



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

1. Roll Call
2. Adopt Agenda
3. Open Forum/Guest Presentation
4. Approve Minutes
  - 4.A. Approve Meeting Minutes - August 28, 2025
5. Treasurer's Report
  - 5.A. Treasurer's Report - October 23, 2025
6. New Business
  - 6.A. Dia de los Muertos Ofrenda Request
7. Old Business
  - 7.A. MLK Human Rights Celebration
  - 7.B. Women's Appreciation
  - 7.C. Pride Celebration
  - 7.D. River City Days
  - 7.E. Cultural Heritage Month/Celebrate India
  - 7.F. Indigenous Peoples Recognition
  - 7.G. Veteran Acknowledgment
8. Belonging Message
9. Next Meeting Date - November 20, 2025
10. Adjourn



Minutes  
CHASKA HUMAN RIGHTS COMMISSION  
Thursday, August 28, 2025  
6:30 PM

1. Roll Call

Present: Chairperson Carlson, Vice Chairperson Welvaert, Kechi Duffy, Hanne Sandison, Brittany Haanan, and City Staff Elise Durbin

Absent: Commissioners Hubbard, Lesueur, Mee, Hamza, Ghatti

2. Adopt Agenda

Motion: Commissioner Sandison

Second: Commissioner Welvaert

Motion: Carried

3. Open Forum/Guest Presentation – no guests

4. Approve Minutes

4.A. Adopt Meeting Minutes – June 26, 2025

Motion: Commissioner Welvaert

Second: Commissioner Duffy

Motion: Carried

5. Treasurer's Report

5. A. Treasurer's Report 2025

Durbin reported August expenses as follows: Most of the pride costs were reflected at the last meeting. The cost of a t-shirt for the pride event has been taken out. The cost of the River City Days booth has also been taken out. There was an unused pride balance of \$764, which was returned to the balance. She stated that they had to buy new clips for the tablecloth.

Motion adopted by general consensus.

6. Old Business

6. A. MLK Human Rights Celebration

Chair Carlson noted that the Commission will need to start looking for a guest speaker for the 2026 event.

6.B. Women's Appreciation

Nothing to report.

6.C. Pride Celebration

Nothing to report.

6.D. River City Days

Nothing to report.

6E. Cultural Heritage Month

Commissioner Haanan stated that they have a space reserved on November 14<sup>th</sup> at the event center. She stated that the cost for the reservation is \$1700, and they are hoping to get some of that cost covered. They have been in contact with food trucks for the events. They have discussed having a fee for different booths that would be set up at the event. They will also be offering performance spots for groups at the event. Chair Carlson stated that she will be submitting a funding request to the Chaska Rotary and the Chaska Lions Club. She noted that she would like to discuss the number they will bring to the Chaska Rotary for this year. Commissioner Welvaert stated that last year's event was a huge success. Chair Carlson noted that she would like to offset the cost of the event space by the requests of the Chaska Rotary and Chaska Lions Club. Commissioner Haanan discussed some of the things that they did at the event last year. Chair Carlson asked the Commission if they would like to approve the budget request. Commissioner Haanan suggested waiting until the September meeting to decide. Chair Carlson noted that they will not have another meeting until October. Commissioner Haanan stated that they could request \$2750 to cover the event center, food, and some decorations.

Commissioner Welvaert made a motion to approve \$2750 for the Cultural Heritage Month celebration.

Motion: Commissioner Welvaert

Second: Commissioner Duffy

Motion: Carried

6.F. Indigenous People's Recognition

Chair Carlson noted that they are making improvements to the downtown Chaska City Square.

6.G. Veteran's Acknowledgment

Durbin shared a report from Commissioner Hubbard. She stated that he has been in contact with a social studies teacher at Middle School West to inquire about partnering with them on their Veterans Day program.

7. New Business

7. A. 2025 Human Rights Award Nomination Form

Durbin discussed the nomination form that staff put together. She asked for any feedback on the nomination form. She stated that she would like a motion to approve this so they can get it out in the community. Commissioner Welvaert noted that they had a significant discussion when they made the changes to the form. Commissioner Welvaert made a motion to approve the nomination form and set the deadline for December 9, 2025.

Motion: Commissioner Welvaert

Second: Commissioner Sandison

Motion: Carried

7.B. Cinco de Mayo Event Discussion

Durbin stated that the request is from the Chaska Rotary. She stated that since 2022, the Rotary has put on a Cinco de Mayo event. She provided a summary of what the event has been in the past. Durbin stated that the Rotary is requesting that the Commission help plan and coordinate the event. The Rotary would cover all costs; they are just looking for help in organizing. Commissioner Haanan stated that she thinks the event aligns very well with what the Commissioner already does. Commissioner Sandison noted that this event would be a good opportunity to partner with a large community in the City that they have not done a lot of events around.

Commissioner Haanan approved the partnership with the Chaska Rotary to help organize the Cinco de Mayo event.

Motion: Commissioner Haanan

Second: Commissioner Duffy

Motion: Carried

8. Message of Belonging

Chair Carlson read the August message of belonging.

9. Next Meeting Date – October 23, 2025, at City Hall Council Chambers and Zoom.

10. Adjourn

Meeting adjourned at 7:33 p.m.

**CHASKA HUMAN RIGHTS COMMISSION**  
**October 23, 2025**

<b>2025 Beginning Balance:</b>	<b>\$6,500</b>
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	
April	
May	
T-shirts (Pride Celebration)	(\$830.00)
June	
Booth (River City Days)	(\$50.00)
Supplies (Pride Celebration)	(\$114.74)
Ice Cream (Pride Celebration)	(\$90.10)
Face Painter (Pride Celebration)	(\$200.00)
July	
Tablecloth clips	(\$7.99)
August	
Celebrate India event budget	(\$2,750.00)
September	
Friends of the Chaska Library Donation (Celebrate India)	\$250.00
October	
November	
December	
<b>Balance:</b>	<b>\$1,840.31</b>

**Notes:**

- Any unused budget for the Celebrate India event will be returned to the HRC budget after the event.

**REQUEST FOR ACTION  
CHASKA HUMAN RIGHTS COMMISSION  
10/23/2025**

**Subject:** Dia de los Muertos Ofrenda Request

**Prepared By:** Elise Durbin, Assistant City Administrator

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**Background**

Latino Voices of Minnesota has submitted a request for funding from the Human Rights Commission for Dia de los Muertos ofrendas that will be at both the Chaska Community Center and the Chaska Event Center. They have requested \$845 from the Human Rights Commission's budget. Attached is their request, which includes more information about the Dia de los Muertos ofrendas as well as an itemized budget.

As Commissioners may recall, in May 2025, the HRC passed a Partnerships and Funding Requests Policy. A copy of that policy is also attached for guidance when reviewing the request.

**HRC ACTION REQUESTED**

Staff recommends Commissioners review and make a decision on the request by Latino Voices.

Dear Chaska Human Rights Commission,

On behalf of **Latino Voices of Minnesota**, I would like to thank you for your past support of our cultural programming in Chaska. Our organization is dedicated to amplifying Latino voices, fostering cultural awareness, and creating opportunities for the broader community to come together in meaningful ways.

This fall, we are once again preparing to host a **Día de los Muertos ofrenda** at both the Chaska Community Center and the Chaska Event Center. The ofrenda is a traditional altar created to honor and remember loved ones who have passed. It is a deeply rooted cultural practice that blends art, memory, and community connection. By sharing it in public spaces, we create a welcoming opportunity for all members of the Chaska community to learn about, appreciate, and take part in this significant tradition.

Last year's ofrenda was well-received and brought together people from diverse backgrounds in reflection and celebration. We are confident this year's displays will continue to build cultural understanding and strengthen community ties.

To make this possible, we are respectfully requesting funding support of **\$845** from the Chaska Human Rights Commission. These funds will cover materials, flowers, candles, décor, and other elements necessary to create a culturally authentic and respectful ofrenda at both locations. We believe this event aligns with the Commission's mission to support cultural diversity, inclusivity, and understanding within our community. By helping us share this tradition, you are contributing to a stronger, more connected Chaska.

Thank you for considering our request. We would be honored to partner again in bringing this meaningful celebration to life. Please let me know if you need any additional information or a breakdown of expenses.

With gratitude,  
Grecia Lozano  
Latino Voices of Minnesota

Item	cost per unit	Quantity	Total cost
Picture Frames	\$1.75	8	\$14.00
Pan de Muerto	\$20.00	2	\$40.00
Flower Vases	\$1.75	6	\$10.50
Fake marigolds	\$18.00	2	\$36.00
Fresh Flowers	\$25.00	4	\$100.00
Papel Picado	\$11.00	6	\$66.00
Floral Foam	\$28.00	12	\$336.00
reusable table covers	\$15.00	4	\$60.00
Tablecloths	\$14.99	1	\$14.99
Incence	\$9.99	1	\$9.99
Altar catrinas	\$18.00	2	\$36.00
bowls	\$2.50	6	\$15.00
Alebrijes	\$60.00	1	\$60.00
Altar items Mirror	\$13.99	2	\$27.98
Altar items sahumerio	\$17.90	1	\$17.90
Total	\$165.98		\$844.36



# 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.