

**City of Moorhead
Charter Commission
Meeting Minutes
December 05, 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	Absent
Board Member:	Russell Hanson	Present
Board Member:	Darvin Landa	Present
Board Member:	VACANT	N/A
Board Member:	Ronald Hagemann	Present
Board Member:	Travis Reimche	Absent
Board Member:	Douglas Fagerlie	Present
Board Member:	Thomas Krabbenhoft	Present
Board Member:	Richard Bolton	Present
Board Member:	Yoke-Sim Gunaratne	Present (arrived 7:38 a.m.)

Charter Commission Meeting

1. [Call to Order](#)

Minutes: Chair Danielson called the meeting to order.

2. [Roll Call](#)

Minutes: Roll call of the Commission members was noted.

3. [Approval of Minutes](#)

A. [August 29, 2012](#)

Motion made to Approve made by Hagemann and seconded by Hastad

Approve minutes of August 29, 2012

Motion Passed by unanimous vote

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

Minutes: No reports were presented.

5. [Public Comment](#)

Minutes: No citizens addressed the Commission.

6. [Unfinished Business](#)

A. [Update on Charter Commission Recommendation to Council: Hydrant Fees](#)

Minutes: Danielson referred the Commission to the memorandum on hydrant fees included in the agenda packet.

B. [Update on Charter Commission Recommendation to Council: Ordinance and Resolution Voting Provisions](#)

Minutes: Danielson referred the Commission to the memorandum on voting provisions included in the agenda packet.

C. [Discussion of Mayoral Voting Provisions](#)

Minutes: John Shockley, City Attorney, provided an overview of a draft ordinance to Amend and Reenact Sections 2.07, 3.03, and 3.04 of the Charter of the City of Moorhead Relating to Authority for the mayor to Vote and Ordinances and Resolutions.

Jill Wenger, Assistant City Manager, referenced a table provided in the agenda packet which outlines Mayoral voting provisions in other comparable cities. League of Minnesota Cities research shows that a majority of Charter cities allow the Mayor to vote.

City staff was directed to provide further information on:

- 1) When the Moorhead Mayor became a non-voting member of the Council.
- 2) Mayoral voting provisions within cities in the immediate regional area, regardless of size.
- 3) Mayoral voting provisions in other states.

Motion made to Table made by Hanson and seconded by Bolton

Table Discussion of Mayoral Voting Provisions

Motion Passed by unanimous vote

D. [Discussion of City Emergency Operations Catastrophe and Succession Plan](#)

Minutes: John Shockley, City Attorney, provided an overview of a draft ordinance to Create and Enact Section 2.12 of the Charter of the City of Moorhead relating to Continuity of Government. In a catastrophic event in which all Council Members and the Mayor were unable to perform their duties the ordinance would allow the Clay County Commission to choose an eight-member Council which would then choose one of their members to serve as Mayor until the next election. If the County Commission was unable to appoint a Council, the Governor could appoint one. Further, the Council could meet anywhere inside or outside of the city limits. Shockley explained that Minnesota law provides that the Council could adopt a succession plan by Charter, ordinance, or resolution.

Motion made to Approve made by Hastad and seconded by Fagerlie
Approve draft Ordinance to Create and Enact Section 2.12 of the Charter of the City of Moorhead relating to Continuity of Government and forward to Moorhead City Council for consideration

Motion Passed by unanimous vote

7. [New Business](#)

Minutes: It was noted that Commission meetings should remain as scheduled to enable Commissioners to participate in full meeting discussion.

8. Adjourn

A. Establish "Annual Meeting" Date (February)

Minutes: Chair Danielson stated that an annual meeting date needed to be set as it is time to elect new officers.

Jill Wenger, Assistant City Manager, announced that the new City Clerk will be going on maternity leave from approximately January to March. Jill Wenger and Becky Jahnke will staff the February Charter Commission meeting in the City Clerk's absence.

Wenger informed the Commission that it will be difficult for the new City Clerk to attend Charter Commission meetings before 8:00 a.m. Most Commissioners stated that they like morning meetings. The 2013 dates will be determined at February's annual meeting.

Motion made to Approve made by Landa and seconded by Gunaratne
Motion to establish February 6 at 7:30 a.m. as the next Commission meeting date
Motion Passed by unanimous vote

Meeting adjourned at 8:29 a.m.

Respectfully submitted by:
Becky Jahnke, Executive Secretary