

From: [Ben Martig](#)
To: [Lance Heisler](#)
Cc: [Rhonda Pownell](#); [Sara Hoffman](#)
Subject: Charter Commission Administrative Process Request for Review
Date: Tuesday, July 2, 2024 4:59:43 PM
Attachments: [13.01 Charter Commission Administrative Process.docx](#)
[13.01 Charter Commission Administrative Process.pdf](#)
[image002.png](#)

Chair Heisler,

Staff has recently completed the task of reformatting, which were approved by the Council on May 21st. This will standardize all of our policies and ensure we have editable versions of these policies for when updates are needed. In addition, we did make minor updates as they were identified.

Along with the Council policies, we also updated those related to specific boards or commissions, including the Charter Commission administrative policy. Attached you will find the updated Charter policy and a redlined version of the changes made. This policy had some references to boards/commissions overall so we updated it to only include the Charter Commission. The Council reviewed this but did not vote on it in order to first receive input from the Charter Commission. As you may recall, the last time we did this we had both the Charter Commission and City Council agree on the policy by an affirmative vote.

On behalf of the City Council, I am requesting that the Charter Commission place this on their upcoming July meeting agenda for approval. If you have any changes you'd like to see, please let us know and we will make those changes.

Per our recent phone conversation that you agreed to have this placed on your next agenda for review we will add it.

Should you have questions in the meantime please do not hesitate to contact me.

Thank you,

Ben Martig

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City Administrator

City of Northfield

801 Washington Street

Northfield, MN 55057-2598

www.northfieldmn.gov



