



CHARTER COMMISSION MEETING AGENDA

February 07, 2018 - 8:00 AM

City Hall Boardroom

Call to Order

Roll Call

1. Election of Officers: Chair, Vice Chair, Secretary

Approval of Minutes

2. June 21, 2017 Minutes

Reports of the Chair, Officers, Commissions and Committees

Public Comment

The Moorhead City Charter Commission welcomes and encourages public input on issues listed on the agenda or of general community interest. Citizens wishing to address the Charter Commission regarding a specific agenda item will be afforded an opportunity during the discussion of that item. Speakers are limited to a 2-minute presentation. Citizens wishing to speak on matters not listed on the agenda will be afforded the opportunity to do so under the heading "Public Comment".

Unfinished Business

3. Discuss Election Vacancies/Open Seats

New Business

4. Approval of Moorhead City Charter Commission 2017 Annual Report
5. 2018 Meeting Schedule

Adjourn



**City of Moorhead
Charter Commission
Meeting Minutes
June 21, 2017 at 8:00 AM
City Hall Council Chambers**

Call to Order

Roll call of the members was made as follows:

Board Member:	Eldon Wollman	Present
Board Member:	Russ Hanson	Present
Board Member:	Julian Dahlquist	Absent
Board Member:	Kenneth Tangen	Present
Board Member:	Angelique McDonald	Present
Board Member:	Darvin Landa	Present
Board Member:	James Steen	Present
Board Member:	Athena Gracyk	Present
Board Member:	Corey Delorme	Absent
Board Member:	Thomas Krabbenhoft	Present
Board Member:	Douglas Fagerlie	Present
Board Member:	Bradley Vesta	Present
Board Member:	Joel Rehder	Present

Guests present:

Sarah Wear	City Attorney
Michelle French	City Clerk
Christina Volkers	City Manager
Steve Gehrtz	Moorhead City Council Member (Ward 4)
Stephanie Maier	Executive Assistant

1. Administer Oath of Office to New Member(s)

Oath was administered to Eldon Wollman.

Approval of Minutes

2. April 12, 2017

Motion to approve minutes of April 12, 2017 by Landa seconded by Tangen; motion approved by unanimous vote.

Reports of the Chair, Officers, Commissions and Committees

Public Comment

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Unfinished Business

3. Discuss Election Vacancies/Open Seats

Minutes: Sara Wear, City Attorney, provided a brief update on other cities such as Crookston, Hopkins, and Ham Lake.

Sara Wear, City Attorney, provided a handout from the House describing compatible and incompatible offices.

Jim Steen stated that the City Council should have gone with past precedence and went with the runner up when the seat was up for election.

Council Member Steve Gehrtz suggested that the Charter Commission define a process for this type of situation.

The Charter Commission suggested that the City Council establish or suggest a policy, then bring it back to the Charter Commission to determine if the policy is adequate and fits within the City Charter.

Motion to Suggest that City Council Determine a Standard Policy in the Effect they Receive Many Applications to Fill a Council Vacancy; which said Policy would then Reduce the Number of Applicants and Suggest the Council to Create a Small Subcommittee to Determine Proposed Policy and Appoint Charter Commission Members to Participate in the Process by Steen; seconded by Vesta; motion approved by unanimous vote.

4. Bylaws Change "Membership"

Minutes: Doug Fagerlie provided a brief history of the proposed membership change within the Charter Commission Bylaws.

Motion to Approve the Suggested Change in Bylaws made by Gracyk; seconded by Steen; motion approved by unanimous vote.

New Business

Minutes: Discussion occurred regarding whether or not the Mayor should or should not be appointed to Boards/Commissions.

Next meeting will be held on September 20, 2017.

Adjourn

Meeting adjourned at 8:58 am

*Respectfully submitted by:
Michelle French, City Clerk*

MOORHEAD CHARTER COMMISSION

2017 Annual Report



The Moorhead City Charter Commission met three times in 2017 – February 15, April 12, and June 21. The topics discussed by the Charter Commission and any outcomes reached on these matters are outlined below.

Election of officers

Chair – Doug Fagerlie

Vice Chair – Bradly Vesta

Secretary – Angelique McDonald

February 15, 2017:

Charter Commission Absence Policy:

The Charter Commission approved the Absence Policy with two amendments.

Motion to amend Absence Policy to add “Chair and/or Vice Chair and/or Secretary” to bullet two and three and add “The Secretary will contact member after each absence” under the “Enforcement of Policy” by Steen seconded by Hanson; motion approved by unanimous vote.

Update on New City Policies & Board/Commission Membership:

Michelle French, City Clerk, provided a brief update on the Council Board/Commission membership status and briefly discussed the “Meeting Decorum Policy for All Public Meetings.”

April 12, 2017:

Election Vacancies/Open Seats:

The Charter Commission discussed Election Vacancies/Open Seats and the process that was determined for the 2016 Council vacancy. The Commission directed the City Attorney to clarify incompatible offices and determine where in the City Charter the term vacancies exist.

Charter Commission Membership:

The Charter Commission voted to change the membership of the Moorhead Charter Commission from 13 members to 11 members effective January 31, 2019. Once those two seats terms expire, they will not be replaced. The membership will consist of two members per ward with the Mayor appointing three members.

June 21, 2016:

Election Vacancies/Open Seats: The Charter Commission made a motion to suggest that City Council determine a standard policy in the effect they receive many applications to fill a council vacancy; which said policy would then reduce the number of applicants and suggest the Council

create a small subcommittee to determine proposed policy and appoint Charter Commission members to participate in the process.

Bylaws Changer "Membership:

The Charter Commission approved a resolution to amend the Moorhead Charter Commission Bylaws to address absences from meetings and when the annual meeting shall be held.

2018 Charter Commission Meetings

The Chair of the Charter Commission will determine when the first meeting will occur in 2018.

The 2018 Charter Commission Meetings will be decided at that first annual meeting.

Respectfully submitted:

_____, *Charter Commission Chair*

Date _____