



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 3, 2023

SUBJECT: Appointment of Fire Chief Michael Highland to Regular Employee Status and Approval of a Salary Step Increase

Prepared By: Scott Weske, City Administrator

Report Date: 9/25/2023

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2023-40 appointing Fire Chief Michael Heiland as a regular employee recognizing that he has received a satisfactory evaluation of his six-month probationary period from the City Administrator; and approving changing Heiland's salary to Step 7 of the 2023 Salary Plan effective September 27, 2023.

Overview / Background

All employees hired by the City of Long Lake are hired as probationary employees and serve a six-month probationary period.

Within the Administration Department, upon completion of a probationary period by an employee, the employee's performance is evaluated by the City Administrator. Subsequently a recommendation is made to the City Council as to whether or not the employee should become a regular employee and if any adjustments should be made to their compensation or other benefits.

Mr. Heiland was appointed to the position of Fire Chief, on a probationary basis, effective March 21, 2023. Staff is pleased with Mr. Heiland's performance and would recommend the City Council ratify the City Administrator's finding that he has earned a satisfactory evaluation. Staff also recommends Mr. Heiland receive a one-step salary increase from Step 6 to Step 7.

Supporting Information

- Resolution No. 2023-40
- Personnel Action Form