

AGENDA
Minnetonka Community Commission
Monday, September 24, 2007, 5:30 p.m.
Shady Oak Room, Minnetonka Community Center

Prior to meeting: Individual photos (head and shoulders only) will be taken of each commission member to be posted on the city's Web site. Please dress accordingly.

1. Roll Call

David Hakensen, Eduardo Jimenez, Michael Kelly, Robbie Rosenthal, Laura Stotts, Anne Vanhorne, Barb Westmoreland, Courtney Wieden, Melissa Williamson-Herren

2. Discussion Items

- a. Review August 13, 2007, meeting minutes
- b. Fire Department and City-Wide Open House: Oct. 9, 5-8 p.m.
 - o Booth location
 - o Recruitment: Need 3 more members
 - o Photo contest
 - o Entries
 - o Ideas for display
 - o People's Choice Award
 - o Judging
 - o Pachamama Band
- c. Neighborhood Block Captains
- d. Update on Hopkins School District forums
- e. Renter information packet
- f. Bylaw discussion
- g. Meeting schedule for 2007 and 2008

3. Adjourn

Minutes
Minnetonka Community Commission
Meeting of August 13, 2007

1. Roll Call

Commission members present: David Hakensen, Eduardo Jimenez, Michael Kelly, Robbie Rosenthal, Laura Stotts, Anne Vanhorne, Barb Westmoreland, Courtney Wieden

Commission members excused: Melissa Williamson-Herren

Staff: Jacque Larson

Chair Hakensen called the meeting to order at 5:37 p.m.

2. Discussion Items:

a. Introductions

Hakensen welcomed the four newest members of the commission, and asked them to introduce themselves, as well as explain briefly why they chose to serve on the community commission.

Michael Kelly has lived in the area the last 11 years and owns a small business, Great Harvest Bread Company in Minnetonka. He lives in Deephaven, but has been active in the area, serving on Minnetonka's 50th anniversary committee as well as the County Road 101 and Minnetonka Boulevard business owner's group. He has been active in Deephaven as well.

Laura Stotts explained she is now Laura Stotts Gorans, as she was married over the past weekend. She recently moved to the community and looks forward to contributing as well as learning more about the community through her involvement on the commission.

Eduardo Jimenez is originally from Columbia. He works for a small tax and accounting firm in Minneapolis that serves the Hispanic community. He feels this is a very important time for immigrants, and he wanted to serve on a commission where he felt he could make a difference.

Robbie Robinson will be senior this fall at Hopkins High School. He has lived in Minnetonka all his life and is interested in politics, so decided to apply to serve on this commission.

Hakensen then asked the other members of the commission to introduce themselves.

Courtney Wieden will be a junior this fall at Minnetonka High School and learned about the community commission at the Citizen Academy.

Barb Westmoreland was born in Hopkins and moved to Minnetonka when she was in first grade, and has lived here ever since. She works in community education at the Hopkins School District as both volunteer coordinator and family involvement coordinator.

Anne Vanhorne will be a junior this fall at Hopkins High School and learned about the community commission at the Citizen Academy.

b. Review July 9, 2007, meeting minutes

Hakensen asked commission members if they had any changes or additions to the July 9, 2007, minutes.

Kelly moved, Vanhorne seconded a motion to approve the minutes of the July 9, 2007, community commission meeting. All voted "yes." Motion carried.

c. Photo contest

Hakensen explained that at the last meeting members reported on St. Louis Park's photo contest, and decided to have a similar theme for this year's Minnetonka photo contest. Larson showed members the photo contest information that appeared in the August 2007 *Minnetonka Memo*.

Wieden reported that at the Minnetonka High School open house she left a note for the photography teacher regarding the city photo contest.

Larson will prepare flyers about the photo contest for Vanhorne, Wieden and Robinson to bring to their schools for distribution to students.

Kelly suggested a people's choice award for this year's photo contest. Open House attendees will vote for a people's choice from all of the photo contest entries, which will be displayed.

Robinson suggested going to all of the elementary schools in Minnetonka to ask for entries from those students.

d. Fire Department and City-Wide Open House

Larson explained what the annual Fire Department and City-Wide Open House event includes and who attends, and that each city commission has a display.

Hakensen asked the community commission to think about what type of display it would like to have at Open House.

Jimenez asked if the Open House offers a resource fair for residents, with information about community organizations or places to go for assistance with housing, food, etc. Larson said invitations are sent to many community organizations to set up displays in the community room during open house, and that she would provide a list of those organizations to the commission.

It was suggested that Open House might provide an opportunity for commission members to solicit input from the public on what they would like this commission to do, as well as a chance to recruit additional members for the commission.

Westmoreland suggested it would still be useful to have a member representing the apartment community. She will get in touch with the staff member at Crown Ridge Apartments who handles the after-school tutoring program and inquire if she, a resident, or both would like to apply to be on the commission.

Westmoreland said the more diversity there is around the table at commission meetings, the easier it will be to identify what we're missing.

Hakensen mentioned the commission is still looking for a member of the faith community to serve. Westmoreland responded that while we don't have a member specifically representing the faith community, each of the members represents more than one viewpoint.

Westmoreland asked if anyone from ICA applied. Larson replied that Annette Poeschel, ICA director, had requested an application and indicated she wanted someone from the board of directors to apply, but so far no applications have been received by the city.

Rosenthal suggested bringing information about the commission to freshman and sophomore orientations. He learned about the commission from a video monitor message at school.

f. Update on Hopkins School District forums

Hakensen asked if dates have been determined for these forums, which were discussed at the July 9, 2007, meeting of the community commission.

Westmoreland said a forum with Somali immigrants, related to the establishment of a Somali school at the former Katherine Curran Elementary School in Hopkins, is set for the third or fourth week of October.

A conversation about race and immigrants is set for early November. This effort is being led by Katie Lee, director of community education for the Hopkins School District, and the director of community education for the St. Louis Park School District. This event could be promoted at the Open House event in October.

Hakensen asked if any information is gathered at the annual National Night Out event. He wondered if the network of block captains could be used to gather or distribute information. Larson will check with Nicole Nelson, crime prevention analyst with the Minnetonka Police Department, if she would come and talk with the community commission at its next meeting.

Larson suggested to the group thinking about sponsoring a community reading effort, similar to the Minnetonka Reads activity hosted as part of the 2006 50th anniversary. The Hennepin County Library was very interested in participating in this again with the city.

Westmoreland suggested that this type of activity should commence after the first of the year, with a culmination of book discussion groups at the 2008 National Night Out event – a perfect opportunity for people to gather and discuss a book.

4. Evaluate meeting

Members agreed to meet again Monday, September 24, 2007, at 5:30 p.m.

Larson said that photos will be taken at that meeting for posting on the city's Web site, so members should dress accordingly. Also, members will determine a meeting schedule for the upcoming year.

5. Adjourn

Vanhorne moved; Robinson seconded the motion to adjourn. Meeting adjourned at 7:02 p.m.

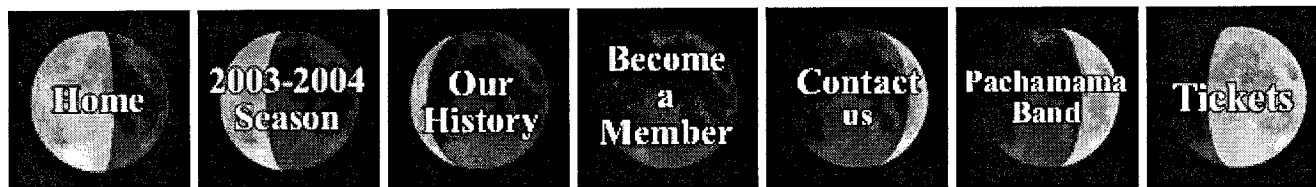
Respectfully submitted,

Jacque Larson
Community Relations Manager



Trece Lunas Arts Collective

3944 39th Ave, Minneapolis, MN 55406
 (612) 721-7233
 info@13Lunas.org
 www.13Lunas.org



sThe Pachamama Band

Using voices, strings, wind and percussion instruments, the Pachamama Band combines harmonies and rythms from different Latin American musical traditions - from Chilean Cueca to Mexican Son Jarocho to Afro-Cuban Son - to create its own unique sound. The group takes its primary inspiration from the community-oriented folk music of the Andes Mountain regions of Peru, Bolivia and Chile, and from the South American "Nueva Cancion" ("New Song") movement. The Band uses both pre-Columbian instruments- panpipes, quena, tarka, and bombo- and modern instruments- such as the guitar, violin, and accordion. Many of the Pachamama Band's songs explore social issues and the history of the Americas. The Band's repertoire also includes Andean songs traditionally played during community celebrations, such as planting and harvest festivals. (Pachamama is an Inca word meaning Mother Earth.)

The group has performed at many schools, community events, and venues in the Twin Cities including Minneapolis Institute of Arts Family Day, Patrick's Cabaret, Intermedia Arts, the Children's Bilingual Story Hour at the Resource Center for the Americas, City of Lakes Waldorf School, Franklin Middle School, and La Peña. The Pachamama Band has given workshops for children and adults at the Resource Center for the Americas and El Colegio High School.

For more information about the Pachamama Band, or to schedule a performance or workshop, please con

Ask About our Latin American Music Children's Concerts and Workshops



**Cherolyn Fischer,
 Pachamama Band
 Musical Director**

Buy our CD now!

Ideas to assist renters and immigrants

Thank you to community commission member Eduardo Jimenez, who collected these ideas from clients and others regarding their interests as Minnetonka residents.

Renters:

- How to claim a refund for rent paid.
- Deadlines to file and claim the Minnesota Property tax Refund.
- What's the CRP.
- What to do if landlord doesn't want to timely issue a CRP (Minnesota Revenue Affidavit)
- Eviction process. Rights and responsibilities as a tenant.
- Preparing to claim deposit when leaving an apartment. Cases of fraud.

Immigrants (hopefully this information is made available in Spanish, Somali and other languages)

- ESL classes for adults
- Parenting classes
- Early child development classes
- Hennepin County Assured Access program
- Medical assistance for pregnant women
- Public transportation assistance and information for those unable to drive

ORDINANCE NO. 2007-05

**AN ORDINANCE ADDING A NEW SECTION 140 TO THE CITY CODE
ESTABLISHING A COMMUNITY COMMISSION**

The City of Minnetonka Ordains:

Section 1. A new section 140 is added to the city code establishing a community commission:

SECTION 140. COMMUNITY COMMISSION.

140.005. Statement of Public Policy and Purpose.

1. The Minnetonka city council declares that the creation of mutually beneficial partnerships and relationships between the city and other local organizations, including school districts, community programs, the faith community, and businesses, is important to ensuring that every segment of population in the city is adequately served and engaged in the life of the community. The purposes of this ordinance are to:

- a. foster partnerships that encourage community engagement;
- b. protect and enhance the city's appeal to residents and visitors, and serve as a support and stimulus to business; and
- c. foster civic pride and involvement in the community.

140.010. Community Commission.

The community commission will consist of 12 members, appointed by the city council. To the extent possible, members will include representatives of local school districts, the business community, youth (under 18), community and faith organizations, the rental housing community and ethnic or immigrant populations. In addition, gender representation and reasonable geographic balance from the community will be considered when making appointments.

140.015. Appointment Procedure and Term.

- 1. Terms on the community commission will be for two years or until their successors are appointed and qualified, not to exceed an additional 90 days.
- 2. All commission members will be appointed by the mayor, with approval of the city council, and must be residents of or have business interests in the city.

The ~~stricken~~ language is deleted; the underlined language is inserted.

140.020. Duties.

The community commission will:

1. develop an outreach program to communicate and explore areas of mutual interest with appropriate constituency groups, such as community organizations, faith-based organizations, schools, and businesses;
2. communicate with the city's varied ethnic communities and explore ways to be responsive to their needs;
3. review and make recommendations about how the city communicates with, and provides programming to, the rental housing population;
4. explore ways that businesses in the city can become more involved with the city;
5. participate in city recognition programs, if appropriate;
6. evaluate city-sponsored community events and recommend how these might be improved and better reach the city's various constituencies;
7. develop an outreach program to better inform the city's school districts about the city's activities and to look for areas of mutual interest;
8. seek ways to connect volunteer opportunities in the city with residents and other constituent groups; and
9. identify ways to raise resident awareness of city-sponsored cultural activities.

140.025. Officers.

The community commission may adopt by-laws providing for the election of officers and appointment of committees.

140.030. Rules.

The community commission must adopt rules governing its organization and procedures.

140.035. Meetings.

The community commission must meet on the schedule established in its by-laws.

140.040. Relationships.

The community commission is advisory and reports to the city council.

140.045. Compensation.

The community commission will be reimbursed by the city for expenses incurred in carrying out its functions.

Section 2. This ordinance is effective 30 days after publication.

Adopted by the city council of the City of Minnetonka, Minnesota, on February 5, 2007.

Janis A. Callison, Mayor

ATTEST:

David E. Maeda, City Clerk

ACTION ON THIS ORDINANCE:

Date of introduction: January 22, 2007
Date of adoption: February 5, 2007
Motion for adoption: Allendorf
Seconded by: Ellingson
Voted in favor of: Allendorf, Callison, Ellingson, Thomas, Wagner, Wiersum
Voted against:
Abstained:
Absent: Schneider
Ordinance adopted.

Date of publication:

CERTIFIED COPY:

I certify that the foregoing is a correct copy of an ordinance adopted by the city council of the City of Minnetonka, Minnesota, at a meeting held on February 5, 2007.

David E. Maeda, City Clerk

BYLAWS
COMMUNITY HERITAGE COMMISSION
CITY OF MINNETONKA

Article 1. General

The Minnetonka Community Heritage Commission is established under Section 165.00 of the Minnetonka City Code.

Article 2. Purpose

The Commission is appointed by the City Council to assist and advise the Council in the preservation of the City's significant structures, records, maps, photographs, and artifacts.

Article 3. Meetings

Section A. Meetings. Meetings of the Commission shall be held at times and places established annually by the commission. Dates of meetings will be included in the city's official calendar published in the city's Weekly Information Packet and on the city's Web site. All meetings will be open to the public except as otherwise provided by law.

Section B. Special Meetings. A special meeting may be held when deemed necessary by the Chair, and agreed to by four members of the Commission, including the Chair, or by the request of the City Council.

Section C. Quorums. At any regular meeting of the Commission, a majority of the appointed members will constitute a quorum.

Section D. Agendas. An agenda for each meeting will be prepared by the City Manager's office in cooperation with the Chair. The agenda will be mailed to all members of the Commission along with supporting data at least three days before the next regular meeting.

The Commission may continue consideration of any scheduled item when supportive material for that item has not been delivered to the members three full days before the meeting at which it is considered.

Section E. Member Absences. If a member is absent from four meetings within a calendar year, the Commission's Chair may submit notice to the Mayor advising him/her of these absences. Upon concurrence of the Commission, the Chair may recommend that the Mayor terminate such member from the Commission.

Article 4. Officers

Section A. Election. Officers of the commission will consist of the Chair and a Vice Chair. The officers will be elected for a one-year period at the first meeting of each year. If there is no quorum at that meeting, the election will be held at the next regular meeting having a quorum.

- 1) Chair: The Chair will preside over all meetings of the Commission. If the Chair and Vice Chair are absent, the Commission members will designate one of its members to serve as Chair.
- 2) Vice Chair: The Vice Chair will perform all the duties of the Chair in the absence of the Chair.
- 3) Secretary: A member of the City Manager's Office will be secretary to the Commission. The secretary will keep an accurate account of meetings and proceedings of meetings, and written notices and agendas of all meetings, send written notices and agendas of all meetings to members, keep a policy file of all Commission records and documents, and notify the City Council in writing of all Commission conclusions and recommendations.

Article 5. Code of Ethics

No Community Heritage Commission member will:

- Use his or her position to secure special privilege or compensation from any party.
- Take part or vote on any matter that affects his or her financial interest or those that directly benefit his or her business or profession.
- Act as a representative for any matter that comes before the Commission in which a conflict of interest exists or may exist.

Article 6. Parliamentary Procedure

The proceedings of the Commission shall be governed by and conducted according to the latest rules of Roberts Rules of Order, as revised.

Article 7. Amendments.

These bylaws may be amended or altered by a majority vote of the members of the Commission at any regular or special meeting, having a quorum, provided the amendment was mailed or delivered to the Commission members at least three days before the meeting.

Amended to add Section 3(E) 11/4/93

Amendment to Sections A & D 01/28/98

Amendments to Article 3A,C & D 03/06/01

Amended Articles 1, 2 3, 4A and 5 01/12/04

Chair

Vice Chair

**Minnetonka Community Commission
2007-08 Meeting Schedule**

2007 Remaining Meeting Dates:

Monday, Oct. 22, 6:30 p.m., St. Alban's Room
Monday, Nov. 26, 6:30 p.m., St. Alban's Room
No meeting in December.

2008 Meeting Dates (all at 6:30 p.m.)

January 28
March 4
April 28
May 27
July 28
August 25
September 29
November 24

Other dates to keep in mind for 2008:

Kids' Fest

Sunday, Feb. 10, 12-4 p.m.

Summer Festival

Saturday, June 28, 4-10 p.m.

Fire Department and City Wide Open House

Tuesday, October 7, 5-8 p.m.