



**New Brighton Equity Commission  
Agenda  
Upper Level | Conference Room  
New Brighton City Hall 803 Old Hwy 8 NW, New Brighton , MN  
6:30 PM April 17, 2025**

Members of the Equity Commission will attend the meeting in person unless eligible to attend remotely per MN Stat. 13D.02.

To participate in this meeting, members of the public may:

- **Attend the meeting in person.**
- **Watch the meeting electronically.** Tune into CTV Channel 8023 (CenturyLink) or Channel 16 (Comcast). To observe the meeting as a livestream or a webcast, visit [www.newbrightonmn.gov](http://www.newbrightonmn.gov) and click on “I Want To View a Public Meeting.”

**I. Call to Order and Roll Call**

- |                              |                             |
|------------------------------|-----------------------------|
| Chair (vacant)               | Commissioner Carlos Herrera |
| Vice-Chair (vacant)          | Commissioner Michael Postle |
| Commissioner Kisten Thompson | Commissioner Cathy Forbes   |
| Commissioner Ellen Weber     | Commissioner Sophie Jung    |
| Commissioner Liz Hicks       | Commissioner Kami Miller    |
| Commissioner Melissa Speiss  |                             |

**II. Approval of Agenda**

**III. Approval of Past Minutes**

- a. February 20, 2025

**IV. Business Items**

- a. 2025-2026 Work Plan

**V. City Staff Update**

**VI. Chair Update**

**VII. City Council Update**

## **VIII. Adjournment**

- a. Next Meeting: May 15, 2025

[MEET\_FOOT]



**MINUTES**  
**New Brighton Equity Commission**  
**Regular Meeting – February 20, 2025**  
**6:30 p.m.**

**I. Call to Order**

The meeting was called to order at 6:30 p.m.

**II. Roll Call**

Members Present: Commissioners Cathy Forbes, Carlos Herrera, Kami Miller (Vice Chair), Kisten Thompson and Ellen Weber.

Members Absent: Commissioners Sophie Jung, Mary Margaret Reagan and Lindsay Spooner (Chair).

Also Present: DEI Coordinator Hue Schlieu

**III. Approval of Agenda**

Motion by Commissioner Weber, seconded by Commissioner Forbes to approve the agenda as presented.

Approved 5-0

**IV. Approval of Minutes**

Motion by Commissioner Thompson, seconded by Commissioner Weber to approve the minutes from the January 16, 2025 meeting.

Approved 5-0

**V. Business Items**

**A. Community Engagement Strategies**

Schlieu stated the City periodically offers opportunities for community members to share feedback on policies, programs, and initiatives. However, the demographics of those who currently participate do not fully reflect the diversity of our community. To make informed decisions that truly meet residents' needs, it is essential that feedback represents the full range of identities and perspectives within the city. She commented further on the manners in which the City engages with the community. She provided an overview of what the City knows based on the recent community survey and discussed how the City would be exploring barriers and approaching strategies. Staff commented on structure of potential commissioner compensation.

Discussion included:

- Staff described how some populations in the community were more responsive than other populations, which meant some feedback is incomplete.
- The general barriers that exist were discussed with the Commission.
- Staff reviewed the resources that were available to engage with the public and commented on strategies that could be considered for future community engagement.
- The Commission suggested the audience be considered when the City reaches out to engage with the public.
- The Commission believed personal letters from the City would make more of an impression than a flyer.
- The Commission saw value in using social media to engage with the public.
- The Commission recommended the neighborhood newsletters be used to further engage with the public.
- The Commission proposed the City being more intentional in pursuing feedback from the public at City events.
- The Commission recommended the City explain why they are collecting information on surveys in order to build trust with the residents in the community.
- Staff discussed how she was working to gather a list of community leaders for engagement purposes.
- The Commission supported the City putting a community engagement strategy in place.
- The Commission supported the City pursuing attendance-based compensation for up to \$600 per commissioner per year with payment made on a monthly basis. Additionally, the Commission supported minimal bureaucratic processes.

**VI. City Staff Update – Hue Schlieu, DEI Coordinator**

Schlieu stated the City would be hosting the 3<sup>rd</sup> Annual Community Iftar on Friday, March 14 at 6:30pm. She invited all Commission members to attend this event. She reviewed the City’s immigration statement, noting immigration resources were available on the City’s website. She explained the City has received a lot of positive feedback regarding the Commissioner Forum. She stated the City would be hosting a Minnesota Equity Connect event on Friday, February 21. She reported the City Council held a strategic planning session on Saturday, February 8 and staff was currently working to refine the language for the new Council Strategic Priorities in order to be approved by the Council in March. She reported that Council would be interviewing Commissioners for commission seats on February 25 and March 4 with new members being appointed prior to April.

**VII. Chair Update**

Vice Chair Miller had nothing to report at this time.

**VIII. City Council Update**

There was no report from the City Council.

**IX. Adjournment – Next Meeting March 20, 2025**

The meeting adjourned at 7:59 p.m.

Respectfully submitted,

Hue Schlieu  
DEI Coordinator



<b>Agenda Section:</b>	<b>Business Items</b>
<b>Report Date:</b>	<b>04/08/2025</b>
<b>Meeting Date:</b>	<b>April 17, 2025</b>

**REQUEST FOR COUNCIL CONSIDERATION – EXECUTIVE SUMMARY**

**ITEM DESCRIPTION: 2025-2026 Work Plan**

<b>Action Requested:</b>	
Public Hearing	<u><b>Motion</b></u>
Discussion	Informational
<b>Form of Action:</b>	
Resolution	Ordinance
Contract/Agreement	N/A or <u><b>Other</b></u>
<b>Votes Needed:</b>	
3 Votes	4 Votes
5 Votes	<u><b>N/A</b></u>

<b>Summary Statement:</b>	At the beginning of each Equity Commission year, Commissioners review and finalize the annual work plan to ensure the Equity Commission is exercising its roles of learning, representing the community, advising staff, providing feedback on policies, etc. to ensure it is effectively influencing the City's equity efforts.
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<b>Recommendations:</b>	Provide feedback, modify content, and/or approve the work plan.
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<b>Applicable Deadlines:</b>	N/A
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<b>Community Impact:</b>	Having a work plan allows for staff and commissioners to spend time efficiently and effectively. It ensures that all relevant topics have a chance to be addressed, presented, discussed, and/or influenced.
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<b>Legislative History:</b>	N/A
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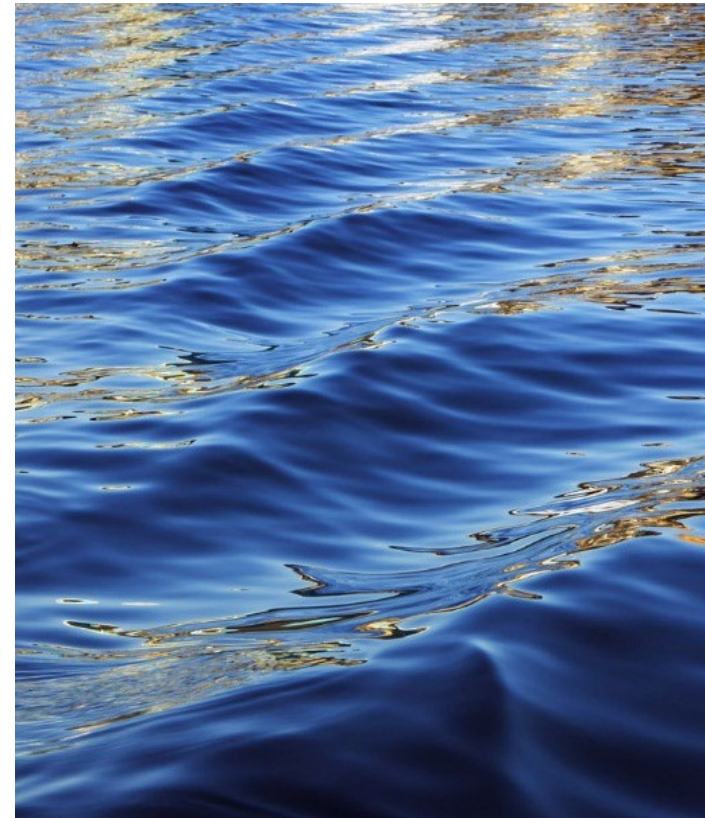
<b>Strategic Priority:</b>	Sustainable & Reliable Infrastructure	Operational Effectiveness
	Environment & Sustainability	<b><u>Diversity, Equity, &amp; Inclusion</u></b>
	Livable Community	N/A

<b>Fiscal Impact:</b>	<b>Financial Impact: Is there a financial consideration?</b>		<u>No</u>	Yes \$
	<b>Financing Sources:</b>	Budgeted	Budget Modification	
	New Revenue	Use of Reserves	Other	



# 2025-2026 Work Plan

April 17, 2025  
Equity Commission



# Agenda

- Council Directives
- 24-25 Work Plan Review
- Proposed Items
- 25-26 Draft Work Plan
- Upcoming Dates

## Council Directive | Ordinance 885 – May 2021

- Advise on issues influencing equity including diversity, inclusion, representation, privileges, intercultural relations, race relations, cultural place-making and other situations affecting outcomes for underrepresented, marginalized populations.
- Advise on good governance practice, policy, regulations, and ethics for improving equity.
- May address issues of Human Rights including supporting regional human rights organizations and endeavors.
- Analyze the impact of policy and budget decisions on outcomes.
- Advocate for equity with all the City's governing environments and work in tandem with the [Equity Strategic Action Team] to ensure and support the organizational capacity of the city to operationalize equity.

## ANTICIPATED

## ACTUAL

## ADDITIONAL

<p>April – June 2024</p>	<ul style="list-style-type: none"> <li>• Orientation Training</li> <li>• Commission Overview</li> <li>• Work Plan Approval *</li> <li>• Accessory Dwelling Units (ADUs)</li> <li>• <b>Community Engagement Next Steps</b> <sup>[C]</sup></li> </ul>	<ul style="list-style-type: none"> <li>→ Completed (APR)</li> <li>→ Informed (APR)</li> <li>→ Approved (APR)</li> <li>→ Informed (MAY)</li> <li>→ Discussed (FEB)</li> </ul>	<ul style="list-style-type: none"> <li>• Attended Community Lunch (JUL)</li> <li>• Attended National Night Out (AUG)</li> <li>• Volunteered Farmers Market (JUL)</li> <li>• Discussed “Commissioner Engagement” (JUN)</li> <li>• Discussed “Metro Sales Tax for Housing” (MAY)</li> <li>• Advised on “Commissioner Pay” (FEB)</li> <li>• Advised on “Cannabis Public Use” (NOV)</li> <li>• Equity Commission Topic Tracker Completed (AUG)</li> </ul>
<p>July – Sept 2024</p>	<ul style="list-style-type: none"> <li>• <b>Procurement Policy</b></li> <li>• <b>Affordable Housing</b> <sup>[C]</sup></li> <li>• Ramsey County Elections &amp; Impacts on Residents <sup>[C]</sup></li> <li>• Farmers Market</li> <li>• Dakota Sacred Sites Tour</li> </ul>	<ul style="list-style-type: none"> <li>→ Not Reviewed</li> <li>→ Not Discussed</li> <li>→ Informed via Email (OCT)</li> <li>→ Volunteered (JUL)</li> <li>→ Attended (SEP)</li> </ul>	
<p>Oct – Dec 2024</p>	<ul style="list-style-type: none"> <li>• Tobacco Policy</li> <li>• Equity Efforts in Education <sup>[C]</sup></li> <li>• Youth Community Connectors Program</li> <li>• GIS Equity Mapping Next Steps <sup>[C]</sup></li> <li>• <b>Equity Strategic Action Plan (ESAP) Ideation</b></li> </ul>	<ul style="list-style-type: none"> <li>→ Not Discussed Directly (NOV)</li> <li>→ Not Discussed</li> <li>→ Informed</li> <li>→ Advised (JUL)</li> <li>→ Discussed (JAN)</li> </ul>	
<p>Jan – March 2025</p>	<ul style="list-style-type: none"> <li>• Metro Area Commission Forum * <sup>[C]</sup></li> <li>• Transportation, Busing, &amp; Accessibility <sup>[C]</sup></li> <li>• Work Plan Visioning for 2025-2026</li> <li>• Community Iftar</li> </ul>	<ul style="list-style-type: none"> <li>→ Hosted Commissioner Forum (SEP)</li> <li>→ Discussed Accessibility (AUG)</li> <li>→ Discussing (MAR)</li> <li>→ Attended (MAR)</li> </ul>	

\* Anticipated Commission action item | **Bold text** indicates Council Strategic Priority | <sup>[C]</sup> indicates Commission initiated

## Influence

Work Plan\*

Procurement Policy

**Housing Policy**

**Community Engagement** <sup>[C]</sup>

Equity Strategic Action Plan\*

**Communications Plan**

## Education

Transportation and Busing <sup>[C]</sup>

Youth Community Connectors

Commissioner Forum <sup>[C]</sup>

Uplift Indigenous Knowledge

## Service

Farmers Market

Community Lunches

Community Iftar

National Night Out

*\* Anticipated Commission action item | **Bold text** indicates Council Strategic Priority | <sup>[C]</sup> indicates Commission initiated*

## TOPIC

## COMMISSION TASK

<p>April – June 2024</p>	<ul style="list-style-type: none"> <li>• Work Plan Approval *</li> <li>• Tibet Fest</li> <li>• Community Engagement <sup>[c]</sup></li> <li>• Farmers Market</li> </ul>	<ul style="list-style-type: none"> <li>→ Modify and approve annual work plan</li> <li>→ Attend</li> <li>→ Advise next steps</li> <li>→ Table and connect with community members</li> </ul>
<p>July – Sept 2024</p>	<ul style="list-style-type: none"> <li>• Procurement Policy</li> <li>• National Night Out</li> <li>• Uplift Indigenous Knowledge</li> <li>• 2<sup>nd</sup> Annual Commissioner Forum <sup>[c]</sup></li> </ul>	<ul style="list-style-type: none"> <li>→ Review and advise</li> <li>→ Attend and connect with community members</li> <li>→ Attend and learn</li> <li>→ Attend and bring back learnings</li> </ul>
<p>Oct – Dec 2024</p>	<ul style="list-style-type: none"> <li>• <b>Housing Policy</b></li> <li>• <b>Youth Community Connectors</b></li> <li>• Community Lunch</li> <li>• Equity Strategic Action Plan (ESAP)</li> </ul>	<ul style="list-style-type: none"> <li>→ Review and advise</li> <li>→ Review and advise</li> <li>→ Attend and connect with community members</li> <li>→ Review, discuss, and advise</li> </ul>
<p>Jan – March 2025</p>	<ul style="list-style-type: none"> <li>• Transportation and Busing <sup>[c]</sup></li> <li>• 2026 Community Iftar</li> <li>• <b>Communications Plan</b></li> </ul>	<ul style="list-style-type: none"> <li>→ Learn</li> <li>→ Attend</li> <li>→ Review and advise</li> </ul>

## DISCUSSION

- What are you excited about?
- What is missing?
- What do you have questions about?

\* Anticipated Commission action item | **Bold text** indicates Council Strategic Priority | <sup>[c]</sup> indicates Commission initiated

## Upcoming Dates

- Early May (exact date TBD) - Chair and Vice Chair nominations due
- May 13<sup>th</sup> - Chair and Vice Chair presents 2024-2025 Work Plan to Council
- May 20<sup>th</sup> - Council will appoint Chairs and Vice Chairs



# Thank You

Hue Schlieu

DEI Coordinator

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