



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / April 7, 2026

SUBJECT: Appointment of Julie Bjorklund to the Position of Full-Time Administrative Assistant

Prepared By: Jeanette Moeller, City Clerk

Report Date: 4/1/2026

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2026-18 appointing Julie Bjorklund to the position of full-time Administrative Assistant for the City of Long Lake.

Overview / Background

An interview panel comprised of City Administrator Nowezki, Public Works Director Diercks, and City Clerk Moeller met on Wednesday, March 25, 2026 to interview four candidates for a full time Administrative Assistant position to be officed at City Hall. Once all interviews were completed, staff agreed that candidate Julie Bjorklund possessed the background, experience, and relatability best suited to the position and to the City's work environment.

Ms. Bjorklund was a long-time (2003-2024) office manager for a large contracting company based in Plymouth that provides drilled foundations for electrical transmission lines and works nationwide. The company was a multi-generational family owned business until it sold to a private equity firm in 2023, resulting in a staffing overhaul taking place in late 2023 and early 2024. Her responsibilities with the company included managing the daily front office operations and switchboard; office supplies and uniform purchasing; coordinating transportation and delivery for new heavy equipment purchases and rentals; maintaining data entry records for vendors; accounts receivable; customer collections for overdue contract payments; tracking employee CDLs and certifications; managing approximately 400 credit, fuel and lodging cards for the management team, office and field employees; and preparing safety statistical reports as required. Her references described her as the office's "house mother" with strong communications, listening, and organizational skills.

Following the receipt of a clear background check performed by the Wayzata Police Department and completion of multiple reference checks, the attached employment offer letter was extended to and accepted by Ms. Bjorklund, contingent upon City Council approval. Per her signed offer letter, Ms. Bjorklund's start date will be Monday, April 13, 2026.

Supporting Information

- Resolution No. 2026-18
- Employment offer letter to Julie Bjorklund dated March 31, 2026