



Charter Commission Amendment Section 4.1

City Council Meeting
June 2, 2026

Charter Section 4.1

Background



- Charter Section 4.1 currently requires the oath of office to be administered at the first City Council meeting of the year.
- At the January 7, 2025 City Council meeting only three incumbent Council members were present at the start of the meeting; 3 new members were to take the oath along with 1 of the incumbent members.
- The agenda was adjusted to administer the oath immediately after the meeting was called to order.
- No other business or Council action occurred before the oath of office.

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Concern Raised



- After the meeting, a resident raised concerns about whether a quorum existed at the start of the meeting.
- The concern focused on the Charter language requiring the meeting to be called to order before newly elected officials officially assumed office and whether there were enough members to call the meeting to order.
- The resident expressed concern that Council members from the previous Council who were not serving on the new Council were not present for the start of the meeting.

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Charter Commission Review



- City Administrator Martig requested that the Charter Commission review the Charter language to determine if the current wording could be improved.
- The Commission reviewed section 4.1 and consulted with the City Attorney to identify updated language to avoid similar concerns in the future.

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Proposed Amendment



- Acknowledges MN State Statute language that all city council terms expire on the first Monday in January of the year in which such terms expire or until their successor qualifies.
- Allows the oath to be administered after the first Monday in January but prior to the first meeting of the year.



Charter Amendment Timeline/ Process

May 14, 2026 – Charter Commission Approve Section 4.1 Amendment.

May 26, 2026 – Charter Commission Chair Notifies City Administrator of Proposed Amendment.

June 2, 2026 – City Council Receives Proposed Amendment and Sets Public Hearing Date.

June 10, 2026 – City Publishes Notice of Public Hearing in the Northfield News.

July 7, 2026 – Public Hearing and First Reading of Ordinance.*

July 21, 2026 – Second Reading of Ordinance. *

October 19, 2026 – Ordinance Goes into Effect.**

*Requires 7/7 vote of City Council; date will be shifted if a Council Member(s) is absent.

**Ordinance goes into effect 90 days after second reading. Will shift if the second reading shifts.