



AGENDA
CHASKA HUMAN RIGHTS COMMISSION
CHASKA CITY HALL - COUNCIL CHAMBERS & ZOOM
Thursday, January 23, 2025
6:30 PM

1. Roll Call
2. Adopt Agenda
3. Open Forum/Guest Presentation
4. Approve Minutes
 - 4.A. Approve Meeting Minutes - November 21, 2024
5. Treasurer's Report
 - 5.A. Treasurer's Report-January 2025
6. Old Business
 - 6.A. MLK Human Rights Celebration Recap
7. New Business
 - 7.A. 2025 Action Plan
 - 7.B. 2025 Subcommittee Assignments
8. Belonging Message
9. Next Meeting Date - February 27, 2025
10. Adjourn



Minutes
CHASKA HUMAN RIGHTS COMMISSION
THURSDAY, NOVEMBER 21, 2024
6:30 PM

1. Roll Call

Present: Vice Chairperson Welvaert, Commissioners Martin Hubbard, Rehn LeSueur, Brittany Haanan, Youth Representative Juhi Ghatti, and City Staff Elise Durbin

Absent: Chair Carlson, Commissioner Ali-Daar, Sandison, Mee, and Hamza

2. Adopt Agenda

Motion: Commissioner Lesueur

Second: Commissioner Hubbard

Motion: Carried

3. Open Forum/Guest Presentation – no guests

4. Approve Minutes

4.A. Adopt Meeting Minutes – October 24, 2024

Commissioner Welvaert requested a correction to Commissioner Ali-Daar's attendance.

Motion: Commissioner Haanan

Second: Commissioner Ghatti

Motion: Carried

5. Treasurer's Report

5.A. Treasurer's Report 2024

Durbin reported November expenses as follows: She reported that the Latino V.O.I.C.E.S payment that was approved at the October meeting was paid out in November. She noted that there was \$2,000 allocated for the expenses associated with the Celebrate India event, only about \$1,500 was used. The remaining \$437 was returned to the balance.

The Treasurer's Report 2024 was approved by general consensus.

6. Old Business

6.A. MLK Human Rights Celebration

Durbin stated that a speaker for the event has been secured. Music will be provided by the District 112 choir. There will be an essay and coloring contest, they are looking into the potential for awarding prizes. Commissioner Welvaert asked if there are no funds available for the prizes, if the subcommittee could seek sponsors for the prizes.

6.B. Women's Appreciation

Nothing to report

6.C. Asian and Pacific Islander Recognition

Nothing to report

6.D. Pride Celebration

Nothing to report

6.E. River City Days

Nothing to report

6.F. Cultural Heritage Month

Commissioner Ghatti noted that the Celebrate India event went very well, and they had a great outcome. She noted that there was so much positive feedback and they are very excited about planning next year's event. Commissioner Welvaert added that she really enjoyed the event. She reported that the Commission helped sponsor the Katrina Parade. She added that she and Chair Carlson went to help build the Ofrenda. She noted that the event went very well, and they had an amazing community turnout. Commissioner Hubbard noted that he had heard from many people that they would like to have advertising from the event earlier so more people could hear about it. Commissioner Ghatti added that they should have an Instagram to reach a different demographic.

6.G. Indigenous Peoples Recognition

Durbin noted that the proclamation was read.

6.H. Veteran Acknowledgment

Commissioner Lesueur noted that they have tried to reach out to Veterans to acknowledge but have yet to hear back. Commissioner Hubbard added Middle School West puts on a Veterans Day Celebration and mentioned that the Commission could tag along with this and participate in some way.

6.I. Community Partnerships

Nothing to report.

7. New Business

7.A. HRC Booth Display Options

Durbin presented the different booth display options. The Commissioner discussed the different options available. Commissioner Ghatti asked if there is a budget for the display. Durbin noted that there is not a budget now. Durbin noted that she can create a few drafts of options and send them to the group. Commissioner Lesueur noted that they could pick out a few words to describe the Commission to the banner. Commissioner Welvaert suggested adding a QR code for more information. Durbin stated that she can order the tabletop, table cover, and black tablecloth all with the current logo. Durbin summarized the consensus that was met as follows: she will look at the materials of the retractable banners and determine which one is more durable, option #1 or #2, this will not be ordered now. She would propose the purchase of option #3 of the tabletop banner displays with the HRC logo and a QR code. They will go with option #3 of the table throws with the HRC logo on the front. They will also order option #1 of the tablecloth. Commissioner Ghatti added that the Commission should look into purchasing a wheeling wagon to carry the supplies to events.

Commissioner Welvaert asked for a motion to order the tablecloths and clips.

Motion: Commissioner Lesueur

Second: Commissioner Haanan

Motion: Carried

7.B. 2025 HRC Swag

Durbin displayed the different swag options. She added that there are about 50 total swag items remaining. Commissioner Haanan shared that she liked the hand sanitizer. Commissioner Ghatti added that frisbees were very popular in the past. Commissioner Hubbard discussed using what they currently have for now and buying swag for each specific event next year. Commissioner Welvaert asked if there were smaller sizes of the cups available. Commissioner Ghatti asked if they could have a shared Commission Google Drive for everyone to access if they are not able to attend a meeting.

Commissioner Welvaert asked for a motion to spend \$900 on hand sanitizer, frisbees, and water bottles for swag next year

Motion: Commissioner Haanan

Second: Commissioner Ghatti

Motion: Carried

8. Next Meeting Date – December 19, 2023, (Work Session at 5:30 p.m., Regular Meeting at 6:30 p.m.) at City Hall Council Chambers and Zoom.
9. Adjourn
Meeting adjourned at 7:45 p.m.

CHASKA HUMAN RIGHTS COMMISSION

January 23, 2025

2025 Beginning Balance:	\$6,500
January	
Human Rights Award Plaques	(\$168.74)
Books (MLK Day event)	(\$420.97)
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	
Balance:	\$5,910.29

Notes:

An additional ~\$300 is expected for MLK Day Celebration items. A final amount will be provided at the February 2025 meeting.

REQUEST FOR ACTION CHASKA HUMAN RIGHTS COMMISSION 1/23/2025

Subject: 2025 HRC Action Plan

Prepared By: Elise Durbin, Assistant City Administrator

Background

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

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

In 2020, the HRC and City Council held a joint work session to discuss this topic in more depth. Following that work session, the HRC, with input from several city departments, developed their first Strategic Plan. This was adopted by both the HRC and City Council in late 2020.

Since the adoption of the HRC's Strategic Plan, an annual action plan was developed to help guide the HRC's efforts for the upcoming year so that they coincided with the Strategic Plan.

2025 Action Plan

Chair Carlson and Vice Chair Welvaert developed an updated Action Plan. The proposed 2025 Action Plan is attached and follows the goals of the Strategic Plan and sets actions for each goal. Additionally, at the end of the document is another section that proposes actions for 2025 that do not necessarily fall under a certain goal, but rather are important for the work of the commission.

HRC ACTION REQUESTED

Motion to adopt the 2025 Action Plan.

Human Rights Commission 2025 Action Plan

Proactively Partner and Engage with Community Members and Groups

- Continue to engage and build relationships with organizations that we have worked with in the past.
- Seek sponsorships from organizations and businesses for HRC events.

Advise Staff and Council

- Request City Council to authorize additional funding for HRC programming and partnerships that promote a community of respect and dignity for all Chaska residents. Request funding increase to \$8,500 for 2026.
- Create a “belonging” message at monthly meetings of the Commission.
- Provide an annual presentation “Year in Review” to City Council.
- Engage city departments and others for presentation and partnership possibilities:
 - Administration
 - Parks and Recreation
 - Police Department
 - Fire Department
 - Municipal Services (Public Works, Electric, Water/Sewer)
 - Public and private schools in Chaska
 - Carver County including Public Health, Public Library, and Sherriif
 - Local businesses
 - SW Metro Chamber of Commerce
 - Chaska Downtown Business Alliance
 - Establish a sub-committee to regularly spotlight and engage partners.
- Create a communication plan to invite city departments to programming and events.

Community Engagement

- Develop a series of sessions with the purpose to engage, mentor, and develop a leaders program in conjunction with local ISD 112/schools, service clubs, and the Chamber.
- Sponsor or support gallery art opportunities in conjunction with the Arts Consortium and Chaska Parks and Recreation.
- Cooperate with Communities of Belonging to develop vision, mission, and goals.

Continue Ongoing Core Efforts

- Continue and promote core events, including: Dr. Martin Luther King Jr celebration, Pride Picnic, Cultural Appreciation event(s), or other core events determined at the discretion of the HRC.
- Create and promote timely messages or opportunities using the Diversity calendar to encourage active participation in creating a community where all are welcomed. Examples include:
 - Dr. King celebration, Black History month, Civil Rights and Humanity Engagement, possible Essay contest.
 - Women's Recognition highlighting women lead businesses and opportunities (March)
 - Asian and Pacific Islander (May)
 - Pride (June)
 - River City Days (July)
 - Cultural Heritage (September)
 - Indigenous People - honoring America's first inhabitant and the Tribal Nations that continue to thrive today (October)
 - Veteran Acknowledgement-joining organizations that thank all who honorably served in the military during war time and peace (November)
- Implement an HRC presence on Instagram

Other

- Identify how to evaluate/measure a success - Number of participants, community involvement, number of participating partners.
- Engage and support partners who share the vision of the Human Rights Commission

Commission Operations

- Establish subcommittee assignments at January meeting. New members to the Commission will choose subcommittee roles in February.
- Set expectations for the subcommittees to meet, plan and notify the City Communications Coordinator for events to be included in social media posts in a timely manner.
- Use document sharing to provide written explanations of events/activities/social media messages including evaluation and best practices for future event planning.

STAFF REPORT

CHASKA HUMAN RIGHTS COMMISSION

1/23/2025

Subject: **Committee Selections**

Prepared By: Elise Durbin, Assistant City Administrator

Annually, the Human Rights Commission spends time on the organizational structure of the Commission. This consists of two parts—the recommendation of a Chair and Vice Chair, as well as the formation of subcommittees.

Per City Code, the City Council is to appoint a Chair and Vice Chair for the Human Rights Commission for a one-year term and has relied in the past on the Commission to recommend individuals for these positions. A recommendation will be made at the February HRC meeting once (re) appointments have been made.

The second item the Commission should complete is the assignment of subcommittees. The subcommittees do the bulk of the work of the Commission and have no more than three commissioners on them. Additional members from other city departments, organizations, or from the general community can also be a part of the committee. Staff supports the subcommittees as needed, and all commissioners can participate and help at the events themselves. Below is the list of subcommittees, a brief description, and any pertinent dates associated with each subcommittee.

SUBCOMMITTEE	DESCRIPTION	DATES
Core Events		
MLK Human Rights Celebration	Annual breakfast event for the community on Martin Luther King, Jr. Day. Consists of a guest speaker, music, readings, and more. Work with other groups including Chaska Parks and Recreation, the school district, and others. Annual Chaska Human Rights Award is presented.	Next event is January 19, 2026
Pride Celebration	2025 will be the 5 th annual event. Last year's event included tie-dying, a community mural, games, ice cream, and more. Work with other groups including Chaska Parks and Recreation and the school district.	2025 Event is Saturday, June 21
River City Days	In the past, the HRC had a booth at the event educating the community.	2025 Event is July 25 and 26
Cultural Heritage Month	Over the past three years, there have been several events that the HRC has put on focusing on the different cultures in the city. Last year's event focused on celebrating Indian culture.	Fall 2025

Additional Events/Recognition		
Women's Appreciation	This is a committee decision on how to approach.	Spring 2025
Asian and Pacific Islander Recognition	This is a committee decision on how to approach.	May 2025
Indigenous Peoples Recognition	This is a committee decision on how to approach.	October 2025
Veteran Acknowledgement	This is a committee decision on how to approach.	November 2025

Staff recommends that the HRC take time on January 23 to discuss and select members for the subcommittees. It should be noted that at least one new HRC Commissioner will be appointed by the City Council in early February, so not all committees need to be filled with three commissioners at the January meeting.

2025 HRC Subcommittee Assignments

Subcommittee	Description	Dates	Subcommittee members	Staff Liaison
Core Events				
MLK Human Rights Celebration	Annual breakfast event on Martin Luther King, Jr. Day. Consists of a guest speaker, music, readings, and more. Work with other groups including Chaska Parks & Recreation, the school district, and others. Annual Chaska Human Rights Award is presented.	Next event is January 19, 2026.	1. 2. 3.	TBD
Pride Celebration	2025 will be the 5 th annual event. Last year's event included tie-dying, a community mural, games, ice cream, and more. Work with other groups including Chaska Parks and Recreation and the school district.	2025 Event is Saturday, June 21.	1. 2. 3.	TBD
River City Days	In the past, the HRC has had a booth at the event educating the community.	2025 Event is July 25 and 26.	1. 2. 3.	TBD
Cultural Heritage Month	Over the past three years, there have been several events that the HRC has put on focusing on the different cultures in the city. Last year's event focused on celebrating Indian culture.	Fall 2025	1. 2. 3.	TBD
Additional Events/Recognition				
Women's Appreciation	This is a committee decision on how to approach.	Spring 2025	1. 2. 3.	TBD
Asian and Pacific Islander Recognition	This is a committee decision on how to approach.	May 2025	1. 2. 3.	TBD
Indigenous Peoples Recognition	This is a committee decision on how to approach.	October 2025	1. 2. 3.	TBD
Veteran Acknowledgement	This is a committee decision on how to approach.	November 2025	1. 2. 3.	TBD