



CITY OF  
**LONG LAKE**

## City Council Agenda Report

**City of Long Lake**  
450 Virginia Avenue  
Long Lake, MN 55356

**MEETING DATE / June 16, 2026**

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**SUBJECT:** Reclassification of the City Clerk Position to City Clerk/Zoning Administrator

**Prepared By:** Amanda Nowezki, City Administrator

**Report Date:** 6/09/2026

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### Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2026-28 reclassifying Jeanette Moeller to the position of City Clerk/Zoning Administrator, amending the 2026 Salary Pay Plan to establish a salary range for the updated position, and approving a salary increase for Ms. Moeller commensurate with retaining her pay plan Step 8 status.

### Overview / Background

Jeanette Moeller has served as Long Lake's City Clerk since October 2003, which happens to be the last time that the official job description for the position she holds was reviewed or updated. Over the past 23 years, the role has evolved significantly due (in part) to advancements in technology, social media management, modern election administration, and overall municipal growth.

When Ms. Moeller began her employment at the City of Long Lake, City Hall operations were managed by four full-time positions—a City Administrator, Finance Director, City Planner, and City Clerk—supported by a part-time Administrative Assistant. Following the elimination of the City Planner role in mid-2008, Ms. Moeller absorbed many of the planning responsibilities into her daily operations alongside her standard clerical duties. Consequently, reevaluation of the City Clerk position has perhaps been warranted for some time to accurately reflect its current scope.

Earlier this month, the City Administrator met with the City's Human Resources subcommittee (absent City Clerk Moeller) to discuss the structural realities of the City Clerk position. Following an evaluation of the expanded workload, staffing changes, and modern operational demands, the subcommittee determined that both a formal position reclassification and a corresponding salary adjustment are appropriate and justified.

Staff has prepared a new position description (see attached) for a City Clerk/Zoning Administrator along with a suggested salary range for the updated position. Further, staff recommends that Ms. Moeller's wage be increased to correspond with remaining at Step 8 of the salary pay plan under the new City Clerk/Zoning Administrator scale. This proposed one-time salary adjustment remains within the approved operating budget for 2026. No budget amendments are necessary.

### Supporting Information

- Resolution No. 2026-28
- 2026 City Clerk/Zoning Administrator Position Description
- 2026 Salary Pay Plan