



**CITY OF MARSHALL**  
**Diversity, Equity, and Inclusion Commission**  
**A g e n d a**  
**Thursday, November 02, 2023 at 3:00 PM**  
**City Hall, Camden Conference Room**

**APPROVAL OF AGENDA**

**APPROVAL OF MINUTES**

- [1.](#) Approval of Minutes

**OLD BUSINESS**

2. Strategic Plan Update
3. Juneteenth
- [4.](#) Youth Advisory Council

**NEW BUSINESS**

5. Charter Revisions
6. DEI Commission Openings
7. Upcoming Co-Chair Nomination

**OTHER**

8. It Begins With Us
9. Vaccination Clinic & Kao Khalia Yang Presentation

**ADJOURN**

**VISION:** The City of Marshall is dedicated to building a welcoming, inclusive, and racially equitable community.

**MISSION:** To create and sustain an ongoing dialogue, through which we explore inequities, share information, and be a change agent for race equity within our community.

MINUTES  
CITY OF MARSHALL  
DIVERSITY, EQUITY, AND INCLUSION COMMISSION  
Thursday, October 5 at 3:00PM  
City Hall, 344 W. Main Street Camden Conference Room and Zoom

AT LARGE MEMBERS PRESENT: George Taylor, Michele Knife Sterner, Joyce Tofte

STANDING MEMBERS PRESENT: Beth Ritter, Nicole DeBoer,

STAFF: Addy Wolbaum, DEI Assistant, Jasmine DeSmet, Community Education Coordinator, Sharon Hanson, City Administrator

Meeting began at 3:06pm

George Taylor welcomed the commission.

Michele Sterner asked for approval of the minutes: G Taylor motioned, Michele Sterner seconds. Motion carries.

Michelle asked for approval of the agenda: G Taylor motioned, Joyce Thoft seconds. Motion carries.

Jasmine DeSmet introduced herself - excited to take on this new role at the City and working with the DEI Comm.

Michelle also welcomed Dr Erin Kline, the new standing member representing SMSU. Dr. Erin Kline was not able to attend this meeting.

**OLD BUSINESS**

Welcoming Week recap by Addy: under 500 people attended based on free eggrolls. Positive feedback. Than Than Kyaw from SWIF attended. Good turnout from booths/vendors. Beth Ritter from school system talked about demographics of attendees -- and noted that food choices bring different community members. Addy wonders how we can get high school/college age to attend? Beth loves idea to section off the bike path and have a chalk art contest. Nicole DeBoer knows of professional chalk artists. Consensus was that the event was appreciated by attendees. Michele mentioned that is timing of the event is at the same time as class and practice time. DJ/music did a good job.

Youth Commission update: Michele shared that the city attorney was going to give goals to her about the youth commission. We need to pick up this task and get it done. Want to continue to

move forward. Addy added the youth commission wouldn't be just DEI -- but a youth representative of multiple divisions of the City.

JUNETEENTH planning resulted in a few reflections: we have a strong foundation but want to make it better; need an Emcee; although we had a smaller crowd this year, they were engaged; The More Network will be sharing their reflections. We applied for a Marshall Community Foundation/SWIF grant but have not yet received word about this grant yet. Want to review other cities who have Juneteenth celebrations. Joyce asked for clarification about what questions the commission had for The More Network. George understands that we want to talk about roles for this event going forward -- and how to expand our outreach. Addy clarified that going forward the City of Marshall will take a larger planning/leadership role -- at the request of The More Network and SMSU (previous leading partners). Juneteenth 2024 is on a Wednesday. George recommends that for the first planning meeting it should be a small manageable group that includes commission sub-committee members, the City and The More Network. (Sharon Hanson arrived) Sharon defined this meeting as how do we want to sponsor this event as a City; The More Network can give us more input at this planning meeting -- really just deciding "what do we want to do" and getting feedback on that. Would be good to meeting before the new year. Michele mentioned that it would be nice to have it in the Community Services brochure -- like a save the date.

COMMISSION MEMBER UPDATES/OPENINGS: Ashley has stepped down from the standing member position. We have 4 positions open - but 3 needing recruitment. Michele has talked to people about joining and gets feedback that they are nervous about the process. Michele asked the attending commission members to assist in searching for people. G Taylor would like the commission to be more proactive and go after people who will serve this board well. Maybe brainstorm potential members.

RETREAT planning continues. The dates are still under review. There is consideration to allow for time to network with fellow commission members. In addition, Sharon would like us to formalize goals and have a strategic planning session. Sharon is reaching out to a couple facilitators for this strategic planning. Nicole will send a couple additional names.

(INTROS around the room)

Mua Pehn / Exposed Brick Theatre will be presenting portions of a Karen play in Marshall at SMSU (4 scenes) on 7pm October 30. In addition we were approached by an organization called Asian Media who was approached by the Chinese Chamber of Commerce of MN to do a vaccination clinic: they are offering free vaccinations (Covid and Flu shot) plus \$50 gift card specifically for people of color. Clinic will be from 5-8pm on Oct 30. Will have an opportunity

for a second clinic on November 28 alongside another event. Michele will send out marketing materials to everyone on the DEI Commission so that they can send/include in their networks.

Meeting adjourned 3:50pm

## ATTACHMENT A Youth Advisory Council Summaries

### **Minnesota Youth Council**

The [Minnesota Youth Council](#) (MYC), an initiative of Minnesota Alliance With Youth, is a diverse group of youth that represent the changing face of our state and provide much-needed youth perspective into issues throughout Minnesota. The council is a network of 36 youth in grades 8-12 (four from each Minnesota Congressional district and four at-large), and their adult partners. MYC members focus their work on two committees:

- The **Education Committee**, which collaborates with the Minnesota Department of Education as the Student Advisory Committee, identifying educational needs and gaps for Minnesota students.
- The **Policy Committee**, which advises and influences statewide legislation related to students and their educational experiences, through the Minnesota Youth Council Committee at the State Capitol.

Website: <https://education.mn.gov/MDE/fam/youthcoun/>

### **Hennepin County Youth Justice Council**

The youth justice council promotes community safety and produces positive outcomes for youth, their families, and communities.

Our mission is to improve and reform the juvenile justice system by:

- Empowering youth to live productive, self-sufficient, and law-abiding lives.
- Ending the unnecessary use of secure detention.
- Eliminating disparities based on race, ethnicity, national origin, religion, sexual orientation, gender, gender identity, or disability.
- Providing resources to effective community-based and appropriate services for youth and their families.
- Committed internal and external stakeholders and community members volunteer on the following subcommittees:
  - Reducing racial disparities
  - Underserved youth
  - Youth advisory board

Website: <https://www.hennepin.us/residents/public-safety/youth-justice-council>

### **Ramsey County Youth Advisory Council**

The Youth Advisory Council aims to advise Ramsey County leadership on and transform Youth Justice Transformation policies, programs, and initiatives that impact youth and young adults (13-26 years old) throughout Ramsey County.

#### Vision

Build an ecosystem that facilitates youth and young adults' growth and development throughout Ramsey County.

### Priorities

YAC develops and recommends policies, strategies, approaches and programming that transform the youth justice system and fosters growth and development by:

- Ensure that policies and procedures balance public wellness and support youth and young adults impacted by the youth justice system.
- Develop, recommend, and support community-based juvenile detention alternative programs and diversions that center on the healing, restoration, and empowerment of impacted youth and young adults.
- Co-design strategies and methods that dismantle intergovernmental silos improve cross-system collaboration and implement shared decision-making models centered on youth-led action.

Website: <https://www.ramseycounty.us/your-government/leadership/advisory-boards-committees/community-advisory-council/youth-advisory-council>

### City of Saint Paul

Established in 2006, the Saint Paul Youth Commission is where young people learn to enhance their civic leadership, work in partnership with elected officials and stakeholders, represent their peers, and advocate for youth voice in decision making. Ensuring Saint Paul is a city that works for all of us.

#### Youth Commissioner duties

- Host community engagement events to bring awareness to issues that affect young people throughout the city. With their peers and adult partners, commissioners design innovative solutions and work to implement them.
- Ensure that all youth in Saint Paul have opportunities to get involved, learn, play and make a difference in their community.
- Inform government officials and advise on policies.
- Strengthen their leadership skills and ensure youth voice is heard in Saint Paul.
- Lead IMPACT (Igniting Movement through Passion, Actions, and Community Togetherness) Project
- Are leaders today!

Website: <https://www.stpaul.gov/departments/parks-and-recreation/recreation-centers/parks-recreation-programs/youth-commission>

## **Northfield**

### Overview

The Mayor's Youth Council was formed in 2006. Comprised of 15 local youth, the Mayor's Youth Council seeks to assure youth input into civic affairs and works on initiatives to positively impact local young people.

The Mayor's Youth Council consists of local high school juniors and seniors, appointed by the Mayor and approved by the City Council. Youth Council members are selected to serve on two-year terms or until they graduate from high school. Members do not receive monetary compensation.

Website: <https://www.northfieldmn.gov/112/Mayors-Youth-Council>

## **Lakeville**

The purpose of the Lakeville Youth Advisory Commission is to serve as an advisory body to the Lakeville City Council. The Commission will provide Lakeville's youth the opportunity to participate in the City's decision-making processes, provide the City Council with recommendations on a variety of issues, promote existing initiatives while developing new programs and encourage more youth to become effective leaders who will help shape the future of Lakeville.

Website: <https://www.lakevillemn.gov/1125/Youth-Advisory-Commission>

## **Rosemount**

The Rosemount Youth Commission was created by the City Council in 2009 to give the community's young people a voice in the operation of their City. The commission operates under a set of bylaws. Each year, the Youth Commission sets goals to work toward as a group.

Website: <https://www.rosemountmn.gov/112/Youth-Commission>

## **Minneapolis Parks and Recreation – Youth Advisory Council**

The MPRB's Youth Advisory Council is a group of youth leaders between the ages of 15-17. Each youth will serve a two-year term, that requires 5-12 hours per month commitment. Youth Advisory Council members are compensated at the city of Minneapolis minimum wage. Youth Council members are involved in project focused, youth-led discussions and strategies to provide feedback on MPRB programming and processes. Youth Council members will further develop their leadership, research skills, and explore career pathways within the MPRB. YAC members will play a vital role in developing innovative strategies to evaluate and reduce violence within the parks and beyond. Youth focused programming will be the key component to accomplish this goal.

Website: [https://www.minneapolisparcs.org/activities-events/youth-programs/teen\\_programs/youth-advisory-council/#:~:text=The%20MPRB's%20Youth%20Advisory%20Council,city%20of%20Minneapolis%20minimum%20wage.](https://www.minneapolisparcs.org/activities-events/youth-programs/teen_programs/youth-advisory-council/#:~:text=The%20MPRB's%20Youth%20Advisory%20Council,city%20of%20Minneapolis%20minimum%20wage.)

**Saint Paul Public Housing Authority—Youth Advisory Council (IN DEVELOPMENT)**

Youth Connections facilitates and partners with organizations to provide educational, cultural enrichment and civic engagement activities that help build self-confidence and leadership skills in youth of all ages.

To continue to provide quality programs the Resident Initiatives Department Youth Connections staff is in the process of creating a Youth Advisory Council. We are seeking the help of youth to learn about their interests and the types of programming they would like to see as well as how to connect with each other.

The Council will be made up of youth living at PHA multi-family developments. This is an opportunity to offer input into PHA programming.

Website: <https://www.stpha.org/youth-connections/youth-advisory-council>





**MEMORANDUM**  
**VIA EMAIL TRANSMITTAL**

TO:  
CC:  
FROM: Pamela Whitmore, City Attorney  
DATE: October 12, 2023  
RE: City of Marshall Youth Advisory Council

The City of Marshall would like to establish a Youth Advisory Council (YAC). City leadership would like to know:

1. Have other jurisdictions established YACs?
2. What is the proper procedure for establishing a YAC;
3. What issues should city leaders consider when establishing a YAC; and
4. Does the City Attorney have recommendations for establishing a YAC?

Each question is addressed below.

**1. Youth Advisory Councils (YACs) in other Jurisdictions**

There are several jurisdictions across the state that have YACs in some form. Some councils/committees are related to specific topics or initiatives, and some operate in a general advisory capacity for multiple initiatives/subject areas. Also, some are more formal than others. See below for a summary list. See also Attachment A which provides a more detailed description of each council/commission/board and their websites.

A. STATE OF MINNESOTA

Minnesota Youth Council: “a collaborative of youth leaders that mobilize their fellow middle and high school peers across the state to create equitable systems through youth-led outreach, education, and advocacy.”

B. COUNTIES

1) **Hennepin County**

*Youth Justice Council* – Youth Advisory Board Subcommittee: “The youth justice council promotes community safety and produces positive outcomes for youth, their families, and communities.” The Youth Advisory Board is a subcommittee of the general membership.

2) **Ramsey County**

*Youth Advisory Council*: “The Youth Advisory Council aims to advise Ramsey County leadership on and transform Youth Justice Transformation policies, programs, and initiatives that impact youth and young adults (13-26 years old) throughout Ramsey County.”

C. CITIES

1) **City of Saint Paul:**

*Saint Paul Youth Commission:* “The Saint Paul Youth Commission is where young people learn to enhance their civic leadership, work in partnership with elected officials and stakeholders, represent their peers, and advocate for youth voice in decision making.

2) **Northfield**

*Mayor’s Youth Council:* “Comprised of 15 local youth, the Mayor's Youth Council seeks to assure youth input into civic affairs and works on initiatives to positively impact local young people.”

3) **Lakeville**

*Youth Advisory Commission:* “The purpose of the Lakeville Youth Advisory Commission is to serve as an advisory body to the Lakeville City Council.”

4) **Rosemount**

*Youth Advisory Council:* “The Rosemount Youth Commission was created by the City Council in 2009 to give the community's young people a voice in the operation of their City.”

D. QUASI-GOVERNMENTAL OR OTHER AGENCIES

1) **Minneapolis Parks & Recreation Board**

*Youth Advisory Council:* “Youth Council members are involved in project focused, youth-led discussions and strategies to provide feedback on MPRB programming and processes.”

2) **Saint Paul Public Housing Authority**

*Youth Advisory Council (In Development):* “The Council will be made up of youth living at PHA multi-family developments. This is an opportunity to offer input into PHA programming.”

**2. Establishing a Youth Advisory Council**

There are two clear paths to establishing a Youth Advisory Council in the City of Marshall. The procedure for establishing a YAC will depend on entity structure. If city leadership wants to create a formal Youth Commission, the procedures for so doing are outlined in the Marshall City Charter. Alternatively, if city leadership wants to create an informal YAC, such as forming a subcommittee of an existing commission, the procedures will follow the Commission rules and procedures in Chapter 2 Article VI of the Marshall Administrative Code.

A. FORMAL CITY YOUTH COMMISSION/COUNCIL

The Marshall City Charter give explicit direction regarding how the City Council can establish Boards or Commissions of the City: “The Council, by ordinance may establish, regulate, and abolish any board, commission, or administrative body which it may determine to be necessary or desirable. Every board, commission, and body shall possess only that power and authority which the City Council grants and will function as advisory or independent agency as determined by the Council.” *Chapter 2, Section 2.02 of the Marshall City Charter.*

If the city leadership wants to establish an official Youth Commission analogous to the existing city commissions, the City Council should follow the standard process of ordinance development, drafting, and finalization before submitting the ordinance for a vote to the full City Council. The Council must follow the ordinance procedures codified in Chapter 3 of the Marshall City Charter; Sections 3.06-.08 summarized here:

- 3) “Yes” and “No” votes shall be recorded;
- 4) An Affirmative vote of a quorum of the Council is required for passage;
- 5) The ordinance must be in writing and include the required enacting language;
- 6) A non-emergency ordinance may not be passed at the same meeting at which it is introduced;
- 7) At least three (3) days shall elapse between introduction and final passage;
- 8) The ordinance shall be signed by the Mayor, or City Council President in the Mayor’s absence, attested, filed, and preserved by the City Clerk; and
- 9) The ordinance must be published in the official newspaper.

The ordinance should mirror existing commission enabling ordinances outlining the purpose, membership, and duties/responsibilities of the commission. Commission operation will be pursuant to Marshall Administrative Code Chapter 2, Article VI.

#### B. INFORMAL YOUTH ADVISORY COUNCIL

If the city leadership wants to create a Youth Advisory Council as a subcommittee of an existing commission, leadership should review the enabling legislation of each Commission. Each Commission ordinance outlines the commission’s purpose, duties and/or responsibilities, among other items. If the existing commission is authorized to create committees, that commission could establish a Youth Advisory Council pursuant to that Commission ordinance and Chapter 2, Article VI of the Marshall Administrative Code. Chapter 2, Article VI, Section 2-142 outlines the procedures for Commission operations.<sup>1</sup> Any subcommittee of a city commission would be subject to the codified procedural requirements.

### 3. Considerations

In general, applicable laws, regulations, and policy considerations will depend on the design and scope of the Youth Commission. However, below are some high-level considerations for leadership review:

- A. AGE OF YOUTH PARTICIPANTS: Minnesota Child Labor laws do not allow minors below the age of 14 to be employed. “Employment means any occupation engaged in for compensation in money or other valuable consideration, whether paid to the minor or to some other person, including, but not limited to, occupation as a servant, agent, or independent contractor.” *Minnesota Statutes Section 181A.03*. Although labor laws generally do not apply to volunteers, and although Commissioners may not be employed by the city as outlined in the city Charter, leadership should be cognizant of any transactions that could appear to create an employment relationship between the city and the youth participant to avoid any dispute. In addition, it’s a prudent policy practice to mirror existing child labor laws.

---

<sup>1</sup> Chapter 2, Article VI, Section 2-142 outlines the purpose of commissions, it requires that: (i) prospective commission members apply for a position; (ii) the Mayor and Council review the applications; and (iii) the applicants must be interviewed. Section 2-142 also outlines commissioner terms, employment status, residency requirements, remuneration, and removal.

- B. TIME OF MEETINGS: In creating the Youth Advisory Council, leadership should be aware of the time of meetings. Minn. State. §181A.04 does not allow anyone under the age of 16 to work past 9 PM.<sup>2</sup>
- C. PARENTAL/INFORMED CONSENT: Parental consent may or may not be required by law depending on the structure and scope of the Youth Advisory Council. However, parental consent and involvement should be a policy consideration when designing the make-up and charge of the YAC.
- D. DATA PRIVACY: Data Practice issues could arise depending on the type of data collected from the youth participants.
- E. CAPACITY ISSUES: If leadership wants to or inadvertently creates a contractual relationship between a minor and the city, the age of majority in Minnesota is 18. Minors may not enter into contractual relationships.
- F. IMAGE AND LIKENESS ISSUES: This is related to the above-mentioned consent issue. Generally, minors are allowed to be photographed in public without their or their parent's consent. It is based on whether the individual has a reasonable expectation of privacy in the location where they are being photographed. However, policy makers should also weigh the parent's interest and the age of the youth when engaging in this topic.
- G. WAIVERS OF LIABILITY/PERMISSION SLIPS: Depending on the types of activities in which the youth will participate on the YAC (i.e., field trips, labor intensive activities, etc.), city leaders may want to consider issuing permission slips and/or liability waivers to the youths and/or their parents.

#### **4. Recommendations**

As the city develops this YAC, the City Attorney will be able to assist in narrowing the potential legal issues. In general, the City Attorney recommends the following:

- A. CAREFULLY DEFINE THE SCOPE OF THE YAC'S PURPOSE: This will mitigate exposure to controversial issues that may arise in discussion and problem solving.
- B. LIMIT THE AGE RANGE OF YOUTH MEMBERSHIP: This will help leadership avoid any concerns about youth working times and age limits.
- C. ENGAGE WITH PARENTS/GUARDIANS: Issue consent forms and waivers of liability to provide notice to parents/guardians and avoid disputes, especially when many topics cities consider may be upsetting to some parents. This will also be important if YAC scope is broad.
- D. DON'T COLLECT UNNECESSARY DATA: Avoid collecting data that is unrelated to the Youth's practical participation in the YAC, and issue Tennessee Warnings to the Youth and/or parents.
- E. DON'T ENTER CONTRACTS OF ANY TYPE WITH MINORS: If a contract is necessary for some reason, gain the consent of the parent or guardian beforehand. Also, review city contracting requirements prior to entering into any agreement.
- F. OBTAIN PHOTO RELEASES: If it is necessary to take photos of the YAC members, gain their consent, and the consent of the parent/guardian if the youth is under 18.

---

<sup>2</sup> Minn. Stat. §181A applies to employment, not volunteer work. However, it is prudent policy to align with state laws on the matter as best as practicable.