

## MEMORANDUM

To: City of Northfield Charter Commission **VIA EMAIL**  
Tim Madigan, Interim City Administrator

From: Christopher M. Hood, City Attorney, City of Northfield

Date: January 25, 2011

Re: Procedure for Charter Commission to Seek Amendment of Northfield City Charter

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As requested, the table below summarizes the steps to amend the Northfield City Charter (Charter) through a recommendation from the Charter Commission to the City Council to amend the Charter by ordinance pursuant to Minn. Stat. § 410.12, subd. 7.

Step		Timeline
#	Action	
1.	<b><u>Proposed Ordinance.</u></b> Charter Commission makes a motion and votes at an open meeting to approve the following: A. Specific recommendations to amend the Charter by ordinance (proposed ordinance) B. Submission of the proposal to the City Council	
2.	<b><u>Notice.</u></b> City publish notice of a public hearing on the proposed ordinance, which must contain the text of the proposed ordinance (notice)	Within one month after the City Council receives the proposed ordinance from the Charter Commission
3.	<b><u>Public Hearing.</u></b> City Council hold public hearing	At least two weeks, but not more than one month after the notice is published
4.	<b><u>City Council.</u></b> City Council must vote on the proposed ordinance in an open meeting	Within one month of the public hearing
5.	<b><u>Vote.</u></b> Proposed ordinance enacted if it receives a unanimous affirmative vote of all members of the City Council and is approved by the Mayor and published	Date of City Council meeting approving ordinance
6.	<b><u>Effective Date.</u></b> Ordinance become effective	90 days after passage and publication or later date as fixed in the ordinance

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A referendum may be forced on the duly enacted ordinance if a petition signed by registered voters equal in number to at least 5 percent of the registered voters in the city or 2,000, whichever is less, is filed with the City Clerk within 60 days after passage and publication of the ordinance. If a proper petition is filed, the city must handle the amendment like any other charter amendment, except the City Council may submit the ordinance at a general or special election that occurs within 60 days after filing the petition, or it may reconsider its action in adopting the ordinance.

CMH-BMF