



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / November 18, 2025

SUBJECT: Consider Approval of an Appointment and Employment Agreement for the Position of City Administrator

Prepared By: Jeanette Moeller, City Clerk

Report Date: 11/14/2025

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2025-41 appointing Amanda Nowezki to the position of City Administrator for the City of Long Lake.

Motion to approve the updated job description for the City Administrator position, revised November 13, 2025.

Motion to authorize staff to contract with Bart Fischer, Management Consultant with DDA Human Resources, Inc., for new City Administrator mentoring and coaching services in an amount not to exceed \$4,750.

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.

Finance Director Amanda Nowezki was appointed by the Council at their September 16 meeting to serve as Interim City Administrator upon former Administrator Weske's departure and to perform the general duties of the position until such time as a new City Administrator would begin their employment. Given that Ms. Nowezki had also conveyed her intent to apply for the City Administrator vacancy, her appointment to serve as Interim City Administrator provided an opportunity for the Council to consider her performance and determine whether promotion may be warranted versus seeking external candidates for the position.

In a recent email to City Attorney Thames and myself, Mayor Miner suggested that the time has come to arrive at a conclusion on the direction of hiring for the City Administrator position; and recommended staff prepare a request for action asking the City Council to consider the appointment of Ms. Nowezki to the position of City Administrator for the Council's next meeting agenda.

With input provided by City staff, City Attorney Thames prepared the attached City Administrator Employment Agreement for the Council's consideration. The terms of the agreement are substantially similar to previous City Administrator employment contracts, with the following updates:

- The agreement proposes Ms. Nowezki transition from her current position to the position of City Administrator effective November 24, 2025, at the start of a new payroll week.
- The starting wage proposed would be consistent with Step One for the City Administrator position as established in the salary pay plan.

- As with any other full-time City employee, Ms. Nowezki would be eligible for cost of living adjustments, benefits, and leave payouts upon voluntary resignation on good terms.
- Ms. Nowezki would not lose any leave she's already accrued since she began her employment with the City on December 2, 2019. She would continue to accrue leave according to the City's accrual schedule, but would earn an extra 16 hours of vacation a year. The additional two days of vacation annually are intended to recognize that the City Administrator position incurs work hours beyond the typical work day with regularity. Limited additional vacation accrual for the City Administrator position is a standard practice.
- Ms. Nowezki's performance would be reviewed by the City Council at six months (in May 2026) post-appointment, and in November annually beginning in 2026.
- As with previous City Administrator employment contracts, Ms. Nowezki would be required to provide a 45-day written notice of any voluntary resignation in the future.
- Same as any full-time employee, the City Administrator may also seek tuition reimbursement for educational opportunities pursuant to the terms of the City's personnel policies, as may be amended from time to time.

Ms. Nowezki has been presented with a copy of the proposed employment contract and is in agreement with all terms proposed. In deference to their appointment as HR Subcommittee members, an advance copy of the employment agreement was distributed to Councilmembers Feldmann and Newcomer via email.

Provided Finance Director's promotion to City Administrator is approved by Council, staff has also updated the format and content of the City Administrator job description to incorporate and more accurately reflect the finance duties the position is/will be responsible for, and to update the minimum requirements for the position.

Lastly, to support Ms. Nowezki in her new role, staff recommends the Council consider authorizing contracting with Bart Fischer, Management Consultant with DDA Human Resources, Inc., for new City Administrator mentoring and coaching services in an amount not to exceed \$4,750. Mr. Fischer holds a Master's Degree in Public Administration from Metropolitan State University and a Bachelor's Degree from the University of Northwestern-St Paul, and has over 20 years of experience as a public sector leader/manager in Minnesota local government organizations. He has served as Assistant City Administrator for the cities of Newport and Chaska, and as City Administrator in the cities of Falcon Heights and Oakdale. Staff feels confident Mr. Fischer's background, experience, and communication style will serve as an excellent resource for Ms. Nowezki during her transition.

Supporting Information

- Resolution No. 2025-41
- City Administrator Employment Agreement
- City Administrator Position Description
- Mentoring/Coaching Plan proposal from Bart Fischer, DDA Human Resources, Inc.