



AGENDA
CHASKA HUMAN RIGHTS COMMISSION
CHASKA CITY HALL - COUNCIL CHAMBERS & ZOOM
Thursday, August 26, 2021
6:30 PM

- 1 Roll Call
- 2 Adopt Agenda
- 3 Open Forum/Guest Presentation
 - 3A Guest Presentation: Robin Francis, Director of Equity and Inclusion, Easter Carver County Schools
- 4 Approve Minutes
 - 4A Adopt Meeting Minutes - July 22, 2021
- 5 Treasurer's Report
 - 5A Treasurer's Report - 2021
- 6 Committee Updates
 - 6A River City Days
 - 6B MLK Celebration Committee
 - 6C Program Committee
 - 6D Budget Committee
 - 6Di Proposed Budget Request, 2022
 - 6E Webpage Committee
 - 6F Empathetic Response Committee
- 7 New Business

8 Next Meeting Date - Sept. 23, 2021

9 Adjourn



Minutes
CHASKA HUMAN RIGHTS COMMISSION
ZOOM
Thursday, July 22, 2021
6:30 PM

1. Roll Call
Present: Carlson, Haga, Welvaert, Sandison, Hubbard, S. White, L. White
Absent: Castillo, Hughes, Spreadbury
2. Commission Photo
Photo of Commissioners was taken by Kabat
3. Adopt Agenda
Motion: Sandison
Second: Haga
Motion Carried
4. Open Forum/Guest Presentation – no guests
5. Approve Minutes
5A – Adopt Meeting Minutes – June 24, 2021, Commissioner Haga noted a spelling error on the last page, it has been corrected.
Motion: Welvaert
Second: Hubbard
Motion Carried
6. Treasurer's Report
6A. Treasurer's Report 2021
Kabat reported July expenses, one T-shirt for \$14.00 and \$500.00 expense for the Pride Picnic which included the DJ, decorations, tie-dye booth, and ice cream. The remaining balance for the year is \$1,369.00. Commissioner Carlson noted to keep the pride \$500.00 amount if not higher in mind for next year.

7. Committee Updates

7A. River City Days Committee

7Ai River City Day's Update

Commissioner L. White reported the committee met and went thru the bins. Staff will bring bins to River City Days. Discussed volunteering schedule for the event. Commissioner Welvaert inquired about the pride banners from the art project, Kabat to make sure banners will be at the booth. Kabat will purchase candy for the event and bring the note pads, markers, and all other supplies

7B. Calendar Committee – Pride Celebration Debrief

Commissioner Carlson opened a discussion on how the commission felt the event went? Commissioner Hubbard felt we should host again next year, possibly the same time frame as the actual pride weekend. Inquired if we could partner with someone to have more t-shirts to help with the cost. Suggested to add more money to the budget for the event and possibly ask the city council for assistance.

Commissioner Haga shared the event far exceeded her expectations, she 100 % agrees to host again next year. Have a year time frame to come up with other ideas and to consider the time frame, does it make sense to host the same time as pride weekend in Minneapolis? Noted the Parks and Recreation department were a huge help.

Commissioner Welvaret shared the feedback she received was great. The event had the community feel of everyone having fun, captured the sense of belonging that the commission wanted.

Commissioner Sandison liked to see younger people came to the event, she liked the amount of programming, and ice cream was a good option. Shared if the event is getting bigger, suggests more tie-dye supplies and possibly booths or food trucks.

Commissioner Carlson shared it felt good to be in the park and be with others, in favor to host again next year and try and partner with other businesses/organizations. Thanks to Park and Recreation Department for all the help. Happy to see the City Administrator and Assistant City Administrator and their families along with some council members attended. Commission was also happy to see Cassie Bernhard (GSA) attend the event. They have other suggestions/ideas to share with the commission.

Commissioner Carlson suggested taking the ideas and move them to the program committee.

7C. MLK Celebration Committee

Commissioner Welvaert updated the commission sharing the committee met and decided to extend an invitation to Jonathan Palmer to be the keynote speaker. Mr. Palmer responded he is honored and available to attend. He does have a standard speaker fee of \$1,000.00 but is willing to modify/adjust to fit the commission's budget, more details to follow.

Commissioner Haga inquired if the commission ever thought about having a SA contest? Possibly a community-wide contest with a distinguished panel of judges, possibly the Mayor and Superintendent, or other folks? Thinking about ways to get people/kids more involved.

Commissioner Welvaert noted Robin Gordon from the school district attended their last meeting and shared some ideas of different ways that the commission can connect with the school district.

Commissioner Carlson asked Commissioner Welvaert if she is looking for a dollar amount to be approved for a speaker? Commissioner Haga suggested possibly waiting for a later date, wants to be mindful of the dollars the commission has. After further discussion, Kabat will talk with City Administrator Matt Podhradsky how to go about asking for a higher budgeted amount. Kabat shared it's a 6-month process and now would be the time. After further discussion Commissioners, Haga and Carlson will form a budget committee and report back to the commission.

Commissioner Carlson inquired to Kabat where the HRC budget falls under? Kabat explained budget codes for HRC fall under the City council budget, they do not show up as a line item.

7D. Program Committee

A meeting was scheduled however the timing was not good so no members attended the meeting.

Commissioner Carlson inquired about merging the calendar and program committees? The possible issue about merging the committees was a quorum. After further discussion felt the two were the same type of committees.

Kabat summarized the discussion for now pausing the calendar committee with possibly bringing it back in December. The commission will continue to have the

program committee which has changed to commissioners Haga, Carlson, and Sandison. Commissioner Hubbard moved to the budget committee.

Commissioner Sandison mentioned the calendar committee met, the discussion was on the pride celebration and possibly the Native American Heritage month in November. No action items but discussed finding groups to partner with.

7E. Webpage Committee

Commissioners Carlson, Sandison, and L. White will set a date/time for a meeting.

7F. Empathetic Response Committee

Commissioners Castillo and Spreadbury were not in attendance at the meeting so no update.

8. New Business:

8A. Rotary Presentation

Commissioner Carlson shared Commissioner Welvaert was contacted by the Chaska Rotary to schedule a time to do a presentation to them. Jen turned over to Commissioner Carlson and Kabat who prepared a slide presentation to present at the Chaska Rotary Club meeting on July 29th. Kabat out of town, Commissioner Haga to attend the meeting with Commissioner Carlson. Below is an overview of the presentation.

- Announce who is on the HRC
- About the commission including, when established, 10 commissioners appointed by the City Council, purpose, and mission.
- Strategic Plan
- Programs
- MLK Human Rights Breakfast
- Human Rights Award
- Pride Picnic
- Community Educational Events
- Relationships
- Partnership Opportunities

Commissioner Carlson shared the green card voices and the possibility of partnering with the rotary, asking for a dollar amount of \$900.00, knowing the dollar amount is \$1,000.00 or higher. The dollar amount can change however feels like a great opportunity to ask in a way that ties the Chaska Rotary into what HRC is all about.

Kabat feels a good opportunity as well, he has had conversations with a member of the rotary and shared part of what the rotary wants is to explore opportunities to learn more about and be a part of diversity topics in the community and that is what they want to learn from HRC. The rotary is a fundraising group as well, this could bring other opportunities for the HRC.

Commissioner Hubbard shared he feels if we could sell Green Card Voices to the rotary, he feels they will give something, not necessarily funds but something. Feels they have enough funds so not to be shy about asking a high dollar amount.

Kabat shared partnering with other cities is also a possibility, it would be up to an organization if they want to support and partner with other events.

After further discussion, Commissioner Carlson can adjust the dollar amount, we would welcome any amount of a contribution.

Commissioner Carlson will discuss Marnita's table and also will be asking the rotary to partner with the MLK event in January.

Kabat shared the rotary is made up of business owners as well which can lead to other partnering opportunities.

Kabat shared the status of green card voices after the last meeting was that August was too soon, it was decided to go back to the program committee which is now reorganized, looking more like a month in 2022 to hold the event.

8B. Other Business – no other business

Commissioner Hubbard asked if the commission can receive advance notice of events that are happening within the community? Would like to see HRC make an appearance. Kabat will make sure the commission is aware of events and let him know if you are attending.

9. Next Meeting Date – August 26th, 2021 at City Hall Council Chambers and Zoom. Guest speaker Robin Gordon will attend for visitor presentation and in September presentation from Julie Frick CDA affordable housing opportunities in Chaska.

10. Adjourn

Meeting Adjourned

STAFF REPORT
CHASKA HUMAN RIGHTS COMMISSION
August 26, 2021

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

Prepared By: Nate Kabat

Balance and Expenditures:

2021 Beginning Balance:	\$2,000
January	-
February	-
March	
Business Cards (3 sets)	\$75.00
April	-
May	
T-shirts (3)	\$42.00
June	-
July	
T-shirt	\$14.00
Pride Picnic	\$500.00
August	
Name Tags (4)	\$59.60
Candy for RCD Booth	\$18.74
Balance:	\$1,290.66

**REQUEST FOR ACTION
CHASKA HUMAN RIGHTS COMMISSION
August 26, 2021**

Subject: River City Days

Prepared By: Nate Kabat

Background

Following the River City Days event, it is a good time to take stock of the giveaway items and look ahead to the next year. All items were handed out at this year's event, and none remain to be used for next year. With funds available in the budget for 2021, now is a good time to consider re-stocking the giveaway supply.

At the request of Chair Carlson, staff have prepared cost estimates to order more pens and fans. She has suggested that since those items have proven to be popular, it makes sense to continue with them.

Attached to this memo are pricing details for pens and fans. Staff seek direction from the Human Rights Commission on quantities to order.

HUMAN RIGHTS COMMISSION ACTION REQUESTED

Motion to authorize staff to order _____ number of pens and _____ number of fans as giveaways for upcoming River City Days and other events.

E705
The Milano
In Metallic Colors



THE MILANO STYLUS BALLPOINT PENS

E705

The Milano Stylus Ballpoint Pen...Perfect for the budget minded...Stylish, slim, affordable and elegant, available in a variety of bright attractive fashionable colors as shown...Perfect for office, trade shows, sales visits and other promotional events... Write in popular black ink.

E705

Quantity	250	500	1,000	2,500	5,000	25,000	50,000	100,000	500,0
List Price	\$0.70	\$0.65	\$0.60	\$0.55	\$0.50	\$0.48	\$0.45	\$0.42	\$0.3



CREATE A VIRTUAL SAMPLE

Full Details



TWIST-N-CHILL FAN

TNC

Help your customers and supporters to keep their cool during those warm weather activities and events with the Twist-n-Chill fan. This 8" round ABS fan has a durable design that stores and transports easily. Just flip up the integrated handle to create a hand fan that generates a refreshing breeze with just a slight hand movement. Great for concerts, sporting events, tailgates, country fairs, picnics and more! Choose from a rainbow of fun colors and add your company logo, name or message to customize.

TNC

Quantity	150	250	500	1,000	2,500
List Price	\$2.75	\$2.31	\$2.09	\$1.87	\$1.55



CREATE A VIRTUAL SAMPLE

Full Details

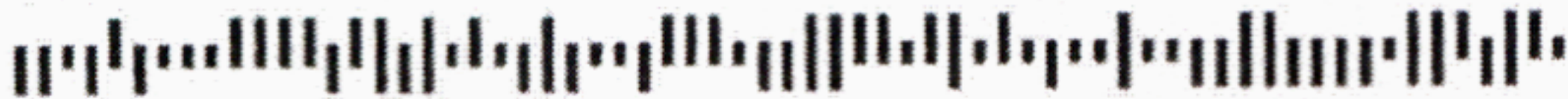


Remit To:
American Solutions for Business
8479 Solution Center
Chicago IL 60677-8004

Return Service Requested

Invoice Date 7/30/18	Account Number ASB000000099697	Invoice Number INV03666663
Invoice Amount Payable in U.S Dollars 342.93		Amount Paid

2536000296 PRESORT 296 1 MB 0.421 P1C1 <>



CITY OF CHASKA
1 CITY HALL PLAZA
CHASKA MN 55318-1962

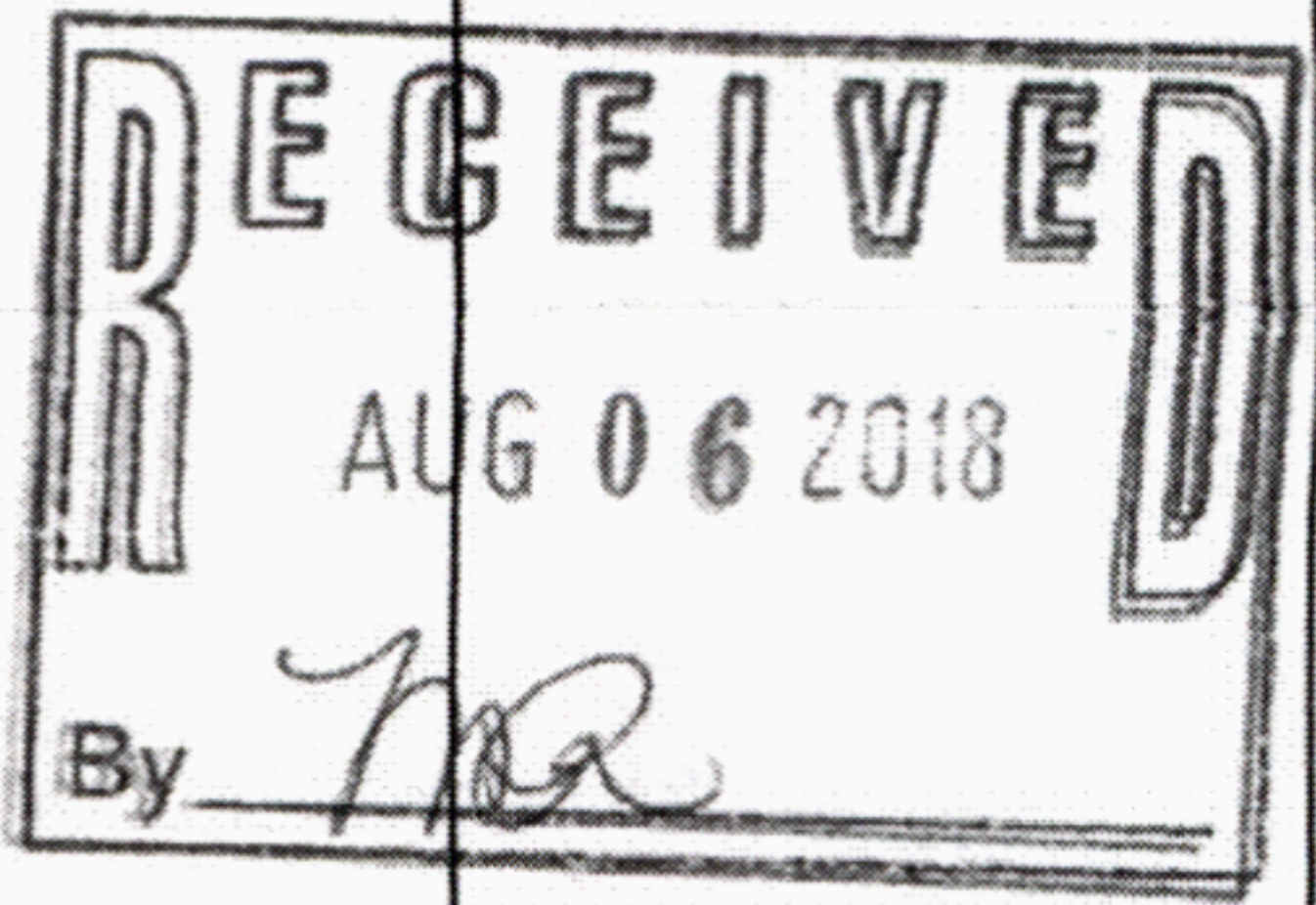
Ship to: City of Chaska
ATTN: Nate Kabat
One City Hall Plaza
Chaska MN 55318

Please Remit Top Portion with Payment

Customer Invoice

Invoice Date 7/30/18	Order Date 6/29/18	Ship Via United Parcel Service	Sales Order No 433925	Customer PO Number		
Customer Account Number ASB000000099697	Invoice Number INV03666663	Terms Net 30	Sales Associate 00467-Carol Riese			
Ship Date	PO#	Quantity Shipped	Description	Unit Price	Unit	Extended Amount
7/18/18		250.0000	TNC Fans	1.1000	EA	275.00
7/18/18		1.0000	Set Up	50.0000	EA	50.00
7/18/18		1.0000	Freight	17.9300	EA	17.93

RECEIVED
AUG 06 2018
By 



Notes: 10111100-44600 HR Com.

Net 30

Business Forms		Promotions/Ad Specialties		
Continuous	Unit Sets	Glassware	Business Gifts	Calendars
Labels	Tags	Cards	Key Tags	Pens & Pencils
Envelopes	Letterhead	Magnets	Wearables	Bags
Copier Supplies	Direct Mail	Caps	Recycled Plastics	Awards
Design Services	Management Services	Incentive Programs	Packaging Supplies	

Subtotal	342.93
Surcharge	0.00
Discount	0.00
Taxes	0.00
Deposit	0.00
Amount Due - in USD	342.93

Thank you for thinking of American Solutions for Business
P.O. Box 218 • Glenwood, MN 56334-0218
Phone (800) 862-3690 • Fax (320) 634-5265

Customer Invoice

A service charge of 1 1/2% per month with a maximum per annum charge not to exceed state and federal laws will be charged on all past due invoices.

MLK Celebration Planning Meeting August 11, 2021

Present: Sarah Carlson, Jen Welvaert, Sienna White, Kevin Wright

1. Brief discussion about art/student videos
 - a. Kevin had conversation with art teacher at La Academia who is interested in participating in some way
 - b. We discussed displaying student art at event or throughout the month at Event Center or CCC
 - c. We should compile a list of contacts for area schools (ISD 112, private & charter schools within Chaska)
 - d. Details will be figured out after 9/1; also need to coordinate Welcomes in multiple languages/demographics after 9/1
2. Discussion about budget
 - a. We need a list of expenses from previous years so we can anticipate costs for this year; is there a spreadsheet?
 - i. Anticipated costs include honorarium for keynote, pastries, coffee, juice, service/set-up (linens, trays, napkins, etc.), other???
 - b. Which expenses can be paid from 2021 HRC budget?
 - c. Check with vendors for a cost estimate:
 - i. 100 Red Bench pastries – Sienna
 - ii. 100 El Paisano pastries – Sarah
 - iii. 150 cups of Dunn Bros. Coffee – Jen (also ask if they can deliver)
 - d. Committee agreed to ask HRC to approve a \$500 honorarium for Jonathan Palmer
 - e. Who can we partner with to help financially (or other ways)?
 - i. Chamber, Downtown Chaska Businesses, banks, community groups, etc.
 - ii. Sarah & Jen will meet to draft a document/letter to reach out to explain history of MLK event, ways to support, etc.
 - iii. Sarah & Jen will connect with Parks & Rec to find out which organizations have offered support for Chaska Cares & other programs
3. Keynote
 - a. Ideas for themes
 - i. How do Chaska's community values connect with MLK's legacy?
 - ii. Addressing unrest in community, especially related to George Floyd's death, racism incidents in Chaska, the spotlight on inequities in our country, etc.
 - iii. How do we build trust & connection between different groups in Chaska?
 - b. Jen will contact Jonathan Palmer to discuss ideas
4. Jen suggested we offer coloring sheets/crayons for children who attend event
 - a. Parks & Rec help coordinate this?
 - b. HS art students submit line art options to reprint?
5. Besides Facebook, how can we market the event effectively in new ways?
6. Next meeting: **Wednesday 9/8/21 at 2:45pm (Council Chambers or Zoom)**
7. **Present to the HRC Commission on August 26, 2021 for Approval of Costs:**

Honorarium	\$500.00
Pastry/ coffee	\$340.00
Event Center Set up	\$200.00
TOTAL	\$1,040.00

REQUEST FOR ACTION

CHASKA HUMAN RIGHTS COMMISSION

August 26, 2021

Subject: **Proposed Budget Request, 2022**

Prepared By: Nate Kabat

Background

The Human Rights Commission is unique among the City Council appointed Boards and Commissions at the City of Chaska in that it has an assigned budget to support its activities each year. Historically, that assigned budget has been \$2,000. Funds have been used to support the MLK Community Celebration, various community conversations on topics pertinent to the time, obtaining resources like name badges, identifying t-shirts, and business cards, and the River City Days booth.

Update

As the Human Rights Commission has worked over the last year to implement the Strategic Plan that was developed jointly with the City Council in 2020, new events and activities have been identified. The Commission has identified that implementing the Strategic Plan and the new activities associated with it will be severely limited by the current budget. To evaluate a reasonable budget request, the Commission designated a Budget Committee.

Recommendation

The following budget is a recommendation to the Commission for consideration. The line items are based on annual events and activities that the Commission has held in addition to planned activities for 2021. The associated costs are based on actual costs incurred for the annual events and on fees associated with planned activities. If the Commission agrees, this budget request can be forwarded for consideration in the City Council's 2022 budget process.

Activity	Budget Recommendation
MLK Community Celebration	\$1,100.00
Pride Picnic	\$1,000.00
Green Card Voices	\$1,800.00
Fall Activity	\$500
Administrative	\$600
Total	\$5,000

HUMAN RIGHTS COMMISSION ACTION REQUESTED

Motion to approve the proposed budget request for Council consideration for fiscal year 2022.