



**CITY OF KINGMAN
MEETING OF THE
KINGMAN YOUTH ADVISORY COUNCIL
Council Chambers
310 N. 4th Street Kingman, AZ 86401**

6:00 PM

AGENDA

Tuesday, November 12, 2024

REGULAR MEETING

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE

1. Approval of Minutes

Approval of the October 23, 2024 Regular Meeting Minutes.

2. PRESENTATION

a. Public Works Presentation on Sidewalks and Stop Signs

Assistant Public Works Director Jack Plaunty will share information with the Youth Council on the process of sidewalk repair and stop sign installation requests.

b. Economic Development Presentation on Art in Public Places Project

Brian Zimmerman from the Economic Development Advisory Commission will present on the Kingman Art in Public Places project and solicit feedback from the Youth Councilmembers.

3. OLD BUSINESS

a. Presentation Items Follow-Up

City Clerk Annie Meredith will provide an update on the presentation items requested by the Youth Council.

b. Adoption of the Bylaws

The Youth Council will review and adopt the Bylaws.

c. Adoption of the Mission Statement

The Youth Council will review and adopt the Mission Statement.

d. Nomination and Appointment of Officers (Co-Chair, Treasurer, and Secretary)

The Youth Council will take nominations and appoint Officers.

e. Discussion and Selection of KYAC Swag Items

The Youth Council will discuss and select Swag items to be ordered.

4. NEW BUSINESS

a. Subcommittee Discussion

The Youth Council will discuss what subcommittees if any they would like to create at this time.

5. ANNOUNCEMENTS BY COUNCIL MEMBERS (Conference or Training updates, Awards or Recognition Received, Events Attended, & School or Sports Updates)

6. COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS

ADJOURNMENT

All persons attending the Youth Council meeting, whether speaking or not, are expected to observe the Council Rules, as well as the rules of politeness, propriety, decorum and good conduct. Any person interfering with the meeting in any way, or acting rudely or loudly will be removed from the meeting and will not be allowed to return.

ANYONE REQUIRING ACCOMODATIONS SHOULD CONTACT THE CITY CLERK'S OFFICE AT 928-753-8113, AT LEAST 24 HOURS IN ADVANCE.



**CITY OF KINGMAN
MEETING OF THE
KINGMAN YOUTH ADVISORY COUNCIL
Council Chambers
310 N. 4th Street Kingman, AZ 86401**

6:00 PM

MEETING MINUTES

Wednesday, October 23, 2024

REGULAR MEETING

CALL TO ORDER AND ROLL CALL- Chairperson Sophia Meredith called the meeting to order at 6:00 P.M. and roll call was taken. All councilmembers were present, except for Councilmembers Batty, Dela Pena, and Wilcock.

PLEDGE OF ALLEGIANCE- The Pledge of Allegiance was said in unison.

1. OLD BUSINESS

2. NEW BUSINESS

a. Open Meeting Law & Parliamentary Procedure Training

City Clerk Annie Meredith provided training for the Youth Council members.

b. Review of Bylaws

The Youth Councilmembers reviewed the draft Bylaws. Councilmember Batty provided a written suggestion ahead of time to add a subsection to the Bylaws that allows for subcommittees and the Council agreed that they would like to add that. There was also discussion in regards to adding the mission to the Bylaws by Councilmember Batty and a sample was provided. The Council had discussion and agreed to keep the Mission and Bylaws separate, but to update the Mission to reflect a hybrid of what is in place and what Councilmember Batty recommended.

Ms. Meredith will bring both of those items back to the next meeting for a final review and adoption.

c. Nomination and Appointment of Officers (Co-Chair, Treasurer, and Secretary)

Ms. Meredith shared with the Council that Councilmember Batty had stated in his email to her that he would be interested in serving as Treasurer. She asked if there were any other members of the Youth Council that were interested in serving as an officer.

Councilmember Clementine Wilcox said that she is interested in serving as Co-Chair.

Councilmember Andi Applewhite-Perkins said that she is interested in serving as Secretary.

The Council decided that since there were three members absent, that they would like to move appointment of the officers to the next meeting and give those members an opportunity to put their names in for consideration.

d. Brainstorming Activity for Focus Areas/Project Ideas

Ms. Meredith shared with the Council the project ideas that were presented by Chairperson Sophia Meredith to the City Council and that she would like to do a brainstorming activity where they will put up on the wall, three project ideas each and then as a Council work to identify the ones they want to try to accomplish this year. She said that they can pick more than one, but would advise that they take into consideration what they will be able to take on realistically.

The Councilmembers identified 3 small projects: 1. Partner with the Attorney General and Food and Drug Administration programs to do Retailer Compliance Checks; 2. Park Clean-Ups and Repairs; 3. Partner with Sleep in Heavenly Peace to do a bedding drive and assist with a bed build.

The Councilmembers identified 1 large project: Partnering with the Food Bank on a food drive, Cornerstone Mission on their care closet, and get donations to create care bags for the homeless.

There was discussion about bringing in Assistant Public Works Director Jack Planta in to share information with them on how sidewalk repairs get prioritized and put into the budget, as well as information on how a stop sign gets evaluated for placement.

Ms. Meredith shared that she would reach out to Mr. Planta and see if he could come to a future Council meeting and give a presentation.

There was discussion on contacting Eden Gold, a presenter from the Florence Youth Symposium and asking her to come and give a presentation to Kingman youth on mental health. The Councilmembers who attended the Symposium shared that they really enjoyed her presentation and felt it would be beneficial.

Ms. Meredith shared that she would reach out to Ms. Gold and see if she would be available.

There was discussion on reaching out to WAVE/JTED and talking to them about better promoting their programs to the Kingman youth. The Council decided that they would send a letter and that Ms. Meredith would help draft something for them.

e. Discussion and Selection of KYAC Logo Shirts

Ms. Meredith shared with the Council that they would be ordering shirts and asked what color and style they wanted.

The Council discussed and decided that they wanted a black polo with the City logo on the front and Youth Council printed under it. They also decided that they wanted a black t-shirt with orange lettering for less formal events that had the City logo on the back and Youth Council with their first name and last initial on the front.

Ms. Meredith shared that she would get a mock up and share it with them before ordering.

f. Discussion and Selection of KYAC Swag Items

Ms. Meredith shared that ideas that were presented as part of Chairperson Sophia Meredith's presentation to City Council and asked if the Council had any ideas of swag items they would like to order.

The Council discussed and decided that they wanted some more time to think about it and moved this item to the next meeting.

g. Discussion and Selection of Upcoming Meeting Dates

The Council discussed the holiday schedule and determined that the best dates to meet would be November 12, 2024 and December 18, 2024.

3. ANNOUNCEMENTS BY COUNCIL MEMBERS

Councilmembers Elise Hausen and Clementine Wilcox shared that they received Fab 5 recognition at school for commitment.

Councilmember Samantha Warner shared that her flag football team won their last game.

Chairperson Sophia Meredith shared that the Kingman Academy football team won their last game.

Councilmember Andi Applewhite-Perkins shared that her soccer team is having a car wash fundraiser.

The Council suggested presenting to KHS leadership classes in order to try and recruit members from that school. Ms. Meredith shared that she would reach out to their principal and see if she could get that scheduled.

4. COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS

ADJOURNMENT- Chairperson Sophia Meredith adjourned the meeting at 7:53 P.M.

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CITY OF KINGMAN YOUTH ADVISORY COUNCIL (KYAC) BYLAWS

Est. November 2024

This council will operate on a fiscal year from July 1st to June 30th.

Membership:

In order to be considered for KYAC, you must complete and be able to commit to the following:

- Application:
https://docs.google.com/forms/d/1ygX4jGNGr2lvQNhkDjz_zn0ka2rw8EBy_6biajFL3j4/edit?pli=1
- Applicants must be currently in high school or an 8th grade student that will be attending high school in the fall. This includes any high school aged students that participate in online learning or homeschooling platforms.
- Applicants must reside within the greater Kingman area, defined as having a Kingman address.
- Every member must be able to attend the youth council meeting on the 4th Tuesday from 5:00-7:00 pm, as well as any extra council activities that are identified throughout the year.
 - A member will be allowed up to 3 unexcused absences before being recommended for removal from the council. Excused absences would be for sports and any other extracurricular activities through school and work **to an extent and with advanced notice.**
 - Removal from the council will be reviewed and approved by the City Manager.
- Every member will need their parent or legal guardian to sign a consent form that states they understand the meeting rules and are allowing their child to participate in KYAC, as well as a travel waiver for their child to ride in a City vehicle.
- A KYAC shirt will be provided to all members for use at meetings, events, and conferences.
- All chosen members will also be required to complete the Youth Citizens Academy in August of each year.
- The city is looking for youth that are willing to put in effort and strive for a better future for Kingman's youth.
- Applications will be reviewed by a committee selected by the City Manager.

- Applicants will have an in-person interview with the committee, where they will have an opportunity to expand on their reasons for wanting to serve on the Council.
- If at any time a member decides to step down, it is their responsibility to let the City Manager know before the next meeting.
- Members may serve on the council until they graduate high school unless they voluntarily quit or are removed.

Council Officers/Elections:

Once the KYAC has a majority of its members, officer elections will be held. Elections will be held annually during the last 2 meetings of the fiscal year (May and June). All elected officers will serve for a 1-year term before having to be reelected. Members may serve for 2 consecutive terms on the council.

In order to be eligible for an elected position, each member must serve on KYAC as an ambassador for one term. Applicants will be required to write a brief speech to present in front of the membership, and be welcome to any questions from their fellow members. Ballots will be completed and counted and election results will be released during the following meeting (members running will be notified of the election results ahead of time).

KYAC board member responsibilities and overview:

- Co-chairs
 - This position will be held by two members who will be responsible for creating meeting agendas, facilitating council meetings, and organizing any KYAC projects. Members must have at least one year of experience before applying to be elected for a co-chair position (excluding KYAC's first official year). These should be students who are willing to step up and take on a high-level leadership role on the council. Being co-chair is a big commitment that will take dedicated time and energy. Application for one of these positions should be taken very seriously. Co-chairs will be in direct contact with each other and the City Manager.
- Treasurer
 - This position will be held by a member who is responsible for keeping track of the council's funding. They will also open purchase orders and facilitate purchasing when needed. This position will need to be filled by an organized member looking to take on a high level of responsibility.
- Secretary
 - This position will be held by a member who will be responsible for taking meeting minutes, track attendance and send them to all KYAC members.

They will also be responsible for sending out the next meeting agenda and any supporting documentation to the council.

All other members of KYAC will be considered ambassadors and will support and encourage each other and the elected council members.

Participation Requirements:

- Members will be required to participate in 5 service projects a year.
- Members may have up to 3 unexcused absences.
- Members will participate in annual training at the Arizona League of Cities and Towns Conference.
- Members will be required to participate in a Youth Citizens Academy.

Creation of Sub-Committees:

- The Youth Council shall have the ability to create sub-committees upon staff liaison approval and a simple majority vote of the Youth Council.
 - The sub-committees shall meet for the purpose of furthering the goals and objectives set by the Youth Council including but not limited to, planning service and project events.
 - The number of members on the sub-committee shall be limited to no more than half of the membership.
 - The staff liaison will serve as an ex-officio member of the committee for the purpose of assisting with the facilitation of committee meetings and project needs.
 - The sub-committee shall be dissolved upon the completion of the project or at the end of the fiscal year.

Code of Conduct:

- I agree to participate fully, keep commitments, and take responsibility.
- I will put the common goals and success of the overall council and the needs of our community ahead of my individual agendas.
- I will ask for help when needed and offer help when asked.
- I will resolve conflicts directly and constructively.
- I will not gossip or talk behind other council member's backs.
- I will strive to share information openly and transparently.
- I will fully respect and understand the diversity of the council.
- I will strive to create a positive, motivating environment for all.

- Individual and team efforts and successes will be recognized, appreciated and celebrated wherever possible.

Member Signature

Date

Parent/Legal Guardian Signature

Date

DRAFT



CITY OF KINGMAN YOUTH ADVISORY COUNCIL (KYAC) PURPOSE AND MISSION STATEMENTS

Est. July 2024

Purpose: The Kingman Youth Advisory Council (KYAC) is composed of 15 high school students dedicated to empowering youth to serve as advocates for the Kingman community. Our goals include fostering leadership skills, creating positive change through service and civic engagement, and establishing a direct connection for Kingman's high school students with local government. Our mission is to represent the voice of Kingman's youth, promoting a brighter future through innovative ideas, teamwork, and community service projects.

Examples of areas that the Council will discuss and tackle are:

- City Laws that affect youth
- Service projects
- Capital projects
- Partnering with local organizations
- Fundraising opportunities

Members of KYAC will also be leading projects to help better our community as well as attending leadership conferences and trainings.

Projects KYAC plans to work on this year:

- Youth Town Hall
- Retailer Compliance Checks
- Adopt-a-Park program
- Community Fundraisers

Team conferences and leadership trainings, we plan on attending:

- League of Arizona Cities and Towns Conference
- Governor's Youth Council Conference

Being a member of KYAC necessitates great leadership skills, commitment, and responsibility. Becoming a member of KYAC is a great opportunity to connect to Kingman's local government and use your voice as a leader in the community.

Mission Statement: The Kingman Youth Advisory Council (KYAC) will serve the City of Kingman by providing a voice for the youth in our community and will help to identify

issues, communicate concerns and suggest possible ways for the City Council to take action pertaining to Kingman's youth.

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