



AGENDA
CHASKA HUMAN RIGHTS COMMISSION
CHASKA CITY HALL - COUNCIL CHAMBERS & ZOOM
Thursday, April 24, 2025
6:00 PM

1. Roll Call
2. Adopt Agenda
3. Open Forum/Guest Presentation
4. Approve Minutes
 - 4.A. Approve March 27, 2025 Meeting Minutes
5. Treasurer's Report
 - 5.A. Treasurer's Report - April 2025
6. Old Business/Committee Updates
 - 6.A. MLK Human Rights Celebration
 - 6.B. Women's Appreciation
 - 6.C. Pride Celebration
 - 6.D. River City Days
 - 6.E. Cultural Heritage Month
 - 6.F. Indigenous Peoples Recognition
 - 6.G. Veteran Acknowledgement
 - 6.H. Community Outreach
7. New Business
 - 7.A. Partnerships and Funding Requests Policy
8. Belonging Message
9. Next Meeting Date - May 22, 2025
10. Adjourn



Minutes
CHASKA HUMAN RIGHTS COMMISSION
Thursday, March 27, 2025
6:30 PM

1. Roll Call

Present: Chairperson Carlson, Vice Chairperson Welvaert, Commissioners Martin Hubbard, Brittany Haanan, Kevin Mee, Hanne Sandison (arrived at 6:37 p.m.) and City Staff Elise Durbin

Absent: Commissioners Lesueur, Hamza, Duffy, and Ghatti

2. Adopt Agenda

Motion: Commissioner Haanan

Second: Commissioner Welvaert

Motion: Carried

3. Open Forum/Guest Presentation

3.A. MLK Celebration Art Contest Winner

Chair Carlson presented the award to the youngest art contest winner from the MLK celebration.

4. Approve Minutes

4.A. Adopt Meeting Minutes – February 27, 2025

Chair Carlson requested a correction to page 2, item 8, to change "Commissioner Ghatti noted that this year they have decided to celebrate India" to

"Commissioner Ghatti noted that in 2024 they decided to celebrate India."

Motion: Commissioner Mee

Second: Commissioner Hubbard

Motion: Carried

5. Treasurer's Report

5.A. Treasurer's Report 2025

Durbin reported March expenses as follows: In February, one new expense was added for Commissioner Duffy's nameplate. The budget sits at just over \$5,600.

Motion: Commissioner Welvaert

Second: Commissioner Haanan

Motion Carried

6. Old Business

6.A. MLK Human Rights Celebration

Chair Carlson noted that they celebrated the final piece of the event tonight with the art contest winner.

6.B. Women's Appreciation

Nothing to report.

6.C. Pride Celebration

Commissioner Welvaert shared that they had a meeting last week to start the beginning stage of planning. She noted that they would like to have a DJ again. She added that they discussed some organizations they would like to collaborate with at the event. They plan to keep the tie-dye station. She noted that they hope to do face painting again since it was very popular last year. Durbin stated that she is planning on reaching out to the library to see if they would like to participate. Commissioner Welvaert stated they would like to request \$2,000 for the event. She noted that the event is June 21st from 3-6 p.m. Chair Carlson asked if they will be paying a flat amount for the food trucks so people can grab food for free. Durbin stated that in the past, guests paid for their own food. Commissioner Hubbard asked if they have a way to track attendance this year to use for future planning. Commissioner Welvaert noted they would look into ways to track attendance. Commissioner Hubbard asked what the money will be used for. Commissioner Welvaert explained the different costs for the event. The Commission discussed more advertising possibilities.

Chair Carlson asked for a motion to authorize up to \$2,000 for expenses associated with the Pride Celebration.

Motion: Commissioner Welvaert

Second: Commissioner Haanan

Motion: Carried

6.D. River City Days

Chair Carlson shared that the subcommittee members were not present, but she believed that they were planning on registering to get a booth or table at the event.

6E. Cultural Heritage Month

Chair Carlson stated that she attended a Cultural Heritage event at Shakopee High School. She shared the program from the event and more details.

6.F. Indigenous Peoples Recognition

Nothing to report.

6.G. Veteran Acknowledgement

Nothing to report.

6.H. Community Outreach

Nothing to report.

7. New Business

Nothing to report.

8. Belonging Message

Chair Carlson read the March belonging message.

9. Next Meeting Date – April 24, 2025, at City Hall Council Chambers.

10. Adjourn

Meeting adjourned at 7:03 p.m.

CHASKA HUMAN RIGHTS COMMISSION
April 24, 2025

2025 Beginning Balance:	\$6,500
January	
Human Rights Award Plaques	(\$168.74)
Books (MLK Day event)	(\$420.97)
Refreshments (MLK Day event)	(\$256.05)
February	
HRC Commissioner name tag	(\$21.10)
March	
Pride Celebration Budget	(\$2,000.00)
April	
May	
June	
July	
August	
September	
October	
November	
December	
Balance:	\$3,633.14

Notes:

- A budget of \$2,000 was approved at the March 27, 2025 HRC meeting for the Pride Celebration event.

REQUEST FOR ACTION CHASKA HUMAN RIGHTS COMMISSION 4/24/2025

Subject: Chaska Human Rights Commission Partnerships and Funding Requests Policy

Prepared By: Elise Durbin, Assistant City Administrator

Background

Over the past several years, the visibility of the Chaska Human Rights Commission has increased due to the work the Commission has done in the community. This has stemmed from the strategic planning work that was completed, as well as actions set out in the annual action plan.

With this visibility, more requests are coming forward to the Commission to partner with organizations in the community to advance their goals and missions. Some of these requests are just to provide staffing help at different events, but some of these requests are monetary. Currently, there is no process in place to review these requests, and instead they have been reviewed by the Commission as they come up. With an increasing number of requests, staff has put together a policy to provide the Commission (as well as the organizations requesting partnerships) with guidance on how to review and evaluate such requests.

Attached is a policy for the Commission to consider regarding partnerships and funding. Highlights of the policy consist of:

- Purpose
- Guiding Principles including alignment with the HRC's mission, community benefit, and sustainability and feasibility
- Eligible partners
- Proposal process including submission, review/evaluation, and decision

Recommendation

With the increase in requests from outside organizations to partner with the Commission, having a policy in place to review the requests will streamline the review, as well as allow the Commission to articulate to other organizations what is important when it comes to partnering. Staff recommends adopting the Chaska Human Rights Commission Partnership and Funding Requests Policy.

HRC ACTION REQUESTED

Motion to approve the Chaska Human Rights Commission Partnership and Funding Requests Policy.



Chaska Human Rights Commission Partnerships and Funding Requests Policy

I. Purpose

The purpose of this policy is to establish guidelines and procedures for partnership opportunities and funding requests submitted to the Chaska Human Rights Commission ("the Commission"). The policy seeks to ensure transparency, equity, and alignment with Commission priorities, and responsible use of city resources.

II. Guiding Principles

1. Alignment with Mission: All partnerships and funding requests must support the Commission's purpose under Chaska City Code, the Commission's goals under their Strategic Plan, and the Commission's annual work plan.
2. Community Benefit: Partnerships should provide demonstrable benefits to Chaska residents and/or businesses.
3. Sustainability and Feasibility: Proposals must demonstrate financial and operational viability.

III. Definitions

- Partnership: A collaborative relationship between the Commission and an external party for mutual benefit, which may or may not involve financial support.
- Funding Request: A request for financial assistance from the Commission to support a specific project, program, or initiative.

IV. Eligible Partners and Applicants

- Nonprofit organizations
- Community-based groups
- Educational institutions
- Local government agencies (outside the City of Chaska)

V. Proposal Process

1. Proposal Submission

Proposals can be submitted either via email or letter to the Commission's staff liaison, but must include:

- Background on the organization requesting
- Description of the project or partnership
- Goals and expected outcomes
- Funding amount requested (if applicable)
 - Overall budget
 - Line item uses for Commission funding
- Timeline for event or partnership
- How the request aligns with the Commission's goals

2. Review and Evaluation

Proposals will be evaluated by the Commission using the following criteria:

- Relevance to the Commission's priorities
- Community benefit
- Feasibility and capacity to deliver
- Budget clarity and reasonableness (if applicable)

3. Decision and Notification

The Commission will vote on funding or partnership proposals during a regular meeting of the Commission. The applicant should plan on attending the meeting to review the request with the Commission.

VI. Funding Conditions

If the Commission approves a funding request, the applicant will work with City Staff to determine the documentation needed in order to receive the funding.

VII. Limitations and Exclusions

- The Commission does not provide general operating support.
- Requests from political or religious organizations must be for nonpartisan and nonsectarian purposes.
- Funding for previously completed events/projects is not allowed.

VIII. Policy Review

This policy shall be reviewed periodically to ensure it remains current with Commission objectives and community needs.