

### Zoom Option

In order to practice social distancing related to the COVID-19 pandemic, the Chaska Human Rights Commission meeting on Thursday, March 25<sup>th</sup>, 2021 will be held **virtually on a platform called Zoom**. To learn more about participating or watching the meetings, visit [www.chaskamn.com](http://www.chaskamn.com). Any questions about how to participate should be directed to the Chaska Communication Department at [communications@chaskamn.com](mailto:communications@chaskamn.com) or (952)448-9200.



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

- 1 Roll Call
- 2 Adopt Agenda
- 3 Open Forum/Guest Presentation
- 4 Approve Minutes
  - 4A Draft Minutes - February 25, 2021
- 5 Treasurer's Report
  - 5A Treasurer's Report - 2021
- 6 Old Business
  - 6A Form 2021 Committees
  - 6B Discussion: Letter to the Editor
- 7 New Business
  - 7A Outreach
  - 7B Education

8 Other Business

9 Adjourn



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

1. Roll Call

Present: Welvaert, Carlson, Haga, Sandison, Hubbard, Castillo, S. White,  
L. White, Hughes  
Absent: Spreadbury

2. Adopt Agenda

Motion: Carlson

Second: Hagga

Kabat Roll Call Vote: Welvaert, Carlson, Haga, Sandison, Hubbard, Castillo,  
S. White, L. White, Hughes

Motion Carried

3. Open Forum/Guest Presentation

3A. Director of Parks and Recreation Marshall Grange and Chief of Police Ryan Seibert, both joined the meeting to introduce themselves to the new members of the commission. Kabat updated the new commissioners on previous meeting discussions such as working on the strategic plan (with council members), defining the role of the commission, key goals, and priorities the commission can work on over the next 2 to 3 years. Also shared previous relationship building with the Parks and Recreation Department and the Chaska Police Department. Both departments have a large degree of public interaction and engagement within the community.

Marshall Grange and Chief Seibert shared some of the following topics

New programs – Arts Consortium of Carver County

Empowering Self through Art Workshops

Group involvement – Park RX – 112 percent kindness

Developing pedestrian and bicycle trails master plan

Chaska Cares – continuing to sustain ongoing – Stuff the buss – Community

Food Distribution

Community Policing and Outrage – Co-policing  
Public Community Q & A – getting to know each other in the community  
Fishing with friends, bus stop Tuesdays.

Kabat summarized both Grange and Chief Seibert's discussion by sharing the goal is to utilize the HRC as a sounding board with the Parks and Recreation and Police Department activities. Will be receptive to the commissions feedback that they will be sharing, and want their thoughts moving forward.

Kabat shared we do not have to limit our thought process to just the two departments. The commission can engage with other departments as well moving forward.

### 3B. Welcome/Intro for New Commissioners

Kabat shared some housekeeping procedures, need to understand this is a public meeting, anyone can come and join. Others can have opportunity to share thoughts, concerns. Understand that we want to be inviting but there are limits.

Understand this is a live meeting, may be watching on Zoom, community cable and/or U-tube.

Acknowledge the meeting is being recorded so formulate thoughts first. Do have open meeting laws, public audit open meeting laws that apply. Kabat explained the Quorum policy, 4 or more subject to meeting law for this Commission. Suggestion is to not socialize with 4 or more of the commission in one location. Notify Kabat if you will be attending an event, the appropriate steps must be taken. If four or more attending an event, Kabat would post a possible quorum. Kabat shared the electronic communication, **do not reply all**, if you want something shared send to Nate or one person. These are state laws and must be followed.

Each commissioner introduced themselves and shared a few words as to why they wanted to join the Human Rights Commission.

### 4. Approve Minutes

4A - HRC Minutes December 17, 2020

Motion: Carlson

Second: Hagga

Kabat Roll Call Vote: Welvaert, Carlson, Haga, Sandison, Hubbard, Castillo, S. White, L. White, Hughes

## Motion Carried

### 5. Treasurer's Report

5A. Kabat updated the commissions \$2,000.00 budget beginning of each calendar year. Last year did not spend the full amount due to cancelled events. Goal should be to spend the full \$2,000.00. Start with \$2,000.00 each year not able to roll over or donate.

### 6. Old Business

#### 6A. Recap: MLK Breakfast

Commissioner Welvaert shared the event was on the cities U-tube page, it still can be viewed. Virtual was different but felt the commission captured the feeling of the community like they were all together. Parks and Rec was an added plus to the program. Commissioner Haga felt it was great as well, excellent job by Commissioner Carlson. Commissioner Carlson put a lot of work to make it come together as well as the help of Kevin Wright. Commissioner Carlson shared what we learned from this year to apply to next year. Kabat expressed we were able gain new partnerships to explore new ideas, the Arts Consortium, also partnered with breakaway academy, shared their thoughts for the future.

#### 6B. Discussion: 2021 Goals and Priorities

Commissioner Welvaert shared the commission and members of the City Council worked hard last year on a Strategic Plan. Kabat wrote up a staff report outlining some of the goals and sent a copy of the strategic plan in the packet for review.

Commissioner Welvaert suggested to brainstorm as what the commission would like to work on this upcoming year along with key goals. Think about other opportunities to join other committees. Commissioner Sandison inquired about the Green Card Voices exhibit; can we do this as a permanent outdoor exhibit? Discussion regarding this exhibit was talked about, liked the idea. Kabat will research further and report back.

Commission is encouraged to send ideas/thoughts regarding goals/ideas to Kabat before next meeting or just come with thoughts to next months meeting.

#### 6C. Discussion: Letter to the Editor

Commissioner Welvaert shared with the new members previous discussions on writing a letter to the editor to raise awareness of the Commissions work it has done. Kabat and Wright put together a draft letter for the commission to review. Very open to suggestions from the commission. Commissioners shared some ideas to add/change the letter. Ex: define diversity, translate letter in other

languages. Communications department has budgeted for a translation item. Wright will take the lead and work on updating the letter. Kabat will send out the revised letter to the commission. Will discuss at the next meeting.

Discussion was brought up to take a current photo of the commission for the City website. Need to do this sometime in the future. In the meantime, will use the HRC logo and take off Kabat's contact information.

Commissioner Carlson shared the purpose of the Diversity Calendar that was sent to the commission. Commissioner Carlson researched how other organizations utilize diversity calendars in their daily operations. Suggesting pick one or two topics on diversity to feature each month on the website. Commissioner Welvaert feels a great guide to utilize with what time of year the commission wants to plan events. This could possibly be another sub-committee that can be formed.

Commissioner Hubbard suggested to add Asian Pacific American Heritage Month in May to the diversity calendar. Kabat to add to the calendar.

## 7. New Business:

### 7A. Form 2021 Committees

Commissioner Welvaert suggested to discuss the sub-committees at next month's meeting. Kabat summarized how we used the present sub-committees in the past. Wants to make it clear that it is not a requirement to join a sub-committee. Current sub-committees are as follows:

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

Commissioner Welvaert explained the River City Days Event, the commission is invited to volunteer during this event weekend. Kabat explained other sub-committees can be formed as needed.

Commissioner Haga inquired if we want to broaden other observations to the diversity calendar? Kabat expressed this may be a trial and error and go from there for the time being.

Commissioner Castillo inquired about forming a new sub-committee – A diversity sub-committee for recruiting, hiring, having a representative group of staff.

Commissioner Castillo found this to be a powerful way to insure people's voices are being heard. Sub-committee could possibly help advise city council on how to recruit, use different spectrums of the community. Commissioner Castillo would like to be a part of this possible new sub-committee. Kabat stated the city has had previous discussions on hiring, he feels Commissioner Castillo would be very knowledgeable, helpful and has great skills to share regarding this topic.

Commissioner Welvaert noted the MLK and River City Days events happen annually. The sooner the better to sign up for these two sub-committees the better. The commission should know by the upcoming month which sub-committee they would like to join.

Commission Hughes shared a lot of people attend school board meetings which are public, how does that apply to quorum? Kabat recommends commission to coordinate with each other for a possible quorum. Commissioner Hughes inquired for River City Days can the commission hang thank you banners up for community members? Kabat recommends for the River City Days sub-committee look into Commissioners Hughes question.

Commissioner Welvaert explained a Sub-committee can consist of 3 or less members. This can include Kabat or other community members that are joining  
**NOTE:** *ONLY 3 commissioners per sub-committee.*

Commissioner Sandison shared the month of July is coming up quickly, nice to think about if we can honor George Floyd? Kabat expressed a good idea. Commission needs further discussion on this topic.

Kabat recommends forming a calendar sub-committee

**NOTE:** *Please let Kabat know where your interest is for joining a sub-committee before the next meeting.*

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

Treasurer/Secretary - Kabat recommends keeping with staff, Kabat accepted the role and happy to serve.

Commissioner Welvaert explained anyone can make a recommendation/nomination for the open 2021 HRC positions. Commissioner

Welvaert shared her reasoning to step down from the Chairperson position but would like to continue to serve on the commission.

Commissioner Welvaert presented her reasoning to nominate Commissioner Sarah Carlson for Chairperson for the Human Rights Commission for Chaska

Motion: Welvaert

Second: Haga

Kabat Roll Call Vote: Welvaert, Carlson, Castillo, Haga, Hubbard, Sandison, S. White, L. White, Hughes

Motion Carried.

Commissioner Welvaert nominated commissioner Haga for Vice-Chair

Commissioner Haga accepted

Motion: Welvaert

Second: Castillo

Kabat Roll Call Vote: Welvaert, Carlson, Castillo, Haga, Hubbard, Sandison, S. White, L. White, Hughes

Motion Carried

Kabat explained council does need to approve the motions, it will go to the March 15<sup>th</sup> council meeting. Officially start the March 25<sup>th</sup> meeting.

Kabat explained Commissioners fill the position for 3 calendar years except for the youth position is for one year but can reapply.

Commissioner Carlson and Welvaert shared the passing away of Barbara Colhapp who was a founding member of the Human Rights Commission. She was a great contributor to the commission and will be missed.

#### 8. Other Business

Commissioner Welvaert shared Judith Meisel passed away in November, grateful she was able speak to our community.

Kabat will send out the workshop links Marshall Grange shared. Notify Nate if you are interested, could be a possible quorum.

#### 9. Next Meeting Date – March 25, 2021

#### 10. Adjourn

Motion: Haga

Second: Carlson

Kabat Roll Call Vote: Welvaert, Carlson, Castillo, Haga, Hubbard, Sandison, S. White, L. White, Hughes

**STAFF REPORT  
CHASKA HUMAN RIGHTS COMMISSION  
March 25, 2021**

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

Prepared By:        Nate Kabat

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**Balance and Expenditures:**

|                                |                |
|--------------------------------|----------------|
| <b>2021 Beginning Balance:</b> | <b>\$2,000</b> |
| January                        | -              |
| February                       | -              |
| March                          |                |
| Business Cards (3 sets)        | \$75.00        |
| <b>Balance:</b>                | <b>\$1,925</b> |

# **REQUEST FOR ACTION**

## **CHASKA HUMAN RIGHTS COMMISSION**

### **March 25, 2021**

**Subject:**           **Form 2021 Committees**

Prepared By:       Nate Kabat

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#### **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.

Sub-Committees were introduced to the Commission in February. At that time, the Commission decided to take a month to think about the sub-committees they would like to serve on. The intention is for the appointments to be made to the sub-committees at this evening's meeting.

#### **Update**

Sub-committees for 2021 to consider include:

- MLK Breakfast
- River City Days
- Calendar Committee
- Webpage
- Program Committee
- Guest Speaker

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 determined

**STAFF REPORT**  
**CHASKA HUMAN RIGHTS COMMISSION**  
**March 25, 2021**

**Subject:**           **Letter to the Editor**

Prepared By:       Nate Kabat

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**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.

A draft letter was shared with the Human Rights Commission at the February meeting. Since then, Chair Carlson and Vice-Chair Haga have reviewed and identified revisions. The letter included with this memo is a draft for consideration.

Staff requests final feedback on the proposed letter.

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

We're guessing that was an eye opener for many of you, and that's why we're writing this letter. We want to give 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 Chaska 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](http://www.chaskamn.com/youtube).

Our mission is 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. We have become a more diverse community, and we want to celebrate that diversity. Diversity is typically thought of in the lens of race and gender, but it also spans socioeconomic status, age, physical abilities, and much more.

As Chaska Human Rights Commissioners, we want to nurture a space where diverse voices can be shared. We want to make sure no one in our community feels left out. We want to be a welcoming community for all.

While we have made strides, we still have a ways to go. With some of the incidents we have experienced 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. 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 to get to know you better. Whether you belong to a local organization or are an individual who is serving our community, let's have a conversation. Please reach out to us at [hrc@chaskamn.com](mailto:hrc@chaskamn.com) or join us at one of our meetings.
4. We want to continue our ongoing efforts. Every year, we hold a Dr. Martin Luther King Jr. 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, and we hope you join us!

**The Chaska Human Rights Commission**