



**City of Long Lake
Hennepin County, Minnesota
Ordinance No. 2026-01**

An Ordinance 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

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 City Council, is hereby repealed in its entirety.
- Section 2.** The City Code of Ordinances, Chapter 2 – Administration, Article II. City Council, is hereby adopted as follows.

Sec. 2-31. Council composition and election.

The Council shall be composed of a Mayor and four Councilmembers who are elected at large. Each elected Councilmember shall serve for a term of four years, and the terms of Councilmember shall be staggered so that two Councilmembers are elected during each election period. The elected Mayor shall serve for a term of two years. The terms of elected Councilmembers and the Mayor will commence on the first Monday in January following the election at which the Councilmembers and Mayor were elected.

The regular city election shall be held biennially on the first Tuesday after the first Monday in November in every even-numbered year. The filing fee for municipal office shall be set pursuant to Minn. Stat. 205.13, subd. 3a, as may be amended from time to time.

A vacancy in an office shall be filled by Council appointment until an election is held as provided in this section. If the vacancy occurs at a time when a special election is required by Minn. Stat. 412.02, subd. 2a or other applicable law, a special election shall be held at or before the next regular city election and the appointed person shall serve until the qualification of a successor elected at a special election to fill the unexpired portion of the term. The Council may determine, by resolution, the dates of filing affidavits of candidacy for the office, the timing of absentee balloting related thereto, the date of the special election, and any other related administrative provisions for the special election. The special election shall be held on date permitted by Minn. Stat. 205.10, subd. 3a. If the vacancy occurs when a special election is not required by law, no special election will be held to fill the vacancy and the appointed person shall serve through the duration of the unexpired term.

Except as herein provided, the general laws of this state pertaining to registration of voters and the conduct of primary and general elections shall apply for all municipal elections.

The Council may, by resolution, order a special election on any question which it desires to submit to a vote of the voters, fix the time for holding the same, and provide all means for holding such special election. The procedure at such election shall conform as nearly as possible to that herein provided for other municipal elections.

Sec. 2-32. Council subgroups and liaison positions.

All Council subgroups shall be appointed by the Mayor or upon the majority vote of the Council. Council subgroups shall not include more than two Councilmembers, though an alternate may be appointed to serve in the absence of an appointee. Any matter brought before the Council for consideration may be referred to the appropriate subgroup appointed by the Council for report and recommendation before it is considered by the Council as a whole. Each appointed subgroup shall act promptly and faithfully on any matter referred to it. Subgroups of the Council which are delegated authority to transact business on behalf of the Council shall comply with all open meeting requirements set forth in Minn. Stat. Chapter 13D.

Council members may also serve as liaisons to other city commissions, advisory boards, or community boards or groups. Each such organization that is recognized by the Council may have at least one Councilmember appointed as a liaison, with said liaison to report the organization's activities to the Council. No more than two Councilmembers may attend any subgroup, commission, board or group meeting referenced in this section at any one time, unless notice of a quorum has been posted.

Sec. 2-33. Council salaries.

(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 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, effective January 1, 2027, the salaries of the Mayor and Councilmembers shall be adjusted as follows:

	<i>Mayor</i>	<i>Councilmembers</i>
Year 2027	\$4,800 / year	\$4,000 / year
Year 2028	\$4,800 / year	\$4,000 / year

(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 annual City salary pay plan cost of living adjustments approved by the City Council for the two-year period preceding the regular municipal election.

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

Sec. 2-34. 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 Councilmembers 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.

All regular, special and emergency meetings of the Council shall be conducted in accordance with the Minnesota Open Meeting Law (Minn. Stat. Chapter 13D, as it may be amended from time to time) after notice as required by law.

The Mayor shall preside at all meetings of the Council. In the absence of the Mayor, the Mayor Pro-Tempore shall preside. In the absence of both, the city administrator shall call the meeting to order and shall preside until the Council members present at the meeting choose one of their members to act temporarily as presiding officer. The presiding officer shall preserve order and enforce the City Council Code of Conduct Policy as adopted by the City Council.

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.

At the first regular Council meeting in January of each year, the Council shall:

- (a) Designate the depositories of city funds;
- (b) Designate the official newspaper;
- (c) Choose an acting Mayor Pro-Tempore from the Councilmembers, who shall perform the duties of the Mayor when absent, or during a vacancy in the office of Mayor until a successor has been appointed or elected; and
- (d) Appoint Council members to liaison and subgroup positions as may be necessary.

Sec. 2-35. Quorum and voting.

(a) A majority of Council members elected constitutes a quorum.

(b) The votes of the members on any question pending before the Council may be by voice vote or in any other manner of voting which signifies the intention of the members, and the names of those voting for and against the question shall be recorded in the meeting minutes.

(c) A majority vote of the Council shall be necessary for approval of any ordinance and shall prevail, unless a larger number is required by statute or other city ordinance.

Sec. 2-36. Order of business at regular meetings.

Each regular meeting of the Council shall convene at the time and place therefor noticed, and Council business shall generally be conducted in the following order, subject to change:

(a) Call to Order

(b) Pledge of Allegiance

(c) Mayor's Comments

(d) Approve Agenda

(e) Open Correspondence

(f) Approve Consent Agenda

(g) Regular Business

(h) Other Business

(i) Adjourn

Sec. 2-37. Ordinances, resolutions, motions, petitions and communications.

(a) Every ordinance and resolution shall be presented in writing. All motions shall be recorded in the minutes, and the names of those voting for and against the motion shall be recorded in the meeting minutes. All petitions and other communications addressed to the Council shall be in writing and shall be read in full upon presentation of the same to the Council. They shall then be recorded or specifically referenced in the meeting minutes, and a copy shall be placed on file.

(b) Every ordinance and resolution passed by the Council shall be signed by the Mayor or acting Mayor Pro-Tempore, attested by the city administrator or the city clerk, and filed for permanent record. Ordinances shall be published either in full or in summary in the city's official newspaper.

(c) Every ordinance or resolution repealing a previous version of an ordinance, resolution, or section thereof shall include the number, if any, and the title of the ordinance or resolution to be repealed or amended in whole or in part.

Sec. 2-38. Code of Conduct Policy for City Council and City Advisory Boards.

(a) *Purpose.* Long Lake residents and businesses deserve a fair, ethical and accountable local government which earns the public's full confidence. Proper and efficient operation of municipal government requires that its public officials and appointed board members be independent, impartial and responsible to citizens and property owners; that municipal governmental decisions and policy are made in accordance with the procedures established by the City; and that municipal public office is never to be used for personal gain. Recognizing these goals, the City Council has established a Code of Conduct Policy, adopted May 20, 2025, for the members of the Council and all members appointed to City commissions and advisory boards to reflect a shared responsibility for maintaining a professional environment; providing standards for conduct in City matters; fostering a culture of trust, respect, and candor; committing to eliminating conflicts of interest; and for promoting the public's confidence and faith in the integrity of their City government.

(b) *Standards of conduct.* The Code of Conduct Policy herein referenced establishes that members of the Council, whether elected or appointed, as well as all members appointed to City commissions and advisory boards, shall comply with all applicable federal laws, state laws, City ordinances and resolutions, and City policies in the performance of their public duties. Members shall be patient, respectful, polite and courteous to each other, as well as to the public and to members of the City's staff.

(c) *Availability; policy subject to change.* The Code of Conduct Policy was created at the discretion of the City Council and is subject to change or termination at any time by majority vote of the Council. The Code of Conduct Policy is published in its entirety on the City's website, and copies may be provided by City staff to any individual upon request.

Secs. 2-39—2-60. - Reserved.

Section 3. The City Code of Ordinances, Chapter 2 – Administration, Article III. Officers and Employees, is hereby repealed in its entirety.

Section 4. The City Code of Ordinances, Chapter 2 – Administration, Article III. Officers and Employees, is hereby adopted as follows.

Article III. Officers and Employees

Division 1. Generally

Sec. 2-61. Computerized criminal history and driver's license history inquiries.

The purpose and intent of this section is to establish regulations that will allow the city's Police Department to access Minnesota's computerized criminal history information to conduct background checks on individuals in connection with employment, contracts, licenses, permits and/or volunteer work with the city.

- (a) The city's Police Department is required to do a criminal history background investigation on individuals in connection with applications for the following positions, licenses and permits within the City of Long Lake:

1. Regular and part-time employment with the city.
 2. Volunteer positions with any city programs providing services to children or vulnerable adults.
 3. Independent contractors that have direct access to, or management of, public funds; substantial contact with juveniles in a setting where other adults may not be present; the task of entering private property on a regular basis; or supervisory responsibilities.
 4. Liquor licenses, including managers of the establishments.
 5. Tobacco licenses.
 6. Charitable gambling licenses.
 7. Solicitor and peddler permits.
 8. Massage licenses, including managers and owners of the business, as well as individual massage therapists.
- (b) In conducting criminal history background investigations under this section, the city's Police Department is authorized to access data maintained in the Minnesota Bureau of Criminal Apprehension's (BCA) computerized criminal history information system in accordance with BCA policy. Any data that is accessed and acquired must be maintained at the Police Department under the care and custody of the Chief of Police or his or her designee. A summary of the results of the computerized criminal history data may be released by the Police Department to other city staff involved in the application process.
- (c) Before a background investigation is undertaken, the city must obtain written consent from the applicant authorizing the city's Police Department to undertake the investigation. The written consent must fully comply with the provisions of state law, including Minn. Stat. Ch. 13, regarding the collection, maintenance and use of the information.
- (d) Except for the positions set forth in Minn. Stat. 364.09, the City will not reject an applicant for employment on the basis of the applicant's prior conviction unless the crime is directly related to the position of employment sought and the conviction is for a felony, gross misdemeanor, or misdemeanor with a jail sentence. If the City rejects the applicant's request on this basis, the City shall notify the applicant in writing of the grounds and reason for the rejection; the applicant complaint and grievance procedure set forth in Minn. Stat. 364.06; the earliest date the applicant may reapply for employment; and that all competent evidence of rehabilitation will be considered upon reapplication.
- (e) All new license and permit applications under this section must be accompanied by a background investigation fee set by the Council, adopted by resolution, and uniformly enforced. Such fees may, from time to time, be amended by the Council by resolution. A copy of the resolution shall be kept on file in the office of the city clerk and open to inspection during regular business hours.

Sec. 2-62. Workers' compensation.

All officers of the city elected or appointed for a regular term of office or to complete the unexpired portion of a regular term shall be included in the city's coverage for workers' compensation under the state workers' compensation statute.

Sec. 2-63. Administrative organization.

Pursuant to the powers conferred upon the City Council by Minn. Stat. 412.111, the administrative organization and services of the city shall be divided into the following departments, offices and positions. Actual employee position titles may vary from the positions described below, as approved by the City Council, city administrator, or their designee.

- (a) The administrative department includes the city administrator, city clerk, administrative assistant, and any other city hall office personnel.
- (b) The public works department includes a public works director who supervises a team of maintenance workers and any temporary/seasonal public works employees.
- (c) The city's police department is appointed by the City Council on a contractual basis.
- (d) The city's fire department is the Shoreline Fire Department.
- (e) The city's planner or planning and zoning department is appointed by the City Council on a contractual basis.
- (f) The city's engineer or engineering department is appointed by the City Council on a contractual basis.
- (g) The city's attorney is appointed by the City Council on a contractual basis.

Sec. 2-64. Administrative policy and procedures.

- (a) Each department head shall perform all duties required of their respective office by ordinance or other laws, and such duties as may be assigned by the City Council, the city administrator, or their designee.
- (b) Each department head shall be responsible for the preservation of all public records under the department head's jurisdiction. No public record, reports, correspondence or other data relative to the business of any department shall be destroyed or removed permanently unless authorized by law or ordinance or without the knowledge and approval of the city administrator or their designee.
- (c) The department heads shall be immediately responsible to the city administrator or their designee for effective administration of their departments and all activities assigned to their departments.

Secs. 2-65—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.

Sec. 2-82. General duties.

The city administrator shall have the following duties and responsibilities:

- (1) Acts as the chief administrative official of the city;
- (2) Is 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) Supervises and directs the various city departments and staff, including the city clerk and director of public works, and is otherwise responsible for the overall implementation of Council directives and policies;
- (4) Is responsible for overseeing and managing financial and accounting matters;
- (5) Prepares and submits an annual budget for review and approval by the City Council;
- (6) Keeps the Council informed of the financial condition of the city and recommends action as appropriate;
- (7) Manages and invests city funds in accordance with Council guidelines and sound financial practices;
- (8) Oversees all city purchases with Council approval;
- (9) Coordinates all city risk management, including insurance; and
- (10) Assumes responsibility for other duties as prescribed by the Council by resolution, by employment agreement, and by position description as approved by the City Council.

Secs. 2-83—2-90. - Reserved.

Section 5. This Ordinance shall be effective upon adoption and publication according to law.

Adopted by the City Council of the City of Long Lake this 19th day of May 2026.

Date of Adoption:	May 19, 2026
Date of Publication:	May 30, 2026
Effective Date:	May 30, 2026

ATTEST:

BY:

Jeanette Moeller, City Clerk

Charlie Miner, Mayor