



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

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

MEETING DATE / May 5, 2026

SUBJECT: Public Hearing: Ordinance Amending City Code Chapter 2 – Administration, Article II. City Council to Establish City Council Salaries and Include Council Guidelines; and Article III. Officers and Employees to Address the Administrative Organization of the City

Prepared By: Jeanette Moeller, City Clerk

Report Date: 4/29/2026

Recommended City Council Action

Upon conclusion of the public hearing, staff recommends the following:

Motion to adopt Ordinance No. 2026-01 amending the City Code of Ordinances, Chapter 2 – Administration, Article II. City Council to establish Council salaries and include general Council operating guidelines; and amending Article III. Officers and Employees to provide for background check authority and address the administrative organization of the City.

Motion to direct staff to publish a summary of Ordinance No. 2026-01.

Overview / Background

Chapter 2 - Administration, Article II. City Council

Per Minn. Stat. 415.11, a change to increase Council salaries may be enacted by ordinance, but no change in salary may take effect until after the following municipal election. To assure that a planned increase for Mayor and Council member salaries may take effect at the earliest opportunity beginning January 2027 (following the regular municipal election this upcoming November), staff has prepared the attached ordinance amending City Code to adopt the Council's current salary structure, a new salary structure effective January 2027, and a schedule for bi-annual salary increases to continue following future municipal elections. Additionally, the proposed amendments include the addition of general Council operating guidelines that are not currently documented in City Code.

The Council reviewed a working draft of Ordinance No. 2026-01 back in March, and after some discussion of various methods that could be used to establish an ongoing escalator for wage increases, Councilmembers ultimately were in favor of their wage escalator being directly related to the cost of living adjustments (COLA) approved by the Council for staff wages. The attached ordinance has been updated to reflect this policy; however, in doing so, staff based the language establishing the wage increase on the COLA approved for the year in which a municipal election is held versus for a two-year cumulative period. The following are examples of wage impacts in either previous year or two-year cumulative period scenarios, assuming a potential three percent (3%) COLA were to be approved annually.

Mayor and Council Wage Scenarios

<u>2 Years Accumulated COLA (6%)</u>	<u>Jan 2027</u>	<u>Jan 2029</u>	<u>Jan 2031</u>	<u>Jan 2033</u>	<u>Jan 2035</u>
Mayor Wage	\$4,800.00	\$5,088.00	\$5,393.28	\$5,716.88	\$6,059.89
Council Wage	\$4,000.00	\$4,240.00	\$4,494.40	\$4,764.06	\$5,049.91
<u>Previous Year COLA (3%)</u>	<u>Jan 2027</u>	<u>Jan 2029</u>	<u>Jan 2031</u>	<u>Jan 2033</u>	<u>Jan 2035</u>
Mayor Wage	\$4,800.00	\$4,944.00	\$5,092.32	\$5,245.09	\$5,402.44
Council Wage	\$4,000.00	\$4,120.00	\$4,243.60	\$4,370.91	\$4,502.04

As a reminder, the ordinance does include language recognizing that a salary adjustment may be waived by adoption of an ordinance prior to the date on which a regular municipal election is scheduled to occur.

Chapter 2 - Administration, Article III. Officers and Employees

Currently, City Code Chapter 2, Article III. Officers and Employees only includes language establishing the City Administrator position pursuant to Minn. Stat. 412.111 and summarizing general duties of the position. After reviewing a number Administration sections of other municipal codes, staff recognized the City's Officers and Employees article warranted a thorough update.

The attached ordinance would amend the above article to provide for the City and its Police Department's authority to conduct criminal history pre-employment and pre-licensing background checks; to recognize the City's administrative departments, offices and positions; and would retain and update language regarding the City Administrator position.

Conclusion

The proposed ordinance has been reviewed/edited by the City Attorney and at this time, once the public hearing has concluded, staff recommends adoption of Ordinance No. 2026-01. If directed by Council, adjustments to the ordinance may be made at the meeting and the ordinance may be adopted 'as amended'.

Supporting Information

- Ordinance No. 2026-01
- Ordinance No. 2026-01 – Ordinance Publication Summary