

**Announcement of Meeting
Charter Commission
Regular Meeting Agenda**

Thursday, December 11, 2025

5:00 PM

Council Chambers

I. CALL TO ORDER

II. APPROVAL OF AGENDA AND SPECIAL ORDERS

III. APPROVAL OF MINUTES OF PRECEDING MEETING(S)

III.1. [2025-366](#) Charter Commission Minutes of December 2, 2024.

IV. APPROVAL OF ANNUAL REPORT

IV.1. [2025-368](#) 2025 Annual Report of the Charter Commission.

V. OTHER, IF ANY

V.1. [2025-367](#) Term Expirations

The following terms expire in November 2026: Mark Opitz, Damon Eisma, Megan Nelson and Cary Radisewitz.

V.2. [2025-370](#) Accept Sherri Thompson's board resignation, with regrets.

V.3. [2025-369](#) Petitions, referendums, and recalls: Changes needed to the charter to bring petitions, referendums and recall elections in line with state law.

VI. ADJOURNMENT

Staff Report

File #: 2025-366

Agenda Date: 12/11/2025

Agenda #: III.1.

Charter Commission Minutes of December 2, 2024.

**Announcement of Meeting
Charter Commission
Regular Meeting Minutes**

Monday, December 2, 2024

5:00 PM

The Bull Pen, 1202 S Kniss

I. CALL TO ORDER

Present Mark Optiz, Cary Radisewitz, Sherri Thompson, Jeffrey Hartquist, and Michael Haakenson

Excused Damon Eisma, and Meg Nelson

Additional Jessica Mead, Patrick Baustian, Dan Nath, and Benjamin Vander Kooi

II. APPROVAL OF AGENDA AND SPECIAL ORDERS

A motion was made by Thompson, seconded by Haakenson, that the Agenda and Special Orders be approved. The motion carried unanimously.

III. APPROVAL OF MINUTES OF PRECEDING MEETING(S)

III.1. [2024-332](#) Charter Commission Minutes of December 11, 2023.

A motion was made by Haakenson, seconded by Optiz, that this Minutes be approved. The motion carried by a unanimous vote.

IV. APPROVAL OF ANNUAL REPORT

IV.1. [2024-333](#) 2024 Annual Report of the Charter Commission.

A motion was made by Thompson, seconded by Haakenson, that this Motion be approved. The motion carried by a unanimous vote.

V. OTHER, IF ANY

Discussion followed on downtown sidewalk snow plowing issues and sidewalk districts.

VI. ADJOURNMENT

A motion was made by Hartquist, seconded by Optiz, to adjourn the meeting at 5:35 p.m. The motion carried unanimously.

Submitted by,

Jessica Mead
City Clerk

Staff Report

File #: 2025-368

Agenda Date: 12/11/2025

Agenda #: IV.1.

2025 Annual Report of the Charter Commission.

STATE OF MINNESOTA

IN DISTRICT COURT

COUNTY OF ROCK

FIFTH JUDICIAL DISTRICT

IN RE:

THE MATTER OF THE CHARTER
COMMISSION FOR THE CITY OF
LUVERNE, MINNESOTA

ANNUAL REPORT OF CHARTER
COMMISSION

Court File No. _____

TO THE HONORABLE CHIEF JUDGE OF THE ABOVE-NAMED COURT:

The Charter Commission (the “Commission”) of the City of Luverne hereby makes and files its annual report as required by Minnesota Statutes, Section 410.05, Subdivision 2, as follows:

1. That the Commission, as duly appointed by said Court, held its annual meeting on December 11, 2025.

2. The Charter was briefly reviewed and it was found there is a need for changes, amendments, or areas of study on petition requirements which will be accomplished in 2026.

WHEREFORE, the undersigned hereby submits this report outlining its activities and accomplishments for the preceding year and since its last report dated December 2, 2024.

DATED at Luverne, Minnesota, this 11th day of December, 2025.

Damon T. Eisma, Chairman

Sherri A. Thompson

Jeffrey Hartquist

Cary M. Radisewitz

Mark Opitz

Michael L. Haakenson

Megan Nelson

Staff Report

File #: 2025-367

Agenda Date: 12/11/2025

Agenda #: V.1.

Term Expirations

The following terms expire in November 2026: Mark Opitz, Damon Eisma, Megan Nelson and Cary Radisewitz.

Staff Report

File #: 2025-370

Agenda Date: 12/11/2025

Agenda #: V.2.

Accept Sherri Thompson's board resignation, with regrets.

Staff Report

File #: 2025-369

Agenda Date: 12/11/2025

Agenda #: V.3.

Petitions, referendums, and recalls: Changes needed to the charter to bring petitions, referendums and recall elections in line with state law.