

**CITY OF MINNETRISTA
CITY COUNCIL AGENDA ITEM**



Subject: Approval of Conditional Offer of Employment – Police Officer Matthew Peterson

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

Meeting Date: October 5, 2026

Background:

A conditional offer of employment was extended to Mr. Peterson on October 1, 2026, and he has accepted.

The offer is contingent upon Council approval and includes Level 4 pay under the LELS Local #116 union contract (\$48.32 per hour; \$100,496.66 annually) and a \$3,000 signing incentive paid in two \$1,500 installments after six months and one year of successful employment.

Mr. Peterson will serve a one-year probationary period.

Employment is also subject to a physical examination, drug and alcohol screening, and psychological evaluation, paid for by the city.

Summary:

The Personnel Committee and Staff recommend that the City Council approve the appointment of Matthew Peterson as Police Officer, contingent upon completion of the pre-employment requirements.

Attachments:

- Conditional Offer Letter – Matthew Peterson, October 1, 2026

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

October 1, 2026

Matthew Peterson
[REMOVED]
[REMOVED]

Dear Matthew,

RE: Conditional Offer of Employment – Police Officer

The City of Minnetrista is pleased to extend to you a conditional offer of employment for the position of Police Officer with the Minnetrista Public Safety Department.

This offer is contingent upon final approval of your appointment by the Minnetrista City Council. Until Council approval is received, this conditional offer allows the City to proceed with the remaining steps of the hiring process.

The City of Minnetrista is offering the following, along with a comprehensive benefits package that begins on your first day of employment:

- **2026 Rate of Pay:** Level 4 under the LELS Local #116 union contract
 - **Hourly Rate:** \$48.32
 - **Monthly Base Pay:** \$8,374.72
 - **Annual Base Pay:** \$100,496.66
- **Vacation Accrual:** 80 hours
- **Sick Leave:** Earned eight hours for each full month of continuous employment
- **Signing Incentive:** \$3,000 total
 - \$1,500 payable after six months of successful employment
 - \$1,500 payable after one year of successful employment

In accordance with City policy and the LELS Local #116 union contract, you will serve a one-year probationary period. Performance evaluations will be conducted at approximately six months and one year. Upon successful completion of the probationary period, your employment status will change from probationary to full-time.

Following the probationary period, annual performance evaluations will be conducted at the end of each calendar year. You will also be eligible for pay level increases in accordance with the LELS Local #116 union contract.

Before your employment can be finalized, you must complete several pre-employment requirements, including:

- Physical examination
- Drug and alcohol screening
- Psychological evaluation

The city will cover the cost of these examinations. All information provided to the evaluating professionals must be complete and accurate.

We look forward to working with you through these final steps and, pending City Council approval, welcoming you to the Minnetrista Public Safety Department.

Should you have any questions regarding this offer or the remaining steps in the hiring process, please contact me at your convenience

Sincerely,

A handwritten signature in black ink that reads "Paula Bauman". The script is fluid and cursive, with the first name "Paula" and last name "Bauman" clearly distinguishable.

Paula Bauman
Assistant City Administrator
pbauman@cityofminnetrista.gov
Direct Dial: 952-241-2510