



AGENDA

Youth Commission

Wednesday, October 25, 2023

3:45 PM

Steeple Center in Room 200, 14375

South Robert Trail, Rosemount

- 1. Call to Order**
- 2. Additions or Corrections to Agenda**
- 3. Audience Input**
- 4. Consent Agenda**
 - a. Minutes of August 23, 2023 Youth Commission Meeting
 - b. Minutes of September 27, 2023 Youth Commission Meeting
- 5. Old Business**
 - a. September - Leadership Lesson
- 6. New Business**
 - a. Department Overview: City Clerk
 - b. Youth Commission Goals
 - c. Leadership Lesson
 - d. Roundtable Discussion
- 7. Reports**
 - a. Commission Member Reports
 - b. Upcoming Events
 - c. Next Meeting Date – November 15, 2023

**ROSEMOUNT YOUTH COMMISSION
REGULAR MEETING PROCEEDINGS
AUGUST 23, 2023**

Call to Order

Pursuant to due call and notice thereof, a regular meeting of the Rosemount Youth Commission was held on Wednesday, August 23, 2023, at 3:45 PM at the Steeple Center, Room 202, 14375 South Robert Trail, Rosemount.

Commission Chair Alex called the meeting to order with Youth Commissioners K. Addagudi, Favre, Harvey, Johnson, Knutson, Raimondo, and State present. Mayor Weisensel, City Clerk Erin Fasbender, and Deputy City Clerk/Management Analyst Jessie Paque were also present. Commissioners Noman Haque, Norah Haque, C. Lovin, and H. Lovin were absent.

Commissioners Pitzen, S. Addagudi, Cassell, Leppones, and Burman arrived late.

a. Introductions

Commissioners and staff went around the room to introduce themselves.

Additions or Corrections to Agenda

Motion by Alex Second by Farve

Motion to Adopt the Agenda

Ayes: 8.

Nays: None. Absent: 9. Motion carried.

Audience Input

None.

Consent Agenda

Motion by Alex Second by Pitzen

Motion to approve the Consent Agenda.

Ayes: 9.

Nays: None. Absent: 8. Motion carried.

a. Minutes of June 28, 2023 Youth Commission Meeting

Old Business

a. Discussion of Topic Interests

Deputy City Clerk Paque discussed with the commissioners the survey results on the topic and tour interests. Mayor Weisensel will look into setting up a tour of the new

Public Works and Police facility this coming spring to see the frame work of the building.

New Business

a. Leadership Lesson Overview

Mayor Weisensel requested that each commissioner bring an example of leadership by someone younger than 18 years old. Commissioners went around the room and shared their person and why they have strong leadership.

b. Roundtable Discussion

Youth Commission members shared updates on sports, summer jobs, college applications, and also one goal they have for the commission to focus on this coming year.

Some of the goals that were discussed are; targeting youth while promoting city events, offering youth opportunities and events, promoting employment opportunities for Rosemount businesses, etc.

Reports

a. Commission Member Reports

Commissioners who attended Night to Unite and Leprechuan Days shared their experiences volunteering at the events.

Deputy City Clerk Paque announced her resignation from the City of Rosemount and Youth Commission. City Clerk Fasbender will take over as staff liaison for the Youth Commission.

b. Next Meeting Date – September 27, 2023 at 3:45 p.m. at the Steeple Center, Room 202, 14375 South Robert Trail

City Clerk Fasbender will plan to share election judge opportunities for the upcoming November election. Staff will include an upcoming events memo in Youth Commission packets going forward to aide in scheduling and increase participation.

Adjournment

There being no further business to discuss, it was moved by Alex and seconded by Knutson that the meeting be adjourned. The motion carried unanimously, and the meeting was adjourned at 5:17 p.m.

Respectfully submitted,

Jessie Paque
Deputy City Clerk

**ROSEMOUNT YOUTH COMMISSION
PROCEEDINGS
SEPTEMBER 27, 2023**

Call to Order

Pursuant to due call and notice thereof, a regular meeting of the Youth Commission was held on Wednesday, September 27, 2023, at 3:49 PM. in Steeple Center, Room 200, 14375 South Robert Trail.

Chairsperson Julia Alex called the meeting to order with Commissioners Keertana Addagudi, Norah Haque, Cindy Harvey, Kyli Knutson, Molly Pitzen.

Additions or Corrections to Agenda

None

Motion by Pitzen **Second by** Knutson

Motion to approve agenda

Ayes: 6.

Nays: None. Motion .

Audience Input

None

Consent Agenda

Due to no quorum, no action was taken on consent agenda.

Old Business

None.

New Business

a. Leadership Lesson

Mayor Weisensel presented this month's leadership lesson, parliamentary procedure. Parliamentary Procedure is a formal way of describing a few simple rules on which people can agree to run a meeting. Commissioners were directed to complete the activity included in the handout and submit to Ms. Fasbender prior to the next meeting.

b. Roundtable Discussion

Youth Commission members shared updates on performances, sports, and school schedules. Ms. Fasbender highlighted the opportunity for youth commissioners to be an election judge in the upcoming elections.

Reports

Commission Member Reports

None

a. Upcoming Events & Community Calendar

Ms. Fasbender highlighted upcoming community and council events.

b. Next Meeting Date – October 25, 2023.

Respectfully submitted,

Erin Fasbender

Youth Commission : October 25, 2023

AGENDA ITEM: September - Leadership Lesson	AGENDA SECTION: Old Business
PREPARED BY: Erin Fasbender, City Clerk	AGENDA NO. 5.a.
ATTACHMENTS: Parliamentary Procedure	APPROVED BY: EF
RECOMMENDED ACTION: Discussion only.	

BACKGROUND

Mayor Weisensel led September's leadership lesson on the topic of Parliamentary Procedure. Commissioners who have not completed the attachment should turn the handout in to the City Clerk.

RECOMMENDATION

Discussion only.

Parliamentary Procedure



1. What do I need to know first?

Parliamentary procedure is a formal way of describing a few simple rules on which people can agree to run a meeting. The rules are designed to allow for the majority to rule, but at the same time to protect the rights of those who disagree. For example, a majority can make whatever rules it wants, but those who disagree have the right to say why they think that rule is a bad idea. If you know the basics of parliamentary procedure, it will help your meetings run smoothly. If you don't, your meetings can get confusing, long, and boring. Don't let that happen to you!

2. What should I do?

Take the parliamentary procedure check-up. Below is a chart that shows the eight basic motions of parliamentary procedure, how to word them and their purpose. Complete the blanks in the chart:

Motion	Purpose of Motion	Example Wording of Motion
Main Motion	To consider an idea	
Amendment		"I move to amend the motion on the floor substituting "go skiing" for "go roller skating"
Refer to Committee	To give the main motion to a committee to consider and report back to the full group	
Adjourn		
Postpone Definitely	To postpone the vote on a main motion to a later meeting	
Division of the house		"I call for a division of the house!"
Suspend the rules		"I move to suspend the rules to (allow our speaker to continue to speak)" (NOTE: requires a 2/3 majority to pass).
Reconsider		"I move to reconsider the motion (regarding increasing club dues by \$2) (NOTE: You must have voted on the majority side of the first motion)

3. What happened?

Using the key. How did you do?

4. How did I feel about it?

- How hard was it to complete the chart?
- Are you good at parliamentary procedure or do you need more work?

5. Why is it important for you to know the basics of parliamentary procedure?

6. So what?

Why is it important for a leader to know parliamentary procedure?

7. Want to know more?

Robert's Rules of Order.

KEY:

Motion	Purpose of Motion	Example Wording of Motion
Main Motion	To consider an idea	“I move that we all go roller skating at club expense.”
Amendment	To change a main motion	“I move to amend the motion on the floor substituting “go skiing” for “go roller skating”
Refer to Committee	To give the main motion to a committee to consider and report back to the full group	“I move we refer this to a committee of three people to be appointed by the club president.”
Adjourn	To end the meeting	“I move to adjourn the meeting.”
Postpone Definitely	To postpone the vote on a main motion to a later meeting	“I move we postpone the vote on this motion until our next meeting.”
Division of the house	To request that the president count the votes again, but by people raising their hands instead of saying “yes” and “no”	“I call for a division of the house!”
Suspend the rules	To change the pre-set rules	“I move to suspend the rules to (allow our speaker to continue to speak)” (NOTE: requires a $\frac{2}{3}$ majority to pass).
Reconsider	To vote again on a main motion already voted on	“I move to reconsider the motion (regarding increasing club dues by \$2) (NOTE: You must have voted on the majority side of the first motion)

Youth Commission : October 25, 2023

AGENDA ITEM: Department Overview: City Clerk	AGENDA SECTION: New Business
PREPARED BY: Erin Fasbender, City Clerk	AGENDA NO. 6.a.
ATTACHMENTS:	APPROVED BY: EF
RECOMMENDED ACTION: Information only.	

BACKGROUND

Based on Youth Commissioner survey results and recent discussions, there is an interest for several city departments to be a guest speaker. For the month of October the City Clerk, Erin Fasbender, will provide an overview of her role as City Clerk as it involves elections, record management, data requests, City Council meetings, etc.

RECOMMENDATION

Information only.

Youth Commission : October 25, 2023

AGENDA ITEM: Youth Commission Goals	AGENDA SECTION: New Business
PREPARED BY: Erin Fasbender, City Clerk	AGENDA NO. 6.b.
ATTACHMENTS: 2023-2024 Goals	APPROVED BY: EF
RECOMMENDED ACTION: Review of Current Youth Commission Goals	

BACKGROUND

Youth Commission will review and discuss their goals for 2023-2024 and determine if any modifications need to be made.

RECOMMENDATION

If any modifications are suggested, a motion will need to be made.



Within the City Council Goals to Grow, Live and Manage Rosemount, the Youth Commission establish the following as their 2023-2024 goals

GROW

Increase Support for Youth-Related Activities, Facilities and Amenities

- Support new and existing business work opportunities to gain experience
- Promote Youth volunteerism to build leadership skills
- Support additional recreational facilities
- Support the development of neighborhood parks with added features

LIVE

Increase Youth Commission Community Presence and Connecting Partners

- Maintain current and develop new partners and partnership events
 - City Council
 - Park and Recreation Dept
 - RAAC
 - School, Volunteer, and Non-Profit Organizations
- Recommend support of youth-oriented initiatives to City Council

MANAGE

Increase Youth Events and Activities

- Increase visibility and participation in community events
 - Leprechaun Days / Committee and City Council
 - Night to Unite / City Council
 - Holiday Tree Lighting / RAAC
 - Spring Senior Event
 - Arbor Day/Tree Legacy Planting
 - Splash Pad
- Promote recruitment of eligible youth to the Youth Commission

Youth Commission : October 25, 2023

AGENDA ITEM: Leadership Lesson	AGENDA SECTION: New Business
PREPARED BY: Erin Fasbender, City Clerk	AGENDA NO. 6.c.
ATTACHMENTS: Planning Process	APPROVED BY: EF
RECOMMENDED ACTION: Discussion only.	

BACKGROUND

The month of October's Leadership Lesson is "The Planning Process". Please review the attachment and be prepared for open dialogue regarding the planning process.

RECOMMENDATION

Discussion only.

1. What do I need to know first?

The planning process: Planning for the future in an organization is a lot like planning in your own life. For example, if you want to become a medical doctor, you have to plan ahead. You will need good high school grades, good college grades, and a plan for where you want to go to school and how you will pay for your education.

Planning for an organization is different from planning an event. It is much "bigger" than planning an event because it includes planning many events (not just one) over at least a year. For example, if a 4-H club wants to be the best club in the county, it will need to consider how it defines "best", how much money it will take to be the best, how it will raise money, how many members it wants to have, etc.

Planning in an organization has six steps:

- 1) Deciding what the members want.
- 2) Looking for ways to get what the members want (by brainstorming, etc.).
- 3) Sorting through all the ideas (from brainstorming) and deciding on the one best way to get what the members want.
- 4) Assigning duties - who will do what?
- 5) Doing it! Doing what you planned.
- 6) Evaluation or asking, "How did we do?"

2. What should I do?

Plan for your organization and conduct a planning "check-up."

Volunteer to serve on the Youth Commission that plans the meetings of your organization for the coming year. As you help plan, use the questions below to conduct a planning "check-up". If your group is missing some of the steps, you may want to suggest they include them.

The Planning “check-up”

1. Did the Youth Commission find what the members wanted? If yes, how (survey, telephone, discussion at an earlier meeting, etc.)?
2. Did the Youth Commission look for many ways to get what the members want (by brainstorming, etc.)?
3. Did the Youth Commissioners, sort all the ideas (from step 2) and decide on the one best way to get what the members want?
4. Did the Youth Commissioners assign duties:
 - a. at least one duty to every commissioner member?
 - b. spread the work around so no one was too busy?
 - c. did all duties get assigned?
5. Did everyone do his/her assigned duties? Did the event happen?
6. Did the group hold an evaluation meeting? Did the members ask:
 - a. How did we do?
 - b. Did we work well as a team?
 - c. What went right/wrong?
 - d. What did we learn?

3. What happened?

How did your planning team do? Did you like being on the planning team?

4. How did I feel about it?

Would you want to be on a planning team again? Why?

5. What does it mean?

Would the events you planned with your commissioners have happened if your commission had not planned them?

How would your organization be different if the planning had not happened?

Why is planning important for organizations?

The most important part of planning an organization will do is talking. An organization with good communication will probley be successful.

*Professor John Bryson of the University of Minnesota says: "Talk is the main tool of planning."
Former Vice President Hubert H. Humphrey once said about planning, "If in doubt, talk".*

Do you agree with Professor Bryson and Vice President Humphrey? Why?

6. So what?

Why do leaders plan?

7. Want to know more?

Bryson, J.M. (1981). "The contingent program planning model (CPPM)." Minneapolis, MN: H.H.H. Institute, University of Minnesota.

Walker, J. and Coble, T. (1990). I'll take charge! St. Paul, MN: Minnesota Extension Service, University of Minnesota.

8. What did I learn?

- Organizations need to plan for the future, just like people
- Planning for organizations is a six step process.
- Leaders need to be planners.
- And _____.

Youth Commission : October 25, 2023

AGENDA ITEM: Roundtable Discussion	AGENDA SECTION: New Business
PREPARED BY: Erin Fasbender, City Clerk	AGENDA NO. 6.d.
ATTACHMENTS:	APPROVED BY: EF
RECOMMENDED ACTION: Discussion only.	

BACKGROUND

Youth Commissioners have the opportunity to discuss any school items, activities, upcoming vacations, etc.

RECOMMENDATION

Discussion only.

Youth Commission : October 25, 2023

AGENDA ITEM: Upcoming Events	AGENDA SECTION: Reports
PREPARED BY: Erin Fasbender, City Clerk	AGENDA NO. 7.b.
ATTACHMENTS:	APPROVED BY: EF
RECOMMENDED ACTION: Information Only.	

BACKGROUND

Staff will present a calendar of upcoming City events.

RECOMMENDATION

Information only.

Youth Commission : October 25, 2023

AGENDA ITEM: Next Meeting Date – November 15, 2023	AGENDA SECTION: Reports
PREPARED BY: Erin Fasbender, City Clerk	AGENDA NO. 7.c.
ATTACHMENTS:	APPROVED BY: EF
RECOMMENDED ACTION: Discuss upcoming meeting times and location.	

BACKGROUND

Due to the Thanksgiving holiday, the November meeting will be on November 15th. As a commission, let's plan to have open dialogue as whether this current time and location still works for all or if we should consider other options, i.e. meet at the High School, meet earlier, meet a different day? Please come prepared to discuss your availability and preferences.

RECOMMENDATION

Discussion only.