



CITY COUNCIL MEETING

February 04, 2026 at 6:30 PM

City Hall Council Chambers – 450 Virginia Avenue, Long Lake, MN 55356

AGENDA

1. Call to Order

2. Pledge of Allegiance

3. Mayor's Comments – Long Lake News, Meeting Review and Updates

4. Approve Agenda

5. Consent Agenda

A. Approve Minutes of January 20, 2026 City Council Work Session

B. Approve Minutes of January 20, 2026 City Council Meeting

C. Approve Vendor Claims and Payroll

D. Adopt Resolution No. 2026-10 Reappointing Erika Leachman to the Park Board for a Term Effective Through December 31, 2028

E. Adopt Resolution No. 2026-11 Approving Special Event Permit #S2026-02 for the MN Strong Photoshoot & Fundraiser on Saturday, February 7

6. Open Correspondence

NOTE: Open Correspondence is an item on the agenda during which the public may address the City Council. **No formal action is taken by the City Council** and comments shall be limited to five minutes or less. *Open Correspondence comments may also be emailed to City staff by 12:00 noon on the date of the meeting.*

7. Regular Business

A. Establish an Administrative Assistant Position and Authorize Staff to Solicit Applications

B. Establish a Public Works Maintenance Worker Position; Appoint Michael Decker to the Position of Public Works Maintenance Worker

8. Other Business

9. Adjourn

UPCOMING MEETINGS & OTHER DATES OF NOTE

Monday, February 16 / City Offices Closed - Presidents' Day

Tuesday, February 17 (6:30 pm) / City Council Meeting

Members of the public may monitor the meeting in person or by watching the livestream on our YouTube channel at <https://www.youtube.com/@CityofLongLakeMN/streams>.



**MINUTES
CITY COUNCIL WORK SESSION
January 20, 2026**

CALL TO ORDER

The meeting was called to order at 6:01 pm.

Present: Mayor: Charlie Miner; Council: Jahn Dyvik, Mike Feldmann, Deirdre Kvale, and Todd Newcomer

Staff Present: City Administrator: Amanda Nowezki; and City Clerk: Jeanette Moeller

Absent: None

APPROVE AGENDA

A motion was made by Feldmann, seconded by Newcomer, to approve the agenda as presented. Ayes: all.

OPEN CORRESPONDENCE

No one was in attendance to address the City Council during Open Correspondence.

REGULAR BUSINESS

A. Council Review of City Hall Office Layout Changes / Updates

Administrator Nowezki led the City Council into the back office area of City Hall and highlighted a number of function-based changes that have been made in recent weeks, including: relocation of the water cooler to the accessible open conference room by the building's front door; modifying cabinet layouts; transitioning a former office into a conference room intended for use for any necessary closed sessions or meetings of a sensitive nature; adding a door chime to alert staff when anyone enters or exits the building; and preparing offices for both the Administrator and City Clerk to move into in order to open up front desk spaces for an administrative support staff member and a designated election storage/early voting area. City Clerk Moeller discussed records review and retention related efforts that had generated a significant volume of materials for recycling and document destruction.

Upon completing the review of office updates, Council and staff returned to the Council Chambers.

OTHER BUSINESS

No other business was discussed.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 6:29 pm.

Respectfully submitted,
Jeanette Moeller
City Clerk



**MINUTES
CITY COUNCIL MEETING
January 20, 2026**

CALL TO ORDER

The meeting was called to order at 6:31 pm.

Present: Mayor: Charlie Miner; Council: Mike Feldmann, Deirdre Kvale, and Todd Newcomer

Staff Present: City Administrator: Amanda Nowezki; and City Clerk: Jeanette Moeller

Absent: Council: Jahn Dyvik (with prior notice)

PLEDGE OF ALLEGIANCE

MAYOR'S COMMENTS – LONG LAKE NEWS, MEETING REVIEW, AND UPDATES

Mayor Miner reminded residents of the Orono Lions Club's upcoming Snowball Open event to be held on January 31, 2026 at Birch's on the Lake, and added that more details were available at www.oronolions.org.

APPROVE AGENDA

A motion was made by Feldmann, seconded by Newcomer, to approve the agenda as presented. Ayes: all.

CONSENT AGENDA

The Consent Agenda consisted of the following:

- A. Approve Minutes of January 6, 2026 City Council Meeting
- B. Approve Vendor Claims and Payroll
- C. Adopt Resolution No. 2026-04 Approving the Hennepin County Residential Waste Reduction and Recycling Grant Agreement No. PR00008086
- D. Approve the Agreement for Continued Use of the City of Plymouth Yard Waste Site by the City of Long Lake
- E. Approve a Sublease Between North Memorial Health Care (d/b/a North Memorial Ambulance) and the Shoreline Fire Department for Use of Designated Areas of Fire Station 1

Councilmember Kvale asked if the Plymouth Yard Waste Site contract amount had increased.

City Clerk Moeller confirmed that the contract cost had increased due to rising material grinding costs, and noted that she planned to reach out to neighboring communities again to revisit whether there may be any other alternatives open to the City.

Referencing the claims paid, Councilmember Kvale pointed out that there was a line item for replacing the Highway 12 emergency gate.

City Administrator Nowezki clarified that the item Councilmember Kvale was referring to was a payment made in order to get on the vendor's schedule for the gate replacement to occur in the spring. She added that other entities will be contributing to the overall project cost, but they would not be billed until after the gate has been installed.

A motion was made by Feldmann, seconded by Newcomer, to approve the Consent Agenda as presented. Ayes: all.

OPEN CORRESPONDENCE

No one was in attendance to address the City Council during Open Correspondence.

REGULAR BUSINESS

A. Reschedule February 3, 2026 City Council Meeting

Moeller explained that the February 3, 2026 City Council meeting would need to be rescheduled due to it falling on the same date as Minnesota's Precinct Caucuses. Staff recommended rescheduling the meeting to either the Monday before or the Wednesday after the usual meeting date.

A motion was made by Feldmann, seconded by Newcomer, to reschedule the February 3, 2026 City Council meeting to February 4, 2026. Ayes: all.

B. Resolution Regarding the Tally of Write-In Votes for Municipal Elections

Moeller reviewed changes in legislation that had occurred in 2023 which opened up options for cities regarding the counting of write-in votes for municipal elections. She stated that write-in votes cast in municipal elections often were for candidates such as 'Anyone Else', 'Bart Simpson', or for individuals ineligible for a City office, and indicated that while the results had sometimes been an amusing anecdote at Canvassing Board meetings, the work entailed in creating reports for and tallying those votes was labor intensive and unnecessary.

A motion was made by Kvale, seconded by Miner, to adopt Resolution No. 2026-05 governing the tally of write-in votes for City offices in municipal elections. Ayes: all.

C. Approval of a 2025 Polling Place Accessibility Grant Program Agreement

Moeller reviewed details related to the 2025 Polling Place Accessibility Grant program and indicated that the City had received a grant agreement and partial award that would assist in funding an approved project to replace the City Hall front doors and equip them with enhanced accessibility features.

A motion was made by Newcomer, seconded by Feldmann, to adopt Resolution No. 2026-06 Approving the 2025 Polling Place Accessibility Grant Program Agreement between the City of Long Lake and the State of Minnesota, acting through its Secretary of State; authorizing the Mayor and City Administrator to execute said agreement. Ayes: all.

The Council discussed other possible projects for improvement/upgrades around City Hall.

OTHER BUSINESS

Shoreline Fire Department Updates - Councilmember Feldmann reviewed the outcome of the Shoreline Fire Department's search for a Deputy Chief. Candidate John Paszkiewicz had been selected as the Deputy Chief by the interviewing committee and would be seated on February 2, 2026. Councilmember Feldmann also reviewed discussion outcomes from a recent Fire Relief Association meeting related to pension benefit level adjustments and whether a portion of the process could be more automated in nature.

Holbrook Park Warming House - Mayor Miner mentioned that the Holbrook Park skating rink is open, but reminded residents that the warming house remains closed due for repairs.

Clarification on Enforcement Roles – Mayor Miner thanked City Clerk Moeller for distributing information from the City of Wayzata related to the Police Department's role in immigration enforcement activities. He noted that Long Lake utilized the Wayzata Police Department for Police services, and that he felt the Facebook post had done a good job of explaining the role of local Police departments.

LMCC Liaison Report - Councilmember Kvale informed Council that the LMCC had closed on the sale of their former building in Spring Park.

Insurance Broker Meeting - Nowezki advised Council that she met with the City's insurance broker earlier in the day about workers' compensation and liability insurance. She shared that the City's premiums have gone down by almost 50% from last year because of the City's experience rating and safety practices of the employees.

Replacing Holiday Banners - Moeller mentioned that some companies were offering sales on standard holiday banners that could be used to replace the current banners. She suggested that if the full Council did not have feedback or an active interest in holiday banner designs, she could reach out to Councilmember Dyvik and welcome his input since this was a subject he'd raised in the past. Councilmember Kvale suggested that they consider purchasing banners that are not specific to a holiday, such as a snowman design, so that that they could be in place all winter.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 7:19 pm.

Respectfully submitted,
Jeanette Moeller
City Clerk



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606
Long Lake, MN 55356

MEETING DATE / February 4, 2026

SUBJECT: Approve Vendor Claims and Payroll

Prepared By: Amanda Nowezki, City Administrator

Report Date: 01/28/2026

Recommended City Council Action

Staff recommends the following:

Motion to approve vendor claims paid in the amount of \$92,773.33 and electronic vendor payments in the amount of \$4,068.39 for a total amount of **\$96,841.72**; and gross City Employee payroll paid January 22 in the amount of **\$16,517.88**.

Overview / Background

No noteworthy commentary to report regarding vendor claims to be approved.

Supporting Information

- Listing of Claims Paid
- Electronic Vendor Payments
- Biweekly Payroll



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*Check Summary Register©

Checks 71837-71857

Name	Check Date	Check Amt	
10100 GENERAL FUND CASH			
71837 CITY OF PLYMOUTH	01/22/26	\$4,352.50	2025 Yard Waste Fee
71838 CITY VIEW PLUMBING & HEATING INC	01/22/26	\$1,629.00	Plumbing Repairs - Holbrook Warming House
71839 COTTON, PATRICK J.	01/22/26	\$75.58	Expense Reimb-P. Cotton; OxBox, Misc Repairs, Wood Projec
71840 Advanced Imaging Solutions	01/28/26	\$77.00	Copier Contract Maint - Jan 2026
71841 CITY OF WAYZATA	01/28/26	\$29,209.00	Police Services - Feb 2026
71842 COLONIAL LIFE	01/28/26	\$101.27	Opl Adl Insurance - Feb 2026
71843 COMPASS MINERALS	01/28/26	\$7,290.38	Annual Snow Salt (23.36 tons)
71844 DELTA DENTAL	01/28/26	\$260.31	Dental Insurance - Feb 2026
71845 DVS RENEWAL	01/28/26	\$119.25	2026 Registration Renewal - (2004 BBTI Trailer)
71846 ECM PUBLISHERS, INC.	01/28/26	\$146.00	Notice Pub-2026 Adopted Budget Publication
71847 HAWKINS INC	01/28/26	\$4,400.65	Water Chemicals - Chlorine Cylinder
71848 HENNEPIN COUNTY PROPERTY TAX	01/28/26	\$1,728.56	TIF District Costs-TIF 1-6 DIST 1655
71849 League of MN Cities Ins Trust	01/28/26	\$40,873.00	2026 Property/Casualty Insurance-Excess Ins
71850 MADISON NATIONAL LIFE	01/28/26	\$98.40	STD Insurance - Feb 2026
71851 MCMA-MN City/Cty Mgmt Assn	01/28/26	\$131.48	2026 Membership
71852 MEDIACOM	01/28/26	\$430.00	CH Internet Services - Feb 2026
71853 MN DNR ECO- WATERS	01/28/26	\$732.54	2025 Annual Water Use Report/Fee
71854 MN VALLEY TESTING LAB	01/28/26	\$54.96	Monthly Chlorine Report
71855 MN LIFE INSURANCE CO	01/28/26	\$16.45	LIFE INS - Feb 2026
71856 STEINKRAUS PLUMBING INC	01/28/26	\$869.00	City Hall Plumbing - Restrooms
71857 TIMESAVER OFF SITE	01/28/26	\$178.00	01/06/26 City Council Meeting Minutes - 1 hr

Total Checks \$92,773.33

10100 GENERAL FUND CASH

101 GENERAL FUND	\$78,006.24
205 FIRE DEPARTMENT	\$75.58
380 TAX INCREMENT # 1-9	\$784.48
385 TAX INCREMENT # 1-6	\$944.08
601 WATER FUND	\$8,031.67
602 SANITARY SEWER FUND	\$543.89
603 SURFACE WATER MGMT FUND	\$34.89
604 RECYCLING FUND	\$4,352.50
	\$92,773.33



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*Check Detail Register©

Checks 71837-71857

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
71837	01/22/26	CITY OF PLYMOUTH			
G 604-20200		Accounts Payable	\$4,352.50	2026-000000	2025 Yard Waste Fee
		Total	\$4,352.50		
71838	01/22/26	CITY VIEW PLUMBING & HEATING INC			
G 101-20200		Accounts Payable	\$1,629.00	165855844	Plumbing Repairs - Holbrook Warming House
		Total	\$1,629.00		
71839	01/22/26	COTTON, PATRICK J.			
G 205-20200		Accounts Payable	\$75.58	123125	Expense Reimb-P. Cotton; OxBox, Misc Repairs, Wood Projects
		Total	\$75.58		
71840	01/28/26	Advanced Imaging Solutions			
E 101-41500-4135		Copier Maintenance	\$77.00	INV372389	Copier Contract Maint - Jan 2026
		Total	\$77.00		
71841	01/28/26	CITY OF WAYZATA			
E 101-42110-3130		Subcontracted Police Svc	\$29,209.00	012726	Police Services - Feb 2026
		Total	\$29,209.00		
71842	01/28/26	COLONIAL LIFE			
G 101-21710		Other Deductions	\$101.27	43698310201	Opl Adl Insurance - Feb 2026
		Total	\$101.27		
71843	01/28/26	COMPASS MINERALS			
E 101-43100-2245		Sand / Salt Plowing Materi	\$4,800.20	1608141	Annual Snow Salt (45.03 tons)
E 101-43100-2245		Sand / Salt Plowing Materi	\$2,490.18	1608530	Annual Snow Salt (23.36 tons)
		Total	\$7,290.38		
71844	01/28/26	DELTA DENTAL			
E 101-41500-1310		Employer Paid Health	\$78.09	RIS00068206	Dental Insurance - Feb 2026
E 101-43050-1310		Employer Paid Health	\$78.09	RIS00068206	Dental Insurance - Feb 2026
E 601-49400-1310		Employer Paid Health	\$31.24	RIS00068206	Dental Insurance - Feb 2026
E 602-49450-1310		Employer Paid Health	\$23.43	RIS00068206	Dental Insurance - Feb 2026
E 603-43150-1310		Employer Paid Health	\$23.43	RIS00068206	Dental Insurance - Feb 2026
G 101-21706		FlexPlan - Ins Prem	\$26.03	RIS00068206	Dental Insurance - Feb 2026
		Total	\$260.31		
71845	01/28/26	DVS RENEWAL			
E 101-43000-3355		Motor Vehicle Lic & Reg	\$119.25	L0088888473	2026 Registration Renewal - (2004 BBTI Trailer)
		Total	\$119.25		
71846	01/28/26	ECM PUBLISHERS, INC.			
E 101-41500-3510		Legal Notices Publishing	\$146.00	1083031	Notice Pub-2026 Adopted Budget Publication
		Total	\$146.00		
71847	01/28/26	HAWKINS INC			
E 601-49400-2160		Chemicals and Chem Pro	\$60.00	7307480	Water Chemicals - Chlorine Cylinder
E 601-49400-2160		Chemicals and Chem Pro	\$4,340.65	7310981	Water Chemicals - Chlorine Cylinder



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Checks 71837-71857

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$4,400.65		
71848	01/28/26	HENNEPIN COUNTY PROPERTY TAX			
E 385-47060-3060		County TIF Admin Fees	\$944.08	72--2025-AC	TIF District Costs-TIF 1-6 DIST 1655
E 380-47090-3060		County TIF Admin Fees	\$784.48	72--2025-AC	TIF District Costs-TIF 1-9 DIST 1657
Total			\$1,728.56		
71849	01/28/26	League of MN Cities Ins Trust			
E 101-41500-3610		General Liability Ins	\$2,215.00	012226	2026 Property/Casualty Insurance-Excess Ins
E 101-41500-3610		General Liability Ins	\$6,445.00	012226	2026 Property/Casualty Insurance-Clerical Ins
E 101-41500-3610		General Liability Ins	\$5,404.00	012226	2026 Property/Casualty Insurance-Umbrella Ins
E 602-49450-3610		General Liability Ins	\$509.00	012226	2026 Property/Casualty Insurance-Swr Structures
E 601-49400-3610		General Liability Ins	\$2,797.00	012226	2026 Property/Casualty Insurance-Wtr Structures
E 101-42110-3610		General Liability Ins	\$5,964.00	012226	2026 Property/Casualty Insurance-FD Stn 1
E 101-43050-3610		General Liability Ins	\$5,084.00	012226	2026 Property/Casualty Insurance-PW Structures
E 101-43050-3610		General Liability Ins	\$368.00	012226	2026 Property/Casualty Insurance-Street Lights
E 101-41500-3610		General Liability Ins	\$2,666.00	012226	2026 Property/Casualty Insurance-CH Structures
E 101-41500-3610		General Liability Ins	\$6,145.00	012226	2026 Property/Casualty Insurance-Park Structures
E 101-43050-3610		General Liability Ins	\$3,233.00	012226	2026 Property/Casualty Insurance-PW Auto Liability
E 101-42110-3610		General Liability Ins	\$43.00	012226	2026 Property/Casualty Insurance-FD Studebaker Liability
Total			\$40,873.00		
71850	01/28/26	MADISON NATIONAL LIFE			
E 101-41500-1310		Employer Paid Health	\$32.80	1749053	STD Insurance - Feb 2026
E 101-43050-1310		Employer Paid Health	\$32.80	1749053	STD Insurance - Feb 2026
E 601-49400-1310		Employer Paid Health	\$13.12	1749053	STD Insurance - Feb 2026
E 602-49450-1310		Employer Paid Health	\$9.84	1749053	STD Insurance - Feb 2026
E 603-43150-1310		Employer Paid Health	\$9.84	1749053	STD Insurance - Feb 2026
Total			\$98.40		
71851	01/28/26	MCMA-MN City/Cty Mgmt Assn			
E 101-41500-4330		Dues and Subscriptions	\$131.48	010126	2026 Membership
Total			\$131.48		
71852	01/28/26	MEDIACOM			
E 101-41940-3275		Internet Access (Mediaco	\$265.00	011626	CH Internet Services - Feb 2026
E 101-41942-3275		Internet Access (Mediaco	\$165.00	011626	PW Internet Services - Feb 2026
Total			\$430.00		
71853	01/28/26	MN DNR ECO- WATERS			
E 601-49400-3825		Water Testing/Reporting E	\$732.54	1965-0980-20	2025 Annual Water Use Report/Fee
Total			\$732.54		
71854	01/28/26	MN VALLEY TESTING LAB			
E 601-49400-3825		Water Testing/Reporting E	\$54.96	1341148	Monthly Chlorine Report
Total			\$54.96		
71855	01/28/26	MN LIFE INSURANCE CO			
E 101-41500-1310		Employer Paid Health	\$5.40	60140032	LIFE INS - Feb 2026
E 101-43050-1310		Employer Paid Health	\$4.05	60140032	LIFE INS - Feb 2026



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*Check Detail Register©

Checks 71837-71857

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 601-49400-1310		Employer Paid Health	\$2.16	60140032	LIFE INS - Feb 2026
E 602-49450-1310		Employer Paid Health	\$1.62	60140032	LIFE INS - Feb 2026
E 603-43150-1310		Employer Paid Health	\$1.62	60140032	LIFE INS - Feb 2026
G 101-21710		Other Deductions	\$1.60	60140032	LIFE INS - Feb 2026
		Total	\$16.45		
71856	01/28/26	STEINKRAUS PLUMBING INC			
E 101-41940-4010		Bldg Maint & Repairs	\$869.00	1350483N	City Hall Plumbing - Restrooms
		Total	\$869.00		
71857	01/28/26	TIMESAVER OFF SITE			
E 101-41500-3000		Professional Srvs	\$178.00	31692	01/06/26 City Council Meeting Minutes - 1 hr
		Total	\$178.00		
		10100	\$92,773.33		

Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$78,006.24
205 FIRE DEPARTMENT	\$75.58
380 TAX INCREMENT # 1-9	\$784.48
385 TAX INCREMENT # 1-6	\$944.08
601 WATER FUND	\$8,031.67
602 SANITARY SEWER FUND	\$543.89
603 SURFACE WATER MGMT FUND	\$34.89
604 RECYCLING FUND	\$4,352.50
	\$92,773.33



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*Check Summary Register©
Checks 3361, 3363

Name		Check Date	Check Amt
10100 GENERAL FUND CASH			
3361e	SPEEDWAY LLC	01/26/26	\$1,287.23 PW Fuel - Jan 2026
3363e	USBANK CREDIT CARD	01/26/26	\$2,781.16 Credit Card-Jan 2026
		Total Checks	\$4,068.39
10100 GENERAL FUND CASH			
101 GENERAL FUND		\$3,472.40	
205 FIRE DEPARTMENT		\$595.99	
		\$4,068.39	



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*Check Detail Register©

Checks 3361, 3363

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
3361 e	01/26/26	SPEEDWAY LLC			
E 101-43000-2120		Motor Fuels	\$1,287.23	110162206	PW Fuel - Jan 2026
		Total	\$1,287.23		
3363 e	01/26/26	USBANK CREDIT CARD			
E 101-43000-2120		Motor Fuels	\$28.21	012526	PW-Speedway; Diesel Fuel
E 101-43000-2120		Motor Fuels	\$37.02	012526	PW-Tractor Supply; Diesel Fuel Anti Gel
E 101-43000-2150		Shop Supplies	\$36.79	012526	PW-NAPA; Toolcat Gold Fuel
E 101-43000-2150		Shop Supplies	\$23.48	012526	PW-NAPA; Armorall and Blister Pack
E 101-43000-2150		Shop Supplies	\$47.25	012526	PW-NAPA; Anti Freeze, DEF, Oil Dry
E 101-43000-2150		Shop Supplies	\$4.99	012526	PW-ACE; Masking Tape
E 101-43000-4040		Equip Maint & Repairs	\$196.72	012526	PW-Lano; Skid Loader Filters, Wiper Blades, Etc
E 101-43000-2120		Motor Fuels	\$79.51	012526	PW-Speedway; Fuel
E 101-41942-3840		Custodial & Waste Remov	\$49.17	012526	PW-Ace; Cleaning Supplies, Broom, etc
E 101-45200-4040		Equip Maint & Repairs	\$640.18	012526	PW-Menards; Lumber to repair/replace docks
E 101-43000-2150		Shop Supplies	\$179.95	012526	PW-NAPA; Seat cover, Diesel Add, Oil, Etc.
E 205-42280-4300		Miscellaneous	\$595.99	012526	Shoreline Fire CC Purchases-To Be Reimbursed
E 101-41500-3500		Printing Expense	\$175.75	012526	CH-The JP Cooke Co; Dog Tags
E 101-41500-3090		Software Support	\$144.00	012526	CH-Google; Company Emails
E 101-41940-4010		Bldg Maint & Repairs	\$25.82	012526	CH-Amazon; Door Bell
E 101-41500-3350		Conference/Meetings	\$350.00	012526	CH-Ehlers; Amanda Attend Seminar
E 101-43050-2010		Office Supplies	\$43.40	012526	PW-Amazon; Time-Off Request Forms
E 101-41940-4010		Bldg Maint & Repairs	\$11.99	012526	CH-Ace; Tool Bag
E 101-41500-3090		Software Support	\$15.00	012526	CH-Canva
E 101-41940-3210		Telephone	\$71.94	012526	Credit Card-Jan 2026
E 101-41942-3210		Telephone	\$24.00	012526	Credit Card-Jan 2026
		Total	\$2,781.16		
		10100	\$4,068.39		

Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$3,472.40
205 FIRE DEPARTMENT	\$595.99
	<u>\$4,068.39</u>



LONG LAKE, MN

01/20/26 Section 5C.

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Payroll Summary

Pay Group: 01 Bi-Weekly
Check Date: 1/22/2026 per. 2

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Retire	Tax Sheltered	Non-Tax Sheltered	Tips	Reimb.	Net
000000287 DECKER JR, MICHAEL	2,903.11	2,715.71	2,715.71	282.84	126.08		179.99	42.10	187.40		14.46			2,070.24
000000243 DIERCKS, SEAN	4,188.04	3,915.82	3,915.82	594.63	207.68		259.66	60.73	272.22		18.43			2,774.69
000000305 LAUMANN, JESSE	1,465.20	1,369.96	1,369.96	80.55	41.81		90.84	21.25	95.24		6.45			1,129.06
000000091 MOELLER, JEANETTE	3,391.22	2,972.84	2,972.84	228.74	85.18		197.98	46.30	220.43	197.95	14.92			2,399.72
000000252 NOWEZKI, AMANDA	4,570.31	4,080.68	4,080.68	762.71	243.42		282.38	66.04	473.91	15.72	51.13			2,675.00

941 Deposit

Federal Tax	\$1,949.47
Medicare	\$472.84
Social Security	\$2,021.70
Advanced EIC	None
Total Deposit	\$4,444.01

Pay Summary

Gross	16,517.88
Federal Gross	15,055.01
State Gross	15,055.01
FICA Gross	16,304.21

Tax Summary

Federal Tax	1,949.47	
State Tax	704.17	
Local Tax		
FICA Ded/Ben	1,010.85	1,010.85
Medicare Ded/Ben	236.42	236.42

Others

Retirement	1,249.20
Tax-Sheltered	213.67
Voluntary	105.39
Tips	0.00
Reimbursement	0.00
Net	11,048.71



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606
Long Lake, MN 55356

MEETING DATE / February 4, 2026

SUBJECT: Reappointment of Park Board Member Erika Leachman

Prepared By: Jeanette Moeller, City Clerk

Report Date: 1/26/2026

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2026-10 reappointing Long Lake resident Erika Leachman to the position of Park Board member serving a term effective through December 31, 2028.

Overview / Background

The Park Board is comprised of five resident members appointed to serve three-year staggered terms. Board members Erika Leachman and Leslie Buehler's terms both expired December 31, 2025.

On Tuesday, January 20, staff received a written request via email from Park Board member Leachman requesting consideration of reappointment. Ms. Leachman has regularly attended meetings and taken an active interest in Board leadership roles, having served as both the Board's Secretary officer (prepares meeting minutes) and Chair. She has also been instrumental in planning activities for the Board's annual Holiday Tree Lighting event, and has worked with City staff and the Board to prepare grant applications for park related improvements. Her advocacy and support for the City's parks and recreation resources, as well as her background in planning, have been sincerely appreciated by both her fellow Board members and by City staff.

Staff recommends the City Council reappoint Board member Leachman to serve a new three-year term expiring December 31, 2028.

Board member Buehler will not be seeking reappointment; however, staff has already been contacted by a resident who is intending to submit an application.

Supporting Information

- Resolution No. 2026-10
- Email from Park Board member Erika Leachman requesting consideration of reappointment



**City Council
Resolution No. 2026-10**

A RESOLUTION REAPPOINTING PARK BOARD MEMBER ERIKA LEACHMAN

WHEREAS, Long Lake resident Erika Leachman was previously appointed to serve as a member of the Park Board, and has been an active Board member with excellent meeting attendance since July 2023; and

WHEREAS, Park Board member Leachman's term expired December 31, 2025, and she has provided written notice requesting consideration of reappointment to serve a new term; and

WHEREAS, Ms. Leachman's advocacy and support for the City's parks and recreation resources, as well as her background in planning, have been sincerely appreciated by both her fellow Board members and City staff; and

WHEREAS, the City Council is charged with making such appointments.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Long Lake hereby appoints Long Lake resident Erika Leachman to the position of Park Board member serving a term effective through December 31, 2028.

Adopted by the City Council of the City of Long Lake this 4th day of February 2026.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



Jeanette Moeller <jmoeller@longlakemn.gov>

Reappointment to the a Park Board

Erika Leachman <erikaleachman@gmail.com>
To: Jeanette Moeller <jmoeller@longlakemn.gov>

Tue, Jan 20, 2026 at 4:29 PM

Hi Jeanette,

I understand that my term on the Park Board expired in December 2025. I would be happy to serve another term if the Council sees fit to reappoint me.

Thank you!

Erika
831-239-9239



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606
Long Lake, MN 55356

MEETING DATE / February 4, 2026

SUBJECT: Special Event Permit Request for the MN Strong Photoshoot & Fundraiser

Prepared By: Jeanette Moeller, City Clerk

Report Date: 1/30/2026

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2026-11 approving issuance of Special Event Permit #S2026-02 for the MN Strong Photoshoot & Fundraiser event to be held on Saturday, February 7.

Overview / Background

Resident Kelly Grady is requesting a Special Event Permit to host an on-ice photoshoot/fundraising event based out of Nelson Lakeside Park on Saturday, February 7 between the hours of 10:00 am and no later than 1:00 pm. The event would consist of each participant contributing a minimum \$25 at-will donation, with event proceeds supporting local families impacted by immigration separation. In person attendees will step onto the ice on Long Lake from Nelson Lakeside Park and assemble to form the words 'MN Strong' (and/or potentially a heart-shape), while a drone is used to photograph the group. A megaphone would be used to help guide attendees as they group and form lettering. Participants will be offered the opportunity to receive a copy of the photo digitally.

Staff recommends approval of this application contingent on satisfaction of conditions as specified in the attached Special Event Permit.

Supporting Information

- Resolution No. 2026-11
- Special Event Permit application accompanied by approval letter dated January 29, 2026



**City Council
Resolution No. 2026-11**

A RESOLUTION APPROVING THE ISSUANCE OF SPECIAL EVENT PERMIT #S2026-02 FOR THE MN STRONG PHOTOSHOOT & FUNDRAISER EVENT TO BE HELD FEBRUARY 7, 2026

WHEREAS, the City has received a Special Event Permit application from Long Lake resident Kelly Grady to use Nelson Lakeside Park as a staging area for the MN Strong Photoshoot & Fundraiser event on Saturday, February 7, 2026 from 10:00 am to no later than 1:00 pm; and

WHEREAS, the event would consist of participants contributing a minimum \$25 at-will donation, with event proceeds supporting local families impacted by immigration separation; in person attendees will step onto the ice on Long Lake from Nelson Lakeside Park and assemble to form the words 'MN Strong' and/or a heart-shape while a drone is used to photograph the group; a megaphone will be used to help guide attendees as they group and form lettering; and participants will be offered the opportunity to receive a copy of the photo digitally; and

WHEREAS, City staff and the Wayzata Police Department have reviewed the event application and identified conditions to permit issuance outlined on the Special Event Permit attached hereto and made a part of this Resolution.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Long Lake hereby approves issuance of Special Event Permit #S2026-02 for the MN Strong Photoshoot & Fundraiser to be held February 7, 2026 contingent upon satisfaction of all applicable conditions outlined by the Special Event Permit.

Adopted by the City Council of the City of Long Lake this 4th day of February 2026.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



Special Event Permit

CITY OF LONG LAKE

450 Virginia Avenue, PO Box 606
Long Lake, MN 55356
City Hall Phone / 952-473-6961

Date Issued _____

PERMIT APPLICATIONS MAY
BE EMAILED TO:
jmoeller@longlakemn.gov

Permit applications **will not be
considered complete** unless
accompanied by required
exhibits.

FOR OFFICE USE ONLY Section 5E.

Amount Due: \$ _____

Date Paid: _____

☐ Check # _____

☐ Credit Card _____

☐ Cash Receipt # _____

ATTENTION - Complete this permit application form and submit to City Hall **at least 45 days prior to the event start date**.
Permit application must be accompanied by all required exhibits and the permit fee (see page 3 of this application) to be
considered complete.

Event Name MN Strong Photoshoot & Fundraiser

Describe Location or Area of City Where Event Will Take Place _____

Based out of Nelson Lakeside Park and on-ice on Long Lake

of Participants Expected to Attend Event 75-200

Describe Any Participation/Entry Fees to be Charged A minimum \$25.00 at-will donation will be required.

Proceeds will benefit local families impacted by immigration separation.

Event Dates/Times Proposed

** List all Event Dates/Times Below **			
Day of Week	Date	Start Time	End Time
Saturday	2/7/2026	10:00 am, though attendees may arrive closer to 10:30 am	No later than 1:00 pm

Event Type (CHECK ALL THAT APPLY)

☐ Parade ☐ Festival ☐ Run/Walk ☐ Sporting Event ☐ Block Party ☐ Private Party

☒ Other, Describe Photoshoot and fundraiser - attendees will assemble on ice to form the lettering 'MN
Strong' and/or possibly a heart shape, with a drone taking photos from above. Participants
will be offered a digital copy of the photo.

Event Includes (CHECK ALL THAT APPLY)

☐ Liquor Service ☐ Food Service ☐ Bingo/Raffles ☐ Live Music ☒ Amplified Audio ☐ Megaphone

☐ Animals ☐ Pedestrians/Runners ☐ Bicycles ☐ Floats ☐ Motor Vehicles, # Expected _____

☐ Other Vehicles, Explain _____

☐ Games, Amusement Devices or Carnival Equipment, Describe _____

Will parking for the event exceed on site parking facilities available?

☒ Yes, written permission from area property owners allowing use of their property for parking is attached. WILL BE PROVIDED

☐ No

Who will be providing traffic control personnel? Event organizer if needed, dependent upon attendance #.

Who will be providing traffic control / delineation equipment (barricades, signs, traffic cones, no parking signs, etc.)?

Street(s) to be Closed (A MAP SHOWING THE SPECIFIC ROUTE OR AREA TO BE CLOSED **MUST BE ATTACHED**)

No streets would be closed.

Site Map and Detailed Description of Event Required

A DETAILED SITE MAP OF THE EVENT AREA AND DETAILED EVENT DESCRIPTION NARRATIVE **MUST BOTH BE ATTACHED TO THIS APPLICATION**. The Site Map should show locations of food and beverage vendors (noting controlled entry to any alcoholic beverage service areas), where activities will be taking place, and where any temporary infrastructure such as tents or bandstand facilities will be installed.

Insurance Carrier for Event

A Certificate of Insurance naming the City of Long Lake as an additional insured is **required to be submitted** at least 10 days prior to the event start date, unless otherwise noted in the permit conditions of approval. Amount of insurance required is \$1,000,000.

Name of Insurance Carrier N/A Policy Number _____

Chairperson, Event Manager, or Director (Person Responsible for Duties of Permit Holder)

Full Name Kelly Grady Daytime Phone 763-218-8788

Alternate Phone _____ Email Address kellyincommunity@gmail.com

Street Address 271 Greenhill Lane

City / State / Zip Long Lake, MN 55356

Organization Information

Organization Name N/A

Mailing Address _____

City / State / Zip _____

Phone _____ Email Address _____

By signature below, applicant/event organizer agrees to abide by any and all conditions of Special Event Permit approval, if approved; and hereby agrees to indemnify, hold harmless, and exempt the City of Long Lake, its officers, employees, and agents from any and all claims, costs and liabilities, including reasonable attorneys' fees, in any way related to the applicant's Special Event as approved.

X Signature of Applicant Kelly Grady Date 1/29/2026

****** THIS SECTION TO BE COMPLETED BY CITY STAFF ONLY ******

APPLICATION SUBMITTED WAS - ☒ Complete With Exhibits ☐ Incomplete – Date Completed _____

Damage Deposit Submitted (IF APPLICABLE) - ☒ Not Applicable ☐ Amount = \$ _____ Check # _____

Review by Department Head or Designee

☒ Public Works Staff Initials SD Date 1/30/2026

☐ Fire Department Staff Initials oh Date _____

☒ Police Department Staff Initials _____ Date _____

Staff Signature - Special Event Permit Issued By _____ (CITY CLERK OR AUTHORIZED DESIGNEE)

City Council Approval Date _____ Date of Issuance _____ PERMIT #S 2026-02

Conditions of Permit Approval

☒ Permit Conditions Detailed in Attached Letter Dated 1/29/2026

☐ Permit Conditions Listed Below:



January 29, 2026

Kelly Grady
271 Greenhill Lane
Long Lake, MN 55356

RE: SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2026-02
MN Strong Photoshoot & Fundraiser
Saturday, February 7, 2026 / 10:00 am – 1:00 pm

Dear Event Organizer/Permit Holder:

Your application for a Special Event Permit for the MN Strong Photoshoot & Fundraiser is hereby approved, subject to the conditions listed below. The Wayzata Police Department and its officers, acting on behalf of the City of Long Lake, are empowered to revoke this Special Event Permit at any time for any safety concerns that are not immediately resolved by the permit holder or a representative of the permit holder. This revocation shall cause the immediate cancellation of the event originally authorized by this Permit.

- [] The Shoreline Fire Department and Wayzata Police Department, acting on behalf of the City of Long Lake, may impose additional conditions to this Permit by email correspondence as needed, or may revoke this Permit for failure to adhere to conditions of Permit issuance.
- [] The event organizer/permit holder must apply and receive approval for any permit required by Hennepin County Sheriff's Water Patrol for the activities utilizing Long Lake, and must assure the event complies with all ice thickness, group massing, and other safety related guidelines or permit conditions. Any permit required by Hennepin County Sheriff's Water Patrol must be approved and issued prior to the event date, with a copy provided to the City Clerk.
- [] It is the responsibility of the event organizer/permit holder to take into consideration the weather, ice conditions and ice thickness in advance of the event date. If any adverse conditions exist that would jeopardize the safety of any event participants or attendees, the event organizer must cancel this event and notify City staff.
- [] The plan is for the event to be hosted on-ice on Long Lake and based out of Nelson Lakeside Park. It is a requirement of permit issuance that the public launch and public access area remain free and clear of any traffic or obstruction at all times. The event's activities will not be permitted to interfere with the general public's use of the lake.

SPECIAL EVENT PERMIT CONDITIONS, PERMIT #S2026-02***MN Strong Photoshoot & Fundraiser***

Saturday, February 7, 2026 / 10:00 am – 1:00 pm

Page 2 of 2

- [] With event attendance potentially exceeding 100 individuals, written permission (may be submitted by email) from property or business owner(s) for additional off-site parking locations must be submitted to the City Clerk by 12:00 noon on Friday, February 6.
- [] The event organizer/permit holder is responsible for any traffic control needed during the event.
- [] Cleanup of any event related debris or refuse left on Long Lake or on Nelson Lakeside Park property must be completed immediately following the event.

Please be advised that by acceptance of Special Event Permit #S2026-02, the event organizer/permit holder, on behalf of any and all organizations and private persons, grants authority to operate under the Special Event Permit, and agrees to indemnify and hold harmless the City of Long Lake from all claims arising from said event. The permit holder, all organizations and private persons exercising authority under this Permit, do waive and release all claims against the City of Long Lake, its officers or employees for any damage to person or property arising from the exercise of privileges granted by this Permit and agrees to hold harmless the City of Long Lake, its employees and officers from any such claim.

Thank you in advance for your cooperation.

Sincerely,



Jeanette Moeller
City Clerk



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606
Long Lake, MN 55356

MEETING DATE / February 4, 2026

SUBJECT: Establish an Administrative Assistant Position and Authorize Staff to Solicit Applications

Prepared By: Jeanette Moeller, City Clerk

Report Date: 1/22/2026

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2026-08 establishing the position of Administrative Assistant and amending the City's 2026 Salary Plan; and to authorize staff to solicit candidate applications.

Overview / Background

The promotion of Finance Director Nowezki to the position of City Administrator created a vacancy in the staffing level at City Hall. Rather than hiring to replace the open Finance Director seat as is, staff took some time to thoroughly evaluate what roles and duties would potentially assure City Hall maintains quality customer service for the community we serve. Primary areas of responsibility were identified to include:

- Administering all utility billing functions.
- Performing general City Hall office support and customer service duties such as answering / transferring calls, managing and stocking office supplies, participating in daily mail collection and distribution, assisting with large mailings, maintaining a variety of filing as directed, and other duties as assigned by the City Administrator or City Clerk.
- Performing clerical support for the Public Works Director to include checking emails and office voicemails daily, maintaining a log of messages and work items that require response by Public Works, and assisting with document preparation as needed. It should be noted that these Public Works related duties can readily be accomplished by an employee stationed at City Hall.
- Issuing certain routine licenses and potentially serving as a backup to assist the City Clerk with other permitting.
- Performing records retention related activities on a more frequent basis.
- Providing clerical or customer service related support for the City Clerk during elections and early voting periods as needed or able.

City Administrator Nowezki also suggested that a position with the above duties respond directly to the City Clerk. Given that all City employees are responsible to the City Administrator in addition to their supervisor, placing an office staff member under the City Clerk's immediate supervision would help clarify that the position would be supporting both the City Clerk and City Administrator as needed or directed.

Staff has prepared a new position description (see attached) for a full-time Administrative Assistant to be onced at the City Hall front desk, and is recommending the following salary range for the position proposed:

2026	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Administrative Assistant - <u>Hourly</u> <i>Non-Exempt</i>	\$23.77	\$24.33	\$24.88	\$25.43	\$25.99	\$26.54	\$27.09	\$27.64

It should be noted that the proposed pay scale for the Administrative Assistant position would be consistent with funds allocated in the 2026 operating budget for a third City Hall staff member.

Supporting Information

- Resolution No. 2026-08
- Administrative Assistant Position Description



**City Council
Resolution No. 2026-08**

**A RESOLUTION ESTABLISHING THE POSITION OF ADMINISTRATIVE ASSISTANT
AND AMENDING THE 2026 SALARY PLAN**

WHEREAS, the City Administrator is tasked with evaluating the staffing needs for all City departments on an ongoing basis; and

WHEREAS, to implement a staff organizational structure at City Hall that reflects the customer service roles and responsibilities of the City's Administration and Public Works Departments, a Position Description has been prepared for a new *Administrative Assistant* position, dated January 22, 2026, to establish the requirements, duties, and expectations of an employee working for the City of Long Lake in this capacity; and

WHEREAS, upon a detailed review of the current 2026 Salary Plan and City benefits, and of salaries posted for similar positions in other communities, staff recommends the salary for the Administrative Assistant be established as follows:

2026	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Administrative Assistant– Hourly Non-Exempt	\$23.77	\$24.33	\$24.88	\$25.43	\$25.99	\$26.54	\$27.09	\$27.64

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Long Lake, Minnesota that the Position Description dated January 22, 2026 for the Administrative Assistant is hereby approved and the position is established.

FURTHER, BE IT RESOLVED, that the City's 2026 Salary Plan is hereby amended to include the salary range as set forth above for the Administrative Assistant employment position.

Adopted by the City Council of the City of Long Lake this 4th day of February 2026.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



POSITION DESCRIPTION

Position Title Administrative Assistant	Position Status Regular Full-Time, Non-Union
Department / Accountable To City Clerk	Revision Date January 22, 2026

POSITION SUMMARY

The Administrative Assistant is responsible for monthly utility billing functions; performing customer service duties; and overall providing clerical and administrative support for City Hall and the Public Works Department. This position is expected to play a key role in assuring a high quality of customer service is experienced by Long Lake's residents and business community.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by the Administrative Assistant. The Administrative Assistant may be expected to perform job-related tasks other than those specifically presented in this description.

1. Performs general office support and customer service duties to include answering incoming phone calls in a courteous manner; referring callers to an appropriate staff person; responding to voicemail and email messages promptly; managing office supply inventory and purchasing supplies as needed; participating in daily mail collection and distribution; assisting with mass mailings and posting of public notices; and maintaining a variety of filing at City Hall as directed.
2. Though officed at City Hall, this position also performs clerical support for the Public Works Director to include checking the Director's emails and office voicemail messages daily; responding to email and voicemail messages promptly; maintaining a log of messages and work items that require response by Public Works; assisting the Director in prioritizing timely response to work items; and assists with preparation of letters, spreadsheets, and other communications as needed.
3. Administers monthly utility billing functions. Transfers automated utility readings into the City's utility billing software; reviews, prepares and mails monthly utility invoices; provides customer service for in person utility billing payments or questions received; responds to customer questions and requests for final meter readings; maintains the accuracy and security of the City's utility billing account information; performs timely collection of past due or delinquent utility accounts; sends leak notifications to customers when unusual flows are detected; and facilitates the completion of data logs to assist in troubleshooting potential customer peak flow contributors.
4. Issues dog licenses, maintains a database of licenses issued, prepares license renewal notifications, and orders license tags in advance of a new license period.
5. Works with the City Clerk on the issuance of annual Glenmoor Lane and any other applicable parking permits. May serve as a backup to assist the City Clerk with other routine City permitting.
6. Performs records retention, destruction, and documentation functions under the supervision of the City Clerk and in accordance with the General Records Retention Schedule for Minnesota Cities.

7. On an as needed basis, assists the City Administrator with the assembly of documents in preparation for the City's annual and mid-year financial audits. May also assist the City Administrator with limited accounts payable/receivable duties.
8. May provide clerical or customer service related support for the City Clerk during elections and early voting periods as needed.
9. Performs other duties as assigned or apparent.

MINIMUM QUALIFICATION REQUIREMENTS

- High school diploma or GED.
- Must be at least 18 years of age.
- Must possess a valid driver's license and the ability to drive legally and safely.
- Must be proficient in operating Microsoft Office applications and general office equipment (copier/scanner, phones, etc.)
- Although not required, previous experience with Banyon Data Systems financial accounting software modules is relevant to the position's job duties.
- Must be reasonably available to join City administrative staff when working during emergency situations as needed.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- The functions, organization, staffing, administrative practices, and operations of municipal government.
- State and Federal rules and regulations relating to municipal government.
- Computer and mobile device use, Microsoft Office applications, accounting software, copier/scanner equipment, and office phones.

Skill in:

- Oral and written communication.
- Providing customer service and conversing with a wide variety of personality types.
- Prioritizing work activities, organization and time management.
- Observation and decision-making.
- Resourcefulness in problem solving and research activities.

Ability to:

- Communicate clearly, effectively, and tactfully, both orally and in writing.
- Make arithmetic computations using whole numbers, fractions and decimals.
- Research and analyze complex or technical information, utilize resources, develop alternatives, and prepare and present reports. Ability to assemble, organize, and present statistical, financial, and factual information derived from a variety of sources in both written and oral form.
- Maintain positive and effective working relationships with City staff, elected/appointed public officials, other governmental agencies, business owners or representatives, and the general public.
- Maintain confidentiality when applicable.
- Read and understand laws, rules, regulations, policies and manuals affecting administrative operations in local government.
- Objectively and tactfully recognize, listen to, and address questions or concerns.
- Maintain regard for the safety and welfare of self and other employees.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be considered to enable individuals with disabilities to perform the duties of the position.

While performing the duties of Administrative Assistant, the employee is required to talk, hear, sit, stand, and walk; use hands to handle or operate objects, devices, tools, or controls; and reach with hands and arms. It may occasionally be necessary for the employee to stoop, kneel, crouch, or crawl.

The employee must have a working ability to sit or stand for long periods of time and to use fine motor skills for writing, computer, and mobile device use. Required vision abilities include close vision, distance vision, and peripheral vision.

The employee must occasionally lift and/or move up to 30 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works indoors in an office setting with moderate noise levels.

EXAMPLES OF PERFORMANCE CRITERIA

- Establishes effective working relationships with others.
- Under the supervision of the City Administrator, all City employees perform at a high level of productivity in day-to-day operations.
- Improves efficiency of assigned duties when possible.
- Consistently maintains clear and effective communication throughout the City organization.
- Continually displays skill in oral and written communication.
- Maintains a positive and solid reputation for service with the City's residents and business owners.

SELECTION GUIDELINES

Review of completed City Employment Application and resume; review of education and experience; one or more oral interview(s); an in-person communication skills review; and a successful background check determine final candidate selection.

The examples of duties included in this position description are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the City (employer) and the employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606
Long Lake, MN 55356

MEETING DATE / February 4, 2026

SUBJECT: Establish a Public Works Maintenance Worker Position; Appoint Michael Decker to the Position of Public Works Maintenance Worker

Prepared By: Jeanette Moeller, City Clerk

Report Date: 1/22/2026

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2026-07 establishing the position of Public Works Maintenance Worker and amending the City's 2026 Salary Plan.

Motion to accept the resignation of Public Works Maintenance Worker I Michael Decker effective Friday, February 13, 2026.

Motion to adopt Resolution No. 2026-09 appointing Michael Decker to the position of Public Works Maintenance Worker and approving compensation.

Overview / Background

In 2020, at the recommendation of City staff, the City Council approved a restructuring of Public Works to establish separate Maintenance Worker I and II positions, and authorized employing a total of three full-time Public Works staff members under the supervision of the Public Works Director. The fourth full-time Public Works employee was also intended to provide some relief with regard to the Department's shared after hours on-call schedule rotation and to bring certain contracted service operations in-house.

With vacancies created by the resignation of two Public Works employees in recent months, City staff has been working to return the department to a full staffing level. Staff has also been giving thought to changes that have occurred in the department's routine responsibilities over the last few years, and whether the current staffing model should remain as is. A new Maintenance Worker II and Maintenance Worker I were hired and began their employment in January. With those positions filled, rather than hiring another Maintenance Worker I or II at this time, staff is recommending establishing a new full-time Public Works Maintenance Worker laborer position that would essentially perform routine cleanup and maintenance activities; focus on grounds maintenance; provide general support and assistance to the department; and participate in the department's on call rotation. The employee in this position would not be required or expected to obtain water and sewer licenses, and the proposed pay scale is reflective of that.

A unique feature of the position is that the proposed work schedule would be Sundays, 7:00 am to 11:00 am; and Mondays through Thursdays, 7:00 am to 3:30 pm. For the spring, summer and fall heavier park use months, this position's regular Sunday morning responsibilities would include watering hanging baskets in the downtown area, emptying park refuse containers, and raking the Nelson Lakeside Park beach. Those duties have been accomplished on weekends thus far by paying overtime for a Public Works on call staff member to come in.

Staff has prepared a new position description (see attached) for a Public Works Maintenance Worker and is recommending the following salary range based upon the job's responsibilities and a comparison of pay scales for similar positions:

2026	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Maintenance Worker - <u>Hourly</u> <i>Non-Exempt</i>	\$24.87	\$25.44	\$26.02	\$26.60	\$27.18	\$27.76	\$28.34	\$28.91

Staff is requesting the City Council take action to adopt the proposed Resolution establishing the above-described position.

Current Public Works employee Michael Decker began working for the City as a seasonal staff member in the spring of 2023. Subsequently, he was offered an opportunity for promotion to a regular full-time position, and formally appointed as a Public Works Maintenance Worker I on June 18, 2024. Since that time, Mr. Decker has earned his Commercial Driver's License, but has not yet obtained the water and sewer licenses required to remain in his current position. City Administrator Nowezki advised Mr. Decker of staff's intent to establish a new full-time position that would represent more of a 'labor support' role within the Public Works Department. Mr. Decker expressed interest in the new position, and in recognition of his desire to continue to learn on the job as a Public Works employee, he was offered the chance to accept or reject the position before any posting. On Tuesday, January 27, Mr. Decker submitted a letter requesting to resign as a Maintenance Worker I in order to accept employment as Maintenance Worker.

Staff supports Mr. Decker's ongoing commitment to the Public Works Department, and recommends the City Council adopt a Resolution to formalize his appointment to the newly created position.

It should be noted that neither establishment of the new position nor the appointment of Mr. Decker would represent a significant budget impact.

Supporting Information

- Resolution No. 2026-07
- Public Works Maintenance Worker Position Description
- Resignation and appointment request letter received from Michael Decker
- Resolution No. 2026-09
- Employment offer letter accepted by Michael Decker



**City Council
Resolution No. 2026-07**

**A RESOLUTION ESTABLISHING THE POSITION OF PUBLIC WORKS MAINTENANCE WORKER
AND AMENDING THE 2026 SALARY PLAN**

WHEREAS, the City Administrator and Public Works Director are tasked with evaluating the staffing structure for the Public Works Department on an ongoing basis; and

WHEREAS, to implement a staff hierarchy under the supervision of the Public Works Director that is reflective of the Department's needs and responsibilities, a Position Description has been prepared for a new *Public Works Maintenance Worker* position, dated January 27, 2026, to establish the requirements, duties, and expectations of an employee working for the City of Long Lake in this capacity; and

WHEREAS, upon a detailed review of the current 2026 Salary Plan and City benefits, and of salaries posted for similar positions in other communities, staff recommends the salary for the Public Works Maintenance Worker be established as follows:

2026	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
PW Maintenance Worker – Hourly <i>Non-Exempt</i>	\$24.87	\$25.44	\$26.02	\$26.60	\$27.18	\$27.76	\$28.34	\$28.91

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Long Lake, Minnesota that the Position Description dated January 27, 2026 for the Public Works Maintenance Worker is hereby approved and the position is established.

FURTHER, BE IT RESOLVED, that the City's 2026 Salary Plan is hereby amended to include the salary range as set forth above for the Public Works Maintenance Worker employment position.

Adopted by the City Council of the City of Long Lake this 4th day of February 2026.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk

January 27, 2026

Attn: City Administrator Nowezki

I'm aware that my Public Works Maintenance Worker I probationary period has expired, and I was unable to obtain the water and sewer licenses required to continue in my position within the allotted timeframe. For that reason, I'm submitting my resignation as a Public Works Maintenance Worker I effective Friday, February 13, 2026.

I've enjoyed my time with the City of Long Lake, and I feel that I still could have a lot of opportunity for growth within the Public Works Department. With that in mind, I'd like to accept the offer of employment as a Public Works Maintenance Worker and look forward to continuing to learn on the job.

A handwritten signature in black ink that reads "Michael Decker". The signature is written in a cursive, slightly slanted style.

Michael Decker Jr.



**City Council
Resolution No. 2025-09**

**A RESOLUTION APPOINTING MICHAEL DECKER TO THE POSITION OF
PUBLIC WORKS MAINTENANCE WORKER**

WHEREAS, at their February 4, 2026 meeting, the Long Lake City Council approved establishing the position of Public Works Maintenance Worker and amended the City's 2026 Salary Plan to include a salary range for the position; and

WHEREAS, Public Works employee Michael Decker began his seasonal employment with the City in the spring of 2023, and was subsequently appointed to the position of Maintenance Worker I on June 18, 2024; and

WHEREAS, Mr. Decker has resigned as a Public Works Maintenance Worker I and is requesting consideration of appointment to the newly established Maintenance Worker position; and

WHEREAS, the Public Works Director and City staff are supportive of Mr. Decker's continued employment with the department and believe he has demonstrated the ability to perform the duties required of the Public Works Maintenance Worker position.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Long Lake, Minnesota that Michael Decker is hereby appointed to the position of Public Works Maintenance Worker, and his salary in his new position will start at \$26.02/hour or Step 3 of the 2026 Salary Plan.

Adopted by the City Council of the City of Long Lake this 4th day of February 2026.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk



CITY OF
LONG LAKE

January 27, 2026

Michael Decker, Jr.
11347 County Road 16 SE
Watertown, MN 55388

Dear Mike:

The purpose of this letter is to confirm the City of Long Lake's employment offer to you for the position of Public Works Maintenance Worker, contingent upon City Council approval at the February 4, 2026 regular City Council meeting. The following letter represents the City's offer of at-will employment and outlines the terms and conditions of your employment with the City of Long Lake.

General Duties

As Public Works Maintenance Worker, you will perform the general duties and responsibilities as outlined in the job's position description, and other duties as assigned by your supervisor or the City Administrator.

Supervisor

The Public Works Director will be your direct supervisor. Additionally, the City Administrator supervises all City department heads and employees.

Start Date

You will begin employment in your new position on Monday, February 16, 2026. Please note that February 16 is an observed paid holiday, and the first day you will report to work in your new role will be Tuesday, February 17.

Probationary Period

You will be subject to a six-month probationary period beginning on your first day of employment. During this time, your productivity, work ethic, reliability/attendance, progress in learning necessary information and skills and your overall performance will be monitored. Assuming you are still employed at the end of six months, your performance will be evaluated by the City Administrator and Public Works Director and a possible salary wage step increase may be recommended to the City Council.

Please note that if you obtain water and sewer licenses in the future, your supervisor may recommend you be promoted to a Public Works Maintenance Worker I or II position at or before your following annual performance review provided your overall performance warrants consideration of promotion.

Work Hours

This position is a full-time, non-exempt, benefit-earning position. You will be required to be on the on-call schedule. *For every week that you are the responsible on-call staff member, you will*

receive an additional hour of pay per day at your hourly rate, totaling 7 hours per on call week, unless leave is taken during your on-call rotation.

Consistent with the Public Works Maintenance Worker position description, your regular work schedule will be Sundays, 7:00 am to 11:00 am; and Mondays through Thursdays, 7:00 am to 3:00 pm. Adjustments to your schedule would require approval in advance by your direct supervisor or by the City Administrator.

Compensation, Performance Evaluation

Your beginning wage at the start of your employment will be \$26.02 per hour at Step 3 of the City's 2026 Salary Pay Plan for the Public Works Maintenance Worker position, and you will also receive a stipend for City business use of your cell phone in the amount of \$20.00 per payroll period. You will receive a performance evaluation after six months of employment. Following a satisfactory evaluation at six months, you will be eligible for a step increase per City policy. Thereafter, performance evaluations and any salary step adjustments will be conducted annually around the anniversary of your start date (February 16), as required for all employees. Additionally, inflationary range moves may be approved by Council as part of the City's annual budget cycle.

Example of a Possible Compensation Scenario

Starting Wage	\$26.02 / hour (Step 3)
Cell Phone Usage Stipend	\$20.00 / biweekly payroll
6 Month Performance - Step Increase	\$26.60 / hour (Step 4)
1 Year Performance - Step Increase	\$27.18 / hour (Step 5)

- * If the Council approves a cost of living adjustment (COLA) for all employees to be effective with the start of a new year, your wage rate would be increased commensurate with the Council's approved COLA for City staff.
- * For every on call week, you'll receive up to 7 hours of additional pay at your hourly rate assuming no leave has been taken during your rotation.

Retirement, Deferred Compensation

You will continue to be a member of the Public Employees Retirement Association of Minnesota (PERA). The City contributes to your PERA retirement plan, in addition to your required contribution. You may also contribute to a City-sponsored deferred compensation (457) plan at your option and expense.

Health, Dental, Short Term Disability Insurance

You will continue to be provided with insurance coverage in the same manner as all City employees. As an employee of the City, you pay \$0 per month for insurance as the City pays 100% of an employee's premiums.

If in the future you choose not to select insurance coverage from the City, then you would receive a stipend, subject to proper withholdings, in amount equal to the City's premium contribution based upon your individual age banded premium rate. This rate shall be subject to change yearly, or as otherwise approved by the City Council.

Life Insurance

The City will pay the premium to provide \$15,000 of term life insurance. Any coverage beyond this amount would be at your choice and expense, and subject to your ability to meet any medical requirements.

Holidays, Vacation, Sick Leave

You will continue to accrue hours/days of vacation consistent with the City's vacation accrual schedule. You may carry over a maximum of 120 hours of vacation time to the following calendar year. In addition to vacation and official City holidays, you will receive one floating holiday per calendar year.

You will also continue accruing sick leave at the rate of 8 hours per month. You may continuously accrue sick leave up to the maximum amount set forth in the City's personnel policies / employee handbook.

For severance purposes, if resigning or retiring on good terms, upon departure of your employment with the City, you would be eligible for payment of banked accrued vacation and sick leave subject to the maximum severance payout as set forth in the City's personnel policies / employee handbook.

Dues, Conferences, Expenses

Within budget considerations and subject to discussions between you and your supervisor, the City Administrator, and/or City Council, the City may pay for dues, membership costs and related conferences.

Any professional development or continuing education will be part of the budget process and subject to City Administrator and City Council approval.

Subject to your supervisor's approval, the City will reimburse you for business expenses incurred which directly relate to the conduct of City business.

Professionalism

As a City employee, it is expected that you will continuously conduct yourself in a professional and courteous manner that conveys a positive image of the City of Long Lake. This is especially important when interacting with residents and the general public.

At-Will Employment

The City of Long Lake is an at-will employer and the relationship between the City and yourself will continue to be considered an employment-at-will relationship. This offer letter should not be construed as a contract, nor is it a promise of permanent employment. City employment policies are subject to change, from time to time, as directed and approved by the City Council.

Conditions of Offer

This employment offer is contingent upon an affirmative vote by the Long Lake City Council at its February 4, 2026 regular meeting.

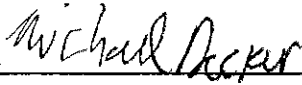
I believe that you will find this position to offer opportunities for your continued growth and learning within our Public Works Department. Please feel free to contact me with any questions, and we look forward to you continuing your employment as a valued member of our Long Lake team.

Sincerely,

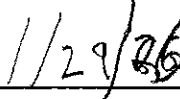


Amanda Nowezki
City Administrator

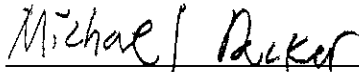
I have read the offer letter for the position of Public Works Maintenance Worker dated January 27, 2026. I accept the position and agree to the terms and conditions.

AGREED TO BY:

Signature



Date



Printed Name