



CITY OF  
**LONG LAKE**

## **City Council Agenda Report**

### **City of Long Lake**

450 Virginia Avenue, PO Box 606  
Long Lake, MN 55356

**MEETING DATE / March 17, 2026**

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**SUBJECT:** Discuss Draft of Ordinance Amending City Code Chapter 2 – Administration to Establish City Council Salaries and Include Council Guidelines; and Amending Chapter 3 – Officers and Employees

**Prepared By:** Jeanette Moeller, City Clerk

**Report Date:** 3/12/2026

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### **Recommended City Council Action**

Staff recommends the following:

No formal action is requested at this time. Staff is requesting the Council discuss the draft ordinance in preparation for scheduling a public hearing and consideration of adoption at an upcoming meeting.

### **Overview / Background**

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 in November 2026), staff has prepared the attached rough draft of an 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 working draft includes some general high-level Council operating guidelines that are not currently documented in City Code.

Council previously reviewed a rough draft of this ordinance back in January 2025 and provided feedback on the schedule for salary increases. The attached draft ordinance incorporates Council direction received at that time, includes content reflective of recent changes in staffing structure, and is being presented to welcome any further Councilmember direction as the draft is finalized. Staff's intent is to submit the draft to the City Attorney for review immediately following the March 17 meeting, and to publish notice of a public hearing in preparation for scheduling formal action on the ordinance on an April meeting agenda.

### **Supporting Information**

- Draft Ordinance No. 2026-01