



# City of Northfield

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

## Meeting Minutes - Draft Charter Commission

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Thursday, March 12, 2026

6:00 PM

Council Chambers

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### 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 - Commissioner Scott Jensen, Chair C C Linstroth, Commissioner Jack Hoschouer, Commissioner Amy Gernon, Commissioner David DeLong and Commissioner Katie Rooks
- Absent:** 1 - Vice Chair Lance Heisler

*Also present: Assistant City Attorney David Assaf, City Administrator Ben Martig, and Meeting Associate Kirsten Fjeld Zillmer.*

*Note: Assistant City Attorney David Assaf, Commissioners Katie Rook and Amy Gernon all appeared remotely via interactive television.*

### APPROVAL OF AGENDA

*Chair CC Linstroth requested that a change be made to the agenda in which Item 6, Discussion on Proposed Amendment to Charter Section 4.1, be moved to Item 1, with the rest of the agenda to follow.*

**A motion was made by Commissioner Scott Jensen, seconded by Commissioner David DeLong, to approve the amended agenda. The motion carried by the following vote:**

- Yes:** 5 - Commissioner Jensen, Chair Linstroth, Commissioner Gernon, Commissioner DeLong and Commissioner Rooks
- Not Present:** 1 - Commissioner Hoschouer

### APPROVAL OF MINUTES

1. [26-134](#) Approval of January 8, 2026 Meeting Minutes.

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

- Yes:** 5 - Commissioner Jensen, Chair Linstroth, Commissioner Gernon, Commissioner DeLong and Commissioner Rooks
- Not Present:** 1 - Commissioner Hoschouer

Enactment No:

**COMMISSION ABSENCES.**

Chair CC Linstroth called for a vote to excuse the absence of Commissioner Lance Heisler. The motion carried by the following vote:

**Yes:** 5 - Commissioner Jensen, Chair Linstroth, Commissioner Gernon, Commissioner DeLong and Commissioner Rooks

**Not Present:** 1 - Commissioner Hoschouer

**OPEN PUBLIC COMMENT**

*No public comment was received.*

**REGULAR AGENDA**

5. [26-138](#) Discussion on Charter Amendment Approval Process.

*Chair CC Linstroth presented the timeline to approve the proposed Amendment to Charter Section 4.1, so that it would be in place for the next election.*

6. [26-139](#) Discussion on Proposed Amendment to Charter Section 4.1.

*Assistant City Attorney David Assaf was introduced and answered commissioners' questions regarding the proposed amendment to Charter Section 4.1. He explained that once this amendment is passed the current ambiguous language regarding the end of term for outgoing city council members and the process for the swearing in and seating new council members would be clarified. Commissioner Katie Rooks and Commissioner Amy Gernon stated they would be prepared to vote on the amendment this evening.*

*After Commissioner David DeLong questioned who proposed this amendment, City Administrator Ben Martig and Attorney Assaf clarified that this change was suggested by the City Attorney and that it is up to the Charter Commission whether to recommend and refer the amendment to the Northfield City Council for approval.*

*Attorney Assaf also provided clarification to Commissioner DeLong's additional questions related to issues of election certification and successor qualification, particularly in regard to other charter and state statute references. Chair Linstroth requested that Attorney Assaf provide additional written information assuring compliance with MN Statute 205.07 (1a) by the next meeting. Commissioner DeLong indicated he had continued concerns about compliance going back to 2003 and was not satisfied with the proposed movement forward.*

*Chair CC Linstroth called for a Point of Order which Commissioner David DeLong then appealed. Chair Linstroth called for a recess after which the appeal was withdrawn.*

3. [26-136](#) Review of Charter Commission Polices - Duties of Officers.

*Chair CC Linstroth reviewed the current Duties of Officers in the Charter Commission Policies. It was noted that the Duties of the Secretary need to be updated which the new secretary will do, in conjunction with city staff, before the next meeting.*

4. [26-137](#) Discussion on Open Public Comment Response Process.

*Chair CC Linstroth proposed a process to address comments made during Open Public Comment in which comments received would be placed on the next meeting's agenda. Those public comments would be discussed at that meeting if a motion was made and seconded to do so. If no such motion is made, a response would be issued that the commission will not be taking up the issue at that time. Chair Linstroth indicated that this proposed process will be on the May agenda.*

*Commissioner Hoschouer arrived and apologized for being late.*

2. [26-135](#) Election of Officer - Secretary.

**A motion was made by Commissioner Scott Jensen, seconded by Commissioner Katie Rooks, to nominate Commissioner Jack Hoschouer as the Charter Commission secretary. The motion passed by the following vote:**

**Yes:** 5 - Commissioner Jensen, Chair Linstroth, Commissioner Gernon, Commissioner DeLong and Commissioner Rooks

**Recused:** 1 - Commissioner Hoschouer

Enactment No: M2026-049

## ADJOURNMENT

**A motion was made by Commissioner Scott Jensen, seconded by Commissioner Jack Hoschouer, to adjourn the meeting at 6:59 p.m.**

**Yes:** 6 - Commissioner Jensen, Chair Linstroth, Commissioner Hoschouer, Commissioner Gernon, Commissioner DeLong and Commissioner Rooks