

**Charter Commission Agenda Item 4.C
Meeting of November 18, 2025**



Title: Annual report

Report from: Erik Nilsson, City Attorney

Action Requested:

1. Approve the annual report, with changes to be made by the city attorney as necessary to reflect the actions of the Nov. 18, 2025 charter commission meeting.
2. Direct the city attorney to file the annual report with the chief judge of district court and to provide a copy to the city clerk.

Summary Statement

The commission must submit an annual report to the chief judge of Hennepin County District Court by Dec. 31, 2025.

Background

State law requires the charter commission to submit an annual report to the chief judge of the district court, on or before Dec. 31 of each year. The report must outline the activities and accomplishments of the commission during the preceding calendar year. The report also includes a record of commission member attendance at meetings. By law, if a commission member fails to attend four consecutive meetings without being excused by the commission, the secretary of the charter commission must file a certificate with the court, and the court is required to issue an order removing that member from the commission.

A draft annual report is included in the packet. The city attorney will complete the report after the Nov. 18 commission meeting, so that the meeting accurately reflects the attendance of commissioners and includes a summary of items discussed and actions taken at the meeting.

ATTACHMENTS:

[Draft 2025 annual report](#)