



MEETING AGENDA

AFRICAN HERITAGE COMMISSION

Thursday, March 14th, 2024 | City Hall Room 430 (4th Floor) - 411 W 1st Street | 6:00 PM

1. Call to Order
 - a. Election of Officers
Recommended action: Annual vote for Chair and Vice Chair
2. Public Comment
3. Approval of September 14, 2023 meeting minutes
4. Meeting Topics
 - a. Meeting Schedule and Locations
Recommended action: Review of yearly schedule and location
 - b. Robert's Rules of Order
Recommended action: review documentation provided
 - c. Unity Fund Grant Award/RFP process
Recommended action: Discuss grant award and next steps
5. Individual Commissioner Project List Updates
 - a. Commissioner Pepper – Pastor Galloway
 - b. Community Center - _____
 - c. Transportation - _____
 - d. Policing - _____
6. Adjourn

AFRICAN HERITAGE COMMISSION BYLAWS
CITY OF DULUTH

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ARTICLE I – IDENTITY

- 1.1 Name. The Duluth African Heritage Commission (hereinafter referred to as “Commission”).
- 1.2 Address. The administrative offices and mailing address of the Commission shall be Room 160, City Hall, Duluth, Minnesota, 55802.

ARTICLE II – ORIGIN AND POWER

- 2.1 Establishment. The Commission was created by Ordinance 10701 (05/26/2020), pursuant to authority provided by the 1912 Home Rule Charter of the City of Duluth, as amended. The Commission serves in an advisory capacity.

ARTICLE III – DUTIES AND PURPOSE

- 3.1 Duties. The Commission shall have the following duties:
- (a) To advise the mayor and city council about issues concerning services, policies, procedures, and facilities that are of concern to the African Heritage community;
 - (b) To serve as a forum for citizen involvement and expressions on issues affecting the community;
 - (c) To identify and apply for funds and grants on behalf of the African Heritage community;
 - (d) To make recommendations to the city council regarding community development planning;
 - (e) To recommend to the city council legislation that empowers and promotes African Heritage community development;
 - (f) To increase public understanding and acceptance of the African Heritage community and culture;
 - (g) To develop a process to institutionalize a dialog with the city council, the mayor’s office, and city departments;
 - (h) To foster programs that will increase African Heritage community involvement in all aspects of community affairs;
 - (i) To develop research and information about African-American heritage and the African Heritage community;
 - (j) To establish community development objectives and policies;
 - (k) To develop a strategic plan for the African Heritage community.
- 3.2 Purpose. The purpose of this Commission is to ensure that the views of the African Heritage community are incorporated in the decision making, future planning, and stewardship of the City of Duluth. The Commission will endeavor to act as a guide in the development of public policy,

planning, and services so that the African Heritage community is adequately represented in these processes. The Commission will aim to plan, develop, and implement community projects that recognize and increase the awareness of the contributions of African-Heritage history; to encourage and assist the teaching of African-Heritage history; and to recognize sites in the community that are significant to African-Heritage History.

ARTICLE IV – MEMBERSHIP

- 4.1 Number. The Commission shall consist of seven members and shall reflect African Heritage diversity in the area.
- 4.2 Eligibility. A majority of the members shall be residents of Duluth.
- 4.3 Appointment. Members shall be appointed by the Mayor with approval of the City Council.
- 4.4 Term. Of the first seven appointments, three shall be for three years, two shall be for two years and two shall be for one year. Thereafter, all appointments shall be for a term of three years.
- 4.5 Absenteeism. If any member fails to attend three regular meetings of the Commission, notice may be forwarded to the Mayor and Council with the request for removal of such member from the Commission at the discretion of the Commission Chair.

ARTICLE V – OFFICERS AND DUTIES

- 5.1 Titles. The officers of this Commission shall be Chair, Vice Chair, and Secretary.
- 5.2 Chair. The Chair shall preside at all meetings, appoint committees, rule on procedural questions subject to reversal by two-thirds of members in attendance, exercise the same voting rights as the other commissioners, and carry out such other duties as are assigned by the Commission.
- 5.2 Vice Chair. The Vice Chair shall act in the absence or inability of the Chair to act an in such instances shall have the powers and functions of the Chair.
- 5.3 Secretary. The Secretary shall be responsible for notifying all members of meetings; drafting and circulating agendas; performing research work and preparing reports as are necessary to fully advise the Commission of all facts on matters before the Commission; keeping on file all official records and reports of the Commission; keeping a written record of Commission meetings,

transactions, and actions; serving required notice of all public hearings and public meetings; maintaining and circulating minutes; reporting on and attending to correspondence of the Commission; and carrying out such other duties as are assigned by the Commission. City of Duluth Staff shall serve as Secretary.

ARTICLE VI – ELECTION OF OFFICERS

- 6.1 Terms. Officers shall be elected at the annual meeting of the Commission. Terms of office shall be for one year and no member shall hold the office of Chair or Vice Chair for more than two years consecutively. Officers shall serve until replaced by a duly elected officer in accord with these procedures.
- 6.2 Nominating Committee. Nomination of officers shall be made from the floor.
- 6.3 Majority Required. Candidates for office receiving a majority vote of the entire membership (seven) shall be declared duly elected.
- 6.4 Vacancies. Vacancies occurring in officers of the Commission shall be filled forthwith by regular election procedure.

ARTICLE VII – MEETINGS

- 7.1 Annual Meetings. An annual organizational meeting shall be held in November, at the time and place set forth for that month's Regular Meeting, of each year. Election of officers shall be conducted and proposed amendments to bylaws may be acted upon.
- 7.2 Regular Meetings. Regular meetings of the Commission shall be held on the second Wednesday of each month at 5:30pm. In the event that the regular meeting date falls on a legal holiday, the meeting shall be held on the following day. Regular Meetings will be held at City Hall unless circumstances so require an alternate meeting place.
- 7.3 Special meetings. Special meetings may be called at the discretion of the Chair, or at the written request of at least five members who shall convey such request to the Secretary.
- 7.4 Notice of Meetings. Notice in writing of annual meetings setting forth the time and place thereof shall be delivered to all Commission members at least ten days in advance of such meetings; notice in writing of each regular meeting shall be sent to all Commission members at least three days in advance of such meeting; and notice in writing of any special meeting shall be sent to all

Commission members at least one day prior to such meeting and shall state the time, place, and purpose of such meeting.

- 7.5 Open Meeting Law. All meetings of the Commission shall be posted and conducted in accordance with the requirements of the Minnesota Open Meeting Law.

ARTICLE VIII – PRE-MEETING PROCEDURES

- 8.1 Agenda. The agenda for each meeting of the Commission shall be developed in writing by the Secretary of the Commission. The Chair shall determine the meeting at which an agenda item will be considered.

ARTICLE IX – MEETING PROCEDURES

- 9.1 Rules of Order. Unless otherwise specifically designated, *Roberts Rules of Order*, as most recently revised, shall govern meeting procedure.
- 9.2 Quorum. A majority of the currently serving membership of the Commission shall constitute a quorum for meeting purposes. A majority vote of the members present shall be required to transact business or make binding decisions on behalf of the Commission.
- 9.4 Suspension of Rules. The Commission may temporarily suspend its rules by a three-fourths vote of members in attendance.
- 9.5 Public Participation. The public shall be given an opportunity to speak on all agenda items pursuant to provisions written below.
- 9.8 Tabling. A tabling motion if passed has the effect of laying the matter over until the next regular meeting unless otherwise specified.
- 9.9 Notice of Appearance. Any person desiring to speak to the Commission shall express that desire in writing prior to hearing of the matter in question, setting forth their name and address and the matter in which they are interested.
- 9.10 Time Limits. Any person desiring to speak to the Commission shall be limited to a total presentation period of five minutes each.

ARTICLE X – COMMITTEES

- 10.2 Special Committees. The Chair may appoint such special committees and chairperson thereof from time to time as may be deemed necessary.

ARTICLE XI – AMENDMENT OF BYLAWS

- 11.1 Amendment Procedure. These bylaws may be amended by the affirmative vote of the majority of the entire Commission then sitting, provided that the proposed amendment has been read at the preceding meeting of the Commission.

ARTICLE XII – EFFECTIVE DATE

- 12.1 Effective Date. These bylaws shall take effect on February 10, 2021.



Planning & Development Division
Planning & Economic Development Department

Room 160
411 West First Street
Duluth, Minnesota 55802



218-730-5580



planning@duluthmn.gov

AFRICAN HERITAGE COMMISSION - MINUTES

Thursday, September 14, 2023 | One Roof Community Center | 12 E 4th St, Duluth, MN 55802 | 6:00p

Commissioners Present: Njoki Kamau, Ayana Izala, Bernice Pepper, Melissa Grimes, Jeanine Schroer

Absent: Archie Davis, Vanni Hayden

1. Call to Order: 6:13pm

2. Public Comment: Emma, a student from St. Scholastica and intern of Carl Crawford came to observe at the meeting.

3. Approval of August 10th, 2023 Meeting Minutes:

Commissioner Schroer made a motion to approve the minutes, second by Commissioner Izala.

MOTION/Second: Schroer/ Izala Vote (3 abstain-2-0) APPROVED

4. Meeting Topics:

a) Racial Harassment Ordinance:

- The Director Adam Fulton talked about the discrimination ordinance and the appropriate next steps of racial discrimination. Brochure was passed around to the commission from Toronto on how they handle certain issues. Discussion also revolved around examples from Minneapolis of the 363A chapter from the state, and Seattle. Chair Izala stated that in the state law it says nothing about race. Some organizations define race, but others do not.
- Commission suggested inviting Human Rights Officer Carl Crawford to the next meeting. Commissioner Grimes stated that inviting the HRO would help with the creation of the ordinance more impactful. She also stated that meeting with commissioners from Minneapolis would assist with comparison on the route their city has taken, and to learn parameters.
- The commission also brought of the example of the crown act, and how certain ethnicities need to be protected. The problem is that white supremacy is shown as normal in some instances of regulations within schools, and the workplace.
- Commissioner Pepper asked if there could be a town hall meeting so that they can ask the community about what issues are happening real time. This needs to be in a good location, at a decent time, and have notification well in advance.
- Commissioner Kamau gave an example of a study she was apart of that gave the narrative that you "can't always prove racism". Therefore some of the issues brought up, may still not pass as racism. The commission would like a meaningful outcome.

Chair Izala made a motion to proceed with action steps on racial discrimination ordinance, second by Commissioner Schroer.



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MOTION/Second: Izala / Schroer Vote (5-0) APPROVED

b) Unity Fund Grant Submittal

Manager Pervenanze went over the wording of the narrative put together. He asked the commission who would like to be on the second portion of the grant application for the 2nd round. Commissioner Pepper stated how there were talks of a cultural center with the previous members of the commission.

Vote on Unity Fund Grant Submittal Vote (5-0) APPROVED

c) Ordinance Establishing the Commission

Director Adam Fulton stated that city staff is still working on the language of the ordinance, and the delay is due to commission re-alignment within the city. He is anticipating November/December. Will get the language to the commission to vote on as soon as possible.

Next Steps:

- Racial harassment ordinance with Carl Crawford
- Meet with Minneapolis Commission for networking
- Locations and logistics on setting up town hall meeting
- Approve agenda for next month

Adjourn (Next meeting, June 8, 2023)

MOTION/Second: Izala / Schroer Vote (5-0) APPROVED

7:34pm



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AGENDA ITEM 4a

To: Duluth African Heritage Commission
From: Phillis Webb, Grants Coordinator
Date: March 8, 2024
Re: Meeting schedule and locations

Summary:

The proposed meeting schedule for this year is attached. Meetings had been anticipated to move to different locations; however, because of challenges in achieving quorum, the short-term intent is to hold all meetings at Duluth City Hall until such time as there is consistent attendance.

Meetings are anticipated to continue to be held at 6:00 PM on the second Thursday of the month.

Recommended Action:

Staff recommends a motion to approve the 2024 meeting schedule and locations.

Attachments:

- Proposed schedule & locations memo



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Duluth African Heritage Commission 2024 MEETING CALENDAR

When: Meetings are held the 2nd Thursday of each month

Where: TBD

Time: 6:00 p.m.

January 11, 2023 Meeting	July 11, 2023 Meeting
February 8, 2023 Meeting	August 8, 2023 Meeting
March 14, 2023 Meeting	September 12, 2023 Meeting
April 11, 2023 Meeting	October 10, 2023 Meeting
May 9, 2023 Meeting	November 14, 2023 Meeting
June 13, 2023 Meeting	December 12, 2023 Meeting



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AGENDA ITEM 4b

To: Duluth African Heritage Commission
From: Phillis Webb, Grants Coordinator
Date: March 8, 2024
Re: Robert's Rules of Order

Summary:

A booklet describing Robert's Rules of Order for conducting meetings will be handed out at the meeting. Staff will provide a complete summary and description of the booklet, and will discuss with the commission the creation of a meeting initiation and process document.

Recommended Action:

No action needed.


Attachments:

- Handout at meeting



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AGENDA ITEM 4c

To: Duluth African Heritage Commission
From: Ryan Pervenanze, Manager
Date: March 14, 2024
Re: Unity Grant

Summary:

The Duluth Superior Area Community Foundation's Unity Fund has indicated that the City of Duluth Planning and Economic Development Department, in support of the African Heritage Commission, has been awarded a grant in the amount of \$10,000. The intent of the grant is to engage a consultant to conduct the following activities:

- Documentation and synthesis of the community needs for community gathering spaces for people of African descent and Duluth's Black community;
- Evaluation of potential geographic locations for community gathering spaces;
- Initial documentation to specify space needs for various functions of such a community gathering space, including conceptual architectural details;
- Functional descriptions of next steps for the community gathering center process, which may include:
 - Capacity building for operational functions, including maintenance and staff requirements;
 - Summary of funding options for the up-front design, engineering, and fund-raising efforts;
 - Summary of funding options for capital costs

Recommended Action:

- Discussion of proposed actions associated with Unity Grant funding
- Motion to request staff proceed with development of a Request for Proposals for engagement of a consultant
- Motion to identify Commission member to serve as lead Commissioner for project coordination and communication

Attachments:

- Draft resolution – City Council

RESOLUTION AUTHORIZING PROPER CITY OFFICIALS TO ACCEPT A GRANT FROM THE DULUTH SUPERIOR AREA COMMUNITY FOUNDATION FUND IN THE AMOUNT OF \$10,000.

CITY PROPOSAL:

RESOLVED, that the proper city officials are hereby authorized to accept a grant from the Duluth Superior Area Community Foundation Fund in the amount of \$10,000 to fund the following projects, with funds deposited as specified:

5. Duluth African Heritage Commission- Hiring of a consultant: \$10,000, deposited to fund 110-132-1301-4220-02.

FURTHER RESOLVED that the proper city officials are further authorized to execute grant agreements with the Duluth Superior Area Community Foundation, in the form attached hereto as Exhibit A, for the specified grant purposes.

STATEMENT OF PURPOSE: This resolution authorizes the proper city officials to execute a grant agreement with the Duluth African Heritage Commission and accept a grant from the Duluth Superior Area Community Foundation Fund in the amount of \$10,000.


The grant will support the work of the Duluth African Heritage Commission for the following purposes:

1. Duluth African Heritage Commission—Hiring of a consultant to guide the complex path forward from idea to the full goal of The African Heritage Community Center, funds will be disbursed with funding code 110-132-1301-5441



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AGENDA ITEM 5a

To: Duluth African Heritage Commission
From: Bernice Pepper, Commissioner
Date: March 14, 2024
Re: Commissioner Pepper – Pastor Galloway

Summary:

Commissioner Pepper would like to explain the Dendros Group ran by Pastor Anthony Galloway. The commission can get assistance with training, organizing, help with assisting the A.H.C. to put on programs.

Recommended Action:

Motion to request that staff invite Pastor Galloway to the next commission meeting.

Attachments:

- Commissioner Pepper email

February 12, 2024

To: Ryan Pervenanze

From: Bernice Pepper

I have been looking and searching for someone, to help the second group of African Heritage Commissioners. He was right there all the time. I only needed to ask him for help. He is the Pastor of St. Mark AME Church, and his name is Anthony Galloway. He agreed to help organize our group, until we hire someone. We will be successful with training, organizing, help with assisting the A.H.C. to put on programs, as well as Robert Rules of Order, etc. I asked him last Sunday, 2/11/24. This will be at no cost to A.H.C.

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Bernice Pepper

KUMBAYAH

The Juneteenth Story



Friday, June 16

Breck School

123 Ottawa Ave. North
Golden Valley, MN 55422

Free

Registration required

**Morning Performance:
10:00 A.M. to 12:00 P.M.**



SCAN ME

**Evening Performance:
7:00 P.M. to 9:00 P.M.**



SCAN ME

Visit mnhum.org/events/

**“The storytelling and music
is tremendously uplifting!”**

—Audience Participant

In 2021, Juneteenth was written into law as a national day of observance. Following, on February 3rd, 2023, Juneteenth became an official state holiday in Minnesota. The play written by Rose McGee offers meaning to the observance and insight into current social injustice as it addresses a time in our history when news was withheld that Black people were no longer enslaved in this country.

Although interpretation is best suited for ages 8 and up, children of all ages are welcome to attend.



Minnesota
Humanities
Center



Minnesota Humanities Center and Sweet Potato Comfort Pie are proud to bring Kumbayah the Juneteenth Story to the Twin Cities in collaboration with local organizations to bring the significance of Juneteenth to life through the arts.





Anthony Galloway