



## **City Council Agenda Report**

### **City of Long Lake**

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

**MEETING DATE / August 19, 2025**

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**SUBJECT:** Approve Extension of Probationary Period for Public Works Maintenance Worker I Matt Fahrman

**Prepared By:** Sean Diercks, Public Works Director (JM)

**Report Date:** 8/13/2025

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### **Recommended City Council Action**

Staff recommends the following:

Motion to approve a six-month probationary status extension for Public Works Maintenance Worker I Matt Fahrman to allow an extended opportunity to secure required water/sewer licensure and certification.

### **Overview / Background**

All Public Works employees hired by the City of Long Lake are hired as probationary employees and serve a 12-month probationary period. Performance of Public Works Maintenance Worker positions is evaluated by the Public Works Director and reviewed by the City Administrator at the six month and one year anniversary of the employee. Then, recommendation is made to the City Council as to whether or not the employee's performance is satisfactory and if any adjustments should be made to their compensation or other benefits.

The annual performance evaluation for Mr. Fahrman was conducted on July 10, 2025, and at the City Council's July 15, 2025 meeting, the Council took action ratifying staff's finding that Mr. Fahrman had earned a satisfactory evaluation and approved a one-step wage increase.

Subsequently, staff became aware that a six month probationary period extension should also have been authorized in order to allow Mr. Fahrman to complete the water and sewer certification testing required for the Maintenance Worker I position. Staff recommends the City Council approve a six month probationary period extension at this time. The six month probationary period extension would be retroactive to his one year employment anniversary date (July 17, 2025).

### **Supporting Information**

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