



AGENDA

Youth Commission

Wednesday, May 22, 2024

3:00 PM

****Legacy Tree Planting at Winds Park
(15675 Chippendale Ave) at 3 p.m.
followed by meeting at the Steeple
Center in Room 200, 14375 South
Robert Trail, Rosemount (4:00 p.m.)**

- 1. Legacy Tree Planting at Winds Park (15675 Chippendale Ave at 3:00 p.m.)**
 - a. Legacy Tree Planting Project
- 2. Call to Order (Steeple Center, 14375 S Robert Trail @ 3:45 p.m.)**
- 3. Audience Input**
- 4. Consent Agenda**
 - a. Minutes of April 24, 2024, Youth Commission Meeting
- 5. Old Business**
- 6. New Business**
 - a. Introductions
 - b. Review of By-Laws
 - c. Election of Officers Discussion
 - d. Upcoming Events
 - e. Meeting Dates Calendar
 - f. Encouragement & Words of Wisdom from Outgoing Members
 - g. Roundtable Discussion
- 7. Reports**
 - a. Youth Commissioner Reports
 - b. Next Youth Commission Meeting Date - June 26, 2024, at 3:45 p.m.; Steeple Center (14375 South Robert Trail) Room 202

Youth Commission : May 22, 2024

AGENDA ITEM: Legacy Tree Planting Project	AGENDA SECTION: Legacy Tree Planting at Winds Park (15675 Chippendale Ave at 3:00 p.m.)
PREPARED BY: Sarah Ostroviak, Deputy City Clerk	AGENDA NO. 1.a.
ATTACHMENTS:	APPROVED BY: EF
RECOMMENDED ACTION: None.	

BACKGROUND

We will be planting (2) Snowwhite Crab Apple Trees & (1) Maple tree at Winds Park for the Legacy Tree Planting Project with Parks & Rec.

RECOMMENDATION

None.

**ROSEMOUNT YOUTH COMMISSION
PROCEEDINGS
April 24, 2024**

Call to Order

Pursuant to due call and notice thereof, a regular work session of the Youth Commission was held on Wednesday, April 24, 2024, at 3:00 PM. at Public Works/Police Department Campus located at 14041 Biscayne Ave.

Chairsperson Keira Favre called the work session to order with Commissioners Johnson, Pitzen, and Raimondo present.

TOUR: PUBLIC WORKS/POLICE DEPARTMENT CAMPUS (LOCATED AT 14041 BISCAYNE AVE)

- a. Tour at Address 14041 Biscayne Ave from 3:00-3:45 p.m. Youth Commissioners took a tour the new Public Works/Police Department Campus. They were able to see the construction in progress and learn about the amenities from Public Works Director, Nick Egger & Police Chief Dahlstrom.
- b. Following the Tour, Commissioners will hold a regular meeting at 4:00 p.m at the Steeple Center, 14375 South Robert Trail.

Chairsperson Keira Favre called the regular meeting to order with Commissioners Knutson, Harvey, Johnson, Pitzen, Raimondo, and State present.

Additions or Corrections to Agenda

None.

Motion by Favre Second by Knutson

Motion to approve agenda

Ayes: 7.

Nays: None. Motion Approved.

Discussion

Dan Schultz & Greg Lund with City of Rosemount Park & Rec Department presented three different playgrounds. They asked we vote on which set-up we liked best for the community.

Consent Agenda

Motion by Favre Second by Pitzen.

Motion to approve consent agenda

Ayes: 7.

Nays: None. Motion Approved.

Old Business

None.

New Business

a. Current Commissioners Resignation

There are five current Youth Commissioners that have resigned per Deputy Clerk Ostroviak, on behalf of Julia Alex. There are two current members that we do not know their status.

b. Roundtable Discussion

Youth Commission members shared updates on school projects and their plans for the three-day weekend, along with participation in Spring sports and any travel plans.

Reports

Commission Member Reports

None.

a. Upcoming Events & Community Calendar

Deputy Clerk Ostroviak updated members on the Legacy Tree Planting.

b. Next Meeting Date – Wednesday, May 22, 2024, at Winds Park 3:00 PM; Regular Meeting to follow at 4 PM; Steeple Center.

Motion by Favre Second by Pitzen.

Motion to Adjourn

Ayes: 7.

Nays: None. Motion Approved.

Respectfully submitted,

Sarah Ostroviak
Deputy City Clerk
on behalf of
Kyli Knutson

Youth Commission : May 22, 2024

AGENDA ITEM: Introductions	AGENDA SECTION: New Business
PREPARED BY: Sarah Ostroviak, Deputy City Clerk	AGENDA NO. 6.a.
ATTACHMENTS:	APPROVED BY: EF
RECOMMENDED ACTION: Welcome to our 2024-2025 Youth Commissioners - Farewell to our Senior Youth Commissioners	

BACKGROUND

Welcome to our 2024-2025 Youth Commissioners - Farewell to our Senior Youth Commissioners

RECOMMENDATION

None.

Youth Commission : May 22, 2024

AGENDA ITEM: Review of By-Laws	AGENDA SECTION: New Business
PREPARED BY: Sarah Ostroviak, Deputy City Clerk	AGENDA NO. 6.b.
ATTACHMENTS: Youth Commission ByLaws	APPROVED BY: EF
RECOMMENDED ACTION: Review By-Laws.	

BACKGROUND

As a Youth Commissioner, these are the By-Laws that are followed.

RECOMMENDATION

Review.

ROSEMOUNT YOUTH ADVISORY COMMISSION BY-LAWS

The purpose of the Rosemount Youth Advisory Commission is to serve as an advisory body to the Rosemount City Council. These By-laws are adopted to assist the Youth Commission to function and make meaningful recommendations to the Mayor and City Council.

Section I. Membership

- a. Representation: The Youth Commission shall seek in its membership a diverse representation reflecting the community. The Commission shall consist of the number of members appointed by the City Council. Members must be residents of Rosemount. Members will be selected with emphasis on diversity.
- b. Membership qualifications: Commission members will be 14 to 18 years old at the time of selection.
- c. Term duration and limits: Members shall serve a one-year term. Terms shall run between the May Annual meetings of each year. Members in good standing may be reappointed for an unlimited number of terms provided they still meet the membership qualifications.
- d. Annual Meeting: The Annual Meeting will be the designated regular meeting in May. Special meeting revising date, time and location is permitted.
- e. The City Council shall designate a Council Member to serve as Council Liaison to the Commission.
- f. The Assistant City Administrator or a staff representative selected by the City Administrator shall provide additional support for the Commission as Staff Liaison. A City staff member will serve as the Recording Secretary at each regular meeting.

Section II. Attendance

- a. Regular attendance at Commission meetings is expected from all regular Commission members.
- b. Three absences are allowed per year for each regular Commission member. After the third absence, the member will meet with the Commission to determine if the member remains in good standing or will be recommended to the City Council for removal from the Commission. Exceptions may be made by the Commission if special circumstances exist.
- c. All Commissioners are expected to attend one event per year in conjunction with the City Council. These events may include Arbor Day, Night to Unite, or the Leprechaun Days Parade or Golf Event.

Section III. Duties and Functions.

- a. Report annually, or as otherwise specified by City Council, and confer with and advise the Council on matters concerning youth within the City, including:
 - 1. building commitment for youth issues in the City;
 - 2. promoting public interest in and an understanding of youth issues and activities;

3. fostering youth involvement in municipal decision-making by creating a forum or a focus group for youth to raise issues and provide input to City of Rosemount Council Members, departments, and policy formulation;
 4. fostering cooperation and interaction amongst social, health and recreational programs offered by the City;
 5. developing realistic goals and outcomes for improving conditions and prospects for youth in the City, including developing a methodology for monitoring progress on achieving these improvements;
- b. Take under advisement, study, hold hearings and make written recommendations to the Council on all matters of youth interest or activities referred to the Commission or initiated by the Commission.

Section IV. Application Process

- a. Members of the Commission shall be chosen or appointed through an application and potential interview process. The City Council is responsible for both re-appointment and appointment of new members for the new term year.
- b. Applications will be available in early March.

Section V. Officers

- a. The officers of the Commission shall be Chair, First Vice Chair, and Second Vice Chair.

Section VI. Officer Duties

- a. Chair
 1. The Chair shall be charged with the administration of the affairs of the Commission with assistance from the Council and Staff Liaisons.
 2. The Chair shall preside over all meetings of the Commission.
 3. The Chair shall appoint committees when necessary to address issues before the Commission.
- b. First and Second Vice Chairs
 1. A Vice Chair shall assume the duties of the Chair during the Chair's absence.
 2. A Vice Chair shall assist the Chair to perform duties when needed, including presiding over sub-committee meetings.

3. A Vice Chair shall be familiar with the By-Laws and inform Commission members of what needs to be adhered to.
- c. Additional Officer Responsibilities
1. An annual report of the activities of the Commission shall be prepared by the Chair near the end of a term.
 2. The reports shall be presented to both the Commission and to the City Council.

Section VII. Election of Officers

- a. The Chair, First Vice Chair, and Second Vice Chairs, shall be elected by the membership annually at either the first or second meeting of the new term and shall serve until their successors have been duly selected and sworn in.
- b. The officers of the Commission shall be elected by a majority vote provided that two-thirds of the members are in attendance.

Section VIII. Meetings

- a. The Commission shall set a date to meet at least once a month during the school year, and shall otherwise establish time and frequency of regular meetings as deemed appropriate by the membership.
- b. The meetings shall include: review of proposed agenda, minutes from the previous meeting, and reports; and discussion of other issues before the Commission.
- c. The Chair may call special meetings of the Commission with at least three days' notice. The call shall state the subject matter to be considered at the meeting.

Section IX. General Rules

- a. All meetings shall be conducted in general conformance with Robert's Rules of Order.
- b. The presence of at least half of the membership shall constitute a quorum. A quorum is necessary to transact official business at any meeting.
- c. The Commission shall be responsible for its own procedures and order of business and may initiate or carry out activities addressing community concerns as they deem relevant and important with City Council approval.

Section X. Role of City Council

- a. The City Council shall communicate upcoming issues to the Commission, so the Commission may respond accordingly.
- b. The City Council shall educate the Commission on how city government operates.
- c. The City Council shall appoint a City Council Liaison(s) to the Commission.
- d. The City Council shall provide support staff to the Commission to assist the Commission in carrying out its duties.

Section XI. By-Laws and Amendments

- a. Commission By-Laws may be amended at any regularly scheduled meeting provided that two-thirds of the members of the Commission approve the amendment, and provided further that the amendment is part of the agenda for the meeting and the membership has been notified of the proposed amendment in writing. The Commission will inform the City Council of by-law amendments.

Youth Commission : May 22, 2024

AGENDA ITEM: Election of Officers Discussion	AGENDA SECTION: New Business
PREPARED BY: Sarah Ostroviak, Deputy City Clerk	AGENDA NO. 6.c.
ATTACHMENTS:	APPROVED BY: EF
RECOMMENDED ACTION: Election of Officers Discussion i. Chairperson ii. First Vice Chair iii. Second Vice Chair	

BACKGROUND

Youth Commissioners will elect Officers for the 2024-2025 session.

RECOMMENDATION

Electing Officers:

- i. Chairperson
- ii. First Vice Chair
- iii. Second Vice Chair

Youth Commission : May 22, 2024

AGENDA ITEM: Upcoming Events	AGENDA SECTION: New Business
PREPARED BY: Sarah Ostroviak, Deputy City Clerk	AGENDA NO. 6.d.
ATTACHMENTS:	APPROVED BY: EF
RECOMMENDED ACTION: Discussion.	

BACKGROUND

Youth Commissioners will discuss upcoming Community Events that they'll be participating in and volunteer opportunities.

RECOMMENDATION

Discussion Only.

Youth Commission : May 22, 2024

AGENDA ITEM: Meeting Dates Calendar	AGENDA SECTION: New Business
PREPARED BY: Sarah Ostroviak, Deputy City Clerk	AGENDA NO. 6.e.
ATTACHMENTS: 2024-2025 District 196 Calendar	APPROVED BY: EF
RECOMMENDED ACTION: Discussion.	

BACKGROUND

Youth Commissioners will review the District 196 calendar to determine meeting dates for 2024-2025.

RECOMMENDATION

Discussion.



JULY 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2024						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2024						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
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NOVEMBER 2024						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2024						
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22	23	24	25	26	27	28
29	30	31				

JANUARY 2025						
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FEBRUARY 2025						
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23	24	25	26	27	28	

MARCH 2025						
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30	31					

APRIL 2025						
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27	28	29	30			

MAY 2025						
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25	26	27	28	29	30	31

JUNE 2025						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Start and End Dates

- Aug. 28-29 First days of school for grades 6-12;
Assessment days for grades K-5
- Sept. 3 First day of school for grades K-5;
School resumes for grades 6-12
- June 5 Last day of school

No-School Dates = No school for all students = No school for some students

- Aug. 19-20 New teacher workshops
- Aug. 21-23, 26-27 Teacher workshops K-12 (Aug. 23 half day)
- Aug. 30 No school grades K-12
- Sept. 2 Labor Day (*no school grades K-12*)
- Oct. 4 Data analysis/instructional alignment for all staff (*no school grades K-12*)
- Oct. 11 Conferences for high schools (*no school grades 9-12*)
- Oct. 17-18 State teachers' convention (*no school grades K-12*)
- Nov. 7-8 Conferences for elementary and middle schools (*no school grades K-8*)
- Nov. 8 Staff development for high school staff (*no school grades K-12*)
- Nov. 11 Staff development for all staff (*no school grades K-12*)
- Nov. 27 Staff development for all staff (*no school grades K-12*)
- Nov. 28-29 Thanksgiving break (*no school grades K-12*)
- Dec. 23-Jan. 1 Winter break (*no school grades K-12*)
- Jan. 17 Data analysis/instructional alignment for all staff (*no school grades K-12*)
- Jan. 20 Dr. Martin Luther King Jr. Day (*no school grades K-12*)
- Jan. 24 Conferences for high schools (*no school grades 9-12*)
- Feb. 6-7 Conferences for elementary and middle schools (*no school grades K-8*)
- Feb. 7 Staff development for high school staff (*no school grades K-12*)
- Feb. 17 Presidents' Day (*no school grades K-12*)
- Feb. 18 Staff development for all staff (*no school grades K-12*)
- March 7 Staff development for all staff (*no school grades K-12*)
- March 24-28 Spring break (*no school grades K-12*)
- March 31 Staff development for all staff (*no school grades K-12*)
- April 25 Data analysis/instructional alignment for all staff (*no school grades K-12*)
- May 26 Memorial Day (*no school grades K-12*)
- June 6 Staff workshop (half day)

Elementary Trimesters

Sept. 3-Nov. 26
Dec. 2-March 6
March 10-June 5

High School Trimesters

Aug. 28-Nov. 26
Dec. 2-March 6
March 10-June 5

Middle Trimesters

Aug. 28-Nov. 26
Dec. 2-March 6
March 10-June 5

High School Quarters

Aug. 28-Nov. 1
Nov. 4-Jan. 16
Jan. 21-April 4
April 7-June 5

Youth Commission : May 22, 2024

AGENDA ITEM: Encouragement & Words of Wisdom from Outgoing Members	AGENDA SECTION: New Business
PREPARED BY: Sarah Ostroviak, Deputy City Clerk	AGENDA NO. 6.f.
ATTACHMENTS:	APPROVED BY: EF
RECOMMENDED ACTION: Discussion.	

BACKGROUND

Graduating Commissioners Alex, Johnson and State will briefly speak to the current and upcoming Commissioners, offering encouragement and their words of wisdom.

RECOMMENDATION

Discussion.

Youth Commission : May 22, 2024

AGENDA ITEM: Roundtable Discussion	AGENDA SECTION: New Business
PREPARED BY: Sarah Ostroviak, Deputy City Clerk	AGENDA NO. 6.g.
ATTACHMENTS:	APPROVED BY: EF
RECOMMENDED ACTION: Discussion.	

BACKGROUND

Youth Commissioners are encouraged to speak about any upcoming activities or happenings in their lives as a group.

RECOMMENDATION

Discussion.

Youth Commission : May 22, 2024

AGENDA ITEM: Youth Commissioner Reports	AGENDA SECTION: Reports
PREPARED BY: Sarah Ostroviak, Deputy City Clerk	AGENDA NO. 7.a.
ATTACHMENTS:	APPROVED BY: EF
RECOMMENDED ACTION: Discussion.	

BACKGROUND

Discussion of Youth Commissioner Reports

RECOMMENDATION

Discussion.

Youth Commission : May 22, 2024

AGENDA ITEM: Next Youth Commission Meeting Date - June 26, 2024, at 3:45 p.m.; Steeple Center (14375 South Robert Trail) Room 202	AGENDA SECTION: Reports
PREPARED BY: Sarah Ostroviak, Deputy City Clerk	AGENDA NO. 7.b.
ATTACHMENTS:	APPROVED BY: EF
RECOMMENDED ACTION: Mark Calendar for Upcoming June Meeting	

BACKGROUND

Next Youth Commission Meeting Date - June 26, 2024, at 3:45 p.m.; Steeple Center (14375 South Robert Trail) Room 202

RECOMMENDATION

None.