



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake
450 Virginia Avenue
Long Lake, MN 55356

MEETING DATE / July 21, 2026

SUBJECT: Six-Month Performance Evaluation for Public Works Maintenance Worker I
Jason Kieper and Resolution Approving a Wage Step Increase

Prepared By: Amanda Nowezki, City Administrator

Report Date: 7/15/2026

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2026-33 approving a wage step increase for Public Works Maintenance Worker I Jason Kieper from Step 4 to Step 5 of the Salary Pay Plan due to having an above-satisfactory performance review.

Overview / Background

All Public Works employees hired by the City of Long Lake are hired as probationary employees and serve a 12-month probationary period. Performance of Public Works Maintenance Worker positions is evaluated by the Public Works Director and reviewed by the City Administrator at the six month and one year anniversary of the employee. Then, recommendation is made to the City Council as to whether or not the employee's performance is satisfactory and if any adjustments should be made to their compensation or other benefits.

Jason Kieper was appointed to the position of Public Works Maintenance Worker I on January 6, 2026 and subsequently began his employment on January 26. His six-month performance evaluation was conducted on July 15, 2026. Supervisory staff have determined that Mr. Kieper's performance has been excellent thus far, and would recommend the City Council ratify the Public Works Director and City Administrator's finding that he has earned an above-satisfactory evaluation. Staff also recommends Mr. Kieper receive a one-step wage increase from Step 4 to Step 5 of the Salary Pay Plan.

Supporting Information

- Resolution No. 2026-33
- Personnel Action Form