



March 31, 2026

Julie Bjorklund
13669 Wellstead Drive
Rogers, MN 55374

Dear Julie:

The purpose of this letter is to confirm the City of Long Lake's employment offer to you for the position of Administrative Assistant, 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 the Administrative Assistant, 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 City Clerk will be your direct supervisor. Additionally, the City Administrator supervises all City department heads and employees.

Start Date

You will begin employment on _____, 2026.

Probationary Period

You will be subject to a six-month 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 Clerk and the City Administrator, and a possible salary wage step increase may be recommended to the City Council.

Work Hours

This position is a full-time, non-exempt, benefit-earning, 40 hour per week position. City Hall office hours are generally 8:00 am to 4:30 pm, unless otherwise authorized by your supervisor or the City Administrator.

Compensation, Performance Evaluation

Your beginning wage at the start of your employment will be \$23.77 per hour at Step 1 of the City's 2026 Salary Pay Plan for the Administrative Assistant position. You will receive a performance evaluation after six months of employment. Following a satisfactory evaluation at six months, you may 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. Additionally, inflationary range moves may be approved by the City Council as part of the annual budget cycle.

Example of a Possible Compensation Scenario

Starting Wage	\$23.77 / hour (Step 1)
6 Month Performance - Step Increase	\$24.33 / hour (Step 2)
1 Year Performance - Step Increase	\$24.88 / hour (Step 3)

* 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.

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.

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 growth and great relationships with the community may be found with the City of Long Lake. Please feel free to contact me with any questions, and we look forward to having you join our Long Lake team.

Sincerely,



Amanda Nowezki
City Administrator

I have read the offer letter for the position of Administrative Assistant dated March 31, 2026. I accept the position and agree to the terms and conditions.

AGREED TO BY:

Signature

Date

Printed Name