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# Columbia Heights Traffic Commission

## Commission Overview and Member Position Description

### **Traffic Commission Overview**

The Traffic Commission is a resident advisory commission that studies and investigates all matters relating to the regulation of traffic within the city on its own initiative or as referred to the commission by the City Council or City Staff.

**Meeting Date and Time:** The first Monday of each month at 5:30 pm

**Membership:** 5 Columbia Heights residents appointed by the City Council for three-year terms. The City Engineer and the Chief of Police serve as ex-officio members of this commission. A City Council member serves a liaison to the City Council

### **Traffic Commission Member Position Description**

**Terms:** 3 years from April 1 to March 30. Members are limited to two consecutive full terms.

**Compensation:** Not applicable- members are volunteers

**Necessary Qualifications:** Be a current resident of the City of Columbia Heights.

#### **Desired Qualifications:**

The Traffic Commission is ideally made up of a diverse array of community members with different skills, experiences, and talents, some combination of the following qualifications are ideal:

- A willingness and ability to engage with the public and to understand and represent the views and opinions of diverse community members
- The ability to function well in group discussions, and to work in a flexible way with others who have a diversity of opinions and interests.
- The ability to assess information and make important decisions
- Excellent communication skills
- A strong sense of legal and ethical conduct appropriate to the position
- The courage to state one's views on important issues and speak openly and directly, though always respectfully, with staff and other commission members
- Some basic understanding of the broader structures of city governance in Columbia Heights, of the issues facing the city, and of the place of the traffic regulation within those broader contexts

#### **Requirements and Expectations:**

- Read distributed materials before each meeting
- Attend and participate in monthly meetings (length varies but typically 1 hour or less) and let the staff liaison know if you are unable to attend.
- Reviews, drafts and recommends traffic regulation proposals including, but not limited to stop signs, parking on city streets, crosswalks, and traffic calming measures
- Hold public hearings to hear the views regarding traffic regulation proposals
- Seek public input