



CITY COUNCIL MEETING AGENDA

December 15, 2016 - 7:30 PM

City Hall Council Chambers

The Moorhead City Council welcomes and encourages public input on issues listed on the agenda or of general community interest, time and Council permitting. Speakers are limited to 3-minute presentations. Advertised public hearings are scheduled so that the public is afforded an opportunity to speak. Public hearings are generally scheduled 15 to 30 minutes after the start of the meeting; however the starting time may vary depending on other scheduled agenda items. Citizens wishing to address the Mayor and Council regarding a specific agenda item, other than public hearings, will be afforded an opportunity during the discussion of that item. Citizens wishing to speak on matters not listed on the agenda will be afforded the opportunity to do so under the heading "Citizens Addressing the Council," usually scheduled at the beginning and end of the agenda. Each person requesting the opportunity to speak is asked to fill out a "Request to Speak Form."

City Council Meeting

1. Call to Order and Roll Call _____
2. Pledge of Allegiance _____

Administration

3. Ward 2 Candidate Pre-Selection Process _____

Upon request, accommodations for individuals with disabilities, language barriers, or other needs to allow participation in City Council meetings will be provided. To arrange assistance, call the City Clerk's office at 218.299.5166 (voice) or 711 (TDD/TTY).

Visit our website at www.cityofmoorhead.com

Micnelle

ROUND 1

Candidate	Dailey	Otto	Haney	Durand	Hulett	Elmer	Gehrtz	Hendrickson
Andrew Sandberg								
Benjamin Hammer							1	
Colleen Murray	1							
Daniel Haglund	1	1		1		1		1
David Marquardt							1	
Forrest Steinhoff								
Joel Bakken		1			1	1		
John Rowell					1			
Lana Suomalai								
Melissa Fabian		1		1	1	1	1	
Shelly Carlson								
Shinwar Mayi	1			1				1
Timothy Wollenzien								1
William Stodden								

ROUND 2

Candidate	Dailey	Otto	Haney	Durand	Hulett	Elmer	Gehrtz	Hendrickson
Andrew Sandberg								
Benjamin Hammer								
Colleen Murray								
Daniel Haglund	1	1		1		1	1	1
David Marquardt								
Forrest Steinhoff								
Joel Bakken	1				1	1	1	
John Rowell								
Lana Suomalai								
Melissa Fabian		1		1	1	1	1	
Shelly Carlson								
Shinwar Mayi	1			1				1
Timothy Wollenzien								
William Stodden								

ROUND 3

Candidate	Dailey	Otto	Haney	Durand	Hulett	Elmer	Gehrtz	Hendrickson
Andrew Sandberg								
Benjamin Hammer								
Colleen Murray								
3 Daniel Haglund	1			1				1
David Marguardt								
Forest Steinhoff								
3 Joel Bakken	1	1					1	
John Rowell								
Kana Suomala								
5 Melissa Fabian		1		1	1	1	1	
Shelly Carlson								
3 Shinwar Mayi	1			1				1
Timothy Welfenzien								
William Stodden								

ROUND 4

Candidate	Dailey	Otto	Haney	Durand	Hulett	Elmer	Gehrtz	Hendrickson
Andrew Sandberg								
Benjamin Hammer								
Colleen Murray								
3 Daniel Haglund	1			1				1
David Marguardt								
Forest Steinhoff								
4 Joel Bakken	1				1		1	1
John Rowell								
Kana Suomala								
5 Melissa Fabian		1		1	1	1	1	
Shelly Carlson								
3 Shinwar Mayi	1			1				1
Timothy Welfenzien								
William Stodden								

ROUND 5

Candidate	Dailey	Otto	Haney	Durand	Hulett	Elmer	Gehrtz	Hendrickson
Andrew Sandberg								
Benjamin Hammer								
Goheen Murray								
3 Daniel Haglund								
David Marquardt								
Forrest Steinhoff								
5 Joel Bakken								
John Rowell								
Lana Suomala								
5 Melissa Fabian								
Shelly Carlson								
3 Shinwar Mayi								
Timothy Wollenzien								
William Stodden								

ROUND 6

Candidate	Dailey	Otto	Haney	Durand	Hulett	Elmer	Gehrtz	Hendrickson
Andrew Sandberg								
Benjamin Hammer								
Colleen Murray								
5 Daniel Haglund								
David Marquardt								
Forrest Steinhoff								
Joel Bakken								
John Rowell								
Lana Suomala								
Melissa Fabian								
Shelly Carlson								
5 Shinwar Mayi								
Timothy Wollenzien								
William Stodden								

MEMORANDUM

TO: Mayor Williams and the Moorhead City Council
FROM: John T. Shockley
DATE: December 15, 2016
RE: Appointment to Fill the Vacancy in the Second Ward City Council Seat



This memorandum addresses the process involved in filling the vacancy for a Second Ward City Council member created by Council Member Jim Haney's November 14, 2016 resignation.

I. INTRODUCTION.

At the December 12, 2016, City Council meeting, the City Council determined that it will narrow down the number of applicants for the Second Ward vacancy on December 15, 2016, and then vote to appoint one (1) of the three (3) finalists, selected to fill the Second Ward vacancy on Monday, December 19, 2016. The City Council directed that the Mayor, Council Member Gehrtz, the Interim City Manager, and the City Attorney meet and develop a process to narrow down the number of applicants to three (3) finalists. The Mayor, Council Member Gehrtz, the Interim City Manager, and the City Attorney met and developed a process to select an applicant to fill the vacancy in the Second Ward City Council seat. The process to select a replacement Council member is explained further in this memorandum.

II. DISCUSSION.

As discussed in previous memorandums, under Section 2.06, subd. 1(c) of the Moorhead City Charter, "A vacancy in the office of mayor or council member exists for the following reasons . . . (c) The resignation of the mayor or a council member." Additionally, "When a vacancy occurs in a city council member's office, the council must by resolution declare the vacancy to exist. The council shall give public notice of the vacancy, and anyone who is qualified may apply for the position. The council shall fill the vacancy by council appointment from the qualified applicants until a special election is held as provided in subdivision 4." Moorhead City Charter § 2.06, subd. 2.

On December 12, 2016, the City Council requested the Mayor, Council Member Gehrtz, the Interim City Manager, and the City Attorney to develop a process to narrow the applicant pool from fourteen (14) qualified applicants to three (3) finalists for the Second Ward seat. The City Council has scheduled a special meeting on December 15, 2016, at 7:30 p.m. to utilize the process developed by the Mayor, Council Member Gehrtz, the Interim City Manager, and the City Attorney to narrow down the number of applicants to three (3) finalists who will be asked to appear in front of the City Council on Monday, December 19, 2016, for a final vote.

December 15, 2016 City Council Meeting (7:30 p.m.)

At the December 15, 2016 meeting, the City Clerk will read the names of the fourteen (14) qualified applicants, each Council member will have three (3) votes for their preferred applicant(s). At the completion of round one (1), the City Clerk or City Attorney will read the names of the applicants who received a vote from the Council. If the number of applicants who received a vote exceeds three (3) people, the Council will have another round of voting. Each Council member will again have three (3) votes for their preferred applicant(s). If necessary, additional rounds, similar to the previous rounds, will be provided until the number of applicants is narrowed down to three (3) finalists.¹ The City Council meeting will not be adjourned until three (3) applicants are selected to be finalists.

Unsuccessful applicants will receive a letter from the Mayor stating that they were not selected as one (1) of the three (3) finalists and thanking them for their interest in the position. The top three (3) finalists will be notified and asked to appear at a special meeting on Monday, December 19, 2016 at 5:30 p.m.

December 19, 2016 City Council Meeting (5:30 p.m.)

The three (3) finalists will all be seated in front of the City Council. The three (3) finalists will be asked questions by the Mayor Pro-Tem of the City Council.² The Mayor Pro-Tem will ask a total of six (6) questions. Each finalist will be allocated one (1) minute to respond to the question presented. The Mayor Pro-Tem will alternate the order in which each finalist answers the question. After the Mayor Pro-Tem concludes asking the six (6) questions, each finalist will be allowed two (2) minutes to present closing statements to the Council.

After the closing statements, each Council member will have one (1) vote for their preferred finalist.³ The City Clerk or City Attorney will then read the name of the finalist and City Council members will raise their hands to signify their vote for one (1) of the finalists. The finalist with a simple majority of the votes will be appointed to fill the vacancy in the Second Ward City Council seat by final resolution of the City Council immediately thereafter and at the same meeting. (A copy of the draft resolution is attached).

III. CONCLUSION.

The finalist who receives a simple majority of the votes will be appointed to fill the vacancy in the Second Ward of the Moorhead City Council. On January 1, 2017, the finalist will officially become a Moorhead City Council member.

¹ City Council Members will have three votes in each round. City Council Members are not required to utilize all three votes in each round. If after five rounds the City Council is unable to decide on the three finalists, then the City Council will undertake a final round of voting and the three applicants receiving the highest number of votes will advance to the interviews to be held on December 19, 2016.

² Mayor Del Rae Williams is unavailable to attend the December 19, 2016 special meeting.

³ It is possible that if there are three (3) finalists, the Council could have three (3) votes for two (2) of the finalists and one (1) vote for the other. If that should happen, the Council will hold another round of voting for the top two (2) finalists to determine who will be the replacement Council member in the Second Ward.

Member _____ introduced the following Resolution and moved for its adoption:

**RESOLUTION APPOINTING _____ TO THE
SECOND WARD OF THE MOORHEAD CITY COUNCIL**

WHEREAS, Second Ward Moorhead City Council Member Jim Haney submitted a resignation letter to Mayor Del Rae Williams on Monday, November 14, 2016; and

WHEREAS, City Council Member Jim Haney's resignation takes effect at 11:59 p.m. CST on December 31, 2016; and

WHEREAS, upon receipt of City Council Member Jim Haney's resignation letter, the City Council made a motion and second to accept his resignation and affirmatively voted to accept his resignation; and

WHEREAS, pursuant to Section 2.06 of the Moorhead City Charter, when a vacancy in the office of City Council occurs, the City Council must declare by resolution that the vacancy exists and give public notice of the vacancy; and

WHEREAS, pursuant to Section 2.06, subd. 2 of the Moorhead City Charter, anyone who is qualified for the position may apply and the City Council shall appoint from the applicants a replacement for the City Council position; and

WHEREAS, the City Council received applications from fifteen (15) qualified applicants which was reduced to fourteen (14) applicants when one (1) applicant withdrew from consideration to be appointed to the vacated Second Ward City Council seat; and

WHEREAS, at the December 12, 2016 meeting, the City Council directed that the Mayor, Council Member Gehrtz, the Interim City Manager, and the City Attorney meet and develop a process to narrow down the applicant pool from fourteen (14) qualified applicants to three (3) finalists for the Second Ward seat; and

WHEREAS, the City Council held a meeting on December 15, 2016, at 7:30 p.m. CST to utilize the process developed by the Mayor, Council Member Gehrtz, the Interim City Manager, and the City Attorney and narrowed down the number of applicants to three (3) finalists who were asked to appear in front of the City Council on Monday, December 19, 2016, for a final vote; and

WHEREAS, at the December 19, 2016 meeting, the City Council interviewed three (3) finalists and selected the finalist with a simple majority of votes to be appointed to the Second Ward City Council seat; and

WHEREAS, after said vote, _____, received a simple majority of votes and the City Council appointed _____ to fill the vacancy in the Second Ward City Council seat.

NOW, THEREFORE, be it resolved by the City Council of the City of Moorhead, Minnesota, that the City Council does hereby appoint _____ to replace City Council Member Jim Haney to the City Council seat in the Second Ward effective January 1, 2017.

PASSED: _____, 2016, by the City Council of the City of Moorhead.

APPROVED:

Del Rae Williams, Mayor

ATTEST:

Michelle French, City Clerk

The motion for the adoption of the foregoing Resolution was duly seconded by Member _____. On roll call vote, the following Members voted aye:

The following Members voted nay: _____. The following Members were absent and not voting: _____. The majority having voted aye, the motion carried and the Resolution was duly adopted.