



Youth Commission

Regular Meeting

335 South Broadway
De Pere, WI 54115
www.deperewi.gov

Agenda

Wednesday, May 27, 2026

6:30 PM

Nicolet Conference Room

Pursuant to Wisconsin Statute 19.84, Notice is hereby given to the public that a meeting of the **Youth Commission** of the City of De Pere will be held on **May 27, 2026 at 6:30 PM** in the **Nicolet Conference Room, 2nd Floor of City Hall, 335 S. Broadway, De Pere, WI 54115.**

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT
4. OLD BUSINESS
5. NEW BUSINESS
 - A. Member Introductions
 - B. Review of By-Laws
 - C. Election of the 2026-27 Officers
 - D. Vote on Youth Commission Flag Design
 - E. Roundtable Discussion
6. REPORTS
 - A. Youth Commissioner Reports
 - B. Upcoming Meeting Dates & Events Calendar
7. FUTURE AGENDA ITEMS
 - A. Next Youth Commission Meeting
8. ADJOURNMENT

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk's Office at 920-339-4050 by noon on the previous day so that arrangements can be made.

The Public or Members of the Youth Commission, which may count toward an official quorum, may attend the meeting in person in the Council Chambers.



City of De Pere, Wisconsin

5.A

Request for Youth Commission Action

Meeting Date: May 27, 2026
Department: City Clerk
From: Jessie Paque, Deputy Clerk-Treasurer
Subject: Member Introductions
Recommendation:

Welcome to our 2026-27 Youth Commissioners! City Manager, Kim Flom, will say a few words to welcome the new Youth Commissioners.

Youth Commissioners, staff, and elected officials will go around the room and introduce themselves.

Attachments:
None



City of De Pere, Wisconsin

5.B

Request for Youth Commission Action

Meeting Date: May 27, 2026
Department: City Clerk
From: Jessie Paque, Deputy Clerk-Treasurer
Subject: Review of By-Laws
Recommendation: Motion to approve the proposed by-laws.

As part of your role as a Youth Commissioner, please review the attached drafted by-laws before the meeting. Staff will be available at the meeting to answer any questions and clarify expectations. By-laws will be evaluated on an annual basis.

Attachments:
DRAFT - Youth Commission ByLaws



Youth Advisory Commission By-Laws

The purpose of the De Pere Youth Advisory Commission is to serve as an advisory body to the De Pere Common Council. The Commission will provide De Pere's youth with the opportunity to participate in the City's decision-making process, provide the Common Council with recommendations on a variety of issues, promote existing initiatives while developing new programs, and encourage more youth to become effective leaders who will help shape the future of De Pere.

Section I. Membership

- a) Representation: The Youth Advisory Commission shall seek in its membership a diverse representation reflecting the community. The Commission shall consist of at least seven (7) but not more than fifteen (15) members appointed by the Common Council.
- b) Members must reside in the City of De Pere or attend school in either the Unified School District of De Pere or the School District of West De Pere.
- c) Membership qualifications: Commission members will be 14 to 18 years old at the time of selection.
- d) Term duration and limits: Members shall serve a one-year (1) term. Terms shall begin on the 4th Wednesday of May of each year. Members in good standing may be reappointed for an unlimited number of terms provided they still meet the membership qualifications.
- e) Annual Meeting: The Annual Meeting will be the designated regular meeting in May. Special meeting revising date, time, and location is permitted.
- f) The Common Council may designate one or more Alders to serve as Council Liaisons to the Commission for such terms as determined by council.
- g) The City Clerk and/or Deputy Clerk – Treasurer shall provide additional support for the Commission as staff liaison.

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 staff liaison(s) 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 at least one event per year in conjunction with the Common Council. These events may include but are not limited to; Kiwanis Memorial Day Parade, Tree Planting, National Night Out, or the Community Pools Opening.

Section III. Duties and Functions

- a) Report annually, or as otherwise specified by Common Council, and confer with and advise the Council on matters concerning youth within the City, including:
 - 1. promoting public interest in and an understanding of youth issues and activities;
 - 2. fostering youth involvement in municipal decision-making by creating a forum or a focus group for youth to raise issues and provide input to the City of De Pere Common Council, city departments, and influence policy formulation.
 - 3. Fostering cooperation and interaction amongst social, health and recreational programs offered by the City;
 - 4. 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 be shall selected through an application process, conducted by a selection committee designated by the Mayor. In the event the number of applicants exceeds the number of available member positions for any given term, a priority shall be given to applicants residing in the City of De Pere. The Common Council is responsible for both re-appointment and appointment for 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 Secretary.

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.
4. The Chair shall represent the commission as needed at public events.

b) Vice Chair

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) Secretary

1. Keep records of each meeting by recording attendance and taking minutes, showing all actions taken and recommendations made.
2. Following the meeting, minutes will be provided to the staff liaison for review and publishing in the next agenda packet.

d) Vice Secretary

1. A Vice Secretary shall assume the duties of the Secretary during the Secretary's absence.
2. A Vice Secretary shall assist the Secretary to perform duties when needed. In the event, the secretary and vice-secretary are absent a City representative shall act as secretary.

e) 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 Common Council.

Section VII. Election of Officers

- a) The Chair, Vice Chair, and Secretary 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.
- 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 meet at least once a month and shall otherwise establish time and frequency of regular meetings as deemed appropriate by the membership.
- b) The meetings shall include: minutes from the previous meeting, old and new business, and reports; and discussion of other issues before the Commission.
- c) The meetings shall be held at City Hall or another publicly accessible location agreed upon among commission members.

Section IX. General Rules

- a) All meetings shall be conducted in general conformance with Robert's Rules of Order and Wisconsin State Statutes.
- 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 Common Council approval.

Section X. Role of Common Council

- a) The Common Council shall communicate upcoming issues to the Commission, so the Commission may respond accordingly.
- b) The Common Council shall educate the Commission on how city government operates.
- c) The Common Council shall appoint a Common Council Liaison(s) to the Commission.
- d) The Common 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 shall present the amendment to the Common Council for final approval and adoption.



City of De Pere, Wisconsin

5.C

Request for Youth Commission Action

Meeting Date: May 27, 2026
Department: City Clerk
From: Jessie Paque, Deputy Clerk-Treasurer
Subject: Election of the 2026-27 Officers
Recommendation: Discussion & Vote

Election of Officers Discussion

1. Chair
2. Vice Chair
3. Secretary
4. Vice Secretary

Refer to Youth Commission bylaws for officer duties.

Youth Commissioners will elect Officers for the 2026-27 term.

Attachments:
None



City of De Pere, Wisconsin

5.D

Request for Youth Commission Action

Meeting Date: May 27, 2026
Department: City Clerk
From: Jessie Paque, Deputy Clerk-Treasurer
Subject: Vote on Youth Commission Flag Design
Recommendation: Motion to approve.

Youth Commissioners will vote on their favorite banner design. This design will be placed onto a "feather flag" and will be up when the Youth Commission is attending events, so the public knows who the group is.

Attachments:
Banners

YOUTH COMMISSION

DE PERE[®]



WISCONSIN

OPTION #1



OPTION #2

YOUTH COMMISSION

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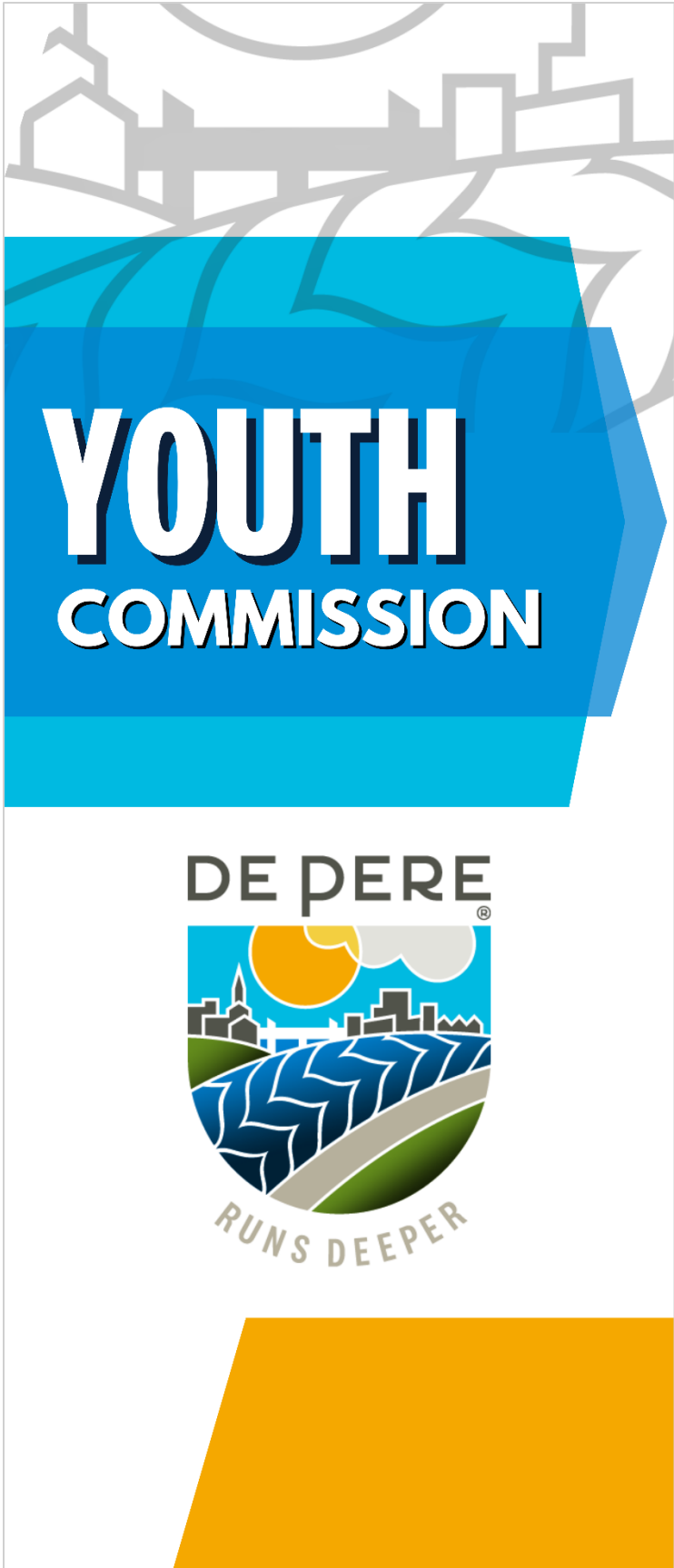
OPTION #3

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**YOUTH
COMMISSION**

OPTION #4



OPTION #5



City of De Pere, Wisconsin

5.E

Request for Youth Commission Action

Meeting Date: May 27, 2026
Department: City Clerk
From: Jessie Paque, Deputy Clerk-Treasurer
Subject: Roundtable Discussion
Recommendation:

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

Attachments:
None



City of De Pere, Wisconsin

6.A

Request for Youth Commission Action

Meeting Date: May 27, 2026
Department: City Clerk
From: Jessie Paque, Deputy Clerk-Treasurer
Subject: Youth Commissioner Reports
Recommendation:

Commissioners are free to bring up any issues or concerns to the group.

Attachments:
None



City of De Pere, Wisconsin

6.B

Request for Youth Commission Action

Meeting Date: May 27, 2026
Department: City Clerk
From: Jessie Paque, Deputy Clerk-Treasurer
Subject: Upcoming Meeting Dates & Events Calendar
Recommendation:

Youth Commission and staff will discuss upcoming community events and meeting dates.

Attachments:
2026-27 Meeting & Event Dates

2026-27 Meeting & Event Dates

Look at rescheduling or canceling due to holiday/spring break

May

- Meeting - Wednesday, May 27, 2026 at 6:30PM in the Nicolet Conference Room (First Youth Commission Meeting)

June

- Event – Community Pools Event at VFW Pool on Wednesday, June 17, 2026 from 2:30-3:30PM (Rain date: Thursday, June 18th)
- Meeting - Wednesday, June 24, 2026 at 6:30PM in the Nicolet Conference Room

July

- Event – Kids Night at the Beer Garden – Tuesday, July 21, 2026 from 5-7PM at Voyageur Park.
- Meeting - Wednesday, July 22, 2026 at 6:30PM in the Nicolet Conference Room
- Event -

August

- Event – National Night Out - Tuesday, August 4, 2026
- Event: Summer Carnival – Wednesday, August 5, 2026 from 5-7:30PM at Optimist Park
- Meeting - Wednesday, August 26, 2026 at 6:30PM in the Nicolet Conference Room
- Event -

September

- Meeting - Wednesday, September 23, 2026 at 6:30PM in the Nicolet Conference Room
- Event -

October

- Meeting - Wednesday, October 28, 2026 at 6:30PM in the Nicolet Conference Room
- Event -

November

- Meeting – Wednesday, November 25, (or Tuesday, the 24th) 2026 at 6:30PM in the Nicolet Conference Room
- Event -

December

- Event – Holiday Lights
- Meeting – Wednesday, December 23, 2026 at 6:30PM in the Nicolet Conference Room

January

- Meeting - Wednesday, January 27, 2027 at 6:30PM in the Nicolet Conference Room
- Event -

February

- Meeting – Wednesday, February 24, 2027 at 6:30PM in the Nicolet Conference Room
- Event -

March

- Meeting – Wednesday, March 24, 2027 at 6:30PM in the Nicolet Conference Room
- Event -

April

- Meeting – Wednesday, April 28, 2027 at 6:30PM in the Nicolet Conference Room
- Event -

May

- Meeting – Wednesday, May 26, 2027 at 6:30PM in the Nicolet Conference Room
- Event -