

**CITY OF MINNETRISTA**

**CONSENT AGENDA ITEM**



**Subject:** Request to Approve an Offer of Employment for William Ewald for the Community Service Officer Position

**Prepared By:** Paula Bauman, Assistant City Administrator, on behalf of the Personnel Committee: Councilmembers Reffkin and Vickery Jasper Kruggel, City Administrator, and Craig Squires, Police Chief

**Meeting Date:** March 2, 2026

**Issue:**

The City Council is asked to approve an offer of employment for William Ewald to fill the position of Community Service Officer (CSO) for the Minnetrista Police Department

**Background:**

The Community Service Officer (CSO) vacancy was posted in September 2025, on the City’s website, social media, League of MN Cities, and the Minnesota POST Board. One applicant, Mr. Ewald, was interviewed by Chief Squires, Deputy Chief Cummings, and the Assistant City Administrator. While staff found Mr. Ewald to be well qualified and a strong fit, he withdrew his application for personal reasons, and the position remained open.

In February, Mr. Ewald reconnected with Chief Squires and expressed interest in the position on a part-time basis. Subsequently, Staff developed a part-time schedule that meets the operational needs of the City, while supporting existing staff.

Based on Mr. Ewald’s qualifications and experience, staff recommends hiring him as a part-time Community Service Officer. At tonight’s City Council meeting, staff is requesting approval of a conditional offer of employment (Attachment A), contingent upon Mr. Ewald’s successful completion of a physical examination.

**Recommended City Council Action:**

The Personnel Committee recommends approval of the offer of employment for William Ewald as a Part-Time Community Service Officer with the City of Minnetrista Public Safety Department, based on completing all aspects of the conditional offer of employment.

**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**  
7701 County Road 110 West  
Minnetrista, MN 55364-9552  
[minnetrista@cityofminnetrista.gov](mailto:minnetrista@cityofminnetrista.gov)

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February 26, 2026

William Ewald  
[Street]  
[City | State | Zip]

Dear Bill,

We are pleased to extend to you a conditional employment offer for the part-time Community Service Officer position with the City of Minnetrista. This offer is contingent upon final approval by the Minnetrista City Council, scheduled for the City Council meeting on Monday, March 2. In the interim, this conditional offer allows us to proceed with the final steps of the hiring process.

Before finalizing your employment, you will be required to complete the following, at no cost to you:

- A physical examination

The Community Service Officer position is classified within Grade 3 of the City of Minnetrista's non-union pay plan. We are offering placement at Step 3 of Grade 3, with an hourly wage of \$30.05. As this is a part-time position, it is not eligible for employee benefits.

In accordance with City of Minnetrista policy, this position includes a one-year probationary period, with performance evaluations conducted at six months and again at one year. Upon successful completion of the one-year evaluation, you will be eligible for a change in employment status from "probationary" to "permanent part-time."

Following the probationary period, performance evaluations will be conducted annually at the end of each calendar year. Based on these evaluations, pay adjustments may be considered and, if approved, would take effect on January 1.

We are excited for you to join our team and look forward to your successful completion of the remaining hiring steps. Please let us know if you have any questions as we move forward in the process.

Sincerely,

A handwritten signature in black ink that reads "Paula Bauman". The signature is written in a cursive, flowing style.

Paula Bauman  
Assistant City Administrator  
[pbauman@cityofminnetrista.gov](mailto:pbauman@cityofminnetrista.gov)  
Direct: 952-241-2510