



# YOUTH COMMISSION

City Hall—Council Chambers, 590 40th Ave NE

Wednesday, March 09, 2022

6:00 PM

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## AGENDA

### **ATTENDANCE INFORMATION FOR THE PUBLIC**

Members of the public who wish to attend may do so in-person, by calling **1-312-626-6799** and **entering meeting ID 878 7658 2299** or by Zoom at <https://us02web.zoom.us/j/87876582299>. For questions please call the Administration Department at 763-706-3610.

### **CALL TO ORDER**

1. **Communications Coordinator Leads Initial Meeting With Assistance From City Clerk.**

### **ROLL CALL/STATUS OF MEMBERSHIP**

2. **Note Absences.**
3. **Introductions.**
4. **Discuss Officer Roles.**
  - a. Chair
  - b. Vice-Chair
  - c. Secretary/Treasurer

### **APPROVAL OF AGENDA**

### **PRESENTATIONS**

5. **City Clerk Sara Ion.**
  - a. Job Duties of Clerk and Working With Elected Officials.
  - b. Nuts and Bolts of Meetings.
  - c. Robert's Rules of Order.
6. **City Manager Kelli Bourgeois.**
  - a. Job duties and Role of Columbia Heights City Manager.
  - b. Challenges/rewards of working in local government.
7. **Q&A With Presenters.**

### **NEW BUSINESS**

8. **Discussion of By-Laws / Rules of Operation.**
9. **Review of Duties, Roles and Expectations.**

- 10. Appoint Board and Commission and Council Liaisons.**
- 11. Future Projects, Presentations, and Goals Brainstorming.**
- 12. Group Photo.**

**ADJOURNMENT**

*Auxiliary aids or other accommodations for individuals with disabilities are available upon request when the request is made at least 72 hours in advance. Please contact Administration at 763-706-3610 to make arrangements.*