

Zoom Option

In order to practice social distancing related to the COVID-19 pandemic, the Chaska City Council meeting on Monday, December 7, 2020 will be held **virtually on a platform called Zoom**. To learn more about participating or watching the meetings, visit www.chaskamn.com. Any questions about how to participate should be directed to the Chaska Communication Department at communications@chaskamn.com or (952)448-9200.



AGENDA CHASKA HUMAN RIGHTS COMMISSION ZOOM Thursday, February 25, 2021 6:30 PM

- 1 Roll Call
- 2 Adopt Agenda
- 3 Open Forum/Guest Presentation
 - 3A Welcome/Intro for New Commissioners
- 4 Approve Minutes
 - 4A Draft Minutes - December 16, 2020
- 5 Treasurer's Report
 - 5A Treasurer's Report - 2021
- 6 Old Business
 - 6A Recap: MLK Breakfast
 - 6B Discussion: 2021 Goals and Priorities
 - 6C Discussion: Letter to the Editor

7 New Business

7A Form 2021 Committees

7B 2021 Chair, Vice-Chair, Secretary, and Treasurer

8 Other Business

9 Next Meeting Date - March 25, 2021

10 Adjourn

STAFF REPORT
CHASKA HUMAN RIGHTS COMMISSION
February 25, 2021

Subject: **Welcome/Intro for New Commissioners**

Prepared By: Nate Kabat

Background

The Chaska City Council appointed Commissioners to the Chaska Human Rights Commission on February 1, 2021. The following table lists all Commissioners and terms for the Human Rights Commission as it currently stands.

Notably, the City Council created a new Youth position on the Commission. Ordinance has been amended to create a position that will be filled by a person age 16 to 20 for a one-year term. The person can reapply after each year, for up to three terms. This position is modeled after the Youth position on the Parks Board. Sienna White will be the first person to serve in this position on the Human Rights Commission. Congratulations and welcome to Commissioner White for paving this new path for service on the Commission!!

Welcome and congratulations to all the new and reappointed Commissioners! The City is fortunate to benefit from your service.

HUMAN RIGHTS	FIRST APPOINTED	1ST TERM	2ND TERM	3RD TERM	UP FOR REAPPOINTMENT
Jennifer Welvaert Chairperson	05-15-17	05-15-17 to 12-31-19	02-03-20 to 12-31-22		12-31-22
Sarah Carlson Vice Chairperson	02-05-18	02-05-18 to 12-31-20	02-01-2021 to 12-31-23		12-31-23
Celi Haga	02-05-18	02-05-18 to 12-31-20	02-01-21 to 12-31-23		12-31-23
Seth Spreadbury	02-25-19	02-25-19 to 12-31-21			12-31-21
Hanne Sandison	02-21-21	02-01-21 to 12-31-23			12-31-23
Martin Hubbard	02-01-21	02-01-21 to 12-31-23			12-31-23
Eder Castillo	02-01-21	02-01-21 to 12-31-23			12-31-23
Sienna White (16-20 Age Group – 1 yr. term)	02-01-21	02-01-21 to 12-31-21			12-31-21
Lisa White Alternate #1	02-05-18	02-05-18 to 12-31-20	02-01-21 to 12-31-23		12-31-23
Donta Hughes Alternate #2	02-01-21	02-01-21 to 12-31-23			
10 members (7 adult /1 youth age 16 to 20) and 2 Alternates					



Minutes
CHASKA HUMAN RIGHTS COMMISSION
ONE CITY HALL PLAZA, CHASKA CITY HALL
Thursday, December 17, 2020
6:30 PM

Work Session Held Before Meeting at 6:30PM
2020 Chaska Human Rights Award Nomination Review

1. Roll Call
Present: Dunbar, Carlson, Bean, White, Spreadbury, Welvaert
Absent: Haga
2. Adopt Agenda
Motion: Carlson
Second: White
Kabat Roll Call Vote: Dunbar, Carlson, Bean, White, Spreadbury, Welvaert
Motion Carried
3. Open Forum/Guest Presentation
No guests
4. Approve Minutes
4A - HRC Minutes from November 19, 2020
Commissioner Carlson noted grammar changes to Pages 5 and 7. Kabat to make corrections.
Motion: Spreadbury with Commissioner Carlson's addendums
Second: Bean
Kabat Roll Call Vote: Dunbar, Carlson, Bean, White, Spreadbury, Welvaert
Motion Carried
5. Treasurer's Report
5A. Kabat shared the report has not changed, no new expenses, the balance remains the same at \$1,684.95.

6. New Business

6A. Human Rights Award – Name 2020 Recipient

Commissioner Welvaert noted before the meeting this evening, the commission held a work session to review the nominations. Commissioner Welvaert shared there were 5 great nominees. She was very pleased to have each of the nominees in our community contributing to making Chaska a better place. The commission came to a consensus, this year the award is to be presented to Lee Ann Winters.

Commissioner Carlson explained why this decision was made. Lee Ann is a long-term resident of Chaska, quietly serves our community by giving winter gear to people in need. Referrals came from school counselors, Social Services Agencies, churches, neighbors, various organizations, and individuals. Give her a call to let her know who is in need. She provides dignity for those in need, please seek her out, she is a community gift that Chaska has needed for over 12 years. Congratulations to her as she joins other recipient award winners since 2011.

Motion: Carlson

Second: Bean

Kabat Roll Call Vote: Dunbar, Carlson, Bean, White, Spreadbury, Welvaert

Motion Carried.

Commissioner Welvaert noted the award would be presented at the MLK Day event on January 18, 2021, which will be held virtually.

Kabat shared last year Commissioner Carlson did the honor to reach out to the winner and nominees with a letter. Commissioner Carlson is happy to do so again this year. Kabat suggested Commissioner Carlson coordinate with Lee Ann to create some type of video to present the award during the MLK presentation. Kabat, Wright, and Commissioner Carlson will coordinate.

Commissioner Carlson will work on the letter and inquired about the previous year's letterhead to exclude the SW Chamber logo. Kabat to fix the letterhead template and send it to Commissioner Carlson.

Commissioner Welvaert shared the names of the other nominees. All wonderful groups and people who contribute to our community.

Nominees

Dan Turzinski, RAK (Random Acts of Kindness)

Randy Maluchnik

Martha Brannon, His House Foundation

Esperanza Organization

Commissioner Welvaert shared we have some fantastic things going on in the community, great to see people took the time to recognize them and sent nominations to the Human Rights Commission.

7. Other Business:

Commissioner Carlson shared she had old business regarding last month's task she offered. She has researched other Human Rights Commissions, what kinds of events are posted on their webpage as we prepare to have an updated webpage for 2021. Her list is not complete at this time, reporting she has looked, has a list, still looking, and will be fully prepared to share in 2021.

Commissioner Welvaert expressed her thanks to Commissioners Bean and Dunbar who will not be on the commission starting in January. Truly a pleasure to serve on the commission with both. Appreciated their ideas, questions, and the passion to see inclusion, equity, and fairness that is happening in our community.

Commissioners Dunbar and Bean shared it has been an honor to work with everyone and thanked the commission.

Kabat expressed his thanks to Commissioners Dunbar and Bean for their service. Shared if people have two qualities, they are likely to be very successful, being a good person and they have the interest of the community in their heart. They have both done that and it has been a pleasure to work with them both.

8. Next Meeting Date – January 28, 2021 (back to the 4th Thursday's of the month).

9. Adjourn

Motion: Dunbar

Second: Bean

Kabat Roll Call: Dunbar, Carlson, Bean, White, Spreadbury, Welvaert

STAFF REPORT
CHASKA HUMAN RIGHTS COMMISSION
February 25, 2021

Subject: **Treasurer's Report - 2021**

Prepared By: Nate Kabat

Balance and Expenditures:

2021 Beginning Balance:	\$2,000
January	-
February	-
Balance:	\$2,000

STAFF REPORT

CHASKA HUMAN RIGHTS COMMISSION

February 25, 2021

Subject: **Discussion: 2021 Goals and Priorities**

Prepared By: Nate Kabat

Background

In 2020, the Human Rights Commission worked jointly with the City Council to develop a Strategic Plan.

The document identifies a vision for the Human Rights Commission and City Council to aspire towards:

In 2025 Chaska is a welcoming, respectful, engaging, and inclusive community.

Both the City Council and Human Rights Commission acknowledge that the vision is an ongoing effort.

The Strategic Plan of the Human Rights Commission sets key roles, goals, and implementation strategies to guide the Human Rights Commission's work over the next 2 to 3 years. With City Council and Human Rights Commission approval supporting the document, it serves to ensure both groups agree with the direction of the Human Rights Commission and how it intends to serve the community. The Strategic Plan should be viewed as an aspirational living and breathing document that will best serve the community with ongoing attention and maintenance.

The Strategic Plan is included as an attachment to this agenda item. While the document identifies goals and implementation steps that are supported by the Council, the Human Rights Commission must identify how to prioritize implementation and consider the best next steps.

This discussion is intended to work towards consensus on the priorities the Human Rights Commission would like to advance in 2021.

Human Rights Commission

2021 Strategic Plan

Introduction:

The Human Rights Commission was established by the Chaska City Council in 2000. Twenty years later, a lot has been learned and the community has grown and changed. Both the Chaska City Council and Chaska Human Rights Commission agree with the importance of taking time to acknowledge the success of the Human Rights Commission and to identify how to grow the Commission's ability to serve the community for the next twenty years.

The Chaska City Council identified several key vision statements looking towards the year 2025 at its retreat in 2019. One of the identified statements is:

In 2025 Chaska is a welcoming, respectful, engaging, and inclusive community.

A strategic direction identified by the plan to move this vision forward is to "Celebrate Diversity." The Council also identified several implementation steps to move the vision and strategic direction forward. Among the implementation steps listed is, "redefine the Human Rights Commission," and, "expand participation in the Human Rights Commission."

The following Strategic Plan for the Chaska Human Rights Commission reflects a joint effort including the Chaska City Council, Chaska Human Rights Commission, and City Staff. This Strategic Plan for the Human Rights Commission reflects implementation of the City Council's goals and is a direct outcome of a process initiated by a Joint Work Session between the City Council and Human Rights Commission on August 27, 2020.

Following the Joint Work Session, the Human Rights Commission formed a Strategic Planning Subcommittee that worked with City Staff in the Administration, Parks & Recreation, and Police Departments to develop a draft plan. The draft plan was reviewed by the Human Rights Commission and refined by the Subcommittee to develop a final plan. The process culminated in approval by the Human Rights Commission on October 22, 2020 and by the City Council on [INSERT DATE].

Purpose:

This Strategic Plan of the Human Rights Commission sets key roles, goals, and implementation strategies to guide the Human Rights Commission's work over the next 2 to 3 years. With City Council and Human Rights Commission approval supporting the document, it serves to ensure both groups agree with the direction of the Human Rights Commission and how it intends to serve the community. Both the City Council and Human Rights Commission acknowledge that the previously stated vision is an ongoing effort, and both groups understand the need to continually review and update this document. The Strategic Plan should be viewed as an aspirational living and breathing document that will best serve the community with ongoing attention and maintenance.

Strategic Goals and Implementation:

The Human Rights Commission (HRC) will serve the community by advancing the following key goals. Each goal is followed by implementation steps to guide the HRC's work in 2021. While the goals are longer-term, high-level and will require ongoing effort into the future, the implementation steps provide more concrete direction to advance those goals.

1. Proactively partner and engage with community members and groups.
 - a. Implementation:
 - i. Seek boards, work groups, and volunteer opportunities to participate in as HRC members.
 - ii. Represent the HRC on project specific City task forces.
 - iii. Support community members and groups in implementing programs that align with HRC's and Council's vision.
 - iv. Invite community members and groups to HRC meetings to share their stories and service opportunities.
2. Advise Staff and Council
 - a. Implementation:
 - i. Identify best methods to directly communicate with the City Council.
 - ii. Review Ordinance 2.24.090, Purpose and Duties of the Human Rights Commission, to ensure alignment with current expectations and strategic objectives and recommend updates to the City Council.
 - iii. Provide guidance to staff for the Chaska Cares initiative.
 - iv. Advise staff to incorporate diversity into existing and new community celebrations and programs.
 - v. Advise staff on best practices to reach a diverse audience for official communications.
3. Community Engagement and Education
 - a. Implementation:
 - i. Improve the HRC webpage:
 1. Include a photo of HRC members.
 2. Provide references to resources.
 3. Improved lines of communication.
 - ii. Increase visibility of the HRC through all forms of media.
 - iii. Develop and host programs to celebrate cultural holidays/months and promote community focused goodwill.
4. Continue ongoing core efforts
 - a. Implementation
 - i. MLK Breakfast
 - ii. River City Days Booth
 - iii. Annual Human Rights Award

STAFF REPORT

CHASKA HUMAN RIGHTS COMMISSION

February 25, 2021

Subject: **Letter to the Editor**

Prepared By: Nate Kabat

Background

The Human Rights Commission has discussed in multiple previous meetings the desire to publish a letter to the editor in the Chaska Herald. The Commission has stated this would be a way to raise awareness of the Commission's work it does.

Most recently, the Commission discussed developing a letter to convey the following topics:

- Share the HRC mission/vision statement from the strategic plan.
- Highlight 2021 goals of the commission from the strategic plan.
- Seek input from residents on projects that might meet the needs of the community.
- Provide residents information on the best way to contact the commission to report concerns or provide ideas/suggestions.
- Encourage residents to be involved with the Commission.

Update

The attached letter has been drafted based on Commission input. Staff seeks feedback, and with the Commission's approval, seeks to submit to the Chaska Herald for publication.

Did you know that the Chaska Human Rights Commission has been around for over 20 years?

Some of you may remember that we were established back in 2000 by the Chaska City Council, but we're guessing that was an eye opener for many of you. Maybe the fact that Chaska has a Human Rights Commission is news to you. Whatever your reaction was, we hope this letter gives you a better idea of who we are and where we're going.

The Chaska Human Rights Commission currently has ten members who are appointed by the City Council. In February, we welcomed five new members and had our first meeting of 2021. If you missed it, you can watch it at www.chaskamn.com/youtube.

Since our beginning, our mission has been to proactively partner with government, business, educators, religious, service, and other organizations to promote a community of harmony and respect for the rights and dignity of all.

Chaska has grown in many ways since our first commission members met back in 2000. While we have made strides, we know we still have a ways to go to meet our mission. With some of the incidents we have seen the past few years, it is important to emphasize that there is no place for racism, hatred, or discrimination in our community.

In 2020, our Commission met with the City Council to define a strategic plan to build on the ways we can be a respectful, engaging, and inclusive community. Following that meeting, we created several goals.

1. We want to proactively partner and engage with community members and groups. So many of our community members and groups have a passion for helping each other. We want to provide a platform to share their stories.
2. We want to advise city staff and the City Council. Building off our first goal, we want to have an active dialogue with city staff and the City Council. As a Commission, we bring diverse perspectives that can help guide city initiatives, communications, and activities.
3. We want to engage and educate our community. We want you to know us, what we do, and how we can help celebrate diversity. This letter is a part of this process. Adding resources to our website, www.chaskamn.com/hrc, is another step.
4. We want to continue our ongoing efforts. Every year, we hold a Martin Luther King Jr. Day Human Rights Breakfast and present the Chaska Human Rights Award. We also have a booth in River City Days.

We know these goals won't be accomplished overnight. This kind of work takes time and effort. We are committed to the path ahead of us.

If you have any questions, ideas or suggestions, please reach out to us. We welcome you to join us at one of our meetings, or you can email us at hrc@chaskamn.com.

The Chaska Human Rights Commission

Jennifer Welvaert

Sarah Carlson

Eder Castillo

Celi Haga

Martin Hubbard

Hanne Sandison

Seth Spreadbury

Sienna White

Lisa White

Donta' Hughes

REQUEST FOR ACTION

CHASKA HUMAN RIGHTS COMMISSION

February 25, 2021

Subject: Form 2021 Committees

Prepared By: Nate Kabat

Background

For the past few years, the Chaska Human Rights Commission has chosen to establish sub-committees to advance ongoing projects. The sub-committees have met outside of regular Commission meetings to develop concepts and advance projects. Progress is reported back to the full Commission at the monthly meetings to get feedback and work towards consensus on direction. The Commission has found this approach to be useful in speeding progress towards achieving its stated goals.

To ensure a quorum is not present in line with open meeting laws, no more than three Commission members are appointed to any single sub-committee. The sub-committees often also include relevant City staff to assist.

Update

Sub-committees for 2021 to consider include:

- MLK Breakfast
- River City Days
- Black History Month
- Others?

Please note, additional sub-committees can be formed as projects are identified.

COMMISSION ACTION REQUESTED

Motion to appoint Human Rights Commission members to sub-committees as follows:

MLK Breakfast

Commissioner _____, Commissioner _____, Commissioner _____

River City Days

Commissioner _____, Commissioner _____, Commissioner _____

Black History Month

Commissioner _____, Commissioner _____, Commissioner _____

REQUEST FOR ACTION CHASKA HUMAN RIGHTS COMMISSION February 25, 2021

Subject: 2021 Chair, Vice-Chair, Secretary, and Treasurer

Prepared By: Nate Kabat

Background

The Human Rights Commission is responsible to recommend a Chair and Vice-Chair each year. The recommendation then goes to City Council for approval. Typically, the City Council defers to the Commission's recommendation and approves by Consent Agenda.

For 2020, the Chair was Jen Welvaert and the Vice-Chair was Sarah Carlson. Both may serve for as long as they desire, and the Commission agrees. Historically, the Vice-Chair has rotated to provide all members an opportunity at leadership, while the Chair has been more stable with less turn-over from year to year.

Other officer positions need to be appointed including Treasurer and Secretary. For 2020, the Treasurer was Nate Kabat and the Secretary was Nate Kabat. This has historically worked well given the administrative nature of these two roles.

Update

If the Commission desires to take action tonight, the motion would be as follows. The results of the vote would then be presented to the City Council for approval at their next meeting on March 15.

HUMAN RIGHTS COMMISSION ACTION REQUESTED

Motion to recommend _____ as Chair and to recommend _____ as Vice-Chair for calendar year 2021 to the City Council.

Motion to appoint _____ as Secretary for calendar year 2021.

Motion to appoint _____ as Treasurer for calendar year 2021.