



CHARTER COMMISSION MEETING AGENDA

February 15, 2017 - 8:00 AM

City Hall Boardroom

Call to Order

Roll Call

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

Approval of Minutes

3. September 21, 2016 Minutes

Reports of the Chair, Officers, Commissions and Committees

Public Comment

4. *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

New Business

5. Approval of Moorhead City Charter Commission 2016 Annual Report
6. Charter Commission Absence Policy
7. Update on New City Policies
8. 2017 Meeting Schedule

Adjourn



**City of Moorhead
Charter Commission
Meeting Minutes
September 21, 2016 at 8:00 AM
City Hall Boardroom**

Roll call of the members was made as follows:

Call to Order

Meeting was called to order at 8:00 am

Roll Call

Roll call of the members was made as follows:

Board Member:	Eldon Wollman	Present
Board Member:	Russ Hanson	Absent
Board Member:	Julian Dahlquist	Present
Board Member:	Ken Tangen	Absent until 8:07 am
Board Member:	Angelique Gehring	Absent
Board Member:	Darvin Landa	Present
Board Member:	James Steen	Absent
Board Member:	Athena Gracyk	Present
Board Member:	Ronald Hagemann	Absent
Board Member:	Tom Krabbenhoft	Present
Board Member:	Doug Fagerlie	Present
Board Member:	Bradley Vesta	Present
Board Member:	Michael Friesen	Present

Guests present:	
Sarah Wear	Assistant City Attorney
Michelle French	City Clerk
David Schmidt	Interim City Manager

Approval of Minutes

1. June 8, 2016 Minutes

Motion to amend the minutes by removing "change the text" to "change the verbiage" and approve the minutes as amended made by Gracyk seconded by Dahlquist; motion approved by unanimous vote.

Reports of the Chair, Officers, Commissions and Committees

No reports were made.

Public Comment

No public comment was made.

Unfinished Business

2. Board/Commission Update

Michelle French, City Clerk, provided a brief update on the current status of all Board/Commission vacancies. The Mayor and City Council have been working on filling vacancies as applications are being submitted.

A. Bylaws Update

Resolution to Amend the Moorhead Charter Commission Bylaws

Motion to move Resolution to Amend the Moorhead Charter Commission Bylaws was made by Friesen and seconded by Gracyk

For: Fagerlie, Krabbenhoft, Landa, Tangen, Vesta, Wollman

Against: Dahlquist, Friesen, Gracyk,

Absent: Gehring, Hagemann, Hanson, Steen

Discussion occurred regarding the language on the proposed attendance section Article III (F) of the bylaws. Many friendly amendments were made but did not pass.

Motion to amend the motion to change the text "may" to "shall" under Article III(F) moved by Vesta and seconded by Dahlquist; All in Favor

New Business

The next meeting will be determined if any agenda items arise by November 15, 2016. If you have any items that should be discussed, please contact the City Clerk.

Michael Friesen resigned effective December 31, 2016. He is relocating to Detroit Lakes, Minnesota.

Adjourn

Meeting adjourned at 9:05 am.

Respectfully submitted by:
Michelle French, City Clerk

MOORHEAD CHARTER COMMISSION

2016 Annual Report



The Moorhead City Charter Commission met three times in 2016 – March 16, June 8, and September 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 Gehring

Charter Commission Bylaws

March 16, 2016:

The Charter Commission discussed a few bylaw changes, approved the election of officers, and approved the 2015 Annual Report.

June 8, 2016:

The Charter Commission discussed the attendance requirements. The following recommendations were made to the bylaws that would be voted on at the next meeting.

If any member has excused absences for two consecutive meetings, the secretary of the Commission will follow the policy adopted by the Commission in regard to absences. A policy will be drafted after the Charter Commission approves the Bylaws Update.

Discussion occurred regarding the annual meeting. A motion was made to change the annual meeting to be held each calendar year and remove February.

Discussion occurred regarding the abbreviated minutes. Majority of the members suggested continuing to follow Roberts Rules of Order and continue the abbreviated minutes.

September 21, 2016:

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.

2017 Charter Commission Meetings

The Chair of the Charter Commission will determine when the first meeting will occur in 2017.

Respectfully submitted:

_____, *Charter Commission Chair*

Date _____