



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.

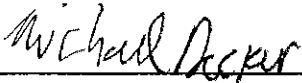
Sincerely,



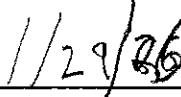
Amanda Nowezki  
City Administrator

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.

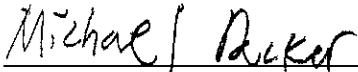
**AGREED TO BY:**



Signature



Date



Printed Name