



Charter Commission Amendment Section 4.1

City Council Meeting
Public Hearing
July 7, 2026

Public Hearing Procedure



- Mayor verbalizes “Call Hearing to Order Related to Charter Amendment 4.1”
- Staff Presentation
- Public Input (2 minutes)
 - No separate public comment on that agenda item immediately following as the public hearing is the legal public input period
- Council Questions
 - Council deliberation of topic occurs at action item immediately following not at hearing
- Motion from Council to “Close Public Hearing”

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

Charter Section 4.1

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 per quorum
- The resident expressed concern that Council members from the previous Council who were not serving on the new Council should have been present for the start of the meeting to meet the quorum

Charter Section 4.1

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

Charter Section 4.1

Proposed Amendment



- Acknowledges MN State Statute, which supersedes any City Charter, that all city council terms for charter cities expire on the first Monday in January of the year in which such terms expire or until their successor qualifies
 - Note: Therefore, there is no issue of quorum from the January 2025 meeting of concern as the action of swearing in occurred as the first item of business (no items prior) and as soon as the qualification occurred there was immediately quorum
- Amendment provides clarity to State statute that allows the oath to be administered after the first Monday in January but prior to the first meeting of the year

Charter Section 4.1 Proposed Amendment



Section 4.1. – Council Meetings.

Pursuant to Minn. Stat. § 205.07, subd. 1a, as the same may be amended from time to time, the terms of all city council members, including the mayor, expire on the first Monday in January of the year in which such terms expire, except that such outgoing members shall hold office until their successors qualify. At its first meeting in January, the council shall meet at the usual place and time for the holding of council meetings. At this time any newly elected members of the council including the mayor, if not having previously been administered the oath of office on or following the first Monday in January, shall, as the first order of business, prior to calling the meeting to order, be administered the oath of office and shall assume their duties. Thereafter, the council shall meet at such time as may be prescribed by resolution. Such a resolution shall remain in force until modified by the council. The mayor or any three members of the council may call special meetings of the council upon at least twelve hours notice to each member and such public notice as shall be prescribed by ordinance in compliance with the laws of Minnesota. Public notice of all meetings of the council and its committees shall be given as prescribed by ordinance, and any citizen shall have access to the minutes and records thereof at all reasonable times.



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 14, 2026 – Second Reading of Ordinance. *

October 12, 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.

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Public Comment



Council Questions

“Motion to Adjourn” after
question period ends

