



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / October 17, 2023

SUBJECT: Adopt Resolution Approving a Promotion of Amanda Noweski from Finance/Utility Billing Officer to Finance Director

Prepared By: Scott Weske, City Administrator

Report Date: 10/17/2023

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2023-43 approving a promotion of Amanda Noweski from Finance/Utility Billing Officer to Finance Director and a one-time salary increase to Step 8 of the Finance Director scale.

Overview / Background

Prior to 2008, the City had a City Administrator, Finance Director, City Planner, City Clerk, and a part time office assistant to complete all the functions and daily operations of City Hall. After the City Administrator moved on, the Finance Director became the Administrator and the part time office assistant was never filled after that position was vacated.

In 2019, staff created the position of Finance/Utilities Officer out of necessity due to the significant need for support in City Hall. The goal was to hire an hourly paid employee to be responsible for utility billing and basic finance operations, thereby reducing the workload for the other office staff.

Ms. Noweski was appointed to the position of Finance/Utilities Officer on November 21, 2019 and subsequently began her employment with the City on December 2 of that year.

Staff continues to be very pleased with Ms. Noweski's excellent performance and would recommend the City Council ratify the City Administrator's finding that she has earned a promotion and has demonstrated the ability to do all the duties required as the Finance Director. The Finance/Utilities Officer position will not be filled and the Finance Director position will replace it. Staff also recommends Ms. Noweski receive a one-time salary increase to Step 8 of the Finance Director scale.

Supporting Information

- Resolution No. 2023-43
- Personnel Action Form
- Finance Director Position Description