



City of Northfield

City Hall
801 Washington Street
Northfield, MN 55057
northfieldmn.gov

Meeting Minutes - Draft Charter Commission

Thursday, May 14, 2026

6:00 PM

Council Chambers

6:00 PM - REGULAR AGENDA CALL TO ORDER AND ROLL CALL

Chair CC Linstroth called the meeting to order at 6:00 p.m.

Present: 6 - Chair C C Linstroth, Commissioner Jack Hoschouer, Vice Chair Lance Heisler, Commissioner Amy Gernon, Commissioner David DeLong and Commissioner Katie Rooks

Absent: 1 - Commissioner Scott Jensen

Also present: Meeting Associate Kirsten Fjeld Zillmer.

APPROVAL OF AGENDA

APPROVAL OF MINUTES

1. [26-239](#) Approval of March 12, 2026 Meeting Minutes.

A motion was made by Commissioner David DeLong, seconded by Jack Hoschouer, to approve the minutes. The motion carried by the following vote:

Yes: 6 - Chair Linstroth, Commissioner Hoschouer, Vice Chair Heisler, Commissioner Gernon, Commissioner DeLong and Commissioner Rooks

Enactment No: M2026-079

COMMISSION ABSENCES

2. [26-240](#) Excuse meeting absences.

A motion was made by Commissioner Lance Heisler, seconded by Commissioner Jack Hoschouer, to excuse the absence of Commissioner Scott Jensen. The motion carried by the following vote:

Yes: 6 - Chair Linstroth, Commissioner Hoschouer, Vice Chair Heisler, Commissioner Gernon, Commissioner DeLong and Commissioner Rooks

Enactment No:

OPEN PUBLIC COMMENT

No public comment was received.

REGULAR AGENDA**3. [26-241](#) Consider Proposed Amendment to Charter Section 4.1.**

As discussion began regarding the proposed amendment to Charter Section 4.1, Commissioner Lance Heisler stated that the change would clear up any ambiguity regarding when a newly elected council person would begin to serve their term. While the other commissioners voiced support of this reasoning and the proposed amendment Commissioner David DeLong disagreed, stating that there is no ambiguity in the Charter's language and therefore no need for the amendment.

A motion was made by Commissioner Jack Hoschouer, seconded by Commissioner Katie Rooks, to approve the proposed amendment to Charter Section 4.1. The motion carried by the following vote:

Yes: 5 - Chair Linstroth, Commissioner Hoschouer, Vice Chair Heisler, Commissioner Gernon and Commissioner Rooks

No: 1 - Commissioner DeLong

Enactment No: M2026-070

4. [26-242](#) Consider Charter Commission Polices - Duties of Officers Update.

Commissioner Jack Hoschouer stated that the proposed section B of the secretary's duties should be altered to "and distribute [minutes] to members."

Commissioner Lance Heisler expressed concern about the Charter Commission assigning responsibility to city staff for the creation of minutes and other duties that, as an independent entity, the Charter Commission is responsible for and may not have the authority to relinquish. Commissioner David DeLong added that he was concerned about potential budget cuts affecting staff minute taking and/or the cost of a staff person coming from the Charter Commission budget.

Commissioner Amy Gernon suggested that editing word choice to emphasize the responsibility for oversight by the secretary may be an acceptable solution. Chair CC Linstroth agreed and added that the procedures in place assures that final approval does rest with the secretary and Charter Commission.

It was agreed to table this item until the July Charter Commission meeting and that Commissioners Heisler and Hoschouer would meet to discuss possible language changes.

A motion was made by Commissioner Lance Heisler, seconded by Commissioner Amy Gernon, to table the discussion and proposed changes to Charter Commission Policies regarding Duties of Officers.

Yes: 6 - Chair Linstroth, Commissioner Hoschouer, Vice Chair Heisler, Commissioner Gernon, Commissioner DeLong and Commissioner Rooks

5. [26-243](#) Consider Open Public Comment Response Process.

Chair CC Linstroth explained that the proposal would create a process to respond to members of the public who address the Charter Commission during open public comments.

Commissioners Amy Gernon and Katie Rook spoke about the value of acknowledging people who speak and having a process of how to do this. Commissioner Lance Heisler outlined potential issues with people abusing such a process and if this process would be unfair to those who do not wish to speak publicly.

Enactment No: M2026-069

Commissioner Jack Hoschouer proposed an amendment to change the language in the second bullet point from "a subsequent" to "the next" [meeting].

Yes: 6 - Chair Linstroth, Commissioner Hoschouer, Vice Chair Heisler, Commissioner Gernon, Commissioner DeLong and Commissioner Rooks

Chair CC Linstroth proposed an amendment to remove the word "citizen" from the first line.

Yes: 6 - Chair Linstroth, Commissioner Hoschouer, Vice Chair Heisler, Commissioner Gernon, Commissioner DeLong and Commissioner Rooks

A motion was made by Commissioner Amy Gernon, seconded by Commissioner Jack Hoschouer, to discuss and approve the amended open public comment response process. The motion carried by the following vote:

Yes: 6 - Chair Linstroth, Commissioner Hoschouer, Vice Chair Heisler, Commissioner Gernon, Commissioner DeLong and Commissioner Rooks

6. [26-244](#) Commissioner Proposal.

Commissioner Amy Gernon discussed the need for the Charter Commission to look at the Northfield City Charter as a whole in order to reexamine it's purpose and determine whether it is meeting the needs of the community. She noted that the charter should be about process and that process should be transparent and accessible so that it does not undermine public trust but rather assures due process. She suggested that the July Charter Commission meeting focus on this. Commissioner DeLong suggested looking at and comparing charters from similar Minnesota cities. Chair CC Linstroth indicated that she would put this on the next agenda.

ADJOURNMENT

Chair CC Linstroth noted that the City Council would be accepting the Charter Commission's Proposed Ordinance 4.1 on June 2, 2026, and that the public hearing and first reading would be on July 7, 2026. She encouraged Charter Commission members to attend the council meeting to show support for the proposed ordinance.

A motion was made by Commissioner Jack Hoschouer, seconded by Commissioner Katie Rooks, to adjourn the meeting at 7:11 p.m.

Yes: 6 - Chair Linstroth, Commissioner Hoschouer, Vice Chair Heisler, Commissioner Gernon, Commissioner DeLong and Commissioner Rooks