



Legislation Text

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**File #:** Res. 2018-017, **Version:** 1

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**City Council Meeting Date:** February 20, 2018

**To:** Mayor and City Council

**From:** Ben Martig, City Administrator

Consider Resolution Approving Administrative Policy Related to Charter Commission Recruitment and Appointment Process

**Action Requested:**

The Northfield City Council approves the attached Resolution approving an Administrative Policy Related to Charter Commission Recruitment and Appointment Process

**Summary Report:**

Minnesota Statutes 410.05 outlines the statutory process for appointing members to the Charter Commission. The following is a detailed summary of the section of statutes related to this appointment process.

410.05 Subd. 3. Commission appointments; nominees.

A city council, a charter commission, or the petitioners requesting the appointment of a charter commission may submit to the court the names of eligible nominees which the district court may consider in making appointments to the charter commission.

Additionally, the City Charter does also have reference to appointments in Section 2.3. - Home Rule Charter.

As provided by Article XII, Sections 4 and 5 of the Minnesota Constitution, and Minn. Stat. ch. 410, the City of Northfield voted in 1910 to adopt home rule government and define it as a charter which is now part I of the City Code. The statutes provide that the process of originating and amending of a charter be managed by a charter commission of seven (7) members. Any registered voter of the city may submit an application for appointment. The chairperson of the charter commission will oversee the process for receiving, verifying eligibility and forwarding applications of qualified applicants to the Chief Judge of the Third Judicial District Court who will make the appointment(s).

(Ord. No. 934, 7-10-2012, effective 10-12-2012)

The proposed procedure was developed cooperatively with the Charter Commission, City Clerk, City Administrator and City Attorney in an effort to create a shared understanding on how to implement the appointments to the Charter Commission. Additionally, the Chair of the Charter Commission has discussed the process with the sitting district court judge and has indicated that they support the process developed to receive nominations. The district court judge ultimately makes the appointments so there was interest to get support from them as it relates to procedures.

The Charter Commission approved the process unanimously at their meeting on September 28, 2017.

**Alternative Options:**

None recommended.

**Financial Impacts:**

None.

**Tentative Timelines:**

The policy would be effective immediately upon approval.