

**CITY OF MARSHALL
CHARTER COMMISSION
M I N U T E S
Wednesday, October 29, 2025**

Members Present: James Zmeskal, Larry Doom, Marc Klaith, Mike Fox, Nathan Doose, Larry Magrath, Mark Mather, and Amanda Schroeder

Members Absent: Jill Vroman and Stephen Davis

Others Present: None.

City Staff: Sharon Hanson, City Administrator; Pamela Whitmore, City Attorney (via zoom); and Steven Anderson, City Clerk

Meeting called to order at 5:15 by Chair Nathan Doose. No changes were requested to the agenda items.

Motion made by Klaith, seconded by Fox to operate under the current agenda. All voted in favor.

Consider Approval of the Minutes

Motion made by Doose, seconded by Mather to approve the minutes from the last meeting held December 4, 2024. All voted in favor.

Election of Officers

Doose opened the floor for nominations of officers. Nominations were given for Mather as Chair, Fox as Vice-Chair, and Klaith as Secretary.

Motion made by Klaith, seconded by Zmeskal to nominate Mark Mather as Chair. All voted in favor.

Motion made by Klaith, seconded by Doom to nominate Mike Fox as Vice-Chair. All voted in favor.

Motion made by Fox, seconded by Schroeder to nominate Marc Klaith as Secretary. All voted in favor.

Recommended Charter Amendments

Chair Mather took over the meeting from Doose and called on Attorney Whitmore to present the recommended charter amendments. Under Section 3.01 Council Meetings Whitmore explained Clerk Anderson found this section was not in compliance with Open Meeting Law. Open Meeting Law requires that notice be given at least three business days before members of the city council meet. This change would make the Charter in compliance with statutes. Whitmore also found when reviewing this section that the charter was silent on emergency meetings. Because the charter was silent, emergency meetings would default to the statutory requirement, but it would be good practice to have it spelled out in the charter.

Motion made by Doom, seconded by Fox to recommend the amendment to Section 3.01 be considered by the city council for change. All voted in favor.

Section 3.08. 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 was discontinued, a municipality may satisfy publication requirements by posting required notices on both their own website and on the Minnesota Newspaper Association's website until an alternate qualified newspaper becomes available.

Motion made by Klaith, seconded by Schoeder to recommend the amendment to Section 3.08 be considered by the city council for change. All voted in favor.

Sections 5.16 and 5.24. The state within the past couple of years modified election laws to create uniform election dates where special elections can only be held on five specific dates (Second Tuesday of February, April, May, August and the First Tuesday after the first Monday in November). Sections 5.16 and 5.24 reflected the old law and needed to be updated to follow new election laws. Clerk Anderson asked that the two sections be voted together since the language was the exact same for both sections. One section pertained specifically to the mayor, and the other was for council members, otherwise nothing was different.

Motion made by Doose, seconded by Magrath, to recommend the amendments to Section 5.16 and 5.24 be considered by city council for change. All voted in favor.

Section 12.01. This section was like Section 3.08 and related to alternative posting requirements when a local qualified newspaper closes. Commissioner Magrath asked to hear the

Motion made by Klaith, seconded by Doom, to recommend the amendments to Section 12.01 be considered by city council for change. All voted in favor.

Section 12.05. The last recommended change was to allow the city to sell real property by resolution in addition to by ordinance. The ordinance process adds extra cost and time to the buyer. Property held by the Economic Development Authority must still hold a public hearing to sell real property. Commissioner Magrath questioned the use of "except by" in the charter. Whitmore provided clarification on the phrasing of the sentence.

Motion made by Doom, seconded by Fox, to recommend the amendments to Section 12.05 be considered by city council for change. All voted in favor.

Preparation of the Annual Report

Minnesota Statute 410.05 Subd. 2 requires that Charter Commissions submit an annual report to the chief judge of the district court on or before December 31 of each year, that outlines the activities of the committee for the preceding calendar year. The report would include the election of officers, any recommended charter amendments and charter member updates.

Motion made by Doose, seconded by Klaith to direct the city clerk to compile necessary information and submit an annual report on behalf of the Marshall Charter Commission to the Chief Judge of the Fifth Judicial District. All voted in favor.

Other Business

Clerk Anderson presented outgoing Commissioners Doom and Doose with certificates of appreciation.

Adjournment

At 5:38 PM a motion was made by Doom, seconded by Doose to adjourn the meeting. All voted in favor.

Respectfully submitted,
Marc Klaith, Charter Commission Secretary