



## Town of Frederick Youth Commission Agenda

Frederick Town Hall 401  
Locust Street  
Monday, February 12, 2024

**6:00 PM**

**Call to order – Roll Call:**

**Approval of Agenda:**

**Action Agenda:**

- A. Approval of Jan. 8<sup>th</sup>, 2024 Minutes  
- Motions

***Approval:*** I move to approve the minutes for the November 13<sup>th</sup>, 2023, meeting as presented.

***Approval with Conditions:*** I move to approve the minutes for the November 13<sup>th</sup>, 2023, meeting with the following conditions: 1. (list conditions)

- Discussion  
- Vote

- B. Approval Youth Commission By Laws

**Discussion Items:**

- C. Parks, Recreation, Open Space and Trails (PROST)– Colby Johnson

**Other Business:**

- a. Presenting TOFYC By-laws to the Town Board - February 13th at 7:00pm
- b. Upcoming Meeting – Regular Meeting Monday, March 11<sup>th</sup>, 2024

**Adjournment:**



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MINUTES  
TOWN OF FREDERICK  
YOUTH COMMISSION  
MEETING CONDUCTED IN PERSON  
January 8, 2024  
6:00 PM

CALL TO ORDER: At 6:00 p.m., Chairperson Brianna called the meeting to order.

ROLL CALL:

- Present: Chairperson Brianna, Commissioner Annie, Commissioner Peyton S., Commissioner Troy, Commissioner Jamison, Commissioner Kelsey and Commissioner Nora.
- Also Present: Accountant II/ Payroll Administrator Anthony Bixby, Assistant Town Clerk Emily Nitcher, Officer Fairbanks, Trustee Brown, Dr. Santos, and Kelly Olson from Carbon Valley Parks and Recreation.

APPROVAL OF AGENDA:

APPROVAL OF NOVEMBER 13, 2023, MINUTES:

Motion by Commissioner Troy and seconded by Commissioner Annie to approve the November 13, 2023, minutes.

Upon roll call vote, the motion passed 7 to 0.

DISCUSSION ITEMS:

**Carbon Valley Parks and Recreation District**

The Carbon Valley Parks and Recreation District is implementing a teen room. A place for the youth to hang out and be involved in activities such as video games, foosball, and a charging station.

The Carbon Valley Parks and Recreation District invite the Youth Commission to check out the teen room and provide them feedback.

**Thanksgiving Dinner in a Box Recap**

Chairperson Brianna, and Commissioners Annie, Jamison, Kelsey and Troy were able to participate in Thanksgiving Dinner in a Box by packing food into boxes.

The Commissioners that were able to participate thought that this was a good opportunity and recommended that the Youth Commission be involved in the future.

**Built on What Matters.**

Commissioner Troy commented that it would be better if in the future the volunteer opportunities were not during school hours.

The Commissioners also recommended that the volunteer opportunities be opened to other student organizations.

### **Festival of Lights Recap**

Commissioner Troy was able to make it to the Festival of Lights and he reported that there were not a lot of youth there.

The Commissioners recommended that there be more games and activities added to the event to get more youth involved.

### **OTHER BUSINESS:**

#### **Commissioner Reports**

The Commissioners wanted to check in on the idea of there being a Youth Commission Instagram.

Trustee Brown invited the Youth Commissioners to attend the Board of Trustees meeting on January 9, 2024.

Commissioner Troy gave an update of his attendance of the Art Committee meeting and talked about the wood sculpture that is to be placed at the school.

Commissioner Jamison gave an update about PROST Committee meetings that he attended and stated that it was nice to see a planned future for the town before it gets here.

#### **Presenting TOFYC By-laws to the Town Board**

The Town of Frederick Youth Commission By-laws will be brought to the Board of Trustees on February 13, 2024.

#### **Upcoming meeting**

Regular Youth Commission Meeting Monday February 12<sup>th</sup>, 2024, at 6:00 pm.

There being no further business of the Youth Commission, Chairperson Brianna adjourned the meeting at 6:44 pm.

Approved by the Youth Commission:

\_\_\_\_\_  
Chairperson Brianna

ATTEST:

\_\_\_\_\_  
Assistant Town Clerk - Emily Nitcher

Bylaws of the Youth Commission  
Town of Frederick, Colorado

**Article I: Name**

The organization shall be referred to as the “Town of Frederick Youth Commission” (TOFYC).

**Article II: Purpose and Mission**

**Purpose:**

The Town of Frederick Youth Commission is charged with developing and recommending policies, programs, and services that empower, support, and inform youth to create an inclusive and vibrant community that enables and encourages youth to be active and engaged in local government.

The Commission shall study, investigate, and recommend the implementation of programs, services, and policies on all matters related to youth while building partnerships with individuals, groups, and organizations that impact youth and families in Frederick.

**Mission:**

This Commission is dedicated to fostering an inclusive community in the Carbon Valley Area by empowering and serving youth, creating opportunities for their growth and development, and ensuring that their voices are heard and valued.

**Article III: Membership**

**Membership Selection:**

Current Commissioners and support staff of the Town of Frederick Youth Commission will select Commission members using an application and interview process.

**Eligibility:**

The Commission shall consist of up to 21 voting members, two ex officio nonvoting Town staff representatives, and one ex officio nonvoting school district staff representative. The Commission shall consist of the following:

- I. Up to 20 persons between grades eighth - twelfth
- II. The Town of Frederick Youth Commissioners must be a member of the Carbon Valley Community with a vested interest in Frederick. In addition, the commissioner must be between grades eighth - twelfth (must be entering 8th grade in the fall).

Members may not have direct or indirect financial or economic interest in any business or undertaking that may have business before the Board/Commission/Committee for which the applicant is applying.

**Article IV: Leadership and Structure**

The Frederick Youth Commission shall have six Executive Officers who will provide collaborative leadership to the Commission for a one-year term, with eligibility for re-election. An exception exists for the Vice-Chairperson, who may assume the role of Chair without the need for re-election, in order to maintain cohesiveness. Decisions by the Executive Officers will be made by a simple majority vote of the Commissioner members present.

**The Executive Officers shall consist of:**

- Chairperson
- Vice-Chairperson
- Secretary
- Deputy Secretary
- Public Relations
- Membership Liaison

Chair: In the 2023 inaugural year this position will be elected by a simple majority vote. In subsequent years, the position shall be filled by the outgoing Vice-Chairperson to create cohesion and knowledge

transfer. The Chair shall provide leadership to the Commission and keep the Commission on track toward reaching common goals. The Chair works closely with the Board appointee.

Vice Chair: Provides supportive capacity to Commission members. Serves as Chair in event of Chair's absence. Will assume the role of Chair in year following term as Vice Chair.

Secretary: Takes meeting minutes and provides notes to the Town Clerk or Designee. Works with the Town Clerk's Office to abide by open meetings laws and to maintain records of the Commission.

Deputy Secretary: Provides supportive capacity to Commission members. Serves as Secretary in event of Secretary's absence.

Public Relations: Is responsible for developing and delivering a clear and pronounced message on behalf of the Commission to relevant media outlets and general public. Works directly with the Town's Public Information Officer to accomplish these goals.

Membership Liaison: Assists with initiatives, coordinates the membership, and ensures that the Commission has a presence at community events and meetings. Responsible for Commission recruitment.

## **Article V: Meetings**

### **Meetings:**

Regular Meetings: The Youth Commission shall hold regular meetings on a monthly basis. Meetings will be held on the second Monday of every month at 6 pm unless otherwise communicated in advance by the Chairperson or a designated representative.

Special Meetings: Special meetings may be called by the Chairperson or upon written request of three Commission members. The purpose of the special meeting shall be communicated to all Commission members at least seven days in advance.

Quorum: A quorum for all Commission meetings shall consist of 50% of the total membership. Business may be conducted only when a quorum is present. If a quorum is not met, the meeting may proceed as an informational session, but no official actions or decisions requiring a vote can be taken.

Agenda: An agenda shall be prepared for each meeting and distributed to all Commission members at least three days before the meeting. Members may request items to be included on the agenda.

Meeting Procedures: Meetings shall be conducted according to general parliamentary procedure. The Chairperson shall preside over meetings, maintain order, and ensure adherence to the agenda.

Voting: Decisions shall be made by a simple majority vote of members present, unless otherwise specified in these bylaws. In the event of a tie vote, the Board of Trustee representative shall cast the deciding vote.

Minutes: Accurate minutes shall be taken for all meetings, including regular and special meetings. These minutes shall be made available to all Commission members within two weeks after each meeting.

Public Meetings: Meetings of the Youth Commission shall generally be open to the public, except when executive sessions are necessary to address confidential or sensitive matters. Notice of executive sessions shall be given in accordance with applicable laws and regulations.

## **Article VI: Attendance**

### **Attendance:**

Regular Meetings: Members are expected to attend all regular meetings of the Youth Commission unless excused by the Chairperson, Vice-Chairperson, Board of Trustees Liaison, Town Representative Liaison, Police Liaison, Saint Vrain Valley School District Liaison, or in case of extenuating circumstances. A Member may be excused due to illness, family emergency, or other valid reasons. Excused absences will be recorded in the meeting minutes.

Special Meetings: Members are expected to attend all special meetings called for by the Chairperson. Notification of absence must be provided in advance.

Consequences for Non-Compliance: The Commission may periodically review attendance records, and persistent non-compliance may be addressed by the Chair or the Commission as a whole. Members who consistently fail to meet attendance requirements without valid reasons may face removal from the Youth Commission, subject to a simple majority vote.

## **Article VII: Decision-Making Process**

### **Decision-Making Process:**

Quorum: A quorum shall be established at the beginning of each meeting. A quorum shall consist of a majority of the Youth Commission members.

Voting: As stated in Article V: Voting, all decisions made by the Youth Commission shall be determined by a majority vote of the members present at the meeting, provided a quorum is met. Each member shall have one vote.

Chairperson's Role: The Chairperson, or in their absence, a designated representative, shall preside over the meetings and ensure that the meeting agenda is followed. The Chairperson shall also only vote in the event of a tie.

Agenda Setting: Prior to each meeting, the Chairperson shall distribute an agenda outlining the items for discussion and decision. Members may request to include additional items by notifying the Chairperson in advance.

Discussion: Each agenda item shall be discussed thoroughly, allowing all members the opportunity to express their opinions and provide input.

Motions: Any member may propose a motion for consideration. Motions shall be seconded by another member before a vote is taken.

Amendments: Amendments to proposed motions may be made and must be voted on separately.

Minutes: Accurate minutes shall be kept for each meeting, recording all motions, amendments, and votes.

Conflict of Interest: Any member with a potential conflict of interest on a specific matter shall disclose it before discussion or voting on that matter.

Decision Records: The results of all votes, including the names of members who voted for or against, shall be recorded in the meeting minutes.

Decision Notification: Once a decision is reached, it shall be communicated to relevant parties, and actions shall be taken accordingly.

Appeals: In the event that a member disagrees with a decision, they may request a reconsideration of the matter at a subsequent meeting, provided they follow the established procedures for doing so.

Emergency Decisions: In urgent situations where a decision cannot wait until the next regular meeting, the Chairperson or a designated representative may make an emergency decision, which shall be promptly communicated to all members.

## **Article VIII: Committees and Working Groups**

### **Committees and Working Groups:**

The purpose of this section is to outline the advisory role of the Youth Commission in providing input and recommendations to various committees and commissions within the Town of Frederick.

Frederick Arts Committee:

The Arts Committee was established by ordinance in 2000 by the Board of Trustees as an advisory body to the Board for the administration of the Art in Public Places Program. Committee responsibilities include advising the Board of Trustees on the pursuit and placement of art within the community.

The Youth Commission shall serve in an advisory capacity to the Frederick Arts Committee, providing insights and recommendations on initiatives related to art and public places within the community.

Responsibilities of the Youth Commission in its advisory role on the Frederick Arts Committee shall include:

- Offering perspectives on how to engage and involve young artists in art-related projects.
- Providing input on the pursuit and placement of art to make it appealing and relevant to the youth population.
- Suggesting ways to promote and showcase youth talent within the community's artistic endeavors.

#### Historic Preservation Advisory Committee:

The Historic Advisory Committee can consist of seven members, and is constituted to create and maintain an inventory of historical assets within the Town of Frederick; to advise the Board of objects, structures, or other features in the Town with historic significance that may be in danger of being lost or damaged; and to assess the community for key community places, buildings, and historic resources, and develop an historic preservation policy that will enable the Town to designate historic structures.

The Youth Commission shall act in an advisory capacity to the Historic Preservation Advisory Committee, offering valuable insights on historical preservation initiatives.

Responsibilities of the Youth Commission in its advisory role on the Historic Preservation Advisory Committee shall include:

- Assisting in identifying historical assets that resonate with and interest the youth community.
- Providing input on strategies to engage young people in preserving and promoting the Town's historical heritage.
- Offering recommendations on creating educational programs or interactive experiences for youth related to local history.

#### Miners Day Committee:

Miners Day is our premier community event that originated as a celebration to honor and remember Frederick's mining heritage. This annual event features family-oriented fun and entertainment throughout the day including a parade, burro race, vendors, food trucks, activities, contests, and live entertainment. Per tradition, Miners Day will conclude with a spectacular evening concert and fireworks display. The Miners Day Committee is advisory to the Town staff in the planning and execution of the event.

The Youth Commission shall serve as advisors to the Miners Day Committee, ensuring that youth perspectives and interests are considered in the planning and execution of the Miners Day event.

Responsibilities of the Youth Commission in its advisory role on the Miners Day Committee shall include:

- Suggesting family-oriented activities, entertainment, and contests that cater to the youth demographic.
- Assisting in promoting the event to the youth community.
- Offering ideas for making the event appealing and memorable for young attendees.

#### Parks, Recreation, Open Space, and Trails Commission:

The PROST Commission is comprised of seven members appointed by the Board of Trustees as well as a Trustee Liaison. The Commission has the following responsibilities:

- Advising the Board of Trustees and Staff on all matters relating to acquisition, care, use, management, control, and planning of all town-owned parks and open space
- Advising the Board of Trustees and Staff regarding the preparation and maintenance of long-range parks and open space acquisition, care, and maintenance plan
- Making recommendations to the Board of Trustees and Staff regarding parks, open space, and trails-related budget items

The Youth Commission shall act as advisors to the PROST Commission, providing input on matters related to parks, open space, and trails within the Town.

Responsibilities of the Youth Commission in its advisory role on the PROST Commission shall include:

- Advocating for the creation of recreational spaces and facilities that cater to the interests and needs of young people.
- Participating in discussions regarding the allocation of resources and budget items related to parks, open space, and trails.
- Offering suggestions to make outdoor spaces more attractive and accessible to youth.

#### Planning Commission:

The Planning Commission is composed of five members appointed by the Board of Trustees. The Commission reviews annexations, zoning amendments, subdivision plats and other planning actions, and makes recommendations to the Board of Trustees. The Commission is also involved in revising and updating the Town Comprehensive Plan and the Land Use Code.

The Youth Commission shall serve as advisors to the Planning Commission, ensuring that the perspectives and needs of the youth are considered in urban planning and development decisions.

Responsibilities of the Youth Commission in its advisory role on the Planning Commission shall include:

- Providing input on zoning amendments and planning actions that affect the youth population.
- Suggesting youth-friendly spaces, affordable housing options, and safe transportation alternatives.
- Collaborating in the revision and updating of the Town Comprehensive Plan and the Land Use Code to reflect youth interests.

### **Article IX: Bylaw Amendments**

#### Proposal of Amendments

Any member of the Youth Commission may propose amendments to these bylaws by submitting a written proposal to the Town of Frederick Board of Trustees. The proposal shall include a clear and concise statement of the proposed changes and the rationale behind them.

The Town of Frederick Board of Trustees shall review all proposed amendments and, if deemed necessary, may seek input from the general membership or committees.

#### Review and Approval Process

Proposed amendments shall be presented to the Youth Commission at a regularly scheduled meeting. The members shall have the opportunity to discuss and provide feedback on the proposed changes.

Following the discussion, a vote shall be conducted to determine the approval of the amendments. The voting process may include a show of hands, electronic voting, or other methods as determined by the Town of Frederick Board of Trustees.

A simple majority vote may be required for the approval of amendments unless otherwise specified in these bylaws.

### Consensus or Supermajority Vote

In certain cases, amendments may require a higher level of support to ensure Commission consensus or a significant mandate for change. The specific threshold for consensus or supermajority vote shall be outlined in these bylaws or determined by the Town of Frederick Board of Trustees based on the nature and significance of the proposed amendments.

Consensus may be defined as a general agreement without substantial opposition, while a supermajority vote typically requires a specified percentage greater than a simple majority, as stipulated in these bylaws.

### Documentation and Recordkeeping

All approved amendments shall be documented and incorporated into the official copy of the bylaws.

The Youth Commission Secretary shall be responsible for maintaining a comprehensive record of all amendments, including the date of proposal, the nature of the changes, and the results of the vote.

### Emergency Amendments

In exceptional circumstances, the Youth Commission may consider emergency amendments to address urgent matters. Emergency amendments may be proposed, reviewed, and approved in an expedited manner as determined by the Town of Frederick Board of Trustees.

The necessity and urgency of an emergency amendment shall be clearly communicated to the membership before the vote.

Any emergency amendments approved shall be subject to regular review and approval procedures at the subsequent regular meeting of the Youth Commission.

## **Article X: Non-Discrimination Clause**

### Section 1: Commitment to Inclusivity

The Youth Commission is committed to fostering an inclusive and diverse environment that respects the dignity and worth of every individual.

In accordance with this commitment, the Youth Commission shall not discriminate against any person on the basis of race, color, ethnicity, national origin, gender, gender identity, gender expression, sexual orientation, age, religion, disability, or any other characteristic protected by applicable law.

### Section 2: Equal Opportunity

The Youth Commission shall provide equal opportunities and fair treatment to all members, participants, and volunteers, without regard to the factors listed in Section 1.

All aspects of the Youth Commission's operations, including but not limited to recruitment, selection, appointment, and access to programs and activities, shall be conducted in a manner consistent with the principles of equal opportunity and non-discrimination.

### Section 3: Harassment-Free Environment

The Youth Commission is dedicated to maintaining a harassment-free environment for all individuals involved in its activities.

Harassment based on any of the factors mentioned in Section 1, as well as any other form of unwelcome conduct, is strictly prohibited.

### Section 4: Reporting Mechanism

The Youth Commission shall establish and maintain a confidential and accessible reporting mechanism for any instances of discrimination, harassment, or related concerns.

Individuals who believe they have experienced or witnessed discrimination or harassment are encouraged to report such incidents to the designated authority. The designated authorities are as follows: Board of Trustees Liaison, Town Representative Liaison, Police Liaison, Saint Vrain Valley School District Liaison.

#### Section 5: Consequences for Violations

Violations of this non-discrimination clause may result in appropriate disciplinary action, up to and including termination of membership or involvement in Youth Commission activities.

#### Section 6: Public Communication

The Youth Commission shall communicate its commitment to non-discrimination and inclusivity through public statements, outreach materials, and other relevant means.

The non-discrimination clause shall be prominently displayed in official documents, websites, and communication channels associated with the Youth Commission.

#### Section 7: Periodic Review

The Youth Commission shall periodically review and update its policies and procedures to ensure alignment with the principles outlined in this non-discrimination clause.

Any amendments to strengthen the commitment to inclusivity and non-discrimination shall be made in accordance with the amendment procedures outlined in these bylaws.