



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 19, 2026

SUBJECT: 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: 5/13/2026

Recommended City Council Action

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.

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.

May 5, 2026 City Council Meeting & Public Hearing

The City Council formally reviewed Ordinance No. 2026-01 for consideration of adoption at its last meeting. After some discussion, staff received direction to complete some additional edits with regard to calculating Mayor and Council wage increases based on staff cost of living adjustment percentages approved for the two year period preceding a regular municipal election versus a single year; and adding language to reference the City's adopted Code of Conduct Policy. Further, it became evident that consulting with the City Attorney to establish more clarity on the section pertaining to Council special elections was warranted.

The noticed public hearing was held, and no comment was received. Council and staff agreed that tabling action on the ordinance until the May 19 meeting to allow for the above items to be addressed would be beneficial. Staff noted that City Attorney Thames was anticipated to be in attendance at the Council's May 19 work session meeting,

Conclusion

Edits have been made to the proposed ordinance consistent with the Council's requested amendments as discussed at the May 5 meeting. City Attorney Thames will be attending the May 19 work session, during which staff will be prepared to highlight updated special election related language updates for the Council's review. Following the work session, staff recommends the City Council consider adoption of Ordinance No. 2026-01 at the regular meeting. 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