter.

Summary

On behalf of the Personnel Committee, we are asking for approval of this conditional offer of employment at tonight's City Council meeting. We expect Melissa to join our staff next month.

Recommended City Council Action: The Personnel Committee recommends approval of the full offer of employment for Melissa Robbins as Police Officer with the City of Minnetrista, based on successfully completing all aspects of the conditional offer of employment.

Mission Statement:

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Municipal Offices
7701 County Road 110 West
Minnetrista, MN 55364-9552
Email: minnetrista@ci.minnetrista.mn.us

March 18, 2025

Melissa Robbins

<Address>

Dear Melissa,

This is a conditional offer of employment for the Police Officer position with the City of Minnetrista. Final approval of your hiring will be granted by the Minnetrista City Council at a future City Council meeting, but this conditional offer allows us to continue with the final steps of the hiring process.

A few additional items need to be successfully completed, including a pre-placement physical examination, a pre-placement drug and alcohol screening test, a psychological evaluation, and a complete background investigation to our satisfaction in order to finalize your position. These items are at the City's expense. Information provided by you to the examining physicians must be accurate and complete in order for you to qualify for employment.

We are offering you the 2025 rate of pay at Level 5 of the Police Officer wage program which is \$48.32 per hour (or \$100,496.66 annually), plus a full benefit package that begins on your first day of employment. We are offering a signing incentive of \$1,500 to be paid after having been successfully employed for six months, and another \$1,500 after successfully completing your one-year probation period. You will accrue leave benefits at the six-year service threshold (120 hours per year,) and be placed at six years in the longevity schedule.

According to City of Minnetrista policy and the union contract under which you will work, you will serve a one-year (1) probation period, with performance reviews at six-months and at one-year of employment. Upon a successful one-year performance review, you are eligible for a change in job status from "probationary" employee to a "full-time" employee. In future years, your annual performance reviews will be done at the end of each calendar year, with possible pay adjustment granted each January 1. You will receive Level increases on your anniversary date each year, as well. This position is part of Local #116 of the Law Enforcement Labor Services, Inc (LELS) union.

We look forward to you completing these final steps and joining our staff at the City of Minnetrista.

Sincerely,
Allie Polsfuss
Allie Polsfuss