



AGENDA SECTION	WORK SESSION
MEETING DATE	JANUARY 4, 2021

CITY OF COLUMBIA HEIGHTS - COUNCIL LETTER

ITEM:	Board & Commission 2021 Appointment Process, Application & Interview Questions		
DEPARTMENT:	Administration	CITY MANAGER'S APPROVAL:	
BY/DATE:	Nicole Tingley / December 30, 2020	BY/DATE:	<i>Kell Bonyea</i> 12/31/20
CITY STRATEGY:	#8: Engaged, Multi-Generational Population		
Additional Strategy?	Choose an item.		
SHORT TERM GOAL (IF APPLICABLE):	Choose an item.		
Additional Goal?	Choose an item.		

BACKGROUND:

Every April, there are Board and Commission terms that expire. The City Council in recent years has started requiring applications and interviews for all vacancies (even those looking to be reappointed). City Staff is looking for direction on all aspects of this process.

The following positions will be solicited for applications during this process:

- 1 Planning Commission Member (Term of Adam Schill expiring April 1)
- 3 Library Board Members (Terms of Catherine Vesley and Tricia Conway expiring April 1 and vacancy due to passing of Pat Sowada)
- 2 Park & Recreation Commission Members (Terms of Marsha Stroik and Bruce Evans expiring April 1)
- 1 Traffic Commission Members (Term of Kevin Doty expiring April 1)
- 2 Charter Commission Members (appointed by Judge- City Council has not interviewed for this before)

Below is a potential timeline to work from. Staff is looking for feedback on this.

- Advertising Opening- Mid to Late January through end of February - Application deadline of February 28.
- March 1 Work Session- give update of applications received, confirm interview schedule
- Conduct interviews the evenings of Monday, March 15 and Monday, March 22 before the City Council Meeting. More days can be added if needed. Can offer by Zoom or in-person.
- Approve appointments at March 22nd City Council Meeting

Additionally, attached is the application. The only change from 2020 is to specify to applicants to number rank their choices. Staff is seeking confirmation of the application.

Additionally, City staff would like review of the interview questions. Attached are the interview questions from last year. 15 minute interviews were held last year with each person interested being only interviewed for one board/commission. The first page was asked of all applicants, the pages following have questions for each specific commission.

ATTACHMENT(S):

Application and Interview Questions