



CITY of CRYSTAL

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Posted: March 9, 2023

**Charter Commission Meeting Agenda
Annual Meeting
Thursday, March 16, 2023 at 6:30 p.m.
Conference Room A**

1. Call to order and roll call.
2. Welcome and introduction of new City Manager Adam R. Bell.*
3. Approval of the minutes from the Oct. 27, 2022 meeting.
4. Election of officers.
5. Police update – Chief Revering.*
6. Council update and city manager update – City Manager Adam R. Bell. *
7. Unfinished business.*
8. New business.*
9. Next meeting – April 20, 2023.
10. Adjournment.

**Denotes no supporting information included in the packet.*

City of Crystal Charter Commission
Regular Meeting Minutes
Oct. 27, 2022

1. Call to order and roll call

Pursuant to due call and notice thereof, the meeting of the Crystal Charter Commission was held at 6:30 p.m. on Oct. 27, 2022 in Conference Room A at City Hall, 4141 Douglas Dr. N. in Crystal, Minnesota. Commission Chair Harley Heigel called the meeting to order.

Attendance

Commissioners present: Harley Heigel, Joe Selton, Jeff Munson, Mary Cameron, Joel Franz, Jeff Kolb, Nancy LaRoche and Walker MacBeath.

Commissioner Naomi Davidson attended the meeting via phone.

City staff present: City Manager Anne Norris, Commission Attorney Troy Gilchrist, Police Chief Stephanie Revering and City Clerk Chrissy Serres.

2. Approval of the meeting minutes from the July 21, 2022 regular meeting

Moved by Commissioner Selton and seconded by Commissioner LaRoche to approve the minutes from the July 21, 2022 regular meeting.

Motion carried.

3. Police update

Police Chief Revering discussed current policing issues including the city's new police building, a recent tri-city community engagement forum that was held in conjunction with neighboring cities as well as the upcoming annual Shop with a Cop event.

4. City manager update

City Manager Norris updated the Commission on projects underway in the city.

5. Council update

Commissioner LaRoche updated the Commission on recent Council actions.

6. Ranked-choice voting recap

The Commission reviewed an informational report regarding ranked-choice voting from the City of Minnetonka and further discussed the ranked-choice voting system and process.

7. New business

Commission Chair Heigel inquired about the status of two commissioner reappointments in process with the District Chief Judge.

The Commission discussed the bylaws related to creation of meeting agendas, the order of business at meetings and the parameters regarding bringing forward new items for discussion at future meetings.

8. Adjournment

Moved by Commissioner Franz and seconded by Commissioner Munson to adjourn the meeting.

Motion carried.

The meeting adjourned at 7:30 p.m.

The next meeting of the Charter Commission is scheduled for April 20, 2023.



Memorandum

DATE: Jan. 12, 2023

TO: Crystal Charter Commission

FROM: City Clerk Chrissy Serres

SUBJECT: Election of Officers

BACKGROUND

Article II, Section 9 of the Charter Commission's bylaws require the annual election of commission officers (Chair, Vice-Chair and Secretary):

- Section 9. Election of Officers. The Chair, Vice-Chair and Secretary are elected at the annual meeting of the Commission from among the members of the Commission. The elected officers hold office for one year or until their successors are elected and qualified.

Current Commission officers are:

- Chair: Harley Heigel
- Vice-Chair: Joe Selton
- Secretary: Jeff Munson

RECOMMENDATION

Consistent with its bylaws, the Commission needs to elect officers.