



City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606

Long Lake, MN 55356

MEETING DATE / March 18, 2025

SUBJECT: Approve a Six-Month Probationary Status Extension for Public Works Maintenance Worker I Noah Mackey

Prepared By: Sean Diercks, Public Works Director

Report Date: 3/11/2025

Recommended City Council Action

Staff recommends the following:

Motion to approve a six-month probationary status extension for Public Works Maintenance Worker I Noah Mackey to allow continued employee development, an extended opportunity to secure required licensure and certification, and to further assess the employee's qualifications and performance of required position responsibilities.

Overview / Background

An interview panel comprised of City Administrator Weske, Public Works Director Diercks, and Public Works Lead Laakkonen met in February 2024 to interview candidate Noah Mackey for a full time Public Works Maintenance Worker I position. The interview process included a question and answer period to assess skills and experience applicable to Public Works functions, followed by an assessment consisting of limited dump truck and equipment operation. Upon the post-interview discussion, the interview panel agreed to extend a conditional offer of employment to Mr. Mackey. An offer letter was extended to and accepted by Mr. Mackey, contingent upon completion of a successful background check, and City Council approval.

Mr. Mackey completed the first six months of probationary status with a satisfactory review on August 27, 2024, and received a salary adjustment at that time. It was communicated during his six-month review that the next six months of his employment would focus on certification training and successfully passing exams for both water and sewer. The prerequisite for both the MDH drinking water treatment certification and MPCA sewer collection license requires one year of service prior to taking each exam. The certification and licensure are requirements of Maintenance Worker I position, in order to meet the essential job functions.

At the end of November 2024, the MPCA sponsored two days (12 hours) of training and an S/D collections exam prep/review class in Bloomington conducted by certified MPCA instructors. Mr. Mackey attended these programs.

On February 25, 2025, Mr. Mackey attended a one day (6 hours) training and exam prep/review for a class D drinking water certification held in Big Lake, MN and conducted by certified instructors from the Minnesota Rural Water Association (MRWA). Subsequently, on March 4, 5, and 6, he also attended the 41st annual technical conference sponsored by the MRWA for three days (16 hours) of training and class D drinking water exam prep/review conducted by certified instructors. On March 6, 2025 Mr. Mackey took the class D drinking water exam, and his testing results are still pending as of the time of this report.

On April 17, Mr. Mackey is tentatively scheduled to take the S/D sewer collection exam sponsored by the MPCA in St. Cloud, MN.

The probationary status extension requested will provide an expanded opportunity for Mr. Mackey to secure the requisite certification and licensure required for the position and allow supervisory staff to fully determine if Mr. Mackey will have the abilities and skills necessary to remain in the position; and to evaluate whether any classification change or compensation adjustment is warranted.

Supporting Information

- Personnel Action Form enacting a six-month probationary status extension for Public Works Maintenance Worker I, Noah Mackey