

**TIMELINE FOR PROPOSED CHARTER COMMISSION AMENDMENT**  
**Pursuant to Minn. Stat. § 410.12, Subd. 7**

Step		Timeline Notes	Date
#	Action		
1.	<p><u>Proposed Ordinance.</u> Charter Commission makes a motion and votes at an open public meeting to approve the following:</p> <p>A. Specific recommendations to amend the Charter by ordinance (proposed ordinance); and</p> <p>B. Submission of the proposal to the City Council.</p>		<p>A. 07/10/25</p> <p>B. 07/14/25</p>
2.	<u>Receive Amendment.</u> City Council receives proposed Charter amendment in ordinance form from Charter Commission and sets a date for a public hearing.	A public hearing date must be noticed within one month after the City Council receives the proposed ordinance.	07/22/25
3.	<u>Notice.</u> City publishes notice of a public hearing on the proposed ordinance, which must contain the text of the proposed ordinance.		07/30/25
4.	<u>Public Hearing.</u> City Council holds a public hearing on the proposed ordinance.	At least two weeks, but not more than one month after the notice is published. There is a maximum of 60 days between receipt of the proposed ordinance and the date of the public hearing must be held.	08/19/25
5.	<u>City Council - First reading of ordinance.</u> Council must vote to introduce the proposed ordinance in an open public meeting. <b>Proposed ordinance must receive unanimous approval from the City Council.</b>	Within one month of the date of the public hearing.	08/19/25
6.	<u>City Council - Second reading of ordinance</u> (if first reading is adopted unanimously). <b>Proposed ordinance is enacted if it receives a unanimous affirmative vote of all members of the City Council and is published.</b>	Date of City Council meeting approving ordinance.	09/09/25
7.	<u>Effective Date.</u> Ordinance becomes effective.	90 days after passage and publication or such later date as is fixed in the ordinance.	12/08/25