



City Council Agenda Report

City of Long Lake

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

MEETING DATE / July 15, 2025

SUBJECT: Annual Performance Evaluation for Public Works Maintenance Worker I Matt Fahrman and Resolution Approving a Wage Step Increase

Prepared By: Sean Diercks, Public Works Director **Report Date:** 7/10/2025

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2025-21 approving a wage step increase for Public Works Maintenance Worker I Matt Fahrman from Step 2 to Step 3 of the Salary Pay Plan due to having a 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.

Mr. Fahrman was appointed to the position of Public Works Maintenance Worker I on July 16, 2024 and subsequently began his employment on July 17, 2024. Staff found Mr. Fahrman's performance to be acceptable at his six-month review in December of 2024.

The employee's annual performance evaluation was conducted on July 10, 2025. Supervisory staff have determined that Mr. Fahrman's performance continues to be acceptable, and would recommend the City Council ratify the Public Works Director and City Administrator's finding that he has earned a satisfactory evaluation. Staff also recommends Mr. Fahrman receive a one-step wage increase from Step 2 to Step 3 of the Salary Pay Plan.

Supporting Information

- Resolution No. 2025-21
- Personnel Action Form