



# City of Northfield

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

## Meeting Minutes - Draft Charter Commission

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Thursday, May 8, 2025

6:00 PM

Council Chambers

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### 6:00 PM - REGULAR AGENDA CALL TO ORDER AND ROLL CALL

*Vice Chair Scott Oney called the meeting to order at 6:02 p.m.*

**Present:** 4 - Commissioner Scott Jensen, Commissioner C C Linstroth, Commissioner Jack Hoschouer and Vice Chair Scott Oney

**Absent:** 3 - Commissioner James Prichard, Chair Lance Heisler and Commissioner Amy Gernon

### APPROVAL OF AGENDA

1. [25-255](#) Approval of May 8, 2025 Meeting Agenda.

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

**Yes:** 4 - Commissioner Jensen, Commissioner Linstroth, Commissioner Hoschouer and Vice Chair Oney

### APPROVAL OF MINUTES

2. [25-256](#) Approval of March 13, 2025 Meeting Minutes.

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

**Yes:** 4 - Commissioner Jensen, Commissioner Linstroth, Commissioner Hoschouer and Vice Chair Oney

### COMMISSION ABSENCES

3. [25-257](#) Excuse meeting absences.

**A motion was made by Commissioner CC Linstroth, seconded by Commissioner Jack Hoschouer, to approve excusing Chair Lance Heisler, Commissioner James Prichard, and Commissioner Amy Gernon. The motion carried by the following vote:**

### OPEN PUBLIC COMMENT

*No public comment was received.*

### OLD BUSINESS

**4. [25-258](#)****Discussion on Charter Section 3.5.**

*Section 3.5 of the City Charter. Vice-Chair Oney noted the changes drafted, and introduced at the March 13 meeting, by Chairman Heisler account for the four ambiguous days in the election registration process. It is simpler to update language in the Charter than to litigate the issue at some future time. Changing Charter language to state that an incumbent serves until there is a qualified successor- usually sometime during the first week of January-- rather than the term expiring at year's end.*

*The suggested language also applies to timing of registration for special elections. Oney noted that we now have a recommendation that can be sent to the Council.*

*Commissioner Linstroth asked when a vacancy [legally] occurs: when a person delivers a letter of resignation is delivered to the city clerk or when the council declares the position open?*

**A motion was made by Commissioner Jack Hoschouer, seconded by Commissioner Scott Jensen, to accept the proposed amendments to the existing language of the charter to include the four dates not currently covered in the vacancy process; to change the language to provide that service extends through the qualification of a successor rather than the end of the year or following year; and to send it to the city council for their approval. The motion carried by the following vote:**

**Yes:** 4 - Commissioner Jensen, Commissioner Linstroth, Commissioner Hoschouer and Vice Chair Oney

**NEW BUSINESS**

*Commissioner Linstroth asked whether there is a process by which Commission action concerning a citizen's comments or concerns voiced in the Public Comment agenda item are relayed to the citizen rather than just being noted. Referring to David DeLong's public comment at the March 13 meeting, she said that there should be a Commissioner Linstroth asked whether there is a process by which Commission action concerning a citizen's comments or concerns voiced in the Public Comment agenda item are relayed to the citizen rather than just being noted.*

**A motion was made by Commissioner Jack Hoschouer that the commission would formally acknowledge citizen comments and that a citizen would be informed as to what the commission intends to do. The motion did not receive a second and was withdrawn.**

**BOARD MEMBER AND COMMISSIONER REPORTS****ADJOURNMENT**

**A motion was made by Commissioner Jack Hoschouer, seconded by Commissioner CC Linstroth, to adjourn the meeting at 6:32 p.m.**

**Yes:** 4 - Commissioner Jensen, Commissioner Linstroth, Commissioner Hoschouer and Vice Chair Oney