

Councilor Zeige introduced the following Ordinance and moved for its adoption:

**ORDINANCE NO. 18-10-08**

**AN ORDINANCE AMENDING GRAND RAPIDS MINNESOTA MUNICIPAL CODE CHAPTER 2,  
ARTICLE V. – BOARDS AND COMMISSIONS, DIVISION 6 - HUMAN RIGHTS COMMISSION**

**Section 1.** Grand Rapids City Code is hereby created by adding the following Section 1 entitled 'Human Rights Commission':

**"SEC. 1. HUMAN RIGHTS COMMISSION.**

**Subd. 1. Establishment and Composition.** A Human Rights Commission, composed of seven (7) members, is hereby established for the purpose of securing for all citizens freedom from discrimination:

- (1) In employment because of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, and age;
- (2) In housing and real property because of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, and familial status;
- (3) In public accommodations because of race, color, creed, religion, national origin, sex, sexual orientation, and disability;
- (4) In public services because of race, color, creed, religion, national origin, sex, marital status, disability, sexual orientation, and status with regard to public assistance; and
- (5) In education because of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, and age. Such discrimination threatens the rights and privileges of the inhabitants of this state and menaces the institutions and foundations of democracy.

It is also the purpose of the Human Rights Commission to protect all persons from wholly unfounded charges of discrimination. Nothing in this section shall be interpreted as restricting the implementation of positive action programs to combat discrimination.

It is also the purpose of the Human Rights Commission to secure for all citizens full participation in the affairs of the City by assisting the Minnesota Department of Human Rights in implementing State laws against discrimination and by advising the Council in long-range programs to improve community relations in the City of Grand Rapids.

Members shall be appointed by the Grand Rapids City Council for indefinite terms. An Administrative Assistant who is a permanent City staff person shall, and the City Attorney may, function as ex officio members of the Commission. It is desirable that Commission members be representative of the broad spectrum of the citizens of the City. Commission members should be willing to attend training sessions for the purpose of facilitating the discharge of their duties. Members shall serve without compensation.



**Subd. 2. Meetings.** Regular meetings shall be scheduled on a quarterly basis to handle regular Commission business and further efforts of information dissemination. Special meetings shall be held at the call of the Chairperson. Such business meetings shall be open for public attendance. Minutes shall be kept of all Commission proceedings. The Administrative Assistant shall be responsible for all minute and record-keeping duties. The Commission shall adopt its own bylaws after approval by the City Council.

**Subd. 3. Quorum.** No meeting shall be conducted by the Commission without a quorum, being a majority of all members, being present. The concurring vote of a majority of the Commissioners present shall be necessary for any action.

**Subd. 4. Purpose and Duties of the Commission.** The Human Rights Commission shall have the following purpose and duties:

- A. To initiate, implement, and administer the policies and regulations of the City with respect to preventing and prohibiting all unfair discriminatory practices based on race, color, creed, religion, national origin, sex, marital status, and disability status with regard to public assistance, sexual orientation, and age.
- B. To assess the human relations and civil rights needs of the community and to advise the administration and the City Council of the results of these assessments.
- C. To cooperate with other groups and governmental agencies concerned with human rights.
- D. The Human Rights Commission will not participate in the investigation, nor opinion rendering of human rights violation complaints. They will simply refer such matters to the Minnesota Department of Human Service.
- E. To take positive measures to disseminate the nondiscriminatory policies of the City with respect to all unfair discriminatory practices by conducting public information meetings.
- F. To initiate data collection and evaluation activities that will identify minority and low-income concentrations within the City, and to prepare recommendations for submission to the planning Commission and Council that will contribute to lessening such concentrations, strengthen the fair housing policies of the City, and eliminate discrimination based on race, color, creed, religion, sex national origin, disability, marital status, status with regard to public assistance, sexual orientation, and age.
- G. The commission shall have the power to seek outside funding sources in addition to any resources supplied by the City to assist in its mission. All outside monies or grants received by the commission are subject to the City's Ordinance provisions, as well as within the discretion of the City Council to accept or reject.


**Subd. 5. Duties of the Administrative Assistant.** The duties of the City staff person designated as Administrative Assistant to the Commission by the Mayor shall be:

- A. To act as the authorized liaison representative of the Commission, both with complainants and the public in general for dissemination of non-discriminatory policies.
- B. In consultation and cooperative with the City Attorney, to interview and evaluate complainant charges of discriminatory acts, advise the complainant of his/her rights, procedures for redress, responsibilities of the Commission and disposition alternatives in the case.
- C. To take minutes and keep official records of all Commission proceedings, and to function as correspondent for such communications with Federal and State agencies as are directed by the Commission.
- D. To conduct, or arrange to have conducted, such socio-economic research as is authorized by the Commission to enable the Commissioners to function affirmatively and effectively in implementing the non-discriminatory policies of the City.


**Subd. 6 Budget.** The Human Rights Commission must establish a yearly budget for Grand Rapids City Council's consideration and approval. This budget must be submitted in accordance with the regular Grand Rapids City budgeting process on a yearly basis and it is to cover all expenses including but not limited to legal services, staffing, and all expenses related to publication or promotion of the commissions activities.

**Section 2.** After adoption, signing and attestation, this ordinance shall be published once in the official newspaper of the City and shall be in effect on and after the date following such publication.

ADOPTED AND PASSED BY THE City Council of the City of Grand Rapids on the 22 day of October, 2018.

  
Dale Adams, Mayor

Attest:

  
Kimberly Gibeau, City Clerk

Councilor Connelly seconded the foregoing ordinance and the following voted in favor thereof: Christy, Connelly, Zeige, Adams; Opposed: None, whereby the ordinance was declared duly passed and adopted.



## DIVISION 6. - HUMAN RIGHTS COMMISSION

### Sec. 2-301. - Establishment and composition.

- (a) A human rights commission is hereby established for the purpose of securing for all citizens freedom from discrimination:
  - (1) In employment because of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, and age;
  - (2) In housing and real property because of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, and familial status;
  - (3) In public accommodations because of race, color, creed, religion, national origin, sex, sexual orientation, and disability;
  - (4) In public services because of race, color, creed, religion, national origin, sex, marital status, disability, sexual orientation, and status with regard to public assistance; and
  - (5) In education because of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, and age. Such discrimination threatens the rights and privileges of the inhabitants of this state and menaces the institutions and foundations of democracy.
- (b) It is also the purpose of the human rights commission to protect all persons from wholly unfounded charges of discrimination. Nothing in this section shall be interpreted as restricting the implementation of positive action programs to combat discrimination.
- (c) It is also the purpose of the human rights commission to secure for all citizens full participation in the affairs of the city by assisting the Minnesota Department of Human Rights in implementing state laws against discrimination and by advising the council in long-range programs to improve community relations in the city.
- (d) Members shall be appointed by the city council for three (3) terms. An administrative assistant who is a permanent city staff person shall, and the city attorney may, function as ex officio members of the commission. It is desirable that commission members be representative of the broad spectrum of the citizens of the city. Commission members should be willing to attend training sessions for the purpose of facilitating the discharge of their duties. Members shall serve without compensation.

(Ord. No. 04-05-09, § 1(1), 5-24-2004; Ord. No. 05-08-13, 8-8-2005)

### Sec. 2-302. - Meetings.

- (a) Regular meetings of the human rights commission shall be scheduled on a monthly basis to handle regular commission business and further efforts of information dissemination. Special meetings shall be held at the call of the chair. Such business meetings shall be open for public attendance. Minutes shall be kept of all commission proceedings. The administrative assistant shall be responsible for all minute and record-keeping duties. The commission shall adopt its own bylaws after approval by the city council.
- (b) No meeting shall be conducted by the commission without a quorum, being a majority of all members, being present. The concurring vote of a majority of the commissioners present shall be necessary for any action.

(Ord. No. 04-05-09, § 1(2, 3), 5-24-2004)

### Sec. 2-303. - Purpose and duties.

The human rights commission shall have the following purpose and duties and shall comply with the following:

- (1) To initiate, implement, and administer the policies and regulations of the city with respect to preventing and prohibiting all unfair discriminatory practices based on race, color, creed, religion, national origin, sex, marital status, and disability status with regard to public assistance, sexual orientation, and age.
- (2) To assess the human relations and civil rights needs of the community and to advise the administration and the city council of the results of these assessments.
- (3) To cooperate with other groups and governmental agencies concerned with human rights.
- (4) The human rights commission will not participate in the investigation, nor opinion rendering of human rights violation complaints. It will simply refer such matters to the Minnesota Department of Human Rights.
- (5) To take positive measures to disseminate the nondiscriminatory policies of the city with respect to all unfair discriminatory practices by conducting public information meetings.
- (6) To initiate data collection and evaluation activities that will identify minority and low-income concentrations within the city, and to prepare recommendations for submission to the planning commission and council that will contribute to lessening such concentrations, strengthen the fair housing policies of the city, and eliminate discrimination based on race, color, creed, religion, sex, national origin, disability, marital status, status with regard to public assistance, sexual orientation, and age.
- (7) The commission shall have the power to seek outside funding sources in addition to any resources supplied by the city to assist in its mission. All outside monies or grants received by the commission are subject to ordinance, as well as within the discretion of the city council to accept or reject.

(Ord. No. 04-05-09, § 1(4), 5-24-2004)

Sec. 2-304. - Duties of the administrative assistant.

The duties of the city staff person designated as administrative assistant to the human rights commission by the mayor shall be:

- (1) To act as the authorized liaison representative of the commission, both with complainants and the public in general for dissemination of nondiscriminatory policies.
- (2) In consultation and cooperative with the city attorney, to interview and evaluate complainant charges of discriminatory acts, advise the complainant of his/her rights, procedures for redress, responsibilities of the commission and disposition alternatives in the case.
- (3) To take minutes and keep official records of all commission proceedings, and to function as correspondent for such communications with federal and state agencies as are directed by the commission.
- (4) To conduct, or arrange to have conducted, such socio-economic research as is authorized by the commission to enable the commissioners to function affirmatively and effectively in implementing the nondiscriminatory policies of the city.

(Ord. No. 04-05-09, § 1(5), 5-24-2004)

Sec. 2-305. - Budget.



The human rights commission must establish a yearly budget for the city council's consideration and approval. This budget must be submitted in accordance with the regular city budgeting process on a yearly basis and it is to cover all expenses including but not limited to legal services, staffing, and all expenses related to publication or promotion of the commission's activities.

(Ord. No. 04-05-09, § 1(6), 5-24-2004)

Secs. 2-306—2-320. - Reserved.