

TIMELINE FOR PROPOSED CHARTER COMMISSION AMENDMENT
Pursuant to Minn. Stat. § 410.12, Subd. 7

Step		Timeline Notes	Date
#	Action		
1.	<u>Proposed Ordinance.</u> Charter Commission makes a motion and votes at an open public meeting to approve the following: A. Specific recommendations to amend the Charter by ordinance (proposed ordinance); and B. Submission of the proposal to the City Council.		A. 05/13/2021 B. 05/15/2021
2.	<u>Receive Amendment.</u> City Council receives proposed Charter amendment in ordinance form from Charter Commission and sets a date for a public hearing.	A public hearing date must be noticed within one month after the City Council receives the proposed ordinance.	05/18/2021
3.	<u>Notice.</u> City publishes notice of a public hearing on the proposed ordinance, which must contain the text of the proposed ordinance.		05/26/2021
4.	<u>Public Hearing.</u> City Council holds a public hearing on the proposed ordinance.	At least two weeks, but not more than one month after the notice is published. There is a maximum of 60 days between receipt of the proposed ordinance and the date of the public hearing must be held.	06/15/2021
5.	<u>City Council - First reading of ordinance.</u> Council must vote to introduce the proposed ordinance in an open public meeting. Proposed ordinance must receive unanimous approval from the City Council.	Within one month of the date of the public hearing.	06/15/2021
6.	<u>City Council - Second reading of ordinance</u> (if first reading is adopted unanimously). Proposed ordinance is enacted if it receives a unanimous affirmative vote of all members of the City Council and is published.	Date of City Council meeting approving ordinance.	07/20/2021
7.	<u>Effective Date.</u> Ordinance becomes effective.	90 days after passage and publication or such later date as is fixed in the ordinance.	10/26/2021