



March 18, 2026

Jeffrey Wikman
1475 Halgren Road
Maple Plain, MN 55359

Dear Jeff:

The purpose of this letter is to confirm the City of Long Lake's employment offer to you for the position of Public Works Maintenance Worker I, contingent upon City Council approval at the April 7, 2026 regular City Council meeting. The following letter represents the City's offer of at-will employment and outlines the terms and conditions of your employment with the City of Long Lake.

General Duties

As Public Works Maintenance Worker I, you will perform the general duties and responsibilities as outlined in the job's position description, and other duties as assigned by your supervisor or the City Administrator.

Supervisor

The Public Works Director will be your direct supervisor. Additionally, the City Administrator supervises all City department heads and employees.

Start Date

You will begin employment on Wednesday, April 8, 2026.

Probationary Period

You will be subject to a one year probationary period beginning on your first day of employment. During this time, your productivity, work ethic, reliability/attendance, progress in learning necessary information and skills and your overall performance will be closely monitored. Upon the completion of your first six months of employment, your performance will be evaluated by the City Administrator and Public Works Director, and a possible salary wage step increase may be recommended to the City Council.

At the end of the one year training and onboarding probationary period, a complete performance review will consider whether you have made progress on obtaining required water and sewer licensure (see below) and are eligible to be designated as a regular employee by the City Council; or whether a one-time six month probationary period extension will be granted to allow for obtaining required licenses, at which time you may be eligible for an additional salary wage step increase if recommended by your supervisor.

It is a requirement of the Public Works Maintenance Worker I position that you obtain your Class D drinking water treatment license (Minnesota Department of Health) and your SD sanitary sewer collections license (Minnesota Pollution Control Agency), within 18 months of your employment start date in order to continue in the position.

Please note that once you have obtained your required water and sewer licenses, your supervisor may recommend you be promoted to a Public Works Maintenance Worker II position at or before your following annual performance review provided your overall performance warrants consideration of promotion.

Work Hours

This position is a full-time, non-exempt, benefit-earning, 40 hour per week position. You will be required to be on the on-call schedule. *For every week that you are the responsible on-call staff member, you will receive an additional hour of pay per day at your hourly rate, totaling 7 hours per on call week, unless leave is taken during your on-call rotation.*

Compensation, Performance Evaluation

Your beginning wage at the start of your employment will be \$31.56 per hour at Step 4 of the City's 2026 Salary Pay Plan for the Public Works Maintenance Worker I position, and you will also receive a stipend for City business use of your cell phone in the amount of \$20.00 per payroll period. You will receive a performance evaluation after six months of employment. Following a satisfactory evaluation at six months, you will be eligible for a step increase of 2%, per City policy. Thereafter, performance evaluations and any salary step adjustments will be conducted annually on the anniversary of your start date, as required for all employees, in addition to any inflationary range moves which may be approved by Council as part of the annual budget cycle.

Example of a Possible Compensation Scenario

Starting Wage	\$31.56 / hour (Step 4)
Cell Phone Usage Stipend	\$20.00 / biweekly payroll
6 Month Performance - Step Increase	\$32.24 / hour (Step 5)
1 Year Performance - Step Increase	\$32.93 / hour (Step 6)

- * If the Council approves a cost of living adjustment (COLA) for all employees to be effective with the start of a new year (2027), your wage rate would be increased commensurate with the Council's approved COLA for City staff.
- * For every on call week, you'll receive up to 7 hours of additional pay at your hourly rate assuming no leave has been taken during your rotation.

Retirement, Deferred Compensation

You will be a member of the Public Employees Retirement Association of Minnesota (PERA). The City will contribute to your PERA retirement plan, in addition to your required contribution. You may also contribute to a City-sponsored deferred compensation (457) plan at your option and expense.

Health, Dental, Short Term Disability Insurance

You will be provided with insurance coverage in the same manner as all City employees, effective on the first day of the month following the start of your employment.

As an employee of the City, you would pay \$0 per month for insurance as the City pays 100% of an employee's premiums.

If you choose not to select insurance coverage from the City, then you would receive a stipend, subject to proper withholdings, in amount equal to the City's premium contribution based upon your individual age banded premium rate. This rate shall be subject to change yearly, or as otherwise approved by the City Council.

Life Insurance

The City will pay the premium to provide \$15,000 of term life insurance. Any coverage beyond this amount would be at your choice and expense, and subject to your ability to meet any medical requirements.

Holidays, Vacation, Sick Leave

Effective on your first day of the month following your employment start date, you will begin accruing vacation at the rate of 80 hours annually. Thereafter, you may gain additional hours/days of vacation consistent with the City's vacation accrual schedule. You may carry over a maximum of 120 hours of vacation time to the following calendar year. In addition to vacation and official City holidays, you will receive one floating holiday per calendar year.

Effective on your first day of the month following your employment start date, you will begin accruing sick leave at the rate of 8 hours per month. You may continuously accrue sick leave up to the maximum amount set forth in the City's personnel policies / employee handbook.

For severance purposes, if resigning or retiring on good terms, upon departure of your employment, you would be eligible for payment of banked accrued vacation and sick leave subject to the maximum severance payout as set forth in the City's personnel policies / employee handbook.

Dues, Conferences, Expenses

Within budget considerations and subject to discussions between you and your supervisor, the City Administrator, and/or City Council, the City may pay for dues, membership costs and related conferences.

Professional development or continuing education will be part of the budget process and subject to City Administrator and City Council approval.

Subject to your supervisor's approval, the City will reimburse you for business expenses incurred which directly relate to the conduct of City business.

Professionalism

As a City employee, it is expected that you will conduct yourself in a professional and courteous manner that conveys a positive image of the City of Long Lake. This is especially important when interacting with residents and the general public.

At-Will Employment

The City of Long Lake is an at-will employer and the relationship between the City and yourself will be considered an employment-at-will relationship. This offer letter should not be construed as a contract, nor is it a promise of permanent employment. City employment policies are subject to change, from time to time, as directed and approved by the City Council.

Conditions of Offer

This employment offer is contingent upon an affirmative vote by the Long Lake City Council at its April 7, 2026 regular meeting. A successful pre-employment background check and reference check has been completed.

I believe that you will find this position to be challenging and rewarding for years to come, and that opportunities for continued growth are available to you within our Public Works Department. Please feel free to contact me with any questions, and we look forward to having you join our Long Lake team.

Sincerely,

A handwritten signature in blue ink, appearing to read "Amanda Nowezki".

Amanda Nowezki
City Administrator

I have read the offer letter for the position of Public Works Maintenance Worker I dated March 18, 2026. I accept the position and agree to the terms and conditions.

AGREED TO BY:



Signature

3/19/2026

Date

Jeffrey Wikman

Printed Name