



Youth Commission Agenda - Final

Ryan Agresti
Chris Gawlikowski
Evan George
Matthew Hans
Mei James
Abigail Reynolds
Yusuf Sayedy
Lilianna Turk
Jackson Young

Monday, March 9, 2026

6:30 PM

Town Hall
Council Chambers
100 N. Wilcox Street
Castle Rock, CO 80104

This meeting is open to the public. All times indicated on the agenda are approximate. Three or more Council members may also attend this meeting, during which the items listed herein will be discussed.

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6:30 PM CALL TO ORDER / ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF THE MINUTES

[MIN 2026-007](#) Minutes: February 2026 Youth Commission Meeting

Attachments: [February 2026 Meeting Minutes](#)

PUBLIC COMMENTS

COUNCIL LIAISON COMMENTS

YOUTH COMMISSION COORDINATOR COMMENTS

YOUTH COMMISSION MEMBER COMMENTS

ACTION ITEMS

[YC 2026-007](#) DECA and Youth Commission Spikeball Fundraiser Tournament

Attachments: [DECA Spikeball Fundraiser - Comprehensive Written Plan](#)

[YC 2026-008](#) Special Voting Procedures for the Rising Star Scholarship

Attachments: [Special Voting Procedures](#)

[YC 2026-009](#) 2026 Youth Commission Recruitment Process and Potential Bylaw Update

Attachments: [Attachment A Youth Commission Application](#)
[Attachment B 2026 Proposed Bylaws with Adopted Updates for Review](#)

[YC 2026-010](#)

Outstanding Youth Leadership and Service in Castle Rock Award

ADJOURN



Town of Castle Rock

Agenda Memorandum

Agenda Date: 3/9/2026

Item #: File #: MIN 2026-007

To: Town of Castle Rock Youth Commissioner

From: Chynna Grant, Youth Commission Staff Coordinator

Minutes: February 2026 Youth Commission Meeting

Executive Summary

Attached are minutes from the February 2026 Youth Commission meeting for your review and approval.



Youth Commission Meeting Minutes - Final

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CALL TO ORDER / ROLL CALL

Present 9 - Abigail Reynolds , Chair Evan George, Treasurer Jackson Young, Secretary Mei James, Commissioner Ryan Agresti, Commissioner Chris Gawlikowski , Commissioner Matthew Hans, Commissioner Yusuf Sayedy, and Commissioner Lilianna Turk

PLEDGE OF ALLEGIANCE

APPROVAL OF THE MINUTES

[MIN 2026-003](#) **Minutes: January, 2026 Youth Commission Meeting**

"I move to approve the January meeting minutes as presented."

Vice Chair Reynolds approved the motion. Treasurer Jackson seconded the motion.

Yes: 9 - Reynolds, Chair George, Treasurer Young, Secretary James, Commissioner Agresti, Commissioner Gawlikowski, Commissioner Hans, Commissioner Sayedy, and Commissioner Turk

PUBLIC COMMENTS

COUNCIL LIAISON COMMENTS

YOUTH COMMISSION COORDINATOR COMMENTS

[YC 2026-001](#) Student Winter Legislative Kick-Off

Details for the February 12 event were discussed, including the itinerary for the day. Commissioner Turk will not be able to attend this event. Vice Chair Reynolds highlighted the significance of the opportunity presented to the Youth Commission to be able to go to the State Capitol and the educational significance this event presents.

[YC 2026-002](#) Douglas County Youth Initiative 2026 Douglas County Youth Awards

Details pertaining to the Youth Awards event were mentioned - the Youth Awards recognize students who have overcome adversity while still showing great

leadership skills within the community. The Youth Commission has the opportunity to nominate an individual for the Douglas County Youth Initiative 2026 award.

[YC 2026-003](#)

Douglas County Youth Leaders: Meet and Greet

The Commission discussed the March 5 Douglas County Meet and Greet. The Commission is excited to participate and share the messaging of the Town of Castle Rock Youth Commission. A reminder was provided that the teens must RSVP in order to attend.

[YC 2026-004](#)

Rising Star Scholarship Communications Plan Update

The Rising Star scholarship has launched its application. Town schools including Renaissance Secondary and Douglas County High School were able to promote this scholarship with students while other schools, including Castle View High School, are unable. Chairman George discussed additional details regarding fair voting procedures that will be provided and reviewed at the next Youth Commission meeting in March.

YOUTH COMMISSION MEMBER COMMENTS

ACTION ITEMS

[YC 2026-005](#)

DECA and Youth Commission Spikeball Fundraiser Tournament

Commissioner Agresti and guest Michael Lu proposed to the Commission the Spike Ball fundraiser and how the Commission could best support this event.

"I move to recognize the effort put into the DECA and Castle Rock Youth Commission Spikeball Tournament proposal by Commissioner Agresti, and support continued planning and coordination before final approval."

Commissioner Agresti approved the motion. Treasurer Jackson seconded the motion.

Yes: 9 - Reynolds, Chair George, Treasurer Young, Secretary James, Commissioner Agresti, Commissioner Gawlikowski, Commissioner Hans, Commissioner Sayedy, and Commissioner Turk

[YC 2026-006](#)

Outstanding Youth Leadership and Service in Castle Rock

Chairman George nominated Jake Coover for the Outstanding Youth Leadership and Service in Castle Rock Award, stating his solid support for the Youth Commission and his continued support in their growth.

"I move to recognize Jake Coover for outstanding youth leadership and service in the Town of Castle Rock."

Chair George approved the motion. Vice-Chair Reynolds seconded the motion.

Yes: 9 - Reynolds, Chair George, Treasurer Young, Secretary James, Commissioner Agresti, Commissioner Gawlikowski, Commissioner Hans, Commissioner Sayedy, and Commissioner Turk

ADJOURN

"I move to adjourn the February 9 Youth Commission meeting."

Commissioner Sayedy approved the motion. Vice-Chair Reynolds seconded the motion.

Yes: 9 - Reynolds, Chair George, Treasurer Young, Secretary James, Commissioner Agresti, Commissioner Gawlikowski, Commissioner Hans, Commissioner Sayedy, and Commissioner Turk



Town of Castle Rock

Agenda Memorandum

Agenda Date: 3/9/2026

Item #: **File #:** YC 2026-007

To: Members of the Youth Commission

From: Ryan Agresti, Youth Commissioner

DECA and Youth Commission Spikeball Fundraiser Tournament

Discussion

Commissioner Ryan Agresti and the Castle View High School DECA club, in collaboration with the Castle Rock Youth Commission, are proposing a Spikeball fundraising tournament to support DECA programming while strengthening youth engagement and community partnerships. The event is designed to provide students with real-world event planning and management experience, while increasing awareness of both DECA and the Youth Commission. The purpose of this Spikeball Tournament is to raise funds to support DECA members attending Nationals and ICDC competitions. The event also promotes student engagement and community involvement.

Financial Information

The facility, equipment and marketing materials are provided free of charge by the school and Town. We are seeking concessions to be donated by the Youth Commission.

Revenue

Registration Fees are \$16 per person or \$32 per team. We estimate there will be 50-72 teams. The Projected registration revenue is for 50 teams \$1600 and up to 72 teams for \$2,304.

Expenses

We are asking the Youth Commission to donate the following: sports drinks, chips, candy, and food handling items. Concessions will have Youth Commission advertising on them and will be given to participants for free. Inventory will be purchased 1 week before the event, and receipts will be kept and reviewed after the event. No other expenses are to be expected.

Proposed Motion

"I move that the Youth Commission partner with DECA on the Spikeball Fundraiser at the MAC and authorize the use of up to \$300 in Youth Commission funds for concessions to be provided free to participants while promoting Youth Commission outreach at the event."

Attachments

Item #: File #: YC 2026-007

Attachment A DECA Spikeball Fundraiser - Comprehensive Written Plan

DECA Spikeball Fundraiser – Comprehensive Written Plan

Event Director: Ryan Agresti & Michael Lu

Supervising Advisor: DECA Teacher/Advisor (present on-site) **We need their name and contact added

Town Representative of the Youth Commission - Karla McCrimmon and/or Kristin Read

Date: April 19, 2026

Time: 5:00 PM – 9:00 PM

Location: Miller Activity Complex

1. Purpose of Event

The purpose of this Spikeball Tournament is to raise funds to support DECA members attending Nationals and ICDC competitions. The event also promotes student engagement and community involvement.

2. Program Budget

The facility, equipment and marketing materials are provided free of charge by the school and Town. We are seeking that concessions are donated by the Youth Commission.

Revenue

Registration Fees are \$16 per person or \$32 per team. We estimate there will be 50-72 teams. The Projected registration revenue is for 50 teams \$1600 and up to 72 teams for \$2304.

Expenses

We are asking the Youth Commission to donate the following: sports drinks, chips, candy, and food handling items. Concessions will have Youth Commission advertising on them and will be given to participants for free. Inventory will be purchased 1 week before the event, and receipts will be kept and reviewed after the event. No other expenses are to be expected.

Concession Item	Cost	Units in pack	Units needed	Purchase	Total Estimated Cost
Water	\$3.98	40	160	4	\$15.92
Gatorade	\$15.78	28	112	4	\$63.12
Chips	\$18.48	50	150	3	\$55.44
Candy	\$29.88	30	60	2	\$59.76
Ice	\$2.48	16 lbs		2	\$4.96
Total Estimated Cost					\$199.20

**Updated budget with Sams Club pricing

Concession Item	Estimated Bulk Cost per Unit	Recommended Inventory	Total Estimated Cost
Water Bottles	\$0.01	160 units	\$16.00
Gatorade	\$0.58	112 units	\$65.12
Chips (Variety)	\$0.50	100 units	\$50.00
Candy (Full Size)	\$0.90	75 units	\$67.50
Miscellaneous (Ice, Trash Bags)	N/A	N/A	\$15.00
TOTAL ESTIMATED UPFRONT COST			\$213.60

**Original budget

3. Event Materials & Equipment

The tournament will utilize the facility, 10 Spikeball nets, tables, chairs, a digital scorekeeping setup, and a Bluetooth speaker, all of which have been secured at no cost. The setup phase will commence with a 4:00 PM arrival, during which staff will safely space the 10 courts, position the check-in table and a first aid kit near the entrance, and establish a centralized scorekeeping station. To optimize foot traffic and minimize disruptions, the concessions table will be separated entirely from the gameplay area, and the music speaker will be positioned away from the courts to ensure referee calls remain audible. Teardown operations are scheduled to begin immediately at 9:00 PM, requiring volunteers to execute comprehensive trash removal, return all borrowed equipment to its original placement, and conduct a final facility walkthrough to ensure the venue is left in pristine condition.

4. Facility Usage Agreement & Expectations

All participants and attendees must strictly adhere to the rules of the Miller Activity Complex and the policies set forth by the Town of Castle Rock Parks and Recreation Department. To ensure compliance and minimize liability, every participant is required to complete and sign a digital waiver directly through the registration app prior to competing. This registration process includes strict adherence to the Town's medication policies, which mandate that the Town and its staff will not store or administer any medications, leaving possession and self-administration solely to the participant. A DECA advisor will be present for the duration of the event to oversee operations, and total attendance is projected to remain safely below the facility's estimated 300-person capacity.

5. Program Registration Process

Registration will be handled exclusively online through the tournament app, Scoreholio, entirely eliminating the use of paper forms. To secure a spot, participants must submit their names and contact

information, pay the required entry fee, and electronically sign both the digital liability waiver and the medication policy.

On the day of the event, check-in will strictly close at 4:50 PM to ensure the final match schedule can be generated and released by 5:00 PM. Once the schedule is live, a strict two-minute grace period will be enforced for late teams; if a team is not ready to play after this window, an automatic forfeit will be recorded for that match.

6. Staffing & Roles

To maintain operational efficiency, the Tournament Director will oversee the entire event, handle disputes, and ensure the schedule remains on time. A rotation of six total referees will monitor gameplay; three will actively officiate and enforce rules, while the other three rotate out to immediately report match winners. Two scorekeepers will receive these reports to enter results into a master spreadsheet, update standings, and announce upcoming matchups. Additionally, a dedicated Float Monitor will control the official timer, announce start and stop times, and assist with rule clarifications. Concessions will be staffed by the Youth Commission. All staff, including the dedicated setup and teardown team arriving at 4:00 PM and staying until cleanup is complete, must be fully confirmed at least one week prior to the event.

7. Event Timing & Capacity Evaluation

Expected attendance (100–144 players, plus staff and spectators) falls well below the facility's 300-person capacity. The Swiss-style, non-elimination tournament runs 5 to 6 rounds with 10 concurrent matches. Games are rally-scored to 21 (averaging 10 to 15 minutes) with a 15-minute hard cap and 3-minute transitions. If operations fall behind schedule, the tournament will immediately pivot to a 12-minute match cap, shortened transition times, and a maximum of four total rounds.

Contingency Plan

If the tournament falls behind schedule, match caps will immediately be reduced to 12 minutes and transition periods will be shortened. Additionally, the total number of guaranteed rounds will be cut to four to ensure the event concludes strictly within the facility's allotted timeframe.

8. Marketing & Outreach Plan

Marketing efforts, coordinated alongside the DECA advisor, will execute on a strict three-week timeline. The campaign will launch three weeks prior to the event with initial social media pushes and the release of the official registration link. At the two-week mark, the team will escalate outreach by posting physical flyers and initiating school announcements. During the final week, operations will shift to daily social media reminders, a mandatory promotional push from all team members, and integrated cross-promotion for the Youth Commission.

*The use of the Youth Commission logo will need Town approval before anything is posted or used in marketing outreach. This needs to be approved by Kristin Read before March 27.

9. Training & Oversight Plan

All referees will attend a mandatory 30-minute pre-event meeting at Castle View after school to

review the timing system, standard rules, and the dispute resolution process. During matches, active referees will make the initial calls on the floor; if a ruling is formally challenged, it will be escalated to the Tournament Director for a final, binding decision. In the event of an emergency, a first aid kit will be accessible at the check-in table, and the designated DECA advisor will be notified immediately. All incidents will be thoroughly documented, 911 will be called for any serious injuries, and all responses will strictly adhere to the Town's waiver's medical and self-administration policies.

10. Concessions Plan

The Youth Commission will donate the food and beverage items to the event. Items will have the Youth Commission logo and QR to the website on each item to promote the applications open for the next term. Commissioners will have a table set up and will be available to talk about the Youth Commission.

11. Music & Atmosphere

To maintain an energetic, organized and tournament-focused environment, a designated Music Coordinator will manage a curated, clean playlist prepared well in advance. Audio will be run through a Bluetooth speaker positioned away from the active courts to prevent interference with referee calls, playing at a moderate volume that serves as chill background music. The coordinator will ensure the music is promptly paused during all official announcements and will oversee the equipment for the duration of the event.

[How to play Spikeball video.](#)



Town of Castle Rock

Agenda Memorandum

Agenda Date: 3/9/2026

Item #: File #: YC 2026-008

To: Members of the Youth Commission

From: Evan George, Youth Commission Chair

Special Voting Procedures for the Rising Star Scholarship

Discussion

The Castle Rock Youth Commission will conduct the selection of the 2026 Rising Star Scholarship recipients during its regular meeting on April 13, 2026. To ensure a fair and structured evaluation process, the Commission will implement special voting procedures introduced by the Commission Chair.

Prior to the meeting, all nine voting members of the Youth Commission will receive anonymized applicant profiles. Candidate names will be removed and replaced with placeholders such as "Candidate 1," "Candidate 2," etc., consistent with the direction approved in Youth Commission Action Item YC 2025-08. This approach is intended to minimize bias and focus the review process on applicant qualifications.

Before the formal vote begins, commissioners will identify four candidates for preliminary nomination and discussion. The scholarship selection process will then proceed through a multi-round voting structure:

Round One: After discussion, each commissioner will vote for four candidates. The twelve candidates receiving the most votes will advance to the second round. If fewer than twelve candidates apply or receive votes, the process will automatically move to the second-round results threshold.

Round Two: Following an additional discussion period, commissioners will again vote for four candidates. The eight candidates receiving the most votes will advance to the third round. If fewer than eight candidates apply or receive votes, the process will advance directly to the third round.

Round Three: After final discussion, commissioners will vote for two candidates. The four candidates receiving the highest vote totals will be selected as Rising Star Scholarship recipients.

To ensure transparency and accuracy, voting tallies will be independently tracked by the Chair, the Secretary, and an additional volunteer commissioner.

Tie-breaking procedures will be used if candidates are tied at a cutoff point between advancing and

Item #: File #: YC 2026-008

not advancing to the next round. A tie-breaker vote will occur following a short discussion, with commissioners voting for one candidate. If a tie persists after three attempts, Honorary Member Jake Coover is authorized to cast the final tie-breaking vote.

Additionally, Youth Commissioners are not eligible to apply for the Rising Star Scholarship.

Separate administrative actions scheduled for consideration include:

Designating two commissioners to participate in Youth Commission recruitment interviews.

Considering a bylaw update that would make freshmen ineligible to apply for appointment to the Youth Commission beginning with the 2026-2027 school year.

Financial Information

The Rising Star Scholarship program is funded through the Youth Commission's existing scholarship allocations with the expectation of awarding four, \$1,000 scholarships to recipients. Implementation of the described voting procedures and administrative actions does not create additional financial impact beyond previously budgeted scholarship funds.

Recommendation

Staff recommends the Youth Commission Staff acknowledge the Youth Commission's scholarship selection procedures and administrative actions. These measures are intended to promote fairness, transparency, and effective governance within the Youth Commission while maintaining the integrity of the Rising Star Scholarship selection process.

Proposed Motion

"I move to proceed with the special voting procedures as introduced by Chair George."

Attachments

Attachment A Special Voting Procedures

Special Voting Procedures

Special voting procedures, introduced by Chair George, for the April 13th, 2026, Rising Star Scholarship recipient vote. Vote tallies need to be tracked independently by the Chair, Secretary, and another volunteer commissioner. Youth Commissioners are NOT authorized to apply.

1. The April 13th Regular session vote for the Rising Star Scholarship recipients will be performed under special voting procedures.
2. Before the session, all nine voting members of the Castle Rock Youth Commission will be provided profiles on all applicants, with no names provided; only “Candidate 1, Candidate 2, etc.” will be provided as name placeholders, as voted on in the Youth Commission YC 2025-08 action item and discussion.
3. Commission members will choose four candidates beforehand for a preliminary nomination and debate before the vote begins.
4. The vote for the scholarship recipients themselves will take place over multiple rounds. The chair will declare the special voting procedures active, and a debate will commence among voting members, covering all candidates and the four pre-chosen candidates any voting member wishes to advocate for. When there is no more debate for the first round, the vote will commence, with each commissioner voting for four candidates. The top twelve vote-getters will move on to the second round, with the rest being eliminated from contention.
 - a. If fewer than twelve candidates are applying or receiving votes, first round voting will automatically skip to the **results** of the 2nd round vote, where eight candidates will move on.
5. The Second round vote will begin with another debate period. At the end of the debate, commissioners will vote for four candidates. The top eight candidates will advance to the third and final round.
 - a. If fewer than eight candidates are applying or receiving votes, first or second round voting will automatically skip to the **start** of the 3rd round vote, where four candidates will receive the Rising Star Scholarship.
6. The Third round vote will begin after a final debate period. At the end of the debate, commissioners will vote for **two** Candidates. The top four candidates will receive the Rising Star Scholarship.
7. If at any point during the voting process, a tie occurs between those advancing and not advancing to the next round, a tie breaker vote will commence, where, after a short debate commission members will vote for **one** candidate. If a tie still persists, the tie-breaker vote will trigger again. If a tie is not broken after three attempts between two or more candidates, Honorary member Jake Coover is authorized to cast the final tie-breaking vote/s.



Town of Castle Rock

Agenda Memorandum

Agenda Date: 3/9/2026

Item #: File #: YC 2026-009

To: Members of the Youth Commission

From: Evan George, Youth Commission Chair

2026 Youth Commission Recruitment Process and Potential Bylaw Update

Discussion

The Castle Rock Youth Commission will begin its annual recruitment process for new commissioners in spring 2026. The application period will open April 1 and close April 27. Following the application deadline, interview scheduling information will be sent to applicants, with interviews tentatively scheduled for May 12 from 5-9 p.m.

The interview panel will consist of:

- Two current Youth Commission representatives (one senior and one underclassman)
- Councilmember Dietz
- A Town staff member

Panel members will review applications in advance, conduct interviews, and evaluate candidates based on their interest in community service, leadership experience, and ability to contribute to Youth Commission discussions and initiatives.

During interviews, candidates will be asked questions designed to assess their motivation, experience, and perspective on youth issues in Castle Rock. Topics will include interest in serving on the commission, potential goals for the Youth Commission, and ideas for strengthening the commission's visibility and impact in the community. Candidates will also respond to scenario-based questions that highlight their leadership experience, commitment to projects, or involvement in community initiatives.

Following the interviews, the panel will recommend the top four applicants for appointment and identify two reserve candidates. These recommendations will be submitted to staff by May 14, with final appointments scheduled to be ratified by Town Council during the May 19 Town Council meeting at 6 p.m. Newly appointed commissioners' terms will become effective June 1.

Additionally, the Youth Commission is considering a potential bylaw update regarding eligibility for membership. Chair George introduced a proposal that would limit Youth Commission membership to high school sophomores, juniors, and seniors, beginning with the 2026-2027 term. If adopted, freshmen would no longer be eligible to apply for appointment moving forward. Current

Item #: File #: YC 2026-009

commissioners who were appointed as freshmen would be allowed to complete the remainder of their terms. The proposed change is intended to ensure members have additional high school experience before serving and to support continuity in commission participation.

Financial Information

The Youth Commission recruitment and interview process is administered through existing staff resources and does not require additional funding. There is no direct financial impact associated with the recruitment process or the potential bylaw update.

Recommendation

Staff recommends that Youth Commission Staff acknowledge the Youth Commission’s 2026 recruitment timeline and interview process and consider ratifying the recommended candidates following the interview panel’s review. Additionally, if the Youth Commission adopts the proposed bylaw amendment regarding grade-level eligibility, staff recommends Council support the change to take effect beginning with the 2026-2027 Youth Commission term.

Proposed Motion

Motion 1

"I move that the Youth Commission designate (Commissioner Name) and (Commissioner Name) to serve as representatives for participating in this year’s Youth Commission recruitment interviews."

Motion 2

"I move that the Youth Commission adopt the potential bylaws update, to reflect that freshmen are not eligible to apply for appointment to the Youth Commission for the 2026/2027 school year and beyond." *Recommended Action*

Attachments

Attachment A Youth Commission Application
Attachment B 2026 Proposed Bylaws Youth Commission with Included Edits

Form Center

My Forms

Youth Commission Application 2026

Student first name*

Student last name*

Street address*

Address line 2

City*

State*

Zip*

Student phone number*

Student email address*

Parent / Guardian first name*

Parent / Guardian last Name*

Parent / Guardian phone*

Parent / Guardian email*

Parent / Guardian (2) first name

Parent / Guardian (2) last name

**Parent / Guardian (2)
phone**

**Parent / Guardian (2)
email**

**Do you live in Castle
Rock?***

- Yes
 No

**Do you attend High
School in Castle Rock?***

- Yes
 No
 Homeschool

**What High School do
you attend?***

**What grade will you be
in for the 2026/2027
school year?***

- Freshman
 Sophomore
 Junior
 Senior

**Please tell us about yourself, including hobbies,
interests and extracurriculars. ***

**Why are you interested in joining the Youth
Commission? ***

**What are some of the issues that you think our
youth faces in Castle Rock?***

**Do you have any experience in initiating or
participating in an effort to create a change at
school, with friends or in the community?
Describe that experience. What challenges did
you face? What worked well?***

How did you hear about the Youth Commission?*

**Can you make two year commitment to the
Youth Commission? ***

- Yes
 No

Can you commit to meeting on the second Monday of each month from 6:30 to 9 p.m.?*

Dinner provided. No meetings in June, July, or August

- Yes
- No

Interviews for Youth Commission will be held on May 12 at Town Hall. Can you attend?*

- Yes
- No

A sign up genius will be sent out to your email to sign up for a time between 5 and 9 P.M.

Affirmation*

By typing my name and submitting this form, I certify that all statements made on this application are true and complete. I meet all of the necessary requirements.

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**Town of Castle Rock
YOUTH COMMISSION
BYLAWS
March 2026**

The Youth Commission of the Town of Castle Rock has been created by Resolution 2025-001.

Main provisions for all Town of Castle Rock Boards and Commissions are outlined in the Town of Castle Rock Municipal Code Section 2.14.

Town Council hereby adopts the following Bylaws to govern the Youth Commission's conduct and procedures, which do not conflict with the main provisions outlined in the Town of Castle Rock Municipal Code Section 2.14, except as detailed in Article 1.

Article 1 – Purpose, Duties, and Authority

The Youth Commission will carry into effect the provisions in Chapter 2.14 of the Town of Castle Rock Municipal Code, with these exceptions:

- The Commission has nine members, each serving two-year terms. Terms run from September 1 through August 31, or until the date of graduation for seniors.
- Commissioners cannot exceed two unexcused absences.
- In addition to electing a chair and vice-chair, as described in 2.14.030, the Commission will also elect a secretary and a treasurer:
 - The secretary shall track meeting attendance and all motions and votes taken within the meetings. In coordination with all officers, the secretary will also create talking points from meetings to share with Town Council.
 - The treasurer shall create, manage and submit a proposed budget for the Commission, based upon funds allocated to the Commission within the Town's annual budget. The treasurer will also create project cost estimations and track expenditures, in coordination with the Youth Commission Coordinator.

The purpose of the Youth Commission is to provide a means for the youth in the Town of Castle Rock attending a recognized high school or home study in grades 10-12 to learn more about their local government, participate in the process, and to represent and articulate the needs of the community's youth.

The duties and responsibilities of the Youth Commission shall be to serve in an advisory capacity to the Town Council. In addition to this advisory role, the following duties are assigned:

1. Identify opportunities to increase youth participation and involvement in local government and make recommendations to Town Council on matters affecting Castle Rock youth.
2. Relay information from the Commission to the community; particularly, share updates about Commission opportunities, activities, events, projects and other items relevant to and for the youth.

3. Serve the youth of Castle Rock by developing, organizing, planning, and participating in service projects, events, and functions for youth that benefit the community and enhance engagement.
4. Support the Castle Rock community by developing, organizing, and planning recognition programs for youth.

Article 2 – Organization and Staff

The Commission shall consist of nine members. The Youth Commission Coordinator within the Town Manager’s Office shall provide necessary technical and advisory support to the Commission.

Article 3 – Regular Meetings or Hearings

Regular meetings shall be held on the second Monday of each month, excluding June, July and August, except on Town holidays or Douglas County School District school closures. All regular meetings will be held at 6:30 p.m. in Council Chambers at Town Hall, 100 N. Wilcox St., Castle Rock, Colorado, unless otherwise designated, and are open to the public.

Article 4 - Minutes and Records

The Youth Commission secretary will ensure accurate minutes are taken at each meeting. The Youth Commission Coordinator shall maintain all of the records of the Commission, ensure they are retained in the Town electric records archive, and shall transmit them timely to the Commission for their review and approval.

Article 5 - Hearing Procedures

The Youth Commission shall incorporate the following procedures for all public hearings:

1. Call to Order and Roll Call

If applicable:

2. Council Liaison Comments
3. Youth Commission Member Comments
4. Administrative Business
5. Action Items
 - a. Commission discusses the item and makes a motion
6. Informational/Update Items
7. Adjourn

Article 6 - Amendments

These Bylaws may be amended per Chapter 2.14 by an affirmative vote of the members of the Commission during a regular or special meeting. There shall be at least a five-day period between the initial proposal of an amendment and the final vote of the amendment.

Article 7 - Approvals

The above Bylaws for the Town of Castle Rock Youth Commission have been duly considered and reviewed and are hereby adopted by the Town Council this 10th day of March 2026 and will be posted to the Town website.

ATTEST:

Lisa Anderson, Town Clerk

Evan George, Chair



Town of Castle Rock

Agenda Memorandum

Agenda Date: 3/9/2026

Item #: **File #:** YC 2026-010

To: Members of the Youth Commission

From: Evan George, Youth Commission Chair

Outstanding Youth Leadership and Service in Castle Rock Award

Discussion

Commissioners will nominate peers and briefly speak to the accomplishments and character of the individuals they put forward. All nominations will then be considered and voted on as a single action item.

The purpose of this recognition is to highlight and celebrate more youth who are making a positive impact in our community. This process also encourages greater engagement at Youth Commission meetings and provides meaningful accolades that students can include on college or scholarship applications.

The Youth Commissioner listed below provided their nominations for the March 2026 Outstanding Youth Leadership and Service award:

Evan George is nominating Dani Buck and Genevieve Reynolds for the Outstanding Youth Leadership and Service in Castle Rock Award.

Recommendation

Commissioners recommend proceeding with the peer-nomination recognition process as outlined.

Youth Recognition Criteria

To ensure nominations are thoughtful, equitable, and aligned with the values of the Youth Commission, nominees should meet at least one of the following criteria;

1. Leadership & Initiative

- Has taken initiative on a project, program or idea that benefits the Castle Rock community
- Demonstrates positive leadership among peers (formal or informal)
- Models responsibility, reliability and follow-through

2. Community Service & Impact

Item #: File #: YC 2026-010

- Volunteers time to support others, inside or outside of Youth Commission activities
- Has made a measurable or visible impact in the community (events, service projects, school initiatives, etc.)
- Shows dedication to improving quality of life in Castle Rock

3. Collaboration & Teamwork

- Works effectively with peers and adults to achieve shared goals
- Contributes meaningfully to group discussions, planning and activities
- Supports, encourages, and uplifts fellow commissioners or students

4. Character & Integrity

- Displays honesty, respect, kindness and inclusivity
- Acts as a role model to peers through consistent positive behavior
- Demonstrates resilience and a strong work ethic

5. Innovation & Creativity

- Brings creative ideas that help solve problems or improve programs
- Approaches challenges with new perspectives and thoughtful solutions
- Helps elevate Youth Commission initiatives with imaginative thinking

6. Commitment to Youth Commission or Community Involvement

- Shows consistent engagement in meetings, events, and responsibilities
- Actively supports Youth Commission goals and core values
- Demonstrates a pattern of contribution to the betterment of youth in Castle Rock

Proposed Motion

“I move to recognize the recipients Dani Buck and Genevieve Reynolds for outstanding youth leadership and service in the Town of Castle Rock.”