



CITY OF GRAND RAPIDS HUMAN RIGHTS COMMISSION MEETING AGENDA

**Wednesday, December 17, 2025
4:00 PM**

MISSION STATEMENT

The Mission of the Grand Rapids Human Rights Commission is to promote a community of harmony and respect for the rights and dignity of all.

CALL TO ORDER: Pursuant to due notice and call thereof, the Human Rights Commission will hold a regular meeting on Wednesday, December 17, 2025, at 4:00pm in City Hall Council Chambers at 420 North Pokegama Avenue, Grand Rapids, Minnesota.

ROLL CALL:

PUBLIC INPUT (if anyone wishes to address the Commission):

SETTING THE AGENDA: (This is an opportunity to approve the regular agenda as presented or add/delete an Agenda item by a majority vote of the Commission members present.)

PRESENTATION:

APPROVE MINUTES:

- [1.](#) Approve the November 19th, 2025, Minutes

FINANCIALS:

- [2.](#) Review Financials for December 2025

BUSINESS:

- [3.](#) 2026 Workplan
- [4.](#) Ordinance Review
5. Library as a Resource

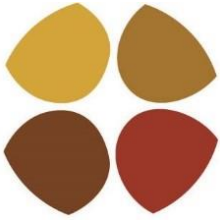
UPDATES:

6. City Council Update
7. Community Engagement/Education and/or Internal Collaboration
8. ADA Compliance WG: Commissioners Learmont & Erickson
City Staff/Volunteer Survey WG: Commissioners Erickson & Jackson
Interfaith WG: Commissioner Grossman

CALLS/COMPLAINTS/INQUIRIES:

SET AGENDA FOR NEXT MEETING:

ADJOURN:



CITY OF GRAND RAPIDS HUMAN RIGHTS COMMISSION MEETING MINUTES

Wednesday, November 19, 2025
4:00 PM

MISSION STATEMENT

The Mission of the Grand Rapids Human Rights Commission is to promote a community of harmony and respect for the rights and dignity of all.

CALL TO ORDER: Pursuant to due notice and call thereof, the Human Rights Commission will hold a regular meeting on Wednesday, November 19th, 2025, at 4:00pm in City Hall Council Chambers at 420 North Pokegama Avenue, Grand Rapids, Minnesota.

The meeting was called to order by Commission Chair Erickson at 4pm.

ROLL CALL:

PRESENT

Commissioner Angella Erickson
Commissioner Doug Learmont
Commissioner Amy Blomquist
Commissioner Ronald Grossman
Commissioner Julee Jackson
Council Representative Molly MacGregor
Commissioner Janet Miller

ABSENT

Commissioner Katelyn Dokken
Commissioner Stephanie Meittunen
City Liaison, City Attorney, Chad Sterle

PUBLIC INPUT (if anyone wishes to address the Commission):

None

SETTING THE AGENDA: (This is an opportunity to approve the regular agenda as presented or add/delete an Agenda item by a majority vote of the Commission members present.)

Motion made by Commissioner Grossman, Seconded by Commissioner Blomquist to add Erik Kling to the Presentations and under Business, Library Idea. Voting Yea: Commissioner Erickson, Commissioner Learmont, Commissioner Blomquist, Commissioner Grossman, Commissioner Jackson, Council Representative MacGregor, Commissioner Miller

PRESENTATION:

The Commission welcomed Erik Kling, Senior Pastor at the Grand Rapids Missionary Alliance Church.

Pastor Erik Kling introduced himself to the Commission as the Senior Pastor at Missionary Alliance Church. He said that he was asked to speak to the Commission regarding their Bridge Builders Conversations. Their "Purpose" as stated on their August 5th Flier is, "to foster community with people from different perspectives". Their events are advertised and are open to the public.

Pastor Erik said that they basically try to bring people with different backgrounds in the community together to have conversations with one another. The opportunity at their meetings is to promote listening and not debating where the attendees are to be mindful and respectful of others' opinions. Their next meeting will be January 22nd, 2026, at 5:30pm at the CoHaus.

APPROVE MINUTES:

1. Approve Minutes from Oct 22nd, Worksession

Motion made by Commissioner Blomquist, Seconded by Commissioner Grossman to approve the October 22nd, 2025, Worksession Minutes. Voting Yea: Commissioner Erickson, Commissioner Learmont, Commissioner Blomquist, Commissioner Grossman, Commissioner Jackson, Council Representative MacGregor, Commissioner Miller

2. Approve Minutes for October 29th, Regular Meeting

Motion made by Commissioner Learmont, Seconded by Commissioner Miller. to approve the Minutes for October 29th, 2025. Voting Yea: Commissioner Erickson, Commissioner Learmont, Commissioner Blomquist, Commissioner Grossman, Commissioner Jackson, Council Representative MacGregor, Commissioner Miller

FINANCIALS:

3. Review November Financials

The Commission reviewed the Financials. No motion needed

BUSINESS:

4. Review 2026 Workplan

The Commission reviewed and discussed the 2026 Workplan and made a motion to approve it.

Motion made by Commissioner Blomquist, Seconded by Council Representative MacGregor to approve the 2026 Workplan for the Human Rights Commission. Voting Yea: Commissioner Erickson, Commissioner Learmont, Commissioner Blomquist, Commissioner Grossman, Commissioner Jackson, Council Representative MacGregor, Commissioner Miller

4A. Added Agenda Item: Library Idea

Commissioner Grossman asked to add this agenda item as he had an idea to use the Library's Common Area as a warming shelter. Depending upon the City's rules and regulations and whether the building is up to code for this type of temporary shelter, the Commission would

like to bring this possibility to the Library Board and the City Council. Of the many questions that need to be answered, amongst them was; Does the City have rules, policies and procedures for those who are on the street/homeless. Council Representative MacGregor will reach out to the Housing Task Force. Commission Chair Erickson will reach out to Police Chief Morgan regarding calls about the homeless.

UPDATES:

5. Community Resources Discussion

The quick reference guide for Community Resources on the City's website has been updated. For housing resources, Kootasca and AEOA can be added, along with Itasca County Veteran's Services. Commissioner Erickson will also check with the City clerk regarding posting resources on Social Media.

6. Itasca Housing Resource Team (IHRT)/Hunger & Homeless Awareness Week

Commissioner Jackson said that the Human Rights Commission sponsored banners were up only for the day of the event and then had to be taken down right away. Because of this, they were taken to AEOA and put up there. The County Proclamation was read at the event.

7. Community Engagement/Education and/or Internal Collaboration

The Human Rights Commission sponsored Day of Mourning is all set for tomorrow at Central School at 6pm in the open area by the Itasca Pride Office.

8. CNA WG: Council Representative MacGregor, Commissioners Meittunen & Blomquist
 ADA Compliance WG: Commissioners Learmont & Erickson
 Community Events WG: Commissioners Erickson, Jackson and Dokken
 City Staff/Volunteer Survey WG: Commissioners Erickson and Jackson
 Ordinance WG: Council Representative MacGregor, Commissioners Learmont & Erickson
 Interfaith WG: Commissioner Grossman

The CNA Workgroup can be taken off as the report has been finished.

The ADA Compliance Work Group is still working on this.

The Community Events Work Group: This item can be tabled until 2026 Events.

The City Staff/Volunteer Survey Work Group: The City Administrator, Tom Pagel, said no to this survey. Many of the Commissioners voiced that they would like to try different means as to presenting the survey.

The Ordinance Work Group: The Commission would like to give this some more time for review to see if there are any more revisions. They will move this to Business for the next meeting.

The Interfaith Work Group; The Commission would like to approach other faith groups so they could work together with them on issues like homelessness.

CALLS/COMPLAINTS/INQUIRIES:

Commissioner Erickson said that there was a complaint and she guided them to bring it to the State Human Rights Commission to file their complaint.

SET AGENDA FOR NEXT MEETING:

BUSINESS:

4. 2026 Workplan
5. Ordinance Update
6. Library as a Resource

UPDATES:

7. City Council Update
8. Community Resources Discussion
9. Community Engagement/Education and/or Internal Collaboration
10. ADA Compliance WG: Commissioners Learmont & Erickson
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ADJOURN:

The meeting was adjourned at 5:52pm, respectfully submitted by Cynthia Lyman

CITY OF GRAND RAPIDS
HUMAN RIGHTS COMMISSION

SCHEDULE OF CHANGES IN REVENUES AND EXPENDITURES
FOR THE PERIOD ENDING JULY 31, 2025

| SUBSIDIARY | ACCOUNT | NUMBER | ENTITY | DATE | MEMO | AMOUNT |
|--------------------------|---|------------------------|--------------------------------------|-----------|--------------------------------|-------------|
| City of Grand Rapids | 003225 003225 - Human Rights Commission | Government Budget #61 | | 1/1/2025 | | \$ 7,500.00 |
| City of Grand Rapids | 003225 003225 - Human Rights Commission | Bill #280092 | V04393 TREASURE BAY PRINTING | 2/4/2025 | NAMEPLATES BLOOM/MEITTUNEN | \$ 43.00 |
| City of Grand Rapids | 003225 003225 - Human Rights Commission | Bill #2025 MM/JG EVENT | V00073 JUDY GARLAND CHILDRENS MUSEUM | 4/30/2025 | BRONZE EVENT SPONSORSHIP | \$ 500.00 |
| City of Grand Rapids | 003225 003225 - Human Rights Commission | Bill #050125 | V04318 KOOTASCA COMMUNITY ACTION INC | 5/1/2025 | JUNETEENTH FREEDOM WALK/PICNIC | \$ 500.00 |
| City of Grand Rapids | 003225 003225 - Human Rights Commission | Bill #202504 | V00072 ITASCA PRIDE | 5/8/2025 | ITASCA PRIDE SPONSORSHIP 6-22 | \$ 1,000.00 |
| City of Grand Rapids | 003225 003225 - Human Rights Commission | Bill #73091.00 | V00090 ASSOCIATION OF MN COUNTIES | 5/14/2025 | 25 5-14 JACKSON HRC TRAINING | \$ 30.00 |
| City of Grand Rapids | 003225 003225 - Human Rights Commission | Bill #73092.00 | V00090 ASSOCIATION OF MN COUNTIES | 5/14/2025 | 25 5-14 SWEITTUNEN HRC TRAININ | \$ 30.00 |
| City of Grand Rapids | 003225 003225 - Human Rights Commission | Bill #062225 | V00092 ANGELLA ERICKSON | 6/22/2025 | STX PAID | \$ 5.33 |
| City of Grand Rapids | 003225 003225 - Human Rights Commission | Bill #062225 | V00092 ANGELLA ERICKSON | 6/22/2025 | 6-22-25 5661 PRIDE BRKFST ICE | \$ 4.98 |
| City of Grand Rapids | 003225 003225 - Human Rights Commission | Bill #062225 | V00092 ANGELLA ERICKSON | 6/22/2025 | 6-22-25 2648 PRIDE BRKFST ICE | \$ 4.98 |
| City of Grand Rapids | 003225 003225 - Human Rights Commission | Bill #062225 | V00092 ANGELLA ERICKSON | 6/22/2025 | 6-20-25 #04565 PRIDE BREAKFAST | \$ 191.15 |
| BUDGET BALANCE REMAINING | | | | | | \$ 5,190.56 |

Subtract \$21.50 for Treasure Bay from 8-27-25,
which makes the Budget Balance \$5,169.06 at the
end of August.

For Nov Financials, The HRC sponsored Itasca
Pride for the Day of Mourning for \$1,000,
therefore remaining balance would be \$4,169.06.

For Dec 2025 Financials subtract the sponsorship
for banners to Grace House for -\$284.37. This
brings the remaining balance to \$3,884.69



Grand Rapids Human Rights Commission Calendar Year 2026 Work Plan

Prepared in accordance with Establishing Ordinance and Commission By-Laws

All activities for 2026 are supported by our guiding vision themes of: Community Awareness; Education outreach and Communication; Our Role; Collaboration; and Listening to Community

| 2026 QUARTER | GOAL OR ACTIVITY (refer to goal or activity description page for more detail) | ORDINANCE | ACTION TAKEN | EST. COST (See Notes) | ACTUAL |
|---|--|---|--------------|--------------------------|--------|
| Q1 Jan – March <i>Possible events/recognitions:</i> International Women's Day – Black History Month | Ordinance Review Review and clarify HRC role and alignment with city ordinances | 2-303 (F) | | \$0 | |
| | Fair Housing Act Support development of work group to review possible panel / other community engagement opps within Itasca County | 2-303 (B, C, E, F) | | \$1,500 | |
| | Presentation to Outside Organization Community awareness, education/outreach, listen to community | 2-303 (B, C) | | \$0 | |
| | Quarterly Workplan & Budget Review Review progress on workplan activities and budget expenditures | Article 10 2-303 (G) | | \$0 | |
| Quarter Total | | | | \$1,500 | |
| Q2 April – June <i>Possible events/recognitions:</i> Stomp the Stigma – Mental Health Awareness Month – Asian Pacific Islander Heritage Month – LGBTQ+ Pride Month | Story Stitch Event Host community event - either facilitating or bringing someone in. Education/outreach, listen to community | Article 10 (1, 2, 3) | | \$1,500 | |
| | Volunteer at Stomp on Stigma Community awareness and collaboration at established community event | 2-303 (B, C) Article 10 (2, 3, 4, 5) | | \$500 | |
| | Volunteer at Pride Event Community awareness and collaboration at established community event | 2-303 (B, C) Article 10 (2, 3, 4, 5) | | \$1,000 | |
| | Presentation to Outside Organization Community awareness, education/outreach, listen to community | 2-303 (B, C) | | \$0 | |
| | Quarterly Workplan & Budget Review Review progress on workplan activities and budget expenditures | Article 10 2-303 (G) | | \$0 | |
| Quarter Total | | | | \$3,000 | |

| 2026 QUARTER | GOAL OR ACTIVITY (refer to goal or activity description page for more detail) | ORDINANCE | ACTION TAKEN | EST. COST (See Notes) | ACTUAL |
|---|--|---|--------------|--------------------------|--------|
| Q3 July – Sept <i>Possible events/recognitions:</i> Hispanic Heritage Month Q3 | Braver Angels Event Host community event - either facilitating or bringing someone in. Education/outreach, listen to community | Article 10 (1, 2, 3) | | \$1,500 | |
| | Presentation to Outside Organization Community awareness, education/outreach, listen to community | 2-303 (B, C) | | \$0 | |
| | Quarterly Workplan & Budget Review Review progress on workplan activities and budget expenditures | Article 10 2-303 (G) | | \$0 | |
| | Quarter Total | | | \$1,500 | |
| Q4 Oct – Dec <i>Possible events/recognitions:</i> Native American Heritage Month | Soup on the Street Community awareness and collaboration at established community event | 2-303 (B, C) | | \$500 | |
| | Indigenous People's Day Support Community awareness and collaboration at established community event | 2-303 (B, C) Article 10 (2, 3, 4, 5) | | \$1000 | |
| | Presentation to Outside Organization Community awareness, education/outreach, listen to community | 2-303 (B, C) | | \$0 | |
| | Quarterly Workplan & Budget Review Review progress on workplan activities and budget expenditures | Article 10 2-303 (G) | | \$0 | |
| | Quarter Total | | | \$1,500 | |
| | ANNUAL TOTAL | | | \$7,500 | |

Notes:

Total Annual Budget: \$7,500

Estimated costs shown for major events. Remaining budget (\$3,500) available for additional activities and community engagement opportunities throughout the year.

Summary Description of Goals and Activities

ORDINANCE REVIEW

The Commission will conduct a comprehensive review of city ordinances related to human rights to clarify the HRC's role and ensure alignment with current city regulations. This review will help commissioners better understand their authority, responsibilities, and the scope of their work in protecting human rights within the community. The ordinance review will provide a framework for future decision-making and help define how the Commission can most effectively serve the community within its legal mandate.

FAIR HOUSING ACT SUPPORT

The Commission will support the development of a work group to explore fair housing issues and possible panel discussions or other community engagement opportunities within Itasca County. This activity aims to increase awareness of fair housing rights, identify housing discrimination concerns, and provide education to community members about their rights and responsibilities under fair housing laws. The work group may partner with local housing authorities, advocacy organizations, and community stakeholders to create meaningful dialogue and resources around housing equity.

PRESENTATIONS TO OUTSIDE ORGANIZATIONS (QUARTERLY)

The Commission will conduct quarterly presentations to outside organizations such as schools, service clubs (Rotary, Lions, etc.), faith communities, and civic groups. These presentations will raise community awareness about the HRC's role, educate audiences about human rights and protected classes, provide outreach to diverse community segments, and create opportunities to listen to community concerns. Each presentation will be tailored to the specific audience and may include information about discrimination prevention, the complaint process, and available resources. This activity supports the vision themes of Community Awareness, Education/Outreach, and Listening to Community.

STORY STITCH EVENT

Story Stitch is a community dialogue facilitation methodology that creates safe spaces for people to share personal stories and build understanding across differences. The Commission will either facilitate a Story Stitch event directly or bring in trained facilitators to lead this community conversation. This event will provide an opportunity for community members to share their lived experiences related to identity, discrimination, belonging, and human rights. Through storytelling and guided dialogue, participants will build empathy, discover common ground, and strengthen community connections. This activity aligns with the vision themes of Education/Outreach, Our Role, and Listening to Community.

BRAVER ANGELS EVENT

Braver Angels is a national organization dedicated to bridging political divides and fostering constructive dialogue across ideological differences. The Commission will either facilitate a Braver Angels workshop or bring in certified Braver Angels facilitators to lead a community event. This structured dialogue will help participants understand different perspectives, reduce contempt and hostility, and find common ground despite political or ideological differences. The event will contribute to building a more cohesive community where diverse viewpoints can coexist respectfully. This activity supports Education/Outreach, Our Role, and Listening to Community vision themes.

QUARTERLY WORKPLAN & BUDGET REVIEW

The Commission will conduct quarterly reviews of its work plan progress and budget expenditures to ensure accountability, transparency, and effective use of resources. These reviews will allow commissioners to assess which activities are meeting their goals, identify any needed adjustments to priorities or approaches, track spending against the annual budget, and ensure alignment with the Commission's vision themes. Regular review creates opportunities

for learning, course correction, and strategic planning. This activity reflects the Commission's commitment to responsible stewardship of public resources and effective governance as outlined in Article 10 of the Commission By-Laws.

COMMUNITY EVENT PARTICIPATION & VOLUNTEER ENGAGEMENT

The Commission will actively participate in and volunteer at established community events throughout the year to increase HRC visibility, demonstrate collaboration with community partners, and engage directly with diverse community members. Target events include Stomp on Stigma (mental health awareness), Pride celebrations (LGBTQ+ support), Soup on the Street (food security and homelessness), Indigenous People's Day, and other community gatherings as opportunities arise. Through this hands-on engagement, commissioners will staff information tables, distribute educational materials about human rights protections, assist with event logistics, and engage in conversations with community members about discrimination and available resources. This visible presence helps vulnerable populations feel uplifted and supported while educating the broader community about human rights. The Commission remains open to participating in additional community events that align with its mission and vision themes. This activity supports Community Awareness, Collaboration, and Listening to Community vision themes.

COMMISSIONER TRAINING AND EDUCATION (ONGOING)

Actions or decisions by the Grand Rapids Human Rights Commission to provide freedom from discrimination require knowledge about the types of prohibited discrimination and ways in which these types of discrimination may occur in employment, housing, real property, public accommodations, public services, education, and unfounded charges (City of Grand Rapids Rules, Division 6 Sec 2-301). The Commission plans to identify and support commissioner training opportunities and activities throughout the year. This may include approaches such as outside speakers, presentation or event sponsorship, community meetings, interviews, identifying and sharing of pertinent news articles or reports, and/or other methods. Commissioner training and education will be an ongoing objective and activity that strengthens the Commission's capacity to serve the community effectively.

Notes:

During the year, adjustments may be made to reflect changes in costs, changes in priorities, changes in format or delivery methods, or identification of human rights concerns that were not identified in compiling the preceding list but which the Commission feels need to be addressed. Examples include:

- a. Possible adjustments could occur due to identifying new or incidental human rights concerns related to protected groups and areas from the [Minnesota Human Rights](#) and other state statutes and regulations:

| Protected Classes | Protected Area |
|--------------------------|--|
| RACE | Employment, housing, public accommodations, public services, education, credit, and business |
| COLOR | Employment, housing, public accommodations, public services, education, credit, and business |
| CREED | Employment, housing, public accommodations, public services, education, and credit |
| RELIGION | Employment, housing, public accommodations, public services, education, and credit |
| NATIONAL ORIGIN | Employment, housing, public accommodations, public services, education, credit, and business |

| | |
|---|--|
| SEX | Employment, housing, public accommodations, public services, education, credit, and business |
| MARITAL STATUS | Employment, housing, public accommodations, education, and credit |
| DISABILITY | Employment, housing, public accommodations, public services, education, credit, and business |
| PUBLIC ASSISTANCE | Employment, housing, public services, education, credit |
| AGE | Employment and education |
| SEXUAL ORIENTATION | Employment, housing, public accommodations, public services, education, credit, and business |
| FAMILIAL STATUS | Employment, Housing |
| LOCAL HUMAN RIGHTS COMMISSION ACTIVITY | Employment |

b. Adjustments could occur as a result of use of alternative education/training delivery methods such as print, seminars, webinars, speeches, and others

Councilmember Driscoll introduced the following Ordinance and moved for its adoption:
 ORDINANCE NO. 04- 05-09 AN ORDINANCE OF THE CITY OF GRAND RAPIDS,
 MINNESOTA, ESTABLISHING GRAND RAPIDS CITY CODE CHAPTER 10 AND A
 HUMAN RIGHTS COMMISSION THE CITY COUNCIL OF GRAND RAPIDS,
 MINNESOTA ORDAINS:

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 nine (9) members, is hereby established for the purpose of securing for all citizens freedom from discrimination ([MN STAT 363A.02](#)):

- (1) in employment because of one or more of the following: race, color, creed, religion, national origin, sex, gender identity, marital status, disability, status with regard to public assistance, sexual orientation, familial status, and age;
- (2) in housing and real property because of one or more of the following: race, color, creed, religion, national origin, sex, gender identity, marital status, disability, status with regard to public assistance, sexual orientation, and familial status;
- (3) in public accommodations because of one or more of the following: race, color, creed, religion, national origin, sex, gender identity, sexual orientation, and disability;
- (4) in public services because of one or more of the following: race, color, creed, religion, national origin, sex, gender identity, marital status, disability, sexual orientation, and status with regard to public assistance; and
- (5) in education because of one or more of the following: race, color, creed, religion, national origin, sex, gender identity, marital status, disability, status with regard to public assistance, sexual orientation, and age.

(b) 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 public policy of this state to protect all persons from wholly unfounded charges of discrimination. Nothing in this chapter 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 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. Monitoring and Advising.

To review community information, public feedback, and emerging issues related to human rights, and to advise City staff and the City Council on notable trends or concerns affecting residents.

B. Community Resource and Referral.

To serve as a point of contact for residents seeking information on human rights issues and to refer individuals to the Minnesota Department of Human Rights or other appropriate agencies for investigation or assistance. 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.

C. Public Education and Awareness.

To support the City's efforts to promote nondiscrimination by participating in or co-sponsoring public information activities, community events, and awareness initiatives when feasible.

D. Collaboration with Community Partners.

To maintain communication and foster cooperative relationships with local organizations, schools, tribal governments, advocacy groups, and other entities engaged in human rights work.

E. Policy and Ordinance Review.

To provide feedback to City staff and the City Council on selected City policies, ordinances, and practices, offering recommendations to promote accessibility, inclusion, fairness, and equitable impact.

F. Input on City Initiatives.

To advise the City on human rights considerations within City plans, programs, and communications, including accessibility and equity implications, upon request or when opportunities arise.

G. Reporting and Transparency.

To prepare and submit an annual report summarizing the Commission's activities, community insights, and recommendations for improving equity and inclusion within the City.

Subd. 5 Duties of Commission Personnel.**A. Duties of the Chair.** The duties of the elected Commission Chair shall be:

- a. Organizing meetings, meeting with outside community organizations or persons, and providing overall leadership for the Commission;
- b. To act as the authorized liaison representative of the Commission, both with complainants and the public in general;
- c. Appoint Commissioners to task-focused committees;
- d. Delegate duties to the Vice Chair and/or other Commissioners as appropriate.

B. Duties of Vice Chair. The duties of the elected Commission Vice Chair shall be:

- a. Performing the duties of the chair in the absence or at the request of the chair;
- b. Assist the chair in planning, administering, and conducting Commission business.

C. 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 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.

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 by the City Council of Grand Rapids, Minnesota, this 24 day of May 2004.

FOR ADOPTION: Driscoll, Erkkila, Drake, Zeige

AGAINST ADOPTION: Schlauderaff

Susan Zeige, Mayor

ATTEST:

E ward Trela, - City Administrator/Clerk

Published in the Grand Rapids Herald Review on May 30, 2004

Councilmember Driscoll introduced the following Ordinance and moved for its adoption:
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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. Monitoring and Advising.

To review community information, public feedback, and emerging issues related to human rights, and to advise City staff and the City Council on notable trends or concerns affecting residents.

B. Community Resource and Referral.

To serve as a point of contact for residents seeking information on human rights issues and to refer individuals to the Minnesota Department of Human Rights or other appropriate agencies for investigation or assistance. 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.

C. Public Education and Awareness.

To support the City's efforts to promote nondiscrimination by participating in or co-sponsoring public information activities, community events, and awareness initiatives when feasible.

D. Collaboration with Community Partners.

To maintain communication and foster cooperative relationships with local organizations, schools, tribal governments, advocacy groups, and other entities engaged in human rights work.

E. Policy and Ordinance Review.

To provide feedback to City staff and the City Council on selected City policies, ordinances, and practices, offering recommendations to promote accessibility, inclusion, fairness, and equitable impact.

F. Input on City Initiatives.

To advise the City on human rights considerations within City plans, programs, and communications, including accessibility and equity implications, upon request or when opportunities arise.

G. Reporting and Transparency.

To prepare and submit an annual report summarizing the Commission's activities, community insights, and recommendations for improving equity and inclusion within the City.

Subd. 5 Duties of Commission Personnel.

- A. Duties of the Chair. The duties of the elected Commission Chair shall be:
 - a. Organizing meetings, meeting with outside community organizations or persons, and providing overall leadership for the Commission;
 - b. To act as the authorized liaison representative of the Commission, both with complainants and the public in general;
 - c. Appoint Commissioners to task-focused committees;
 - d. Delegate duties to the Vice Chair and/or other Commissioners as appropriate.
- B. Duties of Vice Chair. The duties of the elected Commission Vice Chair shall be:
 - a. Performing the duties of the chair in the absence or at the request of the chair;
 - b. Assist the chair in planning, administering, and conducting Commission business.
- C. 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 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.

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 by the City Council of Grand Rapids, Minnesota, this 24 day of May 2004.

FOR ADOPTION: Driscoll, Erkkila, Drake, Zeige

AGAINST ADOPTION: Schlauderaff

Susan Zeige, Mayor

ATTEST:

E ward Trela, - City Administrator/Clerk

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