



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake
450 Virginia Avenue
Long Lake, MN 55356

MEETING DATE / October 20, 2026

SUBJECT: Six-Month Performance Evaluation for Administrative Assistant Julie Bjorklund and Resolution Approving a Wage Step Increase

Prepared By: Jeanette Moeller, City Clerk

Report Date: 10/14/2026

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2026-46 approving a wage step increase for Administrative Assistant Julie Bjorklund from Step 1 to Step 2 of the Salary Pay Plan due to having a satisfactory performance review.

Overview / Background

All administrative employees hired by the City of Long Lake are hired as probationary employees and serve a six-month probationary period. Performance of an administrative position hire is evaluated and reviewed with the employee at the end of their probationary period; and a 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. Future performance evaluations are conducted on employee annual anniversaries.

Julie Bjorklund was appointed to the position of Administrative Assistant on April 7, 2026 and subsequently began her employment on April 13. Her six-month performance evaluation was conducted on October 13, 2026. Supervisory staff have determined that Ms. Bjorklund's performance has been consistently positive thus far, and staff is recommending Ms. Bjorklund receive a one-step wage increase from Step 1 to Step 2 of the Salary Pay Plan for her position.

Supporting Information

- Resolution No. 2026-46
- Personnel Action Form