

CITY OF MINNETRISTA

CONSENT AGENDA ITEM



Subject: Request to Approve an Offer of Employment for Paula Bauman as Assistant City Administrator

Prepared By: Jasper Kruggel, City Administrator, on behalf of the Personnel Committee: Councilmember Cathleen Reffkin, Councilmember Peter Vickery

Meeting Date: July 14, 2025

Issue

The City Council is being asked to approve an offer of employment for Paula Bauman as Assistant City Administrator, filling the current vacancy.

Overview

Due to the vacancy at the Assistant City Administrator position, the position was posted, and applications were received. A total of 25 applications initially came in; there were five individuals interviewed by staff and the Personnel Committee. The full City Council along with Public Safety Director Squires then interviewed the top two candidates. Paula Bauman was selected by the group as the preferred candidate, and the City Council directed City Administrator Kruggel to extend an offer of employment.

Paula Bauman, currently the Administrative Services Director for the City of Delano, a Delano employee for nearly 25 years, has accepted a conditional offer of employment with the City of Minnetrista for the position of Assistant City Administrator.

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

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 Paula to join our staff around the middle to the end of August 2025.

Recommended City Council Action: The Personnel Committee recommends approval of the full offer of employment for Paula Bauman as Assistant City Administrator with the City of Minnetrista, based on successfully completing all aspects of the conditional offer of employment.



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

July 10, 2025

Paula Bauman
1450 Fox Meadow Drive
Delano, MN 55328

Dear Paula-

This is a conditional offer of employment for the Assistant City Administrator 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 complete background investigation to our satisfaction, reference check, and a credit check.

City of Minnetrista is offering you a starting rate of \$66.34 per hour (\$137,988.64 annually) which is a grade 11 step 5 of the 2025 Pay Plan, plus a full benefit package that begins on the first day of employment. You will accrue paid time off at the nine years of service threshold (220 hours per year,) with 40 hours in your paid time off bank on your first day of employment. The position is an exempt, non-union position.

In accordance with the City of Minnetrista's personnel policy, you will undergo a performance review annually and be eligible for increases in accordance with the approved pay plan.

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

Sincerely,

Jasper Kruggel
City Administrator