



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council

FROM: Lindsey Dhaene, City Clerk
Joe Roby, City Administrator

SUBJECT: Second and Final Reading, Ordinance 616: Amendments to City of Le Sueur Charter

DATE: For the City Council Meeting of Monday, February 9th, 2026

PURPOSE

Consider conducting the Second & Final Reading of Ordinance 616, amending the City of Le Sueur Charter Sections 4.00, 4.04, 5.05, 5.11, and 5.14.

SUMMARY

At its September 15th, 2025 meeting, the Le Sueur Charter Commission considered a recommendation from the League of Minnesota Cities to review the City Charter to ensure compliance with state rules related to election petitions. Specifically, Minnesota Rule 8205.1010 requires that all petitions for elections in the state include a space for signatories to provide their year of birth. Such petitions must include each signatory's year of birth to confirm that everyone who signs the petition is a qualified voter.

The Commission directed staff to consult with the City Attorney in drafting an ordinance to bring the Charter into compliance. Draft minutes from the Charter Commission meeting are attached to this memo. An ordinance was prepared in consultation from the City Attorney and is presented here in the form of Ordinance 616.

At the November 10th, 2025, Regular City Council meeting, City Council approved and waived the first reading of ordinance 616. The Council conducted a Public Hearing related to the ordinance at its December 8, 2025 meeting, and tabled consideration of the Second & Final Reading. The City Attorney has reviewed and presented a final draft of the ordinance for consideration at the February 9th meeting.

ACTION REQUESTED

City staff recommend City Council conduct or waive the Second & Final Reading of Ordinance 616 as presented.

Alternate Actions:

- No action / Denial: Second Reading of ordinance as presented will not be conducted unless otherwise directed by City Council.
- Modification of Recommendation: This is always an option for City Council.

ORDINANCE # 616

AMENDING THE CITY OF LE SUEUR CHARTER SECTIONS 4.00, 4.04, 5.05, 5.11, AND 5.14

WHEREAS, Pursuant to Minn. Stat. § 410.12, subd. 7, the Charter Commission for the City of Le Sueur convened on September 15th, 2025, and at such meeting recommended that the City Council of the City of Le Sueur enact a charter amendment by ordinance pursuant to which Sections 4.00, 4.04, 5.05, 5.11, and 5.14 of the City of Le Sueur Charter be amended to bring the Charter's requirements for petitions for initiative, referendum and recall into compliance with regulations established by the Minnesota Secretary of State's Office; and

WHEREAS, Minnesota Rules 8205.1010 & 8205.2000 require petitions to be prepared in a certain form, containing language that the City of Le Sueur Charter does not require for petitions and/or contradicts the language of Minnesota Rules 8205.1010 & 8205.2000; and

WHEREAS, the City Council of the City of Le Sueur received the above-mentioned recommendation of the Charter Commission when it received the draft minutes of the Charter Commission's September 15th, 2025 meeting at the City Council's November 10th, 2025 regular meeting.

NOW THEREFORE, THE LE SUEUR CITY COUNCIL DOES ORDAIN:

Section 1. Charter Amended. That Chapter 4 of the City of Le Sueur Charter is hereby amended to add a new Section 4.00, which shall read as follows:

SEC. 4.00. FORMS OF PETITIONS

The City of Le Sueur Charter requires the use of petitions for any election in this city, including nominating petitions, initiative petitions, referendum petitions, and recall petitions. Petitions must be prepared in accordance with Minnesota Rules, Parts 8205.1010 through 8205.1040, including the following requirements:

- a. A petition must be prepared on paper no larger than 8-1/2 inches wide and 14 inches long. The signer's oath and the signature lines must be on the same side of the paper.
- b. The language on the petition must be printed in no smaller than 10-point type
- c. Each petition page must have a short title describing the purpose of the petition.
- d. Each petition page must have a statement summarizing the purpose of the petition.
- e. If the purpose of the petition is to put a question on the ballot, each petition page may have a statement of 75 words or less summarizing the ballot question.
- f. Each petition page must have a signer's oath in no smaller than 12-point bold type. If the form of the signer's oath is not specified by statute, the following oath must be used: "I

swear (or affirm) that I know the contents and purpose of this petition and that I signed this petition only once and of my own free will.”

- g. Each petition page must include the following statement immediately above the signature lines: “All information must be filled in by the person(s) signing the petition unless disability prevents the person(s) from doing so.”
- h. Each petition page must have no more than ten signature lines. The signature lines must be consecutively numbered. Each signature line must have space for the date of signature; a signature; and each signatory’s year of birth; printed first, middle, and last name; and residence address, municipality, and county.
- i. Each petition page must include the following statement: “All information on this petition is subject to public inspection.”

Recall petitions must be prepared in accordance with the additional requirements set forth in Section 5.14.

Section 2. Charter Amended. That Section 4.04 of the Le Sueur City Charter is hereby deleted in its entirety and replaced with the following:

SEC. 4.04 NOMINATION PETITIONS

A Nomination Petition shall comply with the applicable requirements set forth in section 4.0. The form of such petition shall be substantially as follows:

“PROPOSED NOMINATION PETITION”

We, the undersigned electors of the City of Le Sueur, hereby nominate _____, whose residence is _____, for the office of _____ to be voted for at the election to be held on the ____ day of _____, ____; and we individually certify that we are qualified electors and that we have not signed more nomination petitions of candidates for this office than there are persons to be elected thereto.

[Remainder of page intentionally left blank]

SIGNER’S OATH

“I swear (or affirm) that I know the contents and purpose of this petition and that I signed this petition only once and of my own free will.”

ALL INFORMATION MUST BE FILLED IN BY PERSON(S) SIGNING THE PETITION UNLESS DISABILITY PREVENTS THE PERSON(S) FROM DOING SO

	DATE	PRINT FIRST, MIDDLE, AND LAST NAME	YEAR OF BIRTH	SIGNATURE	RESIDENCE ADDRESS (NO P.O. BOXES)	CITY	COUNTY
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ALL INFORMATION ON THIS PETITION IS SUBJECT TO PUBLIC INSPECTION

Section 3. Charter Amended. That Section 5.05 of the Le Sueur City Charter is hereby deleted in its entirety and replaced with the following:

SEC. 5.05 FORM OF PETITION AND OF SIGNATURE PAPERS.

An Initiative Petition shall comply with the applicable requirements set forth in Section 4.0 and shall consist of the ordinance, together with all the signature papers and affidavits thereto attached. Such petition requires signatures of at least fifteen percent of the total number of votes cast in the municipality at the last preceding presidential year general election. The form of such petition shall be substantially as follows:

[Remainder of page intentionally left blank]

“PROPOSED INITIATIVE PETITION”

We, the undersigned electors of the City of Le Sueur, hereby request:

SIGNER’S OATH

“I swear (or affirm) that I know the contents and purpose of this petition and that I signed this petition only once and of my own free will.”

ALL INFORMATION MUST BE FILLED IN BY PERSON(S) SIGNING THE PETITION UNLESS DISABILITY PREVENTS THE PERSON(S) FROM DOING SO

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ALL INFORMATION ON THIS PETITION IS SUBJECT TO PUBLIC INSPECTION

Section 4. Charter Amended. That Section 5.11 of the Le Sueur City Charter is hereby deleted in its entirety and replaced with the following:

SEC. 5.11 REFERENDUM PETITIONS.

A Referendum Petition shall comply with the applicable requirements set forth in section 4.0 and shall consist of the referendum, together with all the signature papers and affidavits thereto attached. Such petition requires signatures of at least fifteen percent of the total number of votes cast in the municipality at the last preceding presidential year general election. The form of such petition shall be substantially as follows:

“PROPOSED REFERENDUM PETITION”

We, the undersigned electors of the City of Le Sueur, hereby request:

SIGNER’S OATH

“I swear (or affirm) that I know the contents and purpose of this petition and that I signed this petition only once and of my own free will.”

ALL INFORMATION MUST BE FILLED IN BY PERSON(S) SIGNING THE PETITION UNLESS DISABILITY PREVENTS THE PERSON(S) FROM DOING SO

	DATE	PRINT FIRST, MIDDLE, AND LAST NAME	YEAR OF BIRTH	SIGNATURE	RESIDENCE ADDRESS (NO P.O. BOXES)	CITY	COUNTY
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ALL INFORMATION ON THIS PETITION IS SUBJECT TO PUBLIC INSPECTION

Section 5. Charter Amended. That Section 5.14 of the Le Sueur City Charter is hereby deleted in its entirety and replaced with the following:

SEC. 5.14 RECALL PETITIONS.

A Recall Petition shall comply with the applicable requirements set forth in Section 4.0 and the following additional requirements pursuant to Minnesota Rules, Part 8205.2000 and Minnesota Statutes, Section 211C.03:

- a. The words "PROPOSED RECALL PETITION" must be printed at the top of each page of the petition.
- b. The name and office held by the City officer who is the subject of the recall petition and.
- c. The specific grounds upon which the City officer is sought to be recalled and a concise, accurate, and complete synopsis of the specific facts that are alleged to warrant recall on those grounds;
- d. A statement that a recall election, if conducted, will be conducted at public expense.
- e. A statement that persons signing the petition:
 1. Must be eligible voters residing within the City; and
 2. Must know the purpose and content of the petition; and
 3. Must sign of their own free will and may sign only once.
- f. A space for the signature and signature date; printed first, middle, and last name; residence address, including municipality and county; and date of birth of each signer.
- g. An oath in the following form: "I solemnly swear (or affirm) that I am an eligible voter residing in the City; I know the purpose and content of the petition; and I signed the petition only once and of my own free will."

The form of such petition shall be substantially as follows:

[Remainder of page intentionally left blank]

“PROPOSED RECALL PETITION”

We, the undersigned electors of the City of Le Sueur, hereby request:

SIGNER’S OATH

“I solemnly swear (or affirm) that I am an eligible voter residing in the City; I know the purpose and content of the petition; and I signed the petition only once and of my own free will.”

ALL INFORMATION MUST BE FILLED IN BY PERSON(S) SIGNING THE PETITION UNLESS DISABILITY PREVENTS THE PERSON(S) FROM DOING SO

	DATE	PRINT FIRST, MIDDLE, AND LAST NAME	YEAR OF BIRTH	SIGNATURE	RESIDENCE ADDRESS (NO P.O. BOXES)	CITY	COUNTY
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**ALL INFORMATION ON THIS PETITION IS SUBJECT TO PUBLIC INSPECTION
A REMOVAL ELECTION, IF CONDUCTED, WILL BE CONDUCTED AT
PUBLIC EXPENSE**

Section 6. Effective Date. Pursuant to Minn. Stat. § 410.12, subd. 7, this ordinance shall be effective 90 days after its adoption and publication.

ADOPTED by the City Council of the City of Le Sueur, Minnesota this 9th day of February 2026.

ATTEST:

Shawn Kirby
Mayor

Lindsey Dhaene
City Clerk



LE SUEUR CITY CHARTER COMMISSION
MEETING MINUTES
Monday, September 15, 2025, 6:00p
City Council Chambers
203 South Second Street, Le Sueur, Minnesota

A meeting of the Charter Commission was held on Monday, September 15, 2025, at 6:00p at the Le Sueur City Council Chambers.

Members Present: Robert Broeder (Chair), Jack Roberts, Dean Williams, Wendy Smith

Members Absent: Julie Boyland, Ruth Vortherms

Staff: Joe Roby, City Administrator

1. Chair Broeder called the meeting to order at 6:03p.
2. A motion by Williams, seconded by Roberts, to approve the agenda as presented. Voting in favor: Broeder, Roberts, Williams, Smith. Voting against: n/a. Motion carried.
3. A motion by Roberts, seconded by Broeder, to approve the minutes from the September 16, 2024 meeting. Voting in favor: Broeder, Roberts, Williams, Smith. Voting against: n/a. Motion carried.
4. Annual Le Sueur City Charter Overview:
 - a. Items to Address
 1. Chapter 4 & Chapter 5: Election Petition Forms
 - i. Administrator Roby provided information on recommendations from the League of Minnesota Cities regarding Minnesota Rule 8205.1010 as currently adopted. The rule requires all election petitions to include a field for each petition signatory's year of birth. The City Charter includes petition forms for nominations and recalls, and neither petition form contains the required form fields per Rule 8205.1010. Staff recommend drafting an ordinance to amend the election petition forms in City Charter in order to comply with state law.

A motion by Roberts, seconded by Williams, to direct City staff to draft an ordinance amending the City Charter as necessary to ensure all election-related petition forms comply with state law, using the League of Minnesota Cities' model petition form as the standard.

Voting in favor: Broeder, Roberts, Williams, Smith. Voting against: n/a. Motion carried.
 - b. Items to Research
 1. No other concerns with City Charter at this time. Staff will continue to evaluate and bring forth items to Commission on ad hoc basis.



**LE SUEUR CITY CHARTER COMMISSION
MEETING MINUTES
Monday, September 15, 2025, 6:00p
City Council Chambers
203 South Second Street, Le Sueur, Minnesota**

- c. Next Meeting Date
1. Next scheduled meeting of the Commission shall be Monday, September 21st, 2026 at 6:00p.
5. A motion by Roberts, seconded by Williams, to adjourn the meeting. Voting in favor: Broeder, Roberts, Williams, Smith. Voting against: n/a. Motion carried. Meeting adjourned at 6:17p.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "J Roby". The signature is fluid and cursive.

Joe Roby
City Administrator