

City of Moorhead
2012 Mayor & City Council Retreat
Meeting Minutes
January 20 & 21, 2012
Hjemkomst Center

2012 City Council Retreat – Friday January 20

1. Call to Order and Roll Call

Roll call of the members was made as follows:

1st Ward Council Member:	Luther Stueland	Present
1st Ward Council Member:	Nancy Otto	Present
2nd Ward Council Member:	Heidi Durand	Present
2nd Ward Council Member:	Mark Altenburg	Present
3rd Ward Council Member:	Mike Hulett	Present
3rd Ward Council Member:	Brenda Elmer	Present
4th Ward Council Member:	Mark Hintermeyer	Present
4th Ward Council Member:	Steve Gehrtz	Present
Mayor:	Mark Voxland	Present

2. Defining the Desired Outcomes of the City Council Retreat

Minutes: Mayor Voxland welcomed the Council Members to the 2012 City Council retreat and provided introductory remarks regarding the retreat agenda.

3. New City Council Member Open Forum – What We Learned on the Campaign Trail

Minutes: Council Members Durand, Gehrtz, Hulett, and Otto were provided an opportunity to discuss information they gained from citizens during their election campaign.

4. City Council Rules of Procedure & Recommended Revisions

Minutes: Jill Wenger, City Clerk, requested feedback on potential revisions to the City Council Rules of Procedure.

The following additions to the City Council Rules of Procedure were requested by the Mayor and Council:

- Further details on open meeting law requirements, meeting notice requirements, and electronic communications.
- A separate document which provides a summation of motions typically utilized during Council Meetings.
- Further details related to the presiding officer and meeting decorum.
- Correct minor changes to the text that reflect current practice of the Mayor and Council.

The Mayor and Council directed staff to incorporate feedback into a draft document for Mayor and Council review prior to formal adoption.

5. Governance Session #1 – Creating a Leading Policy Team

Minutes: The Mayor and Council discussed time management and decision making techniques to increase efficiency and effectiveness.

It was determined that the following practices would be incorporated:

- A countdown timer will be utilized during citizen testimony. Written testimony will be encouraged if speakers would like to provide additional information to the Mayor and Council.
- The Mayor will continue to provide opportunities for all Council Members to address agenda items during Council meetings.
- Council members suggested utilizing Committee of the Whole meetings for preliminary discussion and deliberation on significant topics (such as ordinances) and to reduce regular meeting length.
- Council members are encouraged to be self-aware of discussion length at City Council meetings to economize time.
- Timestamps will be incorporated into Committee of the Whole agendas.

Meeting adjourned at 9:25 p.m.

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2nd Ward Council Member:	Mark Altenburg	Present
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3rd Ward Council Member:	Brenda Elmer	Present
4th Ward Council Member:	Mark Hintermeyer	Present
4th Ward Council Member:	Steve Gehrtz	Present
Mayor:	Mark Voxland	Absent

2. Governance Session #2 – Creating a Leading Policy Team

Minutes: The Mayor and Council discussed agenda format, agenda packet distribution (electronic vs. paper), and other governance topics.

It was determined that the following practices would be incorporated:

- Public hearings will be held at the time they are scheduled on the agenda.
- The Mayor and Council may change the order of agenda items to allow citizens the opportunity to address topics of concern earlier in

the meeting.

- “City Council Reports” will be scheduled at the end of the agenda.
- Flood discussion items will not be regularly placed on the agenda, only when action is needed. Pertinent updates will be provided under “City Manager Reports.”
- It was suggested that a series of structured “town hall meetings” be organized surrounding topics of interest. A brief presentation would be made by City staff and/or community partners. Citizens would be afforded the opportunity to address the Council within time limit parameters and ground rules.
- When removing an item from the “Consent Agenda,” Council Members will notify the City Manager and differentiate whether the items is to be removed due to objection or public information or if clarification is needed from a City staff member at the meeting.
- Council Members will attempt to utilize electronic means to access the agenda packet to reduce staff time, copying, and mailing costs.
- The City Manager is encouraged to no longer utilize the formal introductory clause when addressing questions at the Council Meeting. The Mayor and Council Members will be addressed by name and title only.

3. City Council – City Manager Relationship

Minutes: Michael Redlinger, City Manager, stated that this topic would be more formally addressed at the next scheduled 2012 City Council Retreat.

4. Defining 2020 – An Open Forum & Preliminary Planning Exercise

Minutes: Nancy Otto, Mayor Pro Tem, guided the Council through a preliminary planning exercise to garner central issues and interests of Council Members.

Topics of discussion included:

- What do you want visitors to see?
- What do you want home buyers to find?
- What would attract investors and developers?
- What would you want business owners/managers to say about doing business in Moorhead?
- How would you like to see the City conduct business?
- How could our city be a better community to live, work, do business, and attend school?

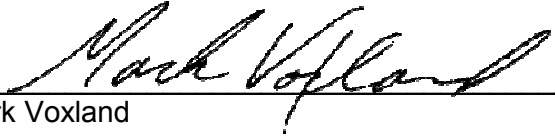
5. Framing the Future Strategic Planning Process

Minutes: Themes from the planning exercise will be compiled for further consideration at the next scheduled 2012 City Council Retreat. The Council will determine if an outside facilitator is desired to assist in future strategic planning

discussions.

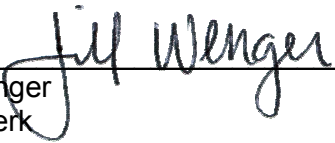
Meeting adjourned at 12:40 p.m.

APPROVED BY:



Mark Voxland
Mayor

ATTEST:



Jill Wenger
City Clerk

The proceedings of this meeting are digitally recorded and are available for public review.

Respectfully submitted by:
Jill Wenger, City Clerk