

**CITY OF MINNETRISTA
CITY COUNCIL AGENDA ITEM**



Subject: Approve a Conditional Offer of Employment to Richard Griffiths 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: June 1, 2026

Issue:

The City Council is asked to approve an offer of employment for Richard Griffiths 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. Since posting the position, staff have interviewed several applicants. Mr. Griffiths was interviewed by Chief Squires, Deputy Chief Cummings, and me. Following the interview process, staff agreed that Mr. Griffiths is a highly qualified candidate who would serve the Department well.

Mr. Griffiths previously served as a Patrol Officer for the City of Robbinsdale. He holds an associate's degree in criminal justice and is licensed by the Minnesota Board of Peace Officer Standards and Training.

Based on his qualifications and experience, staff recommends hiring Mr. Griffiths at Level 1 of the LELS 116 pay schedule at \$38.62 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 the letter.

Summary:

At tonight's Council meeting, staff is requesting approval of this conditional offer of employment, contingent upon Mr. Griffiths successful completion of a psychological evaluation and physical examination. His background investigation has been completed.

Attachments:

- Conditional Offer Letter

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

May 22, 2026

Richard Griffiths
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Dear Richard,

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 2026 rate of pay at Level 1 of the Police Officer wage program, which is \$38.62 per hour (equivalent to \$80,334.07 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 one-year threshold (80 hours per year) and will be placed at one year 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 for 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,

Paula Bauman
Assistant City Administrator

Richard Griffiths
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I accept all terms and conditions outlined in this conditional offer of employment for the Police Officer position with the City of Minnetrista, Minnesota.

Richard Griffiths

Date

CC: Personnel File