



**City Council
Resolution No. 2026-08**

**A RESOLUTION ESTABLISHING THE POSITION OF ADMINISTRATIVE ASSISTANT
AND AMENDING THE 2026 SALARY PLAN**

WHEREAS, the City Administrator is tasked with evaluating the staffing needs for all City departments on an ongoing basis; and

WHEREAS, to implement a staff organizational structure at City Hall that reflects the customer service roles and responsibilities of the City's Administration and Public Works Departments, a Position Description has been prepared for a new *Administrative Assistant* position, dated January 22, 2026, to establish the requirements, duties, and expectations of an employee working for the City of Long Lake in this capacity; and

WHEREAS, upon a detailed review of the current 2026 Salary Plan and City benefits, and of salaries posted for similar positions in other communities, staff recommends the salary for the Administrative Assistant be established as follows:

2026	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Administrative Assistant– Hourly Non-Exempt	\$23.77	\$24.33	\$24.88	\$25.43	\$25.99	\$26.54	\$27.09	\$27.64

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Long Lake, Minnesota that the Position Description dated January 22, 2026 for the Administrative Assistant is hereby approved and the position is established.

FURTHER, BE IT RESOLVED, that the City's 2026 Salary Plan is hereby amended to include the salary range as set forth above for the Administrative Assistant employment position.

Adopted by the City Council of the City of Long Lake this 4th day of February 2026.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk