

**CITY OF MINNETRISTA**  
**CONSENT AGENDA ITEM**



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**Subject: Request to Approve an Offer of Employment for Zachary Vidmar for the Position of Police Officer**

**Prepared By: Paula Bauman, Assistant City Administrator  
Craig Squires, Director of Public Safety  
Personnel Committee: Councilmembers Reffkin and Vickery**

**Meeting Date: December 8, 2025**

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**Issue:**

The City Council is asked to approve an offer of employment for Zachary Vidmar to fill the position of Police Officer for the Minnetrista Police Department

**Background:**

As previously approved by the City Council, an additional police officer position was added to the Police Department. The position was posted, and one application was received. Mr. Vidmar was interviewed by Chief Squires, Deputy Chief Cummings, and me. Following the interview process, staff agreed that Mr. Vidmar is a highly qualified candidate who will serve the Department well.

Mr. Vidmar has served as a Deputy Sheriff with the Hamlin County Sheriff's Department for the past six years. He also holds a Peace Officer License through the Minnesota Board of Peace Officer Standards and Training.

Based on his qualifications and experience, staff recommends hiring Mr. Vidmar at Level 4 of the LELS 116 pay schedule at \$46.46 per hour, along with a \$3,000 signing incentive – half payable after six months of successful employment and the remaining half after one year. The conditional offer is attached for your review, and the candidate has accepted the terms of this conditional offer letter.

At tonight's Council meeting, we are requesting approval of this conditional offer of employment, contingent upon Mr. Vidmar's successful completion of a psychological evaluation and physical exam. His background investigation has been completed.

**Summary:**

The Personnel Committee recommends approval of the full offer of employment for Zachary Vidmar as Police Officer with the City of Minnetrista, contingent upon the successful completion of all components of the conditional offer.

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**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.



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November 24, 2025

Zachary J Vidmar

RE: Conditional Offer Letter – Minnetrista Police Officer

Dear Zachary,

This letter serves as 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 meeting. In the meantime, this conditional offer allows us to proceed with the remaining steps in the hiring process.

The City of Minnetrista is offering you the **2025 rate of pay at Level 4** of the Police Officer wage program, which is **\$46.46 per hour** (equivalent to **\$96,631.40 annually**), along with a comprehensive benefits package that begins on your first day of employment. In addition, we are offering a **signing incentive of \$1,500** payable after six months of successful employment, and an additional **\$1,500** upon successful completion of your one-year probationary period. You will accrue leave benefits at the **five-year threshold (80 hours per year)** and will be placed at **five years on the longevity schedule**.

In accordance with City policy and the LELS Local #116 union contract, you will serve a one-year probationary period, with performance evaluations conducted at the six-month mark and at one year. Upon completing the probationary period, your status will change from “probationary” to “full-time” employee. In subsequent years, annual performance evaluations will occur at the end of each calendar year. You will also be eligible for level increases annually on your employment anniversary date.

Before finalizing your employment, several pre-placement requirements must be completed, including a physical examination, drug and alcohol screening, and a psychological evaluation. These examinations are conducted at the City’s expense. All information you provide to the evaluating professionals must be complete and accurate.

We look forward to working with you through these final steps and welcoming you to the Minnetrista Police Department. Please let us know if you have any questions as you move forward in the process.

Sincerely,

A handwritten signature in cursive script that reads "Paula Bauman".

Paula Bauman  
Assistant City Administrator