



**City Council
Resolution No. 2026-18**

**A RESOLUTION APPOINTING JULIE BJORKLUND TO THE POSITION OF
ADMINISTRATIVE ASSISTANT**

WHEREAS, the City Council has previously established the position of full-time Administrative Assistant; and

WHEREAS, the City of Long Lake has advertised, solicited applications and interviewed finalists for the position; and

WHEREAS, following a review of her employment application and an in person interview, City staff found Julie Bjorklund to be qualified to fill the position based on her knowledge, skills, abilities and experience; and

WHEREAS, a successful pre-employment background check of Ms. Bjorklund has been performed by the Wayzata Police Department, reference checks have been completed by City staff, and a conditional offer of employment has been extended to and accepted by Ms. Bjorklund contingent upon approval by the Long Lake City Council.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Long Lake, Minnesota does hereby appoint Julie Bjorklund to the position of full-time Administrative Assistant subject to the terms and conditions of the employment offer letter dated March 31, 2026, all applicable City personnel policies, and displaying an ability to continually meet the requirements of the position description. As indicated in her signed offer letter, Ms. Bjorklund will begin her employment on April 13, 2026.

Adopted by the City Council of the City of Long Lake this 7th day of April 2026.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk