

**CITY OF MARSHALL  
AGENDA ITEM REPORT**

<b>Presenter:</b>	Steven Anderson/Pamela Whitmore
<b>Meeting Date:</b>	Tuesday, December 9, 2025
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Charter Amendments 1) Public Hearing 2) Consider an Ordinance Amending the City Charter
<b>Background Information:</b>	<p>The annual meeting of the Marshall Charter Commission occurred on October 29, 2025. At the meeting staff made suggestions for charter amendments.</p> <p>During the 2025 legislative session many law changes were made that affected local governments. One such change under Minn. Stat § 331A.10 modified how a local government must publish notices when a local newspaper closes. If a designated qualified newspaper is discontinued, a municipality may satisfy publication requirements by posting required notices on both their own website and on the <a href="#">Minnesota Newspaper Association's</a> website until an alternate qualified newspaper is available. This change was effective as of May 24, 2025.</p> <p>Staff also found that there were inconsistencies with the Charter and State law regarding Open Meeting Law and setting election dates. Under Section 3.01 of the Charter, members of the council could call a special meeting with twelve hours' written notice to members of the council. Under Open Meeting Law, notice is required to be given at least three days prior to the meeting. Staff are recommending this provision of the Charter be amended to match State law.</p> <p>Attorney Whitmore noted the Charter was missing language regarding emergency meetings, which could be called and noticed less than the required three days.</p> <p>For election dates, Section 5.16 and 5.24 allowed the council to set a special election not less than thirty nor more than forty-five days after approval. State law only allows special elections to be held on five specific dates (Second Tuesday of February, April, May, August and the First Tuesday after the first Monday in November). Therefore, staff are recommending that these sections be changed to match the requirements in statute.</p> <p>The last recommended amendment was to allow the city to sell real property by resolution in addition to by ordinance. The uncodified ordinance process adds extra cost and time to the buyer. Property held by the Economic Development Authority or Housing and Redevelopment Authority must still hold a public hearing to sell real property.</p> <p>An ordinance to amend the City Charter must be approved by all members of the city council and published in the same manner as other ordinances. If approved and published the amendments would not take place until 90 days (March 13, 2026) have passed.</p>
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	To 1) Close the public hearing; and 2) Adopt Ordinance 25-017 Amending the City Charter and authorizing its publication in the official newspaper.