

**Minutes  
Minnetonka Community Commission  
Meeting of September 29, 2008**

**1. Roll Call**

Commission members present: David Hakensen, Eduardo Jimenez, Michael Kelly, Paul Kobs, Laura Stotts Gorans, Paul Thyren, Anne VanHorne, Barb Westmoreland, Courtney Wieden, Melissa Williamson-Herren

Commission members absent: Suraj Kurtakoti

Staff: Jacque Larson

Chair Hakensen called the meeting to order at 6:40 p.m.

**2. Discussion Items**

**a. Review meeting minutes**

Westmoreland moved, VanHorne seconded the motion to approve the meeting minutes of August 25, 2008.

**b. 2008 Attendance Update**

Larson passed out the attendance count for 2008 meetings and reminded members that the commission's bylaws state that members absent for four meetings or more in a calendar year may be recommended for removal from the commission. Larson stated she has been trying to reach Robbie Rosenthal to secure a resignation from the commission, since he is now attending college out of state.

**c. Open House Update**

The Fire Department and City Wide Open House is set for Tuesday, Oct. 7, from 5 to 8 p.m.

Jimenez suggested having a handout on the commission to give out to visitors and to help recruit for the open seat on the commission. He also suggested that music from around the world could be playing. Candy was also suggested as a handout.

Larson said she would develop a handout and provide candy. She also reported that more than 100 entries were received for the photo contest, and that they would be posted on the brick wall on the first floor of the community center.

Commission members are signed up to volunteer at the event as follows:

5-6 p.m.: Barb Westmoreland and Courtney Wieden  
6-7 p.m.: Eduardo Jimenez and Suraj Kurtakoti  
7-8 p.m.: Anne VanHorne and Melissa Williamson-Herren

**d. Community Reading Initiative**

Hakensen, Westmoreland and Jimenez volunteered to be on a subcommittee to plan events related to the reading initiative. Larson will be working with a graphic designer to have a logo created for the initiative.

**e. 2009 Reflections Award**

Larson explained that the community commission would be in charge of determining a winner for this biannual award.

Commission members discussed moving the Community Action Recognition (CAR) Award to the community commission.

**f. Review of community commission charter**

The commission split into three groups to discuss the community commission charter and how the commission can meet the goals of the charter. After a 20-minute discussion, the groups reported back to the commission as follows:

***Group I (Kobs, Thyren, Stotts-Gorans)***

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.*
  - Develop a “welcome wagon” packet for new residents
  - Provide information to rental property owners
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.*
  - Does the city do rental permits? Any way to find out who and what properties are renting?

***Group II (Hakensen, Wieden, Westmoreland)***

4. *Explore ways that businesses in the city can become more involved with the city.*
  - Hakensen has met with UHG and Cargill
  - How does Twin West handle business networking?

5. *Participate in city recognition programs, if appropriate.*
  - Commission is handling this year's Reflections Award
  - Recommend expansion of award programs?
6. *Evaluate city-sponsored community events and recommend how these might be improved and better reach the city's various constituencies.*
  - Need to do more evaluation of city events

**Group III (VanHorne, Jimenez, Kelly)**

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.*
  - Reach out to schools
8. *Seek ways to connect volunteer opportunities in the city with residents and other constituent groups.*
  - Create volunteer database
9. *Identify ways to raise resident awareness of city-sponsored cultural activities.*
  - Use non-traditional methods to reach out
  - Figure out way to reach others, for example – promote Kids' Fest by police department
  - Create video DVD to welcome new residents

**3. Adjourn**

Kelly moved; Wieden seconded the motion to adjourn. Meeting adjourned at 8:22 p.m.

Respectfully submitted,

Jacque Larson  
Community Relations Manager