



**CITY OF MARSHALL**  
**Diversity, Equity, and Inclusion Commission**  
**Agenda**  
**Thursday, March 02, 2023 at 3:00 PM**  
**City Hall, 344 West Main St.**

**APPROVAL OF AGENDA**

**APPROVAL OF MINUTES**

1. Consider Approval of the February 1, 2023 Minutes

**NEW BUSINESS**

2. Welcome
3. Commission's Top 3 for the calendar year
  - a. Priorities
  - b. Agenda Initiatives
4. At-Large & Standing Member Engagement
5. Youth Advisory Board
6. New Commission Member
7. World Cafe Next Steps
8. Budget Update - looking forward
9. Secretary rotation list

**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  
CITY OF MARSHALL  
DIVERSITY, EQUITY, AND INCLUSION COMMISSION  
Wednesday, February 1, 2023 at 3:00PM  
City Hall, 344 W. Main Street Camden Conference Room and Zoom

AT LARGE MEMBERS PRESENT: Michele Knife Sterner, Joyce Tofte, Jay Lee, George Taylor, See Moua-Leske, City Council Liaison

STANDING MEMBERS PRESENT: Nancy Walker, Nicole DeBoer, Jeet Sausen

ABSENT: Ted Stamp, Beth Ritter, Lauren Mellenthin, Marcy Heemeyer, Timothy Mok, Sara Runchey, Samira Sheikh, Denae Winter

STAFF PRESENT: Amanda Beckler, Community Education Coordinator, Addy Wolbaum, Diversity, Equity, and Inclusion Assistant, Steven Anderson, City Clerk

Co-Chair Knife Sterner started the meeting at 3:02pm by asking for approval for the minutes of the January 2023 meeting. Member Moua-Leske made a motion to approve.

Co-Chair Knife Sterner informed the group that At-Large members Runchey, Lee, and Heemeyer's terms are up in 2023.

Members then held a discussion on Robert's Rules and how it may impact community member's willingness to join and participate. Member Lee stated it could create a barrier for people who are not familiar with those formalities.

Co-Chair Knife Sterner stated that Co-Chair Tofte's term is up and a vote on a new Co-Chair is required. The nominees for Co-Chair were Marcy Heemeyer and George Taylor. Knife Sterner asked for a vocal yes or no for Taylor first. Members Moua-Leske, Taylor, and Tofte voted yes to George Taylor and Knife Sterner voted for Heemeyer. Member George Taylor won the majority 4-1, and is now elected as the newest Co-Chair.

Co-Chair Sterner asked for nominations for Secretary. The group had a discussion on duties of Secretary being to take minutes and monitor attendance. The group also discussed the alternative of rotating Secretary duties per monthly meeting. Lee made a motion to have rotating secretaries. Taylor seconded that. All voted in favor of creating a rotation list to assign a secretary per meeting.

Co-Chair Knife Sterner brought forward discussion of picking an alternative meeting time, in accordance with the top options selected by members in the Doodle Poll. Member Tofte made a motion to move the meetings to the first Thursday of month from 3-4. Member Moua-Leske seconded. Co-Chair asked for discussion and moved to a vote. All present At-Large members, Knife-Sterner, Tofte, Moua-Leske, and Taylor, voted in favor, none opposed. The motion moved to switch meetings to first Thursday of the month from 3-4PM moving forward.

The group then held a discussion on the idea of a Youth Advisory group to provide a voice for young community members. Member Lee stated there should be some guidance from the Commission to guide the group and its actions. Member Taylor asked about the creation of a charter for the youth advisory group. Co-Chair Knife Sterner clarified it is something the group

will have to create. Member Moua-Leske stated that the Commission not only needs to give youth a voice, but also do something with that given voice. Lee asked who drives the group - Commission or the group itself. Member Sausen proposed a few questions regarding if this advisory group was preexisting, what its importance and focus will be, and what will the Commission do for them. Lee stated need for clarification of whether the group is their own or is it a part of ours and to be dictated by the Commission. Member Tofte asked if it could be both, more collaborative. Sausen stated she'd support a flexible partnership between commission and advisory - this relationship needs to be intentional, not rushed through. Clear parameters, clear directions, transparency, collaboration will be necessary. Knife Sterner suggested forming a subcommittee. Taylor likes the idea of a subcommittee with clear direction. The group then discussed having high school freshman as the age minimum for this advisory group. Knife Sterner asked for a motion to form subcommittee. Moua-Leske made a motion. Taylor seconded. All were in favor of forming this subcommittee. Members Tofte, Sausen, and Lee volunteered for Youth Advisory Group subcommittee.

Beckler asked for a letter of support for the Highway 19 Reconstruction Project. Lee made a motion to move forward. Moua-Leske seconded. Motion carried with all in favor of supporting this project.

Lee gave an update on the Martin Luther King Jr. event that took place at SMSU on January 16th. There was a good turnout.

Moua-Leske provided information on the Cultures on the Prairie Conference taking place on February 13 and 14.

With no further discussion, meeting was adjourned at 4:00PM

Respectfully Submitted,

Addy Wolbaum

Diversity, Equity and Inclusion Assistant

) - ° @ # "

° @V

u . . . . . ) - @ #  
#

° @h

u # . . . . . # 'U . . . . .  
u #  
u #

° @8 h

u # . . . . .  
u #

∇ -  
o " . . . . . ) - @ #

∇ @  
o - . . . . .  
o 7 . . . . . #

∇ #  
o o . . . . .  
o y . . . . . 'U

∇ u  
o " . . . . .

° † U # k 'U

o 'U

° . . . . . # . . . . . # # . . . . . #  
U . . . . . u #

- 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 martial 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=PTIICOOR\\_CH2AD\\_ARTVIBOCOAU\\_DIV1GE](https://library.municode.com/mn/marshall/codes/code_of_ordinances?nodeId=PTIICOOR_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.

# 2022 World Cafés

## City of Marshall

### Diversity, Equity & Inclusion Commission



MARSHALL

DIVERSITY, EQUITY & INCLUSION COMMISSION

In January of 2022 the City of Marshall's DEI Commission partnered with YWCA Minneapolis to facilitate 2 World Café events in order to better understand the myriad of lived experiences in Marshall.

A World Café is a method for hosting conversations regarding several themes and topics. The goal of this is to allow participants to explore a topic while simultaneously building on each other's experiences.



#### World Café Event #1:

February 15, 2022

Cultures on the Prairie attendees

13 participants

#### World Café Event #2:

May 7, 2022

Parents/Families of Marshall Public Schools' Family Engagement Events

33 participants

Karen, Spanish & Somali speaking MPS families

- 82 Participants total between the 2 events and the online survey offered between February and May

- Marshall Public Schools' Parent Student Connectors assisted in translating the conversations in World Café #2

### The following questions were discussed:

1. How would you describe the place you call home? What do value about it? What would you change?
2. What is the first thing you notice when you walk into a local business? Are there spaces in the community where you feel out of place?
3. When did you first notice cultures different from your own? How did that exposure influence your thinking and/or behaviors?
4. What do you value about the community that you are in? What would you like to see changed?
5. What keeps you living in the city of Marshall and surrounding communities?
6. \*What concerns do you have about your neighborhood? Your town? Your county?
7. \*What helps you feel connected to the community? What makes you feel disconnected from it?
8. \*What is one thing you wish people in your community were more aware of? What type of support could local government offer to help spread awareness?

\*Due to time constraints and the knowledge that translation and interpretation services would be utilized, questions 6,7 & 8 were prioritized for World Café #2

### Group Distinctions:

#### World Café Event #1:

Participants of this event were identified as the 'Mixed' cohort.

This group consisted of individuals predominately white, English-speaking, and raised/born in or near Marshall.

#### World Café Event #2:

Participants of this event were identified as the 'Non-Dominant Cultural Group' (NDCG) cohort. This group was entirely made up of multilingual individuals from the Somali, Karen and Hispanic communities within Marshall Public Schools.



- A key aspect of these events is the background of participants and their distinct differences in experiences
- a non-dominant culture is one that represents those outside of the dominant culture and its norms. These individuals are more likely to experience lack of access, as well as, prejudice, discrimination, and racism.

## Key Findings:

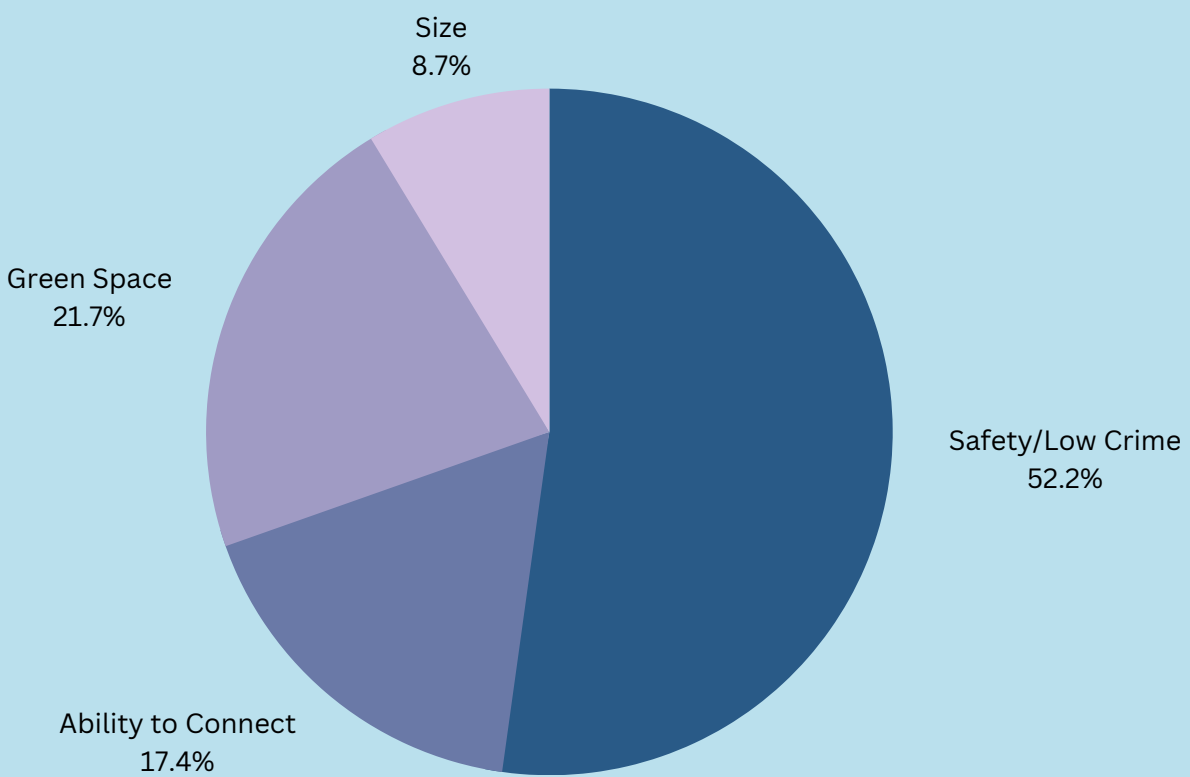
- People of the non-dominant cultural backgrounds report feeling less of a sense of belonging than people from dominant cultural background as a result of prejudice, discrimination, and racism.
- Language barriers and lack of translation services are the biggest obstacle to feeling a sense of belonging and inclusion in the community
- Disparities between dominant and non-dominant cultural experiences

## Barriers to Belonging

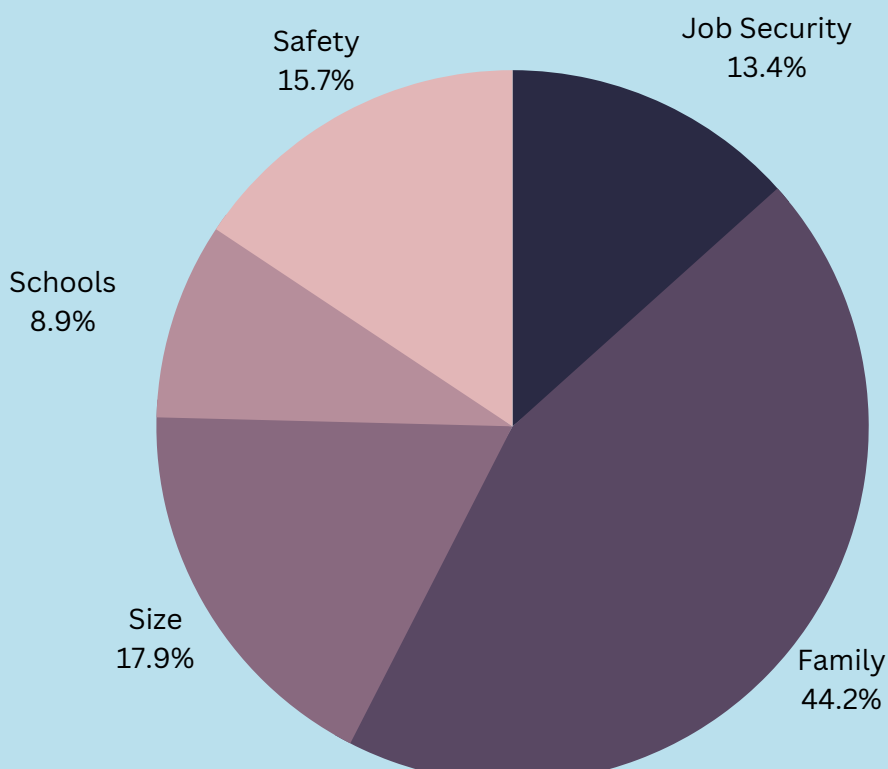
- Many people want to get involved but don't know where to find opportunities that are inclusive and welcoming.
- Lack of interpretation, translation, and cultural liaising leaves people feeling excluded and unsupported. Additionally, people have felt like a burden asking for these services.
  - More patience and empathy from translators and community members
- At community events people feel unwelcome and uncomfortable due to others staring, making rude comments, or being completely ignored.
- Fear of wearing culturally significant hairstyles or clothing and accessories for fear of being bullied in public
- Not enough transportation resources for people without a vehicle
- Lack of resources and support for recently migrated families
  - Navigating insurance, digital literacy, awareness of ESL classes, medical assistance , U.S. cultural norms

## Comparison of Positive Community Attributes: What do you value about living in Marshall?

### 'Non-Dominant' Cohort:



### 'Mixed' Cohort:





## Changes community members would like to see:

- More opportunities to connect with people from different communities and cultures
- More campaigns and opportunities with emphasis on celebrating and supporting cultural diversity and inclusion
- A cultural shift where more people within the community strive to understand cultural differences and be more inclusive of people from different backgrounds
- Having more languages taught in school and university settings
- More recreational opportunities for teens and young people
- More diversity of stores and shopping centers across different price points
- A review of Marshall housing issues and inequities for low-income renters, including greater accountability measures for landlords renting to vulnerable populations
- A strengthened relationship with the City's Public Safety Officers

---

## Action Steps: