



AGENDA

Youth Commission

Wednesday, June 26, 2024

3:45 PM

Room 202 - Steeple Center; 14375

South Robert Trail, Rosemount

- 1. Call to Order**
- 2. Additions or Corrections to Agenda**
- 3. Audience Input**
- 4. Consent Agenda**
 - a. Minutes of May 22, 2024, Youth Commission Meeting
 - b. Bylaws Update
- 5. Old Business**
- 6. New Business**
 - a. Speakers; Rosemount Investigation Sergeant Alex Eckstein, and Detectives Murphy and Wubben
 - b. Leadership Lesson Overview
 - c. Discussion of Interests; Topics, Tours, & Speakers
 - d. Upcoming Events for July & August
 - e. Roundtable Discussion
- 7. Reports**
 - a. Youth Commissioner Reports
 - b. Next Youth Commission Meeting Date - Wednesday, August 28, 2024 at 3:45 PM at the Steeple Center, Room 202, 14375 South Robert Trail

**ROSEMOUNT YOUTH COMMISSION
PROCEEDINGS
May 22, 2024**

Call to Order

Pursuant to due call and notice thereof, a regular work session of the Youth Commission was held on Wednesday, May 22, 2024, at 3:00 PM. at Winds Park located at 15675 Chippendale Ave W.

Chairsperson Keira Favre called the work session to order with Commissioners Amante, Born, Buehler, Carter, Favre, Geller, Kebede, Knutson, Marchese, Mason, Metzger, Sell, Johnson, Pitzen, and R. Raimondo present.

LEGACY TREE PLANTING

- a. The Legacy Tree Planting took place on Wednesday, May 22, 2024 at 3:00PM-3:45PM. Parks and Rec specialist Greg Lund spoke about the importance of the trees planted, the difference they make in Our community and offered a tutorial on how to successfully plant a tree. Mayor Weisensel spoke briefly about the importance of the Legacy Tree Project and Youth Commission.
- b. Following the project, Commissioners will hold a regular meeting at 4:00 p.m at the Steeple Center, 14375 South Robert Trail.

Chairsperson Julia Alex called the work session to order with Commissioners Amante, Born, Buehler, Carter, Favre, Geller, Kebede, Knutson, Marchese, Mason, Metzger, Sell, Johnson, Pitzen, R. Raimondo, M. Raimondo, Favre, Giray, and Jacob present.

Additions or Corrections to Agenda

None.

Motion by Alex Second by Favre

Motion to approve agenda

Ayes: 19.

Nays: None. Motion Approved.

Consent Agenda

Motion by Alex Second by Pitzen

Motion to approve consent agenda

Ayes: 19.

Nays: None. Motion Approved.

Old Business

None.

New Business

a. Introductions

All Commissioners introduced themselves to the group by telling their name, grade and what school they attend.

b. Review of By-Laws

Mayor Weisensel gave a verbal recap of the bylaws to Youth Commissioners and any changes that needed to be updated.

c. Elections of Officers Discussion

A nomination for Chair by Favre for Molly Pitzen, motion passed. A nomination for First Vice Chair by Knutson for Favre; second nomination for First Vice Chair was Knutson by Favre. Favre was elected by majority votes. A nomination for Second Vice Chair of Knutson by Favre; second nomination for Second Vice Chair of Marchese by himself. Knutson was elected by majority votes.

d. Upcoming Events

Deputy Ostroviak spoke about upcoming events such as the Splash Pad Event, Leprechaun Days and Nite to Unite over the Summer.

e. Meeting Dates Calendar

Deputy Ostroviak went over upcoming regular meeting dates in 2024-2025 using the district 196 calendar.

f. Encouragement & Words of Wisdom from Outgoing Members

Commission Seniors Alex and Johnson gave advice to the current and incoming commissioners regarding taking advantage of all the events and opportunities YC offers. Also, that it's important to attend the events offered because they are unique and offer great insight to our community.

g. Roundtable Discussion

Youth Commission members shared updates on school clubs they are a part of, upcoming summer plans and summer travel.

Reports

Youth Commission Reports

The Youth Commissioners talked about the Legacy Tree Planting project they participated in earlier that day.

a. Upcoming Events & Community Calendar

Deputy Clerk Ostroviak updated members on the Splash Pad Summer Event, with the date TBD however reminding them to watch their email for final details.

b. Next Meeting Date – Wednesday, June 26, 2024, Regular Meeting 3:45 PM; Steeple Center.

Motion by Alex Second by Favre

Motion to Adjourn

Ayes: 19.

Nays: None. Motion Approved.

Respectfully submitted,

Sarah Ostroviak
Deputy City Clerk
on behalf of
Kyli Knutson

Youth Commission : June 26, 2024

AGENDA ITEM: Bylaws Update	AGENDA SECTION: Consent Agenda
PREPARED BY: Sarah Ostroviak, Deputy City Clerk	AGENDA NO. 4.b.
ATTACHMENTS: Proposed Bylaws	APPROVED BY: EF
RECOMMENDED ACTION: Staff is recommending that the Youth Commission approve the bylaws as attached.	

BACKGROUND

Staff requests the Youth Commissioners review and consider for approval the attached bylaws. In an effort to ensure our current bylaws remain current and effective, it is important to review our bylaws on an annual basis. The proposed changes are intended to address staff updates, the addition of a secretary and updated events.

Youth Commissioners are welcome to provide feedback or suggest further revisions if necessary. Upon approval, the updated bylaws will be published on the city's official website and communicated to all future Youth Commissioners.

RECOMMENDATION

Staff is recommending that the Youth Commission approve the bylaws as attached.

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 City Clerk and Deputy City Clerk 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 or a selected commissioner.

- 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.
- e.d. City Staff will choose a commissioner to act as a secretary and vice-secretary for the term at the annual meeting who shall record attendance and minutes of the meeting. In the event, the secretary and vice-secretary are absent a City representative shall act as secretary.

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 : June 26, 2024

AGENDA ITEM: Speakers; Rosemount Investigation Sergeant Alex Eckstein, and Detectives Murphy and Wubben	AGENDA SECTION: New Business
PREPARED BY: Sarah Ostroviak, Deputy City Clerk	AGENDA NO. 6.a.
ATTACHMENTS:	APPROVED BY: EF
RECOMMENDED ACTION: Information only.	

BACKGROUND

Detectives Eckstein, Murphy & Wubben will talk about how they got into the Investigation profession, their current roles in the City of Rosemount, day to day happenings, and current trends. They will open up the floor to questions as well.

RECOMMENDATION

Information only.

Youth Commission : June 26, 2024

AGENDA ITEM: Leadership Lesson Overview	AGENDA SECTION: New Business
PREPARED BY: Sarah Ostroviak, Deputy City Clerk	AGENDA NO. 6.b.
ATTACHMENTS:	APPROVED BY: EF
RECOMMENDED ACTION: Discussion	

BACKGROUND

Leadership Lessons will begin with our August meeting. The first assignment is to share an example of leadership shown by someone younger than 18 years of age. What does that look like?
Please be ready to share at the August regular meeting.

RECOMMENDATION

Discussion

Youth Commission : June 26, 2024

AGENDA ITEM: Discussion of Interests; Topics, Tours, & Speakers	AGENDA SECTION: New Business
PREPARED BY: Sarah Ostroviak, Deputy City Clerk	AGENDA NO. 6.c.
ATTACHMENTS: Interests Survey	APPROVED BY: EF
RECOMMENDED ACTION: Discussion & Compilation List	

BACKGROUND

Youth Commissioners will discuss as a group their different interests for the upcoming sessions regarding leadership topics, facilities/places to tour, and speakers.

RECOMMENDATION

Discussion & Compilation List

Please indicate which areas you are most interested in touring. (Check all that apply):

- ☐ Library
- ☐ Family Resource Center (360 Communities)
- ☐ Police Department & Public Works NEW Campus
- ☐ Fire Department
- ☐ Community Center/Ice Arena
- ☐ Water Tower
- ☐ City Hall
- ☐ Other: (please list below)

Please indicate speakers/guests that you are most interested in hearing from. (Check all that apply):

- ☐ Finance Department
- ☐ Administration/HR/Communications
- ☐ Elections
- ☐ Police Department
- ☐ Fire Department
- ☐ Community Development/Planning/Building Inspections
- ☐ Parks & Recreation
- ☐ Library representative
- ☐ Rosemount Area Arts Council representative
- ☐ Public Works/Engineering Staff
- ☐ Other: (please list below)

Youth Commission : June 26, 2024

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

BACKGROUND

- Splash Pad Summer Celebration - Thursday, July 18 (11:00AM-12:00PM)
 - A family-friendly event that takes place in Central Park at the Splash Pad. This event is hosted by Youth Commissioners and there will be treats, games and Summer fun!
- Leprechaun Days - Booth Volunteers: Friday, July 26 & Saturday, July 27
 - Volunteers needed to sit at the City of Rosemount booth during the Leprechaun Days festivities to interact, answer questions, and hand out Rosemount swag.
- Leprechaun Days - Parade Volunteers: Saturday, July 27
 - Volunteers walk in the parade representing Youth Commission; interacting with the public and passing out treats.
- Night to Unite: Tuesday, August 6, 2024
 - Night to Unite is a celebration of strong neighborhoods and community partnerships. Members of Rosemount Police, Public Works, Staff and City Council will team up with Youth Commissioners to visit neighborhoods to help foster connections and promote crime prevention.

****Sign-Up List for the Splash Pad Summer Celebration & Leprechaun Days Will Be Available At The June Meeting****

RECOMMENDATION

Discussion

Youth Commission : June 26, 2024

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

BACKGROUND

Youth Commissioners share updates on their community involvement, sports, summer jobs, vacations, and anything happening that they'd like to share with the group.

RECOMMENDATION

Discussion

Youth Commission : June 26, 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 any Youth Commissioner Reports. Youth Commissioners are welcome to bring forth any items that they would like to discuss at this time.

RECOMMENDATION

Discussion