

**Minutes
Minnetonka Community Commission
Meeting of September 24, 2007**

1. Roll Call

Commission members present: David Hakensen, Eduardo Jimenez, Michael Kelly, Laura Stotts Gorans, Anne Vanhorne, Courtney Wieden, Melissa Williamson-Herren

Commission members excused: Robbie Rosenthal

Commission members absent: Barb Westmoreland

Staff: Jacque Larson

Chair Hakensen called the meeting to order at 5:36 p.m.

2. Discussion Items:

a. Review August 13, 2007 meeting minutes

Hakensen asked commission members if they had any changes or additions to the August 13, 2007, minutes.

Kelly moved, Vanhorne seconded a motion to approve the minutes of the August 13, 2007, community commission meeting. All voted "yes." Motion carried.

b. Fire Department and City-Wide Open House, Oct. 9, 5-8 p.m.

Larson explained to commission members that the commission's booth would be positioned just outside the doors of the council chamber, where the Pachamama Band will play from 6:30-7:30 p.m.

Handouts will include a brochure regarding the Minnetonka Community Commission, and the display will be of the photo contest entries. Williamson-Herren will assist with the display. Open house attendees will have the opportunity to vote for a People's Choice award for the photo contest.

To date, 19 photo contest entries have been received. Vanhorne distributed flyers to the art teacher and plans to give the other half to the photography teacher at Hopkins High School this week. Wieden also received flyers for distribution at Minnetonka High School.

Larson asked commission members to sign up for a time slot to staff the booth. Assignments are as follows:

5 to 6 p.m.

Courtney Wieden
Anne Vanhorne
Eduardo Jimenez

6 to 7 p.m.

Michael Kelly
David Hakensen

7 to 8 p.m.

Michael Kelly
Melissa Williamson-Herren (7:30-8 p.m.)
David Hakensen

c. Neighborhood Block Captains

As a follow-up to an idea at the August 13, 2007, meeting, Larson spoke with Nicole Nelson, crime prevention analyst with the Minnetonka Police Department, regarding Minnetonka's neighborhood block captains and how they might assist the community commission in reaching various groups of residents.

Currently there are 165 block captains in Minnetonka. The block captains meeting annually in April at the Minnetonka Community Center.

Nelson informed Larson that state law prohibits her from sharing information identifying the block captains, but if the commission had an idea or information they'd like to share with the block captains, Nelson would be willing to serve as an intermediary.

In addition, Nelson suggested that the Police Advisory Committee might be another avenue of partnership for the community commission to explore.

d. Update on Hopkins School District forums

Larson had no new information on these forums, and reported she would email Westmoreland for the update.

e. Renter Information Packet

Jimenez explained to the commission that many renters are not aware of their rights, especially regarding claiming a tax refund for rent paid and having their rental deposits returned. He had sent information to Larson suggesting this type of information might be useful for the city to provide renters.

Larson spoke with the city's community development department, which did a little research with comparable communities. While other communities provide information to new residents regarding community services, specific information about renting is not provided.

Larson will work further with the community development department to determine how this information might be best presented to renters, and also to determine if any grant money might be available to produce the information. Jimenez will follow up with the Minnesota Department of Revenue to see if they have a booklet of some sort regarding renters' rights that the city could distribute.

f. Bylaw discussion

The commission reviewed the bylaws developed by the history commission to govern its rules and procedures, and agreed that a similar document would suit the purposes of the community commission. Larson will draft the bylaws and bring them to the Oct. 22, 2007, meeting, where members can vote on the bylaws. At that time a vice-chair also will be chosen.

g. Meeting schedule for 2007 and 2008

The meeting schedule for 2007 and 2008 was presented, and there were no objections to the dates.

3. Adjourn

Vanhorne moved; Stotts Gorans seconded the motion to adjourn. Meeting adjourned at 6:14 p.m.

Respectfully submitted,

Jacque Larson
Community Relations Manager