



AGENDA

City Charter Commission Meeting

5:00 PM - Monday, May 11, 2026

City Hall Council Chambers

	Page
1. ROLL CALL	
2. OATH OF OFFICE	
2.1. Oath of Office by Linda Heine and Michelle Markgraf approved for reappointment to the City Charter Commission by the District Court Judge for a four-year term to expire on March 28, 2030.	
3. ELECTION OF OFFICERS	
3.1. Elect Chair, Vice-Chair and Secretary for 2026	
2025 Officers:	
• Chair - Rick Jensen	
• Vice-Chair - Dave Christian	
• Secretary - Michelle Markgraf	
4. APPROVAL OF MINUTES	
4.1. Approval of the City Charter Commission meeting minutes dated May 8, 2025.	2 - 5
City Charter Commission - 08 May 2025 - Minutes - Pdf	
5. NEW BUSINESS	
5.1. Nominate Residents to Fill Three Vacancies	6
• Duane Hansel, Bill Swan and Dr. John Brownfield terms expired March 28, 2026 and declined re-appointment.	
• The City Charter Commission and City Council are both authorized to submit nominations for appointment to the chief judge.	
• The sole purpose of this meeting is to allow City Charter Commission members to submit nominations, and the City Council could approve nominations at any time.	
City Charter Commission Members & Terms Minn Stat 410.05 Subd 2 and 3	
5.2. Establish Meeting Schedule	
6. ANNOUNCEMENTS	
7. ADJOURNMENT	



MINUTES

City Charter Commission Meeting

5:30 PM - Thursday, May 8, 2025
City Hall Council Chambers

The City Charter Commission of the City of New Ulm was called to order on Thursday, May 8, 2025, at 5:30 PM, in the City Hall Council Chambers, with the following members present:

PRESENT:

EXCUSED:

1 ROLL CALL

Present at the meeting were Commissioners William Swan, Duane Hansel, Michelle Markgraf, Dave Christian, Les Schultz, Linda Heine, and Rick Jensen. Also present was City Manager Chris Dalton, Finance Director Nicole Jorgensen, and City Attorney Robert Scott attended via telephone.

Absent were Commissioners Mike Boyle and Dr. John Brownfield.

2 APPROVAL OF MINUTES

- a) Approval of the City Charter Commission meeting minutes dated March 11, 2025.

Michelle Markgraf made a motion to approve the minutes of the March 11, 2025 meeting. The motion was duly seconded by William Swan. The motion was approved by unanimous vote of all members present.

3 OLD BUSINESS

- a) Motion to approve the draft charter amendment to Section 28, Duties and powers of the Mayor of the City and recommend the city council enact the proposed charter amendment by ordinance.

City manager Dalton explained they have taken out some language and refer to section 71 where the powers are set out more clearly. Attorney Scott explained the changes and that the Commission can change the veto powers if desired. Les Schultz asked if the mayor agreed with the changes. City Manager Dalton confirmed that she is in agreement.

Les Schultz made a motion to approve the draft charter amendment to Section 28, Duties and powers of the Mayor of the City and recommend the city council enact the proposed charter amendment by ordinance. The motion was duly seconded by Dave Christian and approved by a unanimous vote of all members present.

- b)** Motion to approve the draft charter amendment to Section 60, Special Meetings of the City and recommend the city council enact the proposed charter amendment by ordinance.

Chris Dalton explained the word "members" is being replaced with "councilors".

Les Schultz made a motion to approve the draft charter amendment to Section 60, Special Meetings of the City and recommend the city council enact the proposed charter amendment by ordinance. The motion was duly seconded by Michelle Markgraf and approved by a unanimous vote of all members present.

After the motion was made Duane Hansel asked for a clarification of the number of councilors. Attorney Scott agreed and the number can be added.

Duane Hansel made a motion to amend the original motion to add three councilors language. The motion was duly seconded by Dave Christian and approved by a unanimous vote of all members present.

- c)** Motion to approve the draft charter amendment to Section 66, Procedure on Ordinances of the City and recommend the city council enact the proposed charter amendment by ordinance.

Chris Dalton explained this is language cleanup to remove the word business and use the wording electronic notification instead of e-mail.

Linda Heine made a motion to approve the draft charter amendment to Section 66, Procedure on Ordinances of the City and recommend the city council enact the proposed charter amendment by ordinance. The motion was duly seconded by Duane Hansel and approved by unanimous vote of all members present.

- d)** Motion to approve the draft charter amendment to Section 87. Police Department of the City Charter and recommend the city council enact the proposed charter amendment by ordinance.

Chris Dalton explained they spoke with the Labor attorney at Flaherty and Hood explained the Police Commission is an advisory body but the City Manager will ultimately hire and fire officers as needed. He also clarified that this is in agreement with State statute. Attorney Scott explained the words "disciplinary actions" will not be stricken from the language.

Michelle Markgraf made a motion to approve the draft charter amendment to Section 87. Police Department of the City Charter and recommend the city council enact the proposed charter amendment by ordinance. The motion was duly seconded by Dave Christian and approved by unanimous vote of all members present.

- e)** Motion to approve the draft charter amendment to Section 88. Police Commission of the City Charter and recommend the city council enact the proposed charter amendment by ordinance.

Chris Dalton explained the language changes to clarify the Police Commission

as an advisory board and not the final decision makers. Discussion continued about the Mayor's part on the police Commission. Les Schultz asked if the Mayor is a required member of the Commission. Ultimately everyone was okay with the Mayor not being a required member of the Police Commission.

Linda Heine made a motion to approve the draft charter amendment to Section 88. Police Commission of the City Charter and recommend the city council enact the proposed charter amendment by ordinance. The motion was duly seconded by Les Schultz and approved by unanimous vote of all members present.

- f) Motion to approve the draft charter amendment to Section 101. Library Board of the City Charter and recommend the city council enact the proposed charter amendment by ordinance.

Chris Dalton explained this is a change of the number of members on the board from 9 to 7. He explained that 2 members would be dropped as their terms expire. Les Schultz initiated discussion about possibly going to 5 members. Chris Dalton explained why he feels 7 is a good number.

Les Schultz made a motion to approve the draft charter amendment to Section 101. Library Board of the City Charter and recommend the city council enact the proposed charter amendment by ordinance. The motion was duly seconded by Duane Hansel and approved by unanimous vote of all members present.

- g) Motion to approve the draft charter amendment to Section 180. Public Nuisances of the City Charter and recommend the city council enact the proposed charter amendment by ordinance.

Chris Dalton explained this is just adding the heading Public Nuisance to the section.

Duane Hansel made a motion to approve the draft charter amendment to Section 180. Public Nuisances of the City Charter and recommend the city council enact the proposed charter amendment by ordinance. The motion was duly seconded by William Swan and approved by unanimous vote of all members present.

- h) Motion to approve the draft charter amendment to Section 221 (6). Duties of City Manager of the City Charter and recommend the city council enact the proposed charter amendment by ordinance.

Chris Dalton explained the language change that would give the Commission the power to appoint the Public Utilities Director only, not any of the department heads because the Commissioners do not have the expertise in each department to know who is needed for a position. Chris Dalton explained the interview and hiring process.

Les Scultz made a motion to approve the draft charter amendment to Section 221 (6). Duties of City Manager of the City Charter and recommend the city council enact the proposed charter amendment by ordinance. The motion was duly seconded by Michelle Markgraf and approved by unanimous vote of all

members present.

4 NEW BUSINESS

a) Schedule Next Meeting

Chris explained the next meeting will be in January of 2026 and a doodle poll will be sent to schedule the meeting.

5 ANNOUNCEMENTS

6 ADJOURNMENT

William Swan made a motion to adjourn at 6:00 pm. The motion was duly seconded by Duane Hansel and approved by unanimous vote of all members present.

Charter Commission Chair

City Finance Director

§ Subd. 2. **Commission members; terms, vacancies.** Charter commission members shall hold office for the term of four years, **and until their successors are appointed and qualify**, except that of members initially appointed after July 1, 1967, eight shall be appointed for two-year terms and seven for four-year terms. Vacancies in the commission shall be filled by appointment of the chief judge for the unexpired terms. Upon the expiration of each term, the chief judge shall appoint new or reappoint existing commission members within 60 days. Appointments shall be made by order filed with the court administrator of the district court. An appointee who neglects to file with the court administrator within 30 days a written acceptance and oath of office shall be deemed to have declined the appointment and the place shall be filled as though the appointee had resigned. The charter commission, within 30 days after the initial appointment of the commission, shall make rules, including quorum requirements, with reference to its operations and procedures. The commission shall submit to the chief judge of the district court, on or before December 31 of each year, an annual report outlining its activities and accomplishments for the preceding calendar year. The commission shall forward a copy of the report to the clerk of the city. Any member may be removed at any time from office, by written order of the district court, the reason for such removal being stated in the order. When any member has failed to perform the duties of office and has failed to attend four consecutive meetings without being excused by the commission, the secretary of the charter commission shall file a certificate with the court setting forth those facts and the district court shall thereupon make its order of removal and the chief judge shall fill the vacancy created thereby.

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.