



**City of Long Lake
Hennepin County, Minnesota
Ordinance No. 2025-01**

An Ordinance Amending the City Code of Ordinances, Chapter 2 – Administration to Establish Council Salaries and Include General Council Operating Guidelines

The City Council of the City of Long Lake does hereby ordain as follows:

Section 1. The City Code of Ordinances, Chapter 2 – Administration, Article II. City Council, Sec. 2-31. Salaries of the mayor and the city councilmembers., is hereby amended as follows. Additions are underlined, and deletions are shown with a ~~strike through~~:

Sec. 2-31. Council ~~Salaries of mayor and councilmembers.~~

~~—The salary of the mayor and the city councilmembers shall be determined by majority resolution of the city council from time to time and for an amount that it deems reasonable. Any changes in the amount shall be effective after the next succeeding election.~~

(a) As compensation for the administration of the affairs of the city, the mayor and councilmembers shall receive an annual salary payable in equal monthly payments as follows:

	<i>Mayor</i>	<i>Councilmembers</i>
Year 2025	\$3,600 / year	\$3,000 / year
Year 2026	\$3,600 / year	\$3,000 / year

(b) As additional compensation, the mayor and councilmembers may also receive at the city's expense such things as, but not necessarily limited to, meals furnished as a convenience while meeting to conduct city business, or at other functions sponsored in whole or in part by the city; and reimbursement by the city for reasonable travel expenses incurred for pre-approved attendance at conferences for elected officials, or appearances related to litigation, such as depositions, court hearings and trials. Mileage shall be reimbursed at the rate approved by the United States Internal Revenue Service. The city council is the sole determiner of whether such additional compensation is warranted, and such compensation need not be offered equally to all members.

(c) Following the regular municipal election in 2026, the salaries of the mayor and councilmembers shall be adjusted as follows:

	<i>Mayor</i>	<i>Councilmembers</i>
Year 2027	\$4,800 / year	\$4,200 / year
Year 2028	\$4,800 / year	\$4,200 / year

OPTION 1

(d) Following the regular municipal election in 2028 and following each subsequent regular municipal election, the salaries of the mayor and councilmembers shall be automatically adjusted effective January 1 of the odd-year. The adjustments shall be calculated as a percentage equal to the total change in the Social Security Administration Cost of Living Adjustment (COLA) for the two-year period preceding the regular municipal election, rounded to the nearest \$100 increment.

OR

OPTION 2

(d) Following the regular municipal election in 2028 and following each subsequent regular municipal election, the annual salaries of the mayor and councilmembers shall be automatically adjusted to increase by an additional \$150 effective January 1 of the odd-year.

(e) Notwithstanding subsection (d), any salary adjustment may be waived by adoption of an ordinance amendment prior to the date on which a regular municipal election is scheduled to occur.

Sec. 2-32. Council meetings.

Regular meetings of the council will be held on the first and third Tuesdays of each month in the council chambers of the city hall at 6:30 pm unless otherwise specified or rescheduled by council action. If Tuesday is a holiday, the meeting will typically be held the following day unless otherwise specified by the council. Work session council meetings may be scheduled on an as needed basis either by council action or at the direction of the city administrator or city clerk. Special meetings of the council may be called by the mayor or by any two members of the council by writing filed with the city clerk, who shall then deliver notice to all council members and post notice of the time and place of the meeting at least three days before the meeting. An emergency meeting may be called by the mayor or by any two members of the council by writing filed with the city clerk because of circumstances that require immediate consideration by the city council. Posted or published notice is not required for an emergency meeting, but notice that includes the subject of the meeting shall be provided to councilmembers by any communication method used to notify members.

Sec. 2-33. Quorum.

A majority of council members elected constitutes a quorum.

Sec. 2-34. Council rules.

The mayor must preserve order and decorum, decide questions of order, and conduct meetings in accordance with these rules. The procedure of the city council is governed based upon the provisions of Roberts Rules of Order (Newly Revised Edition) except where otherwise provided by law or by this chapter. The council may make and change its own rules, from time to time, by resolution duly adopted. Any such changes will supersede Roberts Rules of Order (Newly Revised Edition). The mayor may speak on any question being considered being considered by the council, and has the rights, privileges, and duties of any other member of the council. The mayor may introduce or second a motion, resolution or ordinance.

Section 2. The City Code of Ordinances, Chapter 2 – Administration, Article III. Officers and Employees is hereby amended as follows. Additions are underlined, and deletions are shown with a strikethrough:

Article III. Officers and Employees

Division 1. Generally

Secs. 2-61—2-80. - Reserved.

Division 2. City Administrator

Sec. 2-81. Establishment of position.

Pursuant to the provisions of Minn. Stat. 412.111, applicable to the city operating under Optional Plan A as defined in state law, the city administrator shall be appointed by the council for an indefinite term. The city administrator shall be hired by four-fifths vote of the city council, and be subject to a written employment agreement. The city administrator shall be subject to termination, which shall be preceded by 30 days' written notice of the intent of the city council to vote on the issue of termination and upon a four-fifths vote of the council authorizing the termination, which shall require an additional 60 days' notice for the termination to be final.

Sec. 2-82. General duties.

The city administrator shall have the following duties and responsibilities:

- (1) Act as the chief administrative official of the city;
- (2) Be responsible for the proper administration and coordination of all of the affairs of the city and for the fair and impartial provision of city services, consistent with city council policy and discretion;
- (3) Supervise and direct the various city departments and staff, including the city clerk and director of public works, and otherwise be responsible for the overall implementation of council directives and policies;
- (4) Responsibility for overseeing and managing financial and accounting matters;
- (5) Prepare and submit an annual budget for review and approval by the city council;
- (6) Keep the council informed of the financial condition of the city and recommend action as appropriate;
- (7) Manage and invest city funds in accordance with council guidelines and sound financial practices;
- (8) Oversee all city purchases with council approval;

(9) Coordinate all city risk management, including insurance; and

(10) Assume responsibility for other duties as prescribed by the council by resolution, by employment agreement, or job description approved by the city council.

Section 3. This Ordinance shall be effective upon adoption and publication according to law.

Adopted by the City Council of the City of Long Lake this _____th day of _____ 2025.

Date of Adoption:	_____	, 2025
Date of Publication:	_____	, 2025
Effective Date:	_____	, 2025

ATTEST:

BY:

Jeanette Moeller, City Clerk

Charlie Miner, Mayor