



City Council Agenda Report

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

MEETING DATE / July 21, 2026

SUBJECT: Authorize Staff to Advertise for a Full-Time Public Works Lead Maintenance Worker Position

Prepared By: Amanda Nowezki, City Administrator

Report Date: 7/15/2026

Recommended City Council Action

Staff recommends the following:

Motion to amend the 2026 Salary Pay Plan to reestablish a salary range for the Public Works Lead Maintenance Worker position; to approve the updated description for the position dated July 16, 2026; and to authorize staff to advertise and solicit applications for the position.

Overview / Background

The City's Public Works Department currently has a vacancy due to the recent resignation of Public Works Maintenance Worker I Jeffrey Wikman.

Rather than posting to hire another Maintenance Worker I to fill the opening, staff recommends the Council authorize soliciting applications for a Lead Maintenance Worker Lead level employee. At this time, our Public Works Director's team consists of one Maintenance Worker I probationary status employee who is working towards earning their water/sewer certifications while essentially learning on the job daily, along with a general Maintenance Worker who functions in a laborer capacity. Staff recognizes that the Public Works Director needs the support and assistance of an employee with more Public Works background and experience. The Lead Maintenance Worker position description requires an employee have a minimum of five years' experience in the water/wastewater field; and have both their Class C or D drinking water treatment license issued by the Minnesota Department of Health, and a SD sanitary sewer collections license issued by the Minnesota Pollution Control Agency.

The 2026 pay plan includes a salary range for a Lead Maintenance Worker employee beginning at \$38.08 per hour at Step One, and up to \$44.28 per hour at the maximum step, plus benefits. Pending receipt of Council authorization to post the position announcement, staff's intent would be to begin soliciting applications promptly in order to be conducting interviews and recommending a final candidate for appointment by the City Council in September or October.

Staff is also requesting approval of a revised job description for the Lead Maintenance Worker position due primarily to significant formatting and minor content updates made during a review of the document.

Supporting Information

- 2026 Salary Pay Plan
- Public Works Lead Maintenance Worker position description