

**City Council  
Agenda Item 12.A  
Meeting of December 8, 2025**



**Title:** Ordinance amending the city charter establishing the number of members of the charter commission

**Report from:** Erik Nilsson, City Attorney

**Submitted Through:** Moranda Dammann, Assistant City Manager

**Presenter:** Erik Nilsson, City Attorney

---

**Action Requested:** Motion

**Form of Action:** Ordinance

**Votes needed:** 4 votes

---

**Summary Statement**

Charter amendment to establish the number of members of the charter commission within the statutorily authorized range of not less than seven nor greater than 15, that also retains the flexibility to expand to include a sitting council member in its membership.

**Recommended Action**

Motion to introduce the ordinance and schedule the public hearing for January 12, 2026.

**Strategic Plan Relatability**

N/A

**Financial Consideration**

N/A

**Background**

The charter commission held a meeting on Nov. 18, 2025, and recommended amending the city charter by adding a new section 2.12. The charter commission recommended the charter amendment in order to establish a fixed membership number pursuant to Minn. Stat. Sec. 410.05, subd. 1.

State law provides that the chief judge of district court must appoint all members of the charter commission. The court ultimately determines the size of the commission, which must not be less than seven members nor greater than 15 members. A city may establish a membership number within the statutory range via a charter provision and, if it does so, the court may only appoint that number of members. The charter provision controls. The city charter is silent on the size of the commission, although it has been consistently comprised of nine members for several years. The only current charter provision that mentions charter commission membership is section 2.05, which prohibits more than one sitting council member from serving on the commission at one time.

The charter commission discussed the idea of establishing the membership number in the city charter at

its annual meetings in 2024 and 2025. The recommendation of the commission is to have a fixed number consistent with the current practice of nine members that also retained the flexibility to expand by one member to 10 with the addition of a sitting council member.

Under state law, the charter may be amended without a ballot measure when the charter commission recommends the amendment to the city council and the council approves the amendment by ordinance. This ordinance introduction only requires four votes, but the ordinance itself must be approved by unanimous vote of all members of the council, after a public hearing. Due to the imminent vacancy in the ward 2 seat, the full membership of the council in January 2026 will be six persons and all six votes will be required to adopt the ordinance.

The proposed amendment is attached.

**ATTACHMENTS:**

[Charter Commission Membership Amendment](#)