



**City Council
Resolution No. 2026-28**

A RESOLUTION RECLASSIFYING JEANETTE MOELLER TO THE POSITION OF CITY CLERK/ZONING ADMINISTRATOR AND APPROVING A SALARY INCREASE

WHEREAS, Ms. Moeller was appointed to the position of City Clerk and began her employment with the City on October 22, 2003; and

WHEREAS, the City Administrator is tasked with evaluating the performance of the City's employees and recommending whether or not if any adjustments should be made to an employee's position or compensation; and

WHEREAS, changes in City Hall's staffing level occurred over the duration of her years of employment as City Clerk, and a full-time City Planner position was eliminated from the City's organizational chart in 2008 in favor of utilizing consultant services; and

WHEREAS, Ms. Moeller's role as City Clerk has evolved through her willingness to learn and absorb a variety of zoning and code enforcement responsibilities in order to help reduce reliance on consultants and to facilitate day-to-day operations; and

WHEREAS, technology and electronic information needs have changed since 2003, and the City Clerk's responsibilities in the areas of communications have greatly increased; and

WHEREAS, the City Clerk's responsibilities with regard to City Council and the City's advisory board meetings have grown to include attendance at all meetings and a more active role in agenda scheduling/planning; and

WHEREAS, the City Clerk position description was last reviewed in August 2003; and

WHEREAS, the City Administrator finds that reclassifying the City Clerk position to the title of City Clerk/Zoning Administrator would be more reflective of the position's responsibilities; and further, recommends amending the City's 2026 Salary Pay Plan to update the wage range for the City Clerk/Zoning Administrator position as follows:

2026	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
City Clerk/Zoning Administrator – Monthly Salary, Exempt	\$7,023	\$7,186	\$7,350	\$7,513	\$7,676	\$7,839	\$8,003	\$8,166

AND WHEREAS, the City Administrator reviewed and discussed this proposal with appointed members of the City's Human Resources subcommittee, absent City Clerk Moeller, at a meeting held on June 3, 2026 and in subsequent discussions; and

WHEREAS, the City Administrator continues to be satisfied with Ms. Moeller's attitude, dedication, and performance and would recommend the City Council ratify her finding that she has demonstrated the ability to perform all the duties required of the City Clerk/Zoning Administrator, as well as approve a salary increase.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Long Lake, Minnesota that the Position Description dated June 16, 2026 for the City Clerk/Zoning Administrator is hereby approved, and City Clerk Jeanette Moeller's employment title is henceforth updated to the position of City Clerk/Zoning Administrator.

FURTHER, BE IT RESOLVED, that the City's 2026 Salary Plan is hereby amended to include the salary range above-referenced for the City Clerk/Zoning Administrator employment position, and Ms. Moeller's salary is increased commensurate with remaining at Step 8 under the revised pay scale, with said increase to be effective June 22, 2026.

Adopted by the City Council of the City of Long Lake this 16th day of June 2026.

BY:

Charlie Miner, Mayor

ATTEST:

Amanda Nowezki, City Administrator