



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606

Long Lake, MN 55356

MEETING DATE / September 16, 2025

SUBJECT: Request to Approve Appointment of Interim City Administrator

Prepared By: Jeanette Moeller, City Clerk

Report Date: 9/9/2025

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2025-31 appointing Amanda Nowezki to the position of Interim City Administrator effective September 20, 2025.

Overview / Background

At the Council's August 19 meeting, the City Council formally accepted the resignation of City Administrator Scott Weske effective September 19, 2025. The position of City Administrator oversees and manages City operations, City finances, implements policies and fulfills duties as assigned by the City Council.

It is necessary to retain the services of an Interim City Administrator to perform the general duties of the position until such time as a new City Administrator is appointed and begins their employment.

Staff recommends the Council consider temporarily appointing Finance Director Amanda Nowezki to act as Interim City Administrator until a decision has been made regarding filling the City Administrator position. Given that Finance Director Nowezki has conveyed her intent to apply for the City Administrator vacancy, her appointment to serve as Interim City Administrator will further provide an opportunity for the Council to consider her performance and determine whether promotion may be warranted versus seeking external candidates for the position.

Recognizing that Finance Director Nowezki will continue to perform her current job duties while serving as Interim City Administrator, staff further recommends that her base pay salary be temporarily increased to \$8,040/month – an amount equaling approximately 91% of the Step 1 entry level pay rate for the City Administrator position – during the period of the appointment.

Supporting Information

- Resolution No. 2025-31