

**City of Moorhead  
Charter Commission  
Meeting Minutes  
February 08, 2012 at 7:30 AM  
City Hall Boardroom**

**Roll call of the members was made as follows:**

Board Member:	James Danielson	Present
Board Member:	Eileen Hastad	Present
Board Member:	Roger Buscher	Present
Board Member:	Kenneth Tangen	Present
Board Member:	Russell Hanson	Present
Board Member:	Darvin Landa	Absent
Board Member:	Patricia Staples	Absent
Board Member:	Ronald Hagemann	Present
Board Member:	Travis Reimche	Present
Board Member:	Douglas Fagerlie	Present
Board Member:	Thomas Krabbenhoft	Absent
Board Member:	Richard Bolton	Present
Board Member:	Yoke-Sim Gunaratne	Present

**City Staff:**

City Clerk	Jill Wenger	Present
City Attorney	John Shockley	Present

**Charter Commission Meeting**

1. Call to Order

Minutes: Chair Danielson called the meeting to order.

2. Roll Call

Minutes: Roll call was conducted.

3. [Approval of Minutes](#)

A. [December 14, 2011](#)

Motion to Approve made by Douglas Fagerlie and seconded by Roger Buscher  
**Approve Minutes of December 14, 2011**  
**Motion Passed**

4. [Reports of the Chair, Officers, Commissions and Committees](#)

Minutes: It was requested that City staff provide an update to the Moorhead Charter Commission regarding the status of the "Petition for Referendum of Ordinance 2011-11" which was submitted to the City of Moorhead in January.

City staff reported that the City Clerk has completed a review of the petition and provided a report to the Mayor and City Council on February 8, 2012.

The City Council will determine the petition's sufficiency at the February 13, 2012 City Council meeting.

5. Public Comment

Minutes: No citizens addressed the Commission.

6. Unfinished Business

A. [Discussion of Charter Commission Recommendations to the City Council](#)

Minutes: Chair Danielson reported that he appeared before the Mayor and City Council at the January 23, 2012 City Council meeting to request that the Council act on the Charter Commission's ordinance recommendation related to hydrant fees. Several other Charter Commissioners also attended this meeting.

The Council stated that City and Moorhead Public Service staff is currently negotiating a transition plan for hydrant fee rates. The Council will address the Charter's recommendation once a transition plan is determined between the two entities.

7. [New Business](#)

A. [Approval of Moorhead City Charter Commission 2011 Annual Report](#)

Minutes: It was noted that the Commission has been relatively active this year.

Motion to Approve made by Ronald Hagemann and seconded by Eileen Hastad  
**Approval of Moorhead City Charter Commission 2011 Annual Report**  
**Motion Passed**

B. [Set 2012 Meetings of the Charter Commission](#)

Minutes: Chair Danielson reported that the Mayor and City Council intend to propose Charter questions for consideration in 2012. It was recommended that the 2012 meetings of the Charter Commission occur quarterly, conditional on need.

Motion to Approve made by Douglas Fagerlie and seconded by Russell Hanson  
**Approve Quarterly Schedule for the 2012 Meetings of the Charter Commission to be held in May, August, and November at 7:30 a.m., or as needed**  
**Motion Passed**

C. [Election of Officers: Chair, Vice Chair, Secretary](#)

Minutes: It was noted that the current Charter Commission officers are eligible to retain their seat for another 1-year term.

Motion to Approve made by Douglas Fagerlie and seconded by Richard Bolton  
**Approve Election of Officers: Chair, Jim Danielson; Vice Chair, Travis Reimche; Secretary, Eileen Hastad**  
**Motion Passed**

D. Odd-year Election Discussion

Minutes: It was reported that the Mayor has posed a question to the Charter Commission related to whether the City General Election should continue to be held during odd years.

Charter Commission Members noted the following:

- Elections can be costly and are the sole responsibility of the City since no other local elections are held during odd years.
- Concern was noted regarding the expense of elections and low voter turnout.
- The Moorhead School District switched School Board elections to an even-year cycle in order to save costs.
- City offices could be overlooked during an even-year election where other County, State, and Federal offices are also on the ballot.
- It is the responsibility of candidates to inform voters about their candidacy.

City staff reported that in 2005, 2007, 2009, and 2011 the City of Moorhead spent between \$12-19,000 in annual election expenses, not including City staff time.

City staff noted that Minnesota State Statutes determine how positions currently on the City Council would be required to transition to an even-year election cycle if the Charter is changed.

It was requested that City staff provide a proposed Charter amendment related to a change in the City General Election for consideration at the next meeting of the Charter Commission. It was also requested that City staff provide information on election costs, particularly following the School Board's transition to an even-year election cycle, and the current election cycles of other cities comparable to Moorhead.

8. [Adjourn](#)

Motion made to Approve made by Kenneth Tangen and seconded by Roger Buscher

**Adjourn Meeting**

Motion Passed

Minutes: It was determined that the Charter Commission would meet on May 9, 2012 at 7:30 a.m.

Meeting Adjourned at 8:14 a.m.

*Respectfully submitted by:*  
*Jill Wenger, City Clerk*