



CITY COUNCIL MEETING

May 05, 2026 at 6:30 PM

City Hall Council Chambers – 450 Virginia Avenue, Long Lake, MN 55356

AGENDA

1. Call to Order

2. Pledge of Allegiance

3. Mayor's Comments – Long Lake News, Meeting Review and Updates

4. Approve Agenda

5. Open Correspondence

NOTE: Open Correspondence is an item on the agenda during which the public may address the City Council. **No formal action is taken by the City Council** and comments shall be limited to five minutes or less.

Open Correspondence comments may also be emailed to City staff by 12:00 noon on the date of the meeting.

6. Consent Agenda

A. Approve Minutes of April 21, 2026 City Council Meeting

B. Approve Vendor Claims and Payroll

7. Regular Business

A. Public Hearing: 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

B. Discuss City Hall Open Hours

8. Other Business

9. Adjourn

UPCOMING MEETINGS & OTHER DATES OF NOTE

Tuesday, May 12 (6:30 pm) / Planning Commission Meeting

Monday, May 18 (4:30 pm) / Park Board Meeting

Tuesday, May 19 (5:30 pm) / City Council Work Session

Tuesday, May 19 (6:30 pm) / City Council Meeting

Members of the public may monitor the meeting in person or by watching the livestream on our YouTube channel at <https://www.youtube.com/@CityofLongLakeMN/streams>.



**MINUTES
CITY COUNCIL MEETING
April 21, 2026**

CALL TO ORDER

The meeting was called to order at 6:30 pm.

Present: Mayor: Charlie Miner; Council: Jahn Dyvik, Mike Feldmann, and Deirdre Kvale

Staff Present: City Administrator: Amanda Nowezki; and City Clerk: Jeanette Moeller

Absent: Council: Todd Newcomer (with prior notice)

PLEDGE OF ALLEGIANCE

MAYOR'S COMMENTS – LONG LAKE NEWS, MEETING REVIEW, AND UPDATES

Mayor Miner reported on events that had occurred the previous weekend, including the multi-city annual Spring Cleanup Day hosted by the City of Orono on Saturday, and the Shoreline Fire Department's first Pancakes and French Toast Breakfast on Sunday. He highlighted upcoming event opportunities including a Braver Angels session to be held on April 23, 2026 at 6:30 pm at the Orono Activity Center; and a North Lake Minnetonka Area Mayors Symposium on April 29, 2026 hosted by the League of Women Voters.

APPROVE AGENDA

A motion was made by Feldmann, seconded by Dyvik, to approve the agenda as presented. Ayes: all.

OPEN CORRESPONDENCE

Roger Adams, 1130 Underhill Circle – Mr. Adams reminded the Council that a few years ago, the Council had conceptually approved a proposal by the Orono Lions Club and Long Lake Area Chamber of Commerce to construct an entertainment stage in Nelson Lakeside Park for community events. The project had not moved forward, but he mentioned that there is growing interest from several organizations within the community in having this type of stage, though perhaps not in the original location identified. He suggested that a better location may be behind Lakeside Wine + Spirits on the DNR land that is administered by the City. He believes there may be enough organizations interested in a stage project that the money could be raised independently of the City, and added that this was the type of amenity that most other small towns have.

CONSENT AGENDA

The Consent Agenda consisted of the following:

- A. Approve Minutes of April 7, 2026 City Council Work Session
- B. Approve Minutes of April 7, 2026 City Council Meeting
- C. Approve Vendor Claims and Payroll
- D. Adopt Resolution No. 2026-20 Approving a Special Event Permit for the Temporary Outdoor Patio at Bucks Pub Effective May 21 Through October 1, 2026

- E. Adopt Resolution No. 2026-21 Approving a Special Event Permit for the Cinco de Mayo Block Party by Shiverz at 2435 Wayzata Boulevard W on May 2, 2026; Approve a Noise Variance Permit Authorizing Use of Sound Amplification Equipment

A motion was made by Dyvik, seconded by Feldmann, to approve the Consent Agenda as presented.
Ayes: all.

REGULAR BUSINESS

A. Presentation of Community Service Award to Roger Adams, Planning Commission Member (2013-2025)

City Clerk Moeller commented that the City had been fortunate to have Roger Adams serve as a 12 year volunteer on the Planning Commission. She noted that most of his time on the Commission was spent as Chair during which he had helped guide the conversations that shaped decisions for the City, which was not always easy. She added that she had enjoyed working with Mr. Adams and his Community Service Award was overdue and well earned.

Mayor Miner stated that Mr. Adams' dedication to serving the City had been admirable. He recalled that he had served on the Planning Commission with Mr. Adams in 2017 and 2018, and he particularly remembered the time Mr. Adams had spent studying practical difficulties before a meeting on a particular application and had been able to explain what he had learned to the rest of the Commission. He shared that Mr. Adams had wanted to make sure he researched matters to ensure the Commission did things 'by the book' and didn't make decisions on a whim. He expressed his appreciation to Mr. Adams for his service and dedication to the City.

Mr. Adams indicated that he hadn't joined the Planning Commission for recognition, but because he felt that what the residents in Long Lake deserved from their local government was a willingness to look for ways to say 'yes'. He shared examples of some of the challenges from his time on the Commission and the things he was proud of within the City.

Mayor Miner presented Mr. Adams with a plaque and card in honor of his Community Service Award.

B. Resolution Approving the Minnesota Department of Transportation Agreement for the Highway 12 Access Gate Repairs

City Administrator Nowezki reviewed the history of the Highway 12 emergency access gate construction agreement, recent damages incurred, and the necessary planned repairs. MnDOT has prepared a Joint Powers Contract to commit to paying \$7,318 or one-third of the repair expense, while establishing they would not be responsible for future repairs. Hennepin County has prepared a similar agreement by which they also would fund \$7,318 or one-third of the project cost. City Attorney Thames has reviewed the agreements and acknowledged that while he would have ideally desired to make some language amendments, given the time constraints and difficulties in negotiating the cost sharing arrangement, moving forward with the agreements as is would represent a benefit for the City. Once both the MnDOT and Hennepin County agreements were fully executed, it is anticipated the gate will be repaired in May.

Councilmembers discussed the history of how the original gate construction and maintenance agreement came about, and voiced their confusion on why the gate was deemed to be the sole responsibility of Long Lake.

A motion was made by Dyvik, seconded by Feldmann, to adopt Resolution No. 2026-22 to approve entering into an agreement with the Minnesota Department of Transportation to provide for the repair and replacement of the Highway 12 access gate. Ayes: all.

C. Resolution Approving the Cooperative Funding Agreement with Hennepin County for the Highway 12 Access Gate Repairs

A motion was made by Feldmann, seconded by Miner, to adopt Resolution No. 2026-23 approving entering into a Cooperative Funding Agreement with Hennepin County for the repair and replacement of the Highway 12 access gate. Ayes: all.

OTHER BUSINESS

Shoreline Fire Relief Association - Councilmember Feldmann reported that he'd attended a Shoreline Firefighters Relief Association meeting the previous evening, and he noted that the subject of the pension benefit level had been broached.

Park Board Bonfire at the Beach Event - Council and staff briefly discussed the proposed upcoming beach bonfire event the Park Board is in the process of planning.

Staff and Phone Tree Updates - Nowezki noted that the City's new Administrative Assistant began her employment last week and has been doing wonderfully. She encouraged residents to stop by and introduce themselves. Staff is expecting she'll be a great asset to the team. Moeller mentioned that the phone tree recording had been updated a bit to include the Administrative Assistant position, and to also roll Public Works calls to her desk when possible during daytime hours.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 7:07 pm.

Respectfully submitted,
Jeanette Moeller
City Clerk



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 5, 2026

SUBJECT: Approve Vendor Claims and Payroll

Prepared By: Amanda Nowezki, City Administrator

Report Date: 04/29/2026

Recommended City Council Action

Staff recommends the following:

Motion to approve vendor claims paid in the amount of \$156,741.57 and electronic vendor payments in the amount of \$5,981.13 for a total amount of **\$162,722.70**; and gross City Employee payroll paid April 30 in the amount of **\$21,989.33**.

Overview / Background

Following the completion of the 2025 Annual Financial Audit, the Fire Department (Fund 205) reported a budget surplus of \$83,120.35. In accordance with the contract, all budget variances must be returned or billed to participating cities based on their respective allocations. As a result, refund checks were issued to Orono, Long Lake, and Medina.

Supporting Information

- Listing of Claims Paid
- Electronic Vendor Payments
- Biweekly Payroll

LONG LAKE, MN

***Check Summary Register©**

Checks 72007-72031

Name	Check Date	Check Amt	
10100 GENERAL FUND CASH			
72007 CITY OF LONG LAKE	04/21/26	\$10,030.85	Refund 2025 Budget Surplus (12.07%)
72008 CITY OF MEDINA	04/21/26	\$6,437.23	Refund 2025 Budget Surplus (7.74%)
72009 CITY OF ORONO	04/21/26	\$66,652.27	Refund 2025 Budget Surplus (80.19%)
72010 CITY OF WAYZATA	04/21/26	\$29,209.00	Police Services - May 2026
72011 DELTA DENTAL	04/21/26	\$312.37	Dental Insurance - May 2026
72012 Hennepin County Treasurer	04/21/26	\$241.55	TNT printing fees - 2026
72013 KLEIN UNDERGROUND, LLC	04/21/26	\$3,651.10	Mainbreak Asphalt Patch-1575-E West Wayzata Blvd
72014 MN RURAL WATER ASSOCIATION	04/21/26	\$425.00	Associate Membership June 2025-May 2026
72015 ODP Business Solutions, LLC	04/21/26	\$73.35	CH Chair Mats
72016 RIVERSIDE DESIGN	04/21/26	\$86.90	Business Cards - Julie & Amanda
72017 XCEL ENERGY	04/21/26	\$31.51	Steet Lights - 1070 W Wayzata Blvd
72018 Advanced Imaging Solutions	04/29/26	\$176.20	Copier Contract Maint - April 2026
72019 CENTERPOINT ENERGY	04/29/26	\$25.15	Gas Charges - (03/20/26-04/20/26) 25 Apple Glen
72020 COLONIAL LIFE	04/29/26	\$101.27	Opl Adl Insurance - May 2026
72021 CUSTOMIZED FIRE RESCUE TRAININ	04/29/26	\$4,000.00	2025 Live Burns (To Be Reimbursed MBFTE) - 1520 Green Tr
72022 HAWKINS INC	04/29/26	\$40.00	Water Chemicals - Chlorine Cylinder
72023 HOSSEIN KHORSANDIAN	04/29/26	\$88.54	Refund utility overpayment, Act 01-00000482-04-7
72024 LANO EQUIPMENT OF LORETTO	04/29/26	\$312.58	PW Fleet Repairs; Toolcat Hyd Hoses
72025 MADISON NATIONAL LIFE	04/29/26	\$34.40	STD Insurance - May 2026
72026 MEDIACOM	04/29/26	\$430.00	CH Internet Services - May 2026
72027 Minnesota Equipment	04/29/26	\$13.24	PW-Zero Turn Mower Repairs
72028 TWINS G TREE SERVICE	04/29/26	\$30,100.00	Tree Removal Service - Holbrook Park (x12 trees) (No stump g
72029 VARNER MOBILE SERVICES LLC	04/29/26	\$150.00	DOT Vehicle Inspection/Repairs; F-550
72030 XCEL ENERGY	04/29/26	\$3,086.56	Electricity (02/24/26-03/25/26)-CH
72031 ZARNOTH BRUSH WORKS INC	04/29/26	\$1,032.50	PW Broom Refill for Sweeper
Total Checks		\$156,741.57	

10100 GENERAL FUND CASH

101 GENERAL FUND	\$63,747.37
205 FIRE DEPARTMENT	\$87,120.35
601 WATER FUND	\$5,282.04
602 SANITARY SEWER FUND	\$565.87
603 SURFACE WATER MGMT FUND	\$25.94
	\$156,741.57

LONG LAKE, MN

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*Check Detail Register©

Checks 72007-72031

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
72007	04/21/26	CITY OF LONG LAKE			
E 205-42283-4920		Contract Surplus Refund	\$10,030.85	123125	Refund 2025 Budget Surplus (12.07%)
		Total	\$10,030.85		
72008	04/21/26	CITY OF MEDINA			
E 205-42283-4920		Contract Surplus Refund	\$6,437.23	123125	Refund 2025 Budget Surplus (7.74%)
		Total	\$6,437.23		
72009	04/21/26	CITY OF ORONO			
E 205-42283-4920		Contract Surplus Refund	\$66,652.27	123125	Refund 2025 Budget Surplus (80.19%)
		Total	\$66,652.27		
72010	04/21/26	CITY OF WAYZATA			
E 101-42110-3130		Subcontracted Police Svc	\$29,209.00	050126	Police Services - May 2026
		Total	\$29,209.00		
72011	04/21/26	DELTA DENTAL			
E 101-41500-1310		Employer Paid Health Ins	\$130.15	RIS00069890	Dental Insurance - May 2026
E 101-43050-1310		Employer Paid Health Ins	\$78.09	RIS00069890	Dental Insurance - May 2026
E 601-49400-1310		Employer Paid Health Ins	\$31.24	RIS00069890	Dental Insurance - May 2026
E 602-49450-1310		Employer Paid Health Ins	\$23.43	RIS00069890	Dental Insurance - May 2026
E 603-43150-1310		Employer Paid Health Ins	\$23.43	RIS00069890	Dental Insurance - May 2026
G 101-21706		FlexPlan - Ins Prem	\$26.03	RIS00069890	Dental Insurance - May 2026
		Total	\$312.37		
72012	04/21/26	Hennepin County Treasurer			
E 101-41500-3500		Printing Expense	\$241.55	1000267204	TNT printing fees - 2026
		Total	\$241.55		
72013	04/21/26	KLEIN UNDERGROUND, LLC			
E 601-49400-4065		Water Main Break	\$3,651.10	62584	Mainbreak Asphalt Patch-1575-E West Wayzata Blvd
		Total	\$3,651.10		
72014	04/21/26	MN RURAL WATER ASSOCIATION			
E 601-49400-4330		Dues and Subscriptions	\$212.50	041526	Associate Membership June 2025-May 2026
E 602-49450-4330		Dues and Subscriptions	\$212.50	041526	Associate Membership June 2025-May 2026
		Total	\$425.00		
72015	04/21/26	ODP Business Solutions, LLC			
E 101-41940-3840		Custodial & Waste Remov	(\$19.16)	45515150700	CH Hand Soap (Credit)
E 101-41500-2010		Office Supplies	\$92.51	46541172100	CH Chair Mats
		Total	\$73.35		
72016	04/21/26	RIVERSIDE DESIGN			
E 101-41500-3500		Printing Expense	\$86.90	5201	Business Cards - Julie & Amanda
		Total	\$86.90		
72017	04/21/26	XCEL ENERGY			
E 101-43100-3815		Street Lighting Maint/Elect	\$31.51	971086242	Steet Lights - 1070 W Wayzata Blvd

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***Check Detail Register©**

Checks 72007-72031

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$31.51		
72018	04/29/26	Advanced Imaging Solutions			
E 101-41500-4135		Copier Maintenance	\$77.00	INV378620	Copier Contract Maint - April 2026
E 101-41500-4135		Copier Maintenance	\$99.20	INV378620	Copier Contract Maint - 1st Qtr 2026 Overages
Total			\$176.20		
72019	04/29/26	CENTERPOINT ENERGY			
E 602-49450-3830		Natural Gas Expense	\$25.15	106679608-0	Gas Charges - (03/20/26-04/20/26) 25 Apple Glen
Total			\$25.15		
72020	04/29/26	COLONIAL LIFE			
G 101-21710		Other Deductions	\$101.27	43698310501	Opl Adl Insurance - May 2026
Total			\$101.27		
72021	04/29/26	CUSTOMIZED FIRE RESCUE TRAININ			
E 205-42281-2080		Training/Instruction Materi	\$2,000.00	3288	2025 Live Burns (To Be Reimbursed MBFTE) - 1520 Green Trees Rd
E 205-42281-2080		Training/Instruction Materi	\$2,000.00	3289	2025 Live Burns (To Be Reimbursed MBFTE) - 1015 North Arm Drive
Total			\$4,000.00		
72022	04/29/26	HAWKINS INC			
E 601-49400-2160		Chemicals and Chem Pro	\$40.00	7390628	Water Chemicals - Chlorine Cylinder
Total			\$40.00		
72023	04/29/26	HOSSEIN KHORSANDIAN			
E 601-49400-4320		Utility Overpmts/Uncollect	\$88.54	482-04-7	Refund utility overpayment, Act 01-00000482-04-7
Total			\$88.54		
72024	04/29/26	LANO EQUIPMENT OF LORETTO			
E 101-43000-4040		Equipment Maintenance/R	\$156.29	03-1229336	PW Fleet Repairs; Toolcat Hyd Hoses
E 101-43000-4040		Equipment Maintenance/R	\$156.29	03-1229398	PW Fleet Repairs; Toolcat Hyd Hoses
E 101-43000-4040		Equipment Maintenance/R	\$315.28	03-1230998	PW Fleet Repairs (RETURNED)
E 101-43000-4040		Equipment Maintenance/R	(\$315.28)	03-1231187	PW Fleet Repairs (RETURNED)
Total			\$312.58		
72025	04/29/26	MADISON NATIONAL LIFE			
E 101-41500-1310		Employer Paid Health Ins	\$16.80	1768318	STD Insurance - May 2026
E 101-43050-1310		Employer Paid Health Ins	\$8.40	1768318	STD Insurance - May 2026
E 601-49400-1310		Employer Paid Health Ins	\$4.18	1768318	STD Insurance - May 2026
E 602-49450-1310		Employer Paid Health Ins	\$2.51	1768318	STD Insurance - May 2026
E 603-43150-1310		Employer Paid Health Ins	\$2.51	1768318	STD Insurance - May 2026
Total			\$34.40		
72026	04/29/26	MEDIACOM			
E 101-41940-3275		Internet	\$265.00	90091308-04	CH Internet Services - May 2026
E 101-41942-3275		Internet	\$165.00	90091316-04	PW Internet Services - May 2026
Total			\$430.00		
72027	04/29/26	Minnesota Equipment			
E 101-45200-4040		Equipment Maintenance/R	\$13.24	P70582	PW-Zero Turn Mower Repairs

LONG LAKE, MN

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***Check Detail Register©**

Checks 72007-72031

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$13.24		
72028	04/29/26	TWINS G TREE SERVICE			
E 101-45200-2255		Tree Removal	\$22,200.00	INV-116	Tree Removal Service - Holbrook Park (x12 trees) (No stump grind)
E 101-43100-2255		Tree Removal	\$2,400.00	INV-117	Tree Removal Service - 2205 Wayzata Blvd (x2 trees) (No stump grind)
E 101-43100-2255		Tree Removal	\$1,300.00	INV-117	Tree Removal Service - 505 Tamarack Ave (x1 trees) (No stump grind)
E 101-43100-2255		Tree Removal	\$4,200.00	INV-117	Tree Removal Service - 100 Harrington Dr (x1 trees) (No stump grind)
Total			\$30,100.00		
72029	04/29/26	VARNER MOBILE SERVICES LLC			
E 101-43000-4040		Equipment Maintenance/R	\$150.00	11177	DOT Vehicle Inspection/Repairs; F-550
Total			\$150.00		
72030	04/29/26	XCEL ENERGY			
E 101-41940-3810		Electricity Expense	\$160.31	974075920	Electricity (02/24/26-03/25/26)-CH
E 101-41942-3810		Electricity Expense	\$1,046.88	974075920	Electricity (02/24/26-03/25/26)-PW
E 101-45200-3810		Electricity Expense	\$322.61	974075920	Electricity (02/24/26-03/25/26)-Parks
E 601-49400-3810		Electricity Expense	\$1,254.48	974075920	Electricity (02/24/26-03/25/26)-Wtr
E 602-49450-3810		Electricity Expense	\$302.28	974075920	Electricity (02/24/26-03/25/26)-Swr
Total			\$3,086.56		
72031	04/29/26	ZARNOTH BRUSH WORKS INC			
E 101-43000-4040		Equipment Maintenance/R	\$1,032.50	0206012-IN	PW Broom Refill for Sweeper
Total			\$1,032.50		
10100			\$156,741.57		

Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$63,747.37
205 FIRE DEPARTMENT	\$87,120.35
601 WATER FUND	\$5,282.04
602 SANITARY SEWER FUND	\$565.87
603 SURFACE WATER MGMT FUND	\$25.94
	\$156,741.57

LONG LAKE, MN

***Check Summary Register©**

Checks 3413, 3418-3420

Name		Check Date	Check Amt	
10100 GENERAL FUND CASH				
3413e	MIDCOUNTRY BANK	04/16/26	\$4.00	Direct Deposit Change Fee - L. Goodsell
3418e	SPEEDWAY LLC	04/28/26	\$976.17	PW Fuel - April 2026
3419e	NAPA Auto Parts	04/29/26	\$48.35	FIRE DEPT PURCHASES
3420e	USBANK CREDIT CARD	04/27/26	\$4,952.61	April Credit Card Purchases
		Total Checks	\$5,981.13	
10100 GENERAL FUND CASH				
101 GENERAL FUND			\$5,932.78	
205 FIRE DEPARTMENT			\$48.35	
			\$5,981.13	

LONG LAKE, MN

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***Check Detail Register©**

Checks 3413, 3418-3420

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
3413 e	04/16/26	MIDCOUNTRY BANK			
E 101-41500-3000		Professional Services	\$4.00		Direct Deposit Change Fee - L. Goodsell
		Total	\$4.00		
3418 e	04/28/26	SPEEDWAY LLC			
E 101-43000-2120		Motor Fuels	\$976.17	111979000	PW Fuel - April 2026
		Total	\$976.17		
3419 e	04/29/26	NAPA Auto Parts			
E 205-42281-4030		Light Truck Maint & Repair	\$48.35	14305046-04	FIRE DEPT PURCHASES
		Total	\$48.35		
3420 e	04/27/26	USBANK CREDIT CARD			
E 101-43000-2150		Shop Supplies	\$48.97	042526	PW-Napa; Silicon Compound and Primer
E 101-43050-3230		Cell Phones	\$16.27	042526	PW-Speesway; Phone Cord
E 101-45200-4015		Grounds Maintenance	\$199.58	042526	PW-Dog Waste Depot; Poop Bags
E 101-43000-4040		Equipment Maintenance/R	(\$48.00)	042526	PW-Napa; Core Deposit Refund
E 101-43000-4040		Equipment Maintenance/R	\$2,573.05	042526	PW-Transwest Ford; F550 Repairs-Mud Flap Bracket, Tire Aligned, Tie Rod, and ABS Wiring Repair
E 101-43000-4040		Equipment Maintenance/R	\$399.93	042526	PW-Napa; Street Sweeper Alternator
E 101-43000-2150		Shop Supplies	\$55.42	042526	PW-Harbor Freight Grease Fitting and Coupler
E 101-43000-2150		Shop Supplies	\$18.60	042526	PW-Northern Tool; Floor Absorbant
E 101-43000-2150		Shop Supplies	\$43.30	042526	PW-Ace; Paint Hardner and Steel Bar
E 101-43000-4040		Equipment Maintenance/R	\$183.25	042526	PW-Napa; Street Sweeper Battery
E 101-43000-2150		Shop Supplies	\$37.98	042526	PW-Ace; Utility Grab Hook
E 101-43000-2150		Shop Supplies	\$7.59	042526	PW-Ace; Nuts and Bolts
E 101-43000-2150		Shop Supplies	\$25.45	042526	PW-Ace; Double Ended Bolt Snap
E 101-43000-4040		Equipment Maintenance/R	\$464.55	042526	PW-TN Diesel; Street Sweeper Alternator
E 101-43000-2150		Shop Supplies	\$0.36	042526	PW-Ace; Nuts and Bolts
E 101-41940-4015		Grounds Maintenance	\$41.52	042526	CH-Ace; PVC and Clamp
E 101-41940-4015		Grounds Maintenance	\$74.90	042526	CH-Ace; Concrete Mix for Mail Box
E 101-41500-3090		Software Support	\$84.00	042526	CH-Google; Company Emails
E 101-41500-5700		Office Equip and Furnishin	\$401.00	042526	CH-On Site Mail Box
E 101-41500-2010		Office Supplies	\$25.78	042526	CH-Name Plates
E 101-41500-3090		Software Support	\$15.00	042526	CH-Canva
E 101-41940-3210		Telephone	\$71.61	042526	CH-Nextivia; VOIP Phone Service
E 101-41942-3210		Telephone	\$24.00	042526	PW-Nextivia; VOIP Phone Service
E 101-41500-5700		Office Equip and Furnishin	\$26.82	042526	CH-Amazon; Personal Heater
E 101-45200-2250		Landscaping/Décor	\$108.00	042526	CH-Ace; Garden Club Mulch (x80 bags)
E 101-41500-5700		Office Equip and Furnishin	\$53.68	042526	CH-Amazon; Indoor Convex Mirror
		Total	\$4,952.61		
10100			\$5,981.13		

LONG LAKE, MN

***Check Detail Register©**

Checks 3413, 3418-3420

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
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Fund Summary**10100 GENERAL FUND CASH**

101 GENERAL FUND	\$5,932.78
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205 FIRE DEPARTMENT	\$48.35
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\$5,981.13



LONG LAKE, MN

04/28/26

Section 6B.

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Payroll Summary

Pay Group: 01 Bi-Weekly
Check Date: 4/30/2026 per. 9

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medi-care	Retire	Tax Sheltered	Non-Tax Sheltered	Tips	Reimb.	Net
000000309 BJORKLUND, JULIE	1,901.60	1,778.00	1,778.00	129.51	90.03		117.90	27.57	123.60		8.37			1,404.62
000000287 DECKER JR, MICHAEL	2,090.67	1,956.08	1,956.08	175.88	102.14		129.62	30.31	134.59		9.65			1,508.48
000000243 DIERCKS, SEAN	4,188.04	3,915.82	3,915.82	594.63	235.41		259.66	60.73	272.22		18.43			2,746.96
000000306 KIEPER, JASON	3,259.14	3,076.58	3,076.58	261.04	143.60		202.07	47.26	182.56		14.34			2,408.27
000000091 MOELLER, JEANETTE	3,391.22	2,972.84	2,972.84	228.74	122.69		197.98	46.30	220.43	197.95	14.92			2,362.21
000000252 NOWEZKI, AMANDA	4,570.31	4,080.68	4,080.68	762.71	268.42		282.38	66.04	473.91	15.72	51.13			2,650.00
000000308 WIKMAN, JEFFREY	2,588.35	2,421.41	2,421.41	265.86	133.79		160.48	37.53	166.94		11.39			1,812.36

941 Deposit

Federal Tax	\$2,418.37
Medicare	\$631.48
Social Security	\$2,700.18
Advanced EIC	None
Total Deposit	\$5,750.03

Pay Summary

Gross	21,989.33
Federal Gross	20,201.41
State Gross	20,201.41
FICA Gross	21,775.66

Tax Summary

Federal Tax	2,418.37	
State Tax	1,096.08	
Local Tax		
FICA Ded/Ben	1,350.09	1,350.09
Medicare Ded/Ben	315.74	315.74

Others

Retirement	1,574.25
Tax-Sheltered	213.67
Voluntary	128.23
Tips	0.00
Reimbursement	0.00
Net	14,892.90



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 5, 2026

SUBJECT: Public Hearing: 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: 4/29/2026

Recommended City Council Action

Upon conclusion of the public hearing, 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.

The Council reviewed a working draft of Ordinance No. 2026-01 back in March, and after some discussion of various methods that could be used to establish an ongoing escalator for wage increases, Councilmembers ultimately were in favor of their wage escalator being directly related to the cost of living adjustments (COLA) approved by the Council for staff wages. The attached ordinance has been updated to reflect this policy; however, in doing so, staff based the language establishing the wage increase on the COLA approved for the year in which a municipal election is held versus for a two-year cumulative period. The following are examples of wage impacts in either previous year or two-year cumulative period scenarios, assuming a potential three percent (3%) COLA were to be approved annually.

Mayor and Council Wage Scenarios

<u>2 Years Accumulated COLA (6%)</u>	<u>Jan 2027</u>	<u>Jan 2029</u>	<u>Jan 2031</u>	<u>Jan 2033</u>	<u>Jan 2035</u>
Mayor Wage	\$4,800.00	\$5,088.00	\$5,393.28	\$5,716.88	\$6,059.89
Council Wage	\$4,000.00	\$4,240.00	\$4,494.40	\$4,764.06	\$5,049.91
<u>Previous Year COLA (3%)</u>	<u>Jan 2027</u>	<u>Jan 2029</u>	<u>Jan 2031</u>	<u>Jan 2033</u>	<u>Jan 2035</u>
Mayor Wage	\$4,800.00	\$4,944.00	\$5,092.32	\$5,245.09	\$5,402.44
Council Wage	\$4,000.00	\$4,120.00	\$4,243.60	\$4,370.91	\$4,502.04

As a reminder, the ordinance does include language recognizing that a salary adjustment may be waived by adoption of an ordinance prior to the date on which a regular municipal election is scheduled to occur.

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.

Conclusion

The proposed ordinance has been reviewed/edited by the City Attorney and at this time, once the public hearing has concluded, staff recommends adoption of Ordinance No. 2026-01. 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



**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. In case of a tie vote in the Council, the Mayor shall make the appointment. If the vacancy occurs before the first day to file affidavits of candidacy for the next regular city election and more than two years remain in the unexpired term, 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, 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 annual City salary pay plan cost of living adjustment approved by the City Council for the year in which the regular municipal election occurred.

(e) Notwithstanding subsection (d), any salary adjustment may be waived by adoption of an ordinance 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.

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 5th day of May 2026.

Date of Adoption:	May 5, 2026
Date of Publication:	May 16, 2026
Effective Date:	May 16, 2026

ATTEST:

BY:

Jeanette Moeller, City Clerk

Charlie Miner, Mayor



PUBLIC NOTICE
CITY OF LONG LAKE
Ordinance Publication Summary

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 has the authority to regulate municipal code in the City of Long Lake. Following a public hearing and discussion at the City Council, the City Council adopted Ordinance No. 2026-01 to amend City Code as described in this summary publication as follows:

Ordinance No. 2026-01: A text amendment to the City of Long Lake Code of Ordinances repealing existing Chapter 2 – Administration, Article II. City Council in its entirety and adopting a new Chapter 2 – Administration, Article II. City Council to include language regarding the composition and election of the Council; address Council subgroups and liaison positions; to implement a revised schedule for Mayor and Council salaries in compliance with Minn. Stat. 415.11; and to establish Council meeting operating policies and procedures.

Ordinance No. 2026-01 further amends the City's Code of Ordinances by repealing existing Chapter 2 – Administration, Article III. Officers and Employees in its entirety and adopting a new Chapter 2 – Administration, Article III. Officers and Employees to add language providing for the City and its Police Department's authority to conduct criminal history pre-employment and pre-licensing background checks; recognizing the City's administrative departments, offices and staff positions; and retaining and updating outdated terminology with regard to the City Administrator position.

Ordinance No. 2026-01 was adopted by the Long Lake City Council on the 5th day of May, 2026 and shall become effective May 16, 2026 upon this publication. This is a summary of Ordinance No. 2026-01. A printed copy of the entire Ordinance is available for inspection by any person during the City Clerk's regular office hours and on the City's official website at www.longlakemn.gov. If you have any questions regarding this notice, please feel free to contact Long Lake City Hall at 952-473-6961.

Jeanette Moeller
 Clerk of the City of Long Lake

Published: May 16, 2026 edition of 'The Laker Pioneer'