



**CITY OF MARSHALL**  
**Diversity, Equity, and Inclusion Commission**  
**A g e n d a**  
**Wednesday, February 02, 2022 at 3:00 PM**  
**City Hall, 344 West Main St.**

**APPROVAL OF AGENDA**

**APPROVAL OF MINUTES**

- [1.](#) Consider Approval of the December 1, 2021 Minutes

**OLD BUSINESS**

- [2.](#) Consider Co-Chair Nominations

**NEW BUSINESS**

3. World Café Subcommittee Update
4. Other
  - a. Reschedule Micro Aggression
  - b. Welcoming Week
  - c. State Demographer Presentation

**ADJOURN**

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

**MISSION STATEMENT:** 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  
DIVERSITY, EQUITY, AND INCLUSION COMMISSION  
Wednesday, January 5, 2022 – 3:00 PM  
City Hall, 344 West Main Street  
On Main and Zoom

AT LARGE MEMBERS PRESENT: Sara Runchey (Excused at 3:28 PM), Joyce Tofte, Michele Knife Sterner, George Taylor, Marcy Heemeyer.

STANDING POSITION MEMBERS PRESENT: Ted Stamp, Nicole DeBoer, Tim Mok (Avera), See Moua-Leske , Ross Wastvedt , Kumara Jayasuriya , Lauren Mellenthin (Prairie Home Hospice), Denae Winter.

Absent: Jay Lee, John DeCramer, Monica Talamantes, Don Robertson, Samira Sheikh Beth Ritter, Beth Wilms.

STAFF PRESENT: Amanda Becker, Community Education Coordinator; Kyle Box, City Clerk: Addy Wolbaum, Diversity, Equity, and Inclusion Assistant.

At 3:00 PM, Co-Chair Tofte asked for approval of the minutes from December 1, 2021. Member Sterner moved approval.

Co-Chair Tofte asked for nominations for Co-Chair nominations.

Member Runchey requested that the nominations be placed on the next meeting agenda in order to include the

Co-Chair Tofte asked for a review of the Standing Positions. Tofte mentioned MAHA and other area sports clubs in the area. Heemeyer suggested United Way of Southwest Minnesota.

Additional membership included, Ezira Tafa as the new SMSU Student Body President and will be contacted to join the Commission.

Co-Chair Tofte asked for discussion the Public Relations/ Resource Subcommittee. Addy Wolbaum, Diversity, Equity, and Inclusion Assistant provided on the website. The page is live and being updated with additional resources. A meeting with the Subcommittee will be scheduled in the next month.

Co-Chair Tofte provided discussion from the World Café Subcommittee. Tofte provided a review of the two proposals received by YWCA and Mighty Consulting. Member Mok discussed having the resources from the YWCA may be more beneficial.

There was further discussion by the Commission on both proposals. Member Tofte asked for the At-Large members vote.

Member Heemeyer voted favor of the YWCA

Member Taylor voted in favor on Mighty Consulting

Member Knife Sterner voted in favor of the YWCA

Co-Chair Tofte voted in favor of Mighty Consulting.

Without a majority vote from the at large members the motions do not pass. A special meeting will be called in the immediate future to vote on the consulting firm.

Co-Chair Tofte asked for any other discussion from the Commission.

Member Wastvedt commented on future the candidates for CDO position at SMSU. Member Wastvedt would like the Commission to participate and meet with the candidates. Thursday, January 27, and Wednesday February 2 at SMSU.

Amanda Beckler, Community Educations Coordinator provided an update on Cultures on the Prairie event that will take place on February 15 at SMSU.

Member DeBoer suggested having additional DEI Commission resources at the event, such as offering suggestions for the Commission to review.

An invitation will be sent out to SWIF to attend a future meeting to discuss 2022 Welcome Week.

Co-Chair Tofte reminded members to complete commission bios for the city website.

Hearing no further business, at 3:40 P.M., the meeting was adjourned.

Respectfully Submitted,  
City Clerk  
Kyle Box

MINUTES  
DIVERSITY, EQUITY, AND INCLUSION COMMISSION  
Thursday, January 13, 2021 – 3:00 PM  
City Hall, 344 West Main Street  
Camden and Zoom

AT LARGE MEMBERS PRESENT: Jay Lee, John DeCramer, Joyce Tofte, Michele Knife Sterner, Marcy Heemeyer.

STANDING POSITION MEMBERS PRESENT: Ted Stamp, Nicole DeBoer, See Moua-Leske, Beth Ritter, Samira Sheikh , Denae Winter , Lauren Mellenthin.

ABSENT: Monica Talamantes, Don Robertson, Beth Wilms, Sara Runchey, George Taylor, Addy Wolbaum, Diversity, Equity, and Inclusion Assistant, Tim Mok ,Ross Wastvedt , Kumara Jayasuriya .

STAFF PRESENT: Sharon Hanson, City Administrator; Amanda Becker, Community Education Coordinator and Kyle Box, City Clerk

At 3:05 PM, Co-Chair Lee called the meeting to order.

Lee asked for discussion on the two proposals received for facilitation services. Mentioned that he favored a multi racial ethnic presenter.

Member DeCramer commented on the proposals and like that Mighty Consulting designated their consultants as people of color whereas the YWCA does not have that designated in their proposals. DeCramer commented that the YWCA may have additional resources to offer during the consulting work.

Lee asked the question whether or not individuals would feel any disengagement from the YWCA being a Christian organization. Member Knife Sterner discussed that she did not see any issue contracting with the YWCA. Member Sheikh commented that the area of our focus is not religion but certain topics regarding our community.

Member Moua-Leske asked who was coming up with the questions for the World Café. Co-Chair Tofte commented that the consultant would come up with the questions with input from the Commission.

Member Knife Sterner commented in favor of the YWCA because of the additional support they can offer.

Lee asked for a roll call vote.

Lee - YWCA  
DeCramer - YWCA  
Tofte -YWCA  
Knife-Sterner – YWCA  
Heemeyer – YWCA

After the role call vote City Clerk Kyle Box commented that members Runchey and Taylor emailed in support of the YWCA and Mighty Consulting, respectively.

There was consensus from the Commission to direct city staff to contact the YWCA and work with the consultant prior to the February event.

At 3:21 PM the meeting was adjourned.

Respectfully Submitted,  
City Clerk  
Kyle Box

## Diversity, Equity, And Inclusion Commission Bylaws

### Article I. Name

The name of this organization shall be the Diversity, Equity, and Inclusion Commission, hereinafter referred to as the Commission.

### Article II. Purpose

The Commission seeks to support and advance the City of Marshall's mission, vision, and values by providing guidance for the development and implementation of proactive diversity, access, inclusion, research, and retention initiatives. The Commission serves to promote an environment where people come first, are treated with dignity and respect, and are encouraged and supported to achieve their full potential. The Commission will collaborate with community partners on matters associated with equity and inclusion to foster relationships and advocate for underrepresented populations.

### Article III. Guiding Principles

The Commission is dedicated to learning, creating innovative ideas, and adapting to the ever-changing environment. The Commission is taking purposeful action to advance this commitment through the following guiding principles of equity, inclusion, collaboration, and transparency.

- Equity
  - Building a racial equity lens into all of the DEI Commission work including strategic planning, policy, and priority setting process, communication strategy, and implementation work.
- Inclusion
  - Ensuring that all community members feel respected and benefit from the economic prosperity of the City.
  - Fostering an environment of representation in which all community members feel connected and authentically engaged.
- Collaboration
  - Striving for an environment that is committed to teamwork and engagement.
  - Utilizing available resources and partnering with organizations, initiatives, and allies that will advance racial equity in Marshall.
- Transparency
  - Building relationships based on honesty, open communication, trust, consistency, and accountability with individuals and/or groups of people who are being disadvantaged or excluded.

## Article V. Membership, Composition, Responsibilities, and Meetings

### Section 5.01 Membership

- A. Appointments to the Commission shall be made by the Common Council of the City of Marshall from a list of recommendations submitted by The Commission.
- C. Terms - All appointments to the Commission, with the exception of the Standing Positions, shall be three (3) year terms with a maximum of serving two consecutive terms.
  - I. Standing Positions shall be reviewed by the Commission Cochairs at the beginning of every year.
- D. The Commission shall strive to reflect diversity with regard to people of age, race, gender, gender identity and expression, national origin, ancestry, sexual orientation, religion, creed, disability, genetic information, veteran status, and marital status.
- E. Quorum - All appointed at large members shall have voting privileges. Standing Positions shall not have voting privileges. For the transaction of business at all meetings, a quorum of a simple majority of all members must be present.

### Section 5.02 Composition

The Commission shall strive to be representative of the diversity of the community's population. The Commission shall consist of nine (9) At-Large members appointed by the Common Council of the City of Marshall as well as Standing Positions as determined by the Commission. The following considerations shall be applied:

- A. Commission membership shall be open to any resident of the City of Marshall or surrounding region.
- B. The Commission may form Sub-Committees or teams to accomplish special projects and/or functions that further the goals and objectives of the Commission. Sub-Committees shall be abolished when its purpose is served. Sub-committees shall make a report of their progress at regularly scheduled Commission meetings.
- C. Officers shall include Co-Chairs.
- D. Secretary will be appointed by the Co-Chairs.

### Section 5.03 Responsibilities of the Members

- A. Adhere to the guidelines set forth in the City of Marshall Code Book found in Chapter 2, Article VI., Division 1 - [https://library.municode.com/mn/marshall/codes/code\\_of\\_ordinances?nodeId=PTIICO\\_OR\\_CH2AD\\_ARTVIBOCOAU\\_DIV1GE](https://library.municode.com/mn/marshall/codes/code_of_ordinances?nodeId=PTIICO_OR_CH2AD_ARTVIBOCOAU_DIV1GE)
- B. Provide feedback about the concerns of all community members to the Commission.
- C. Serve as role models within the community to enhance the visibility and branding of the City of Marshall.

## Section 5.04 Meetings

- A. The Commission shall at a minimum meet once a month. Special meetings for urgent matters may be called when necessary.
- B. Either one or both Co-Chairs shall officiate at meetings.
- C. Meetings shall be open to the public. Individuals wishing to express their views will be permitted to do so by placing the item on the agenda through the Co-Chairs or City Staff.

## Article VI. Officers and Representatives

- A. The Co-Chairs shall:
  - I. Conduct meetings
  - II. Determine the schedule of meetings
  - III. Appoint Sub-Committees
  - IV. Perform such other duties as the Commission may direct or as specified in the modified Robert's Rules of Order
- B. The Commission shall elect two (2) Co-Chairs and one (1) Secretary who will keep and distribute minutes of the meetings and monitor attendance/absences.
- C. Elections for officers shall be open to all "At-Large" Commission members.

## Article VII. Agenda, Minutes and Reports

- A. The agenda, minutes and reports shall be distributed to the Commission members 72 hours prior to scheduled meetings.
- B. Agenda and meeting minutes will be posted on the City of Marshall website.

## Article VIII. Ratification and Amendment of Bylaws

- A. The bylaws govern the Commission and its practices. Changes to the bylaws can be proposed by any Commission member or sub-committee provided that any notice of proposed alteration, amendment or repeal shall be given to all voting members twenty (20) working days in advance of the date of the meeting at which the bylaws are to be altered, amended, or repealed.
- B. By a vote of two-thirds (2/3) of the voting membership shall have the power to alter, amend, or repeal the bylaws at any regular or special meeting of the council.
- C. If there is a conflict between the bylaws and Robert's Rules of Order, Revised, the bylaws prevail.