

CHAPTER 9

BOARDS AND COMMISSIONS

ARTICLE I – HISTORICAL PRESERVATION COMMISSION

9-1-1 COMMISSION ESTABLISHED.

(A) An Historic Preservation Commission is hereby established, with the duty to identify and inventory those areas, places, buildings, structures, works of art, and other objects having special historical, cultural, community or aesthetic interest or value; to prepare for consideration by the City Council, such proposed legislation as may be necessary to insure preservation and continued utilization of the places and objects so identified; to act as the designated commission for public hearings which may be required by law before adoption of any legislation proposed by the commission; and to cooperate with state and national authorities in the identification and preservation of places and objects of historical, cultural, community, or aesthetic interest or value. **(Ord. No. 3154; 07-16-73)**

(B) The Commission shall consist of not more than **twelve (12) members** appointed by the Mayor, subject to the confirmation by the City Council, of which **two (2)** of said members shall be City Aldermen, and such additional non-voting consulting members, the Chairman of the Commission may appoint. The Commission shall serve without compensation and shall elect a Chairman and a Secretary from its own members, whose terms of office shall be for **one (1) year** and until their successors are elected and have qualified. The Commission shall have power to adopt its own rules of procedure, and shall meet not less than **four (4) times** each year, at the call of the Chairman. A majority of duly appointed commissioners shall constitute a quorum. The City Council shall make annual appropriations for the payment of the Commission's expense. **(Ord. No. 5306; 09-06-94)**

ARTICLE II

DOWNTOWN BELLEVILLE DEVELOPMENT AND
REDEVELOPMENT COMMISSION

9-2-1 **PURPOSE.** The purpose of this Article is to promote the economic development and redevelopment of property within the area of the Central Business District of Belleville, Illinois (refer to Map, Exhibit I). The detailed power and duties of said Commission shall be set forth in this Article.

9-2-2 **COMMISSION ESTABLISHED.** The Downtown Belleville Development and Redevelopment Commission is hereby established pursuant to the Home Rule Powers of the City of Belleville, Illinois.

9-2-3 **MEMBERSHIP AND COMPENSATION.** The Commission shall consist of the **nine (9) members** and shall be composed of the following classification of members:

(A) **City Officials.**

- (1) The Mayor or his representative.
- (2) **One (1) Alderman** selected by the Mayor, with the approval of the City Council.

(B) **Appointed Members.** (selected by the Mayor, with the approval of the City Council).

- (1) **Three (3) persons** from the downtown business community as identified in Exhibit I boundaries.
- (2) **One (1) person** with background in banking or finance.
- (3) **One (1) person** with background in commercial real estate.
- (4) **One (1) person** with professional/service background (architecture, engineering, accounting, etc.)
- (5) **One (1) person** of Belleville Economic Progress, Inc., as represented by the Director of Economic Development.

Each Commission member shall serve without compensation.

9-2-4 **APPOINTMENT, TERM, VACANCIES.** The Mayor shall serve on the Commission by virtue of his office. All other Commission members shall be appointed by the Mayor with the advice and consent of the City Council. Each appointed Commission member shall hold office for **four (4) years** and until his successor has been selected and qualified; provided, however, that at the initial appointment of the Commission, **three (3) members** shall be appointed for **two (2) year** terms, **three (3) members** shall be appointed for **four (4) year** terms and **two (2) members** shall be appointed for **six (6) years**.

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Terms shall be considered by lot. Vacancies on the Commission shall be filled for the unexpired term of the member whose place has become vacant in the same manner as provided for the appointment of new members. All commission members shall be voting members.

9-2-5 OFFICERS, BY-LAWS. The Commission shall select one of its members to act as chairman and shall select such other officers as it deems necessary. The Commission is hereby authorized to adopt its own by-laws, including provisions relating to the frequency, place, and conduct of its meetings.

9-2-6 COMMISSION POWERS AND DUTIES. In its capacity as an advisory board to the City Council, the Commission is hereby authorized to exercise the powers listed below for the purpose of promoting the economic development and redevelopment of businesses and property within the Central Business District of the City of Belleville.

(A) To manage the Special Service Area Taxing District(s) within the boundaries as identified in Exhibit A, including determination of continuation, expansion and purpose of the District.

(B) To collect data, prepare informational material, develop plans and evaluate proposals relating to development activities within the Special Service Area.

(C) To advise the City of the use Eminent Domain within the Special Service Area.

(D) To acquire, sell, lease, trade, manage or improve real property in connection with development projects.

(E) To support the application of grants for projects within the Central Business District.

(F) To enter into contracts with any public or private agency or person for the purpose of implementing a development proposal.

(G) To employ such persons as may be necessary for planning, administering and implementing development/marketing projects.

(H) To develop and carry out a downtown master plan in accordance with the City Comprehensive Plan.

(I) Develop and maintain a marketing package to encourage residential and commercial growth and redevelopment in the Central Business District.

(J) To borrow, and issue revenue bonds with consent of the City Council.

(K) To expend funds for the purpose of implementing plans and programs approved and adopted by the Commission.

(L) Adopt an annual budget with the City Council approval.

(Ord. No. 7429; 09-07-10)

9-2-7 BUDGET. The Commission shall establish and operate under a yearly budget.

(Ord. No. 5035; 03-01-93)

ARTICLE III - HUMAN RELATIONS COMMISSION

9-3-1 COMMISSION ESTABLISHED. There is hereby established a Human Relations Commission for the City of Belleville.

9-3-2 PURPOSE. The City of Belleville, through the Mayor and the City Council has determined the Commission's purposes as the following:

The Commission shall in cooperation with the Mayor and the City Council, endeavor to ensure fair and equal treatment under the law for all citizens, to protect the rights of all persons to enjoy public accommodations and facilities, to receive equal treatment from all agencies of the City and from all holders of licenses, contracts, and privileges from the City; and to ensure equality of opportunity for employment and advancement in the City government.

The Commission shall advise and consult with the Mayor, and the Council as appropriate, in all matters involving prejudice or discrimination based upon race, gender, religion, ethnic origin, age, marital status, veteran's status, or disability and recommend such action as it deems appropriate to eliminate prejudice or discrimination. The Commission shall also support and initiate activities to address the goals and purpose of the Commission through education and training workshops.

9-3-3 DEFINITIONS. The following words, terms and phrases, when used in this Article, shall have the meaning ascribed to them in this Section, except where the context clearly indicates a different meaning:

"Age" is limited to individuals who are at least **forty (40) years** of age.

"Commission" means the City of Belleville Human Relations Commission.

"Contractor" means any person who contracts with or proposes to contract with the City to provide goods and/or services in an amount greater than **Ten Thousand Dollars (\$10,000.00)** during the last preceding fiscal year.

"Discriminate or Discrimination" in employment, housing, public accommodations and financing, means any difference in treatment based on race, color, gender, religion, age, ancestry, national origin, marital status, veteran's status, or disability.

"Employee" includes any and all persons who perform services under the direction and control of and for any employer for compensation, whether in the form of wages, salary, commissions, or otherwise, excluding the parents, spouses or children of the employer and excluding independent contractors, although they may be subject to this Article as employers or in any other capacity covered hereunder.

"Employer" includes any person within the City, including but not limited to owners, managers, supervisors, and others who serve supervisory functions, who hires or employs any employee whose services are to be partially or wholly performed in the City, but excluding any religious or fraternal corporation, association, society, or organization with respect to the hiring or employment of individuals from their membership.

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"Employment Agency" means any person regularly undertaking, with or without compensation, to procure employees for an employer, or to procure for employees opportunities to work for an employer, or to recruit, refer or to place employees.

"Disability" means any physical or mental impairment resulting from or manifested by anatomical, psychological, neurological or psychological conditions, demonstrable by medically accepted clinical or laboratory diagnostic techniques, and which constitutes or is regarded as constituting a substantial limitation to **one (1)** or more of the person's major life activities. A disabled individual is one who has a physical or mental disability as defined above, has a history of such disability or is perceived as having such a disability.

"Housing Accommodations" includes all buildings, structures, or any portions thereof, within the City which are used or occupied, or are maintained, arranged or designed to be used or occupied as a home, residence or sleeping place for **one (1)** or more human beings.

"Human Relations Coordinator" means the chair of the Human Relations Commission of the City whose duties are set forth in this Article.

"Marital Status" means the legal status of being married, single, separated, divorced, or widowed.

"Person" includes **one (1)** or more individuals, partnerships, associations, organizations, corporations, legal representatives, joint stock companies, mutual companies, trustees, trustees in bankruptcy, receivers, labor unions, or union labor organizations, and any other incorporated or unincorporated organized group. The term includes, but is not limited to, any real estate owner, lessor, assignor, builder, manager, broker, salesman or agent, any lending institution, unit, officer, director, or employee of any of the above.

"Public Accommodation" means any business, enterprise or activity consisting of or involving furnishing, providing or making available to the public any goods, services, accommodations, entertainment, amusements, facilities, advantages or privileges.

"Sexual Harassment" means any sexual discrimination which involves unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constituting sexual harassment when:

(A) Submission to such conduct is made either explicitly or implicitly a term or condition of employment or in recruiting, training or hiring employees.

(B) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

(C) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

9-3-4 PROHIBITED PRACTICES. The Commission recognizes the rights of all person to equal opportunity in employment, compensation, promotion, education and positions of leadership, and shall not tolerate discrimination because of race, color, gender, national origin, age, physical or mental disability, veteran's status or marital status. Prohibited discriminatory practices in employment, housing, public accommodations and financing including the following:

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(A) **"Discrimination"** as applied under this Section means any difference in treatment based on race, color, religion, gender, age, ancestry, national origin, marital status, veteran's status or physical or mental disability.

(B) It shall be illegal for any person to commit any of the following acts of "discrimination" in employment, housing, public accommodations and, financing:

- (1) Permit to take any action which discriminantly affects a person's selection, status or eligibility for employment, promotion or transfer, or for apprenticeship, membership or conditions and privileges or benefits directly or indirectly related to one's employment.
- (2) Cause or permit to be published, posted or circulated any notice, advertisement, job order, requisition or request for applicants for employment of apprenticeship for the referral thereof which makes or has the effect of making race, color, religion, veteran's status, gender, ancestry, national origin, marital status, age, (as defined herein) or physical or mental disability a condition of applying for employment or of referral therefor or indicates the existence of such a condition except for a bona fide occupation qualification.
- (3) For an employer, employment agency or labor organization to inquire on a written application whether a job applicant has ever been arrested or to use such knowledge of an arrest as a reason for denial or termination of employment. This Section shall not be construed to prohibit any employer, employment agency or labor organization from obtaining the record or records concerning the conviction of any individual.
- (4) Directly or indirectly discriminate against any person in any manner in the sale, rental, lease, or occupancy of any residential real estate in the City, specifically relating to but not limited to the price, terms, conditions or privileges of any kind relating thereto or in the furnishing of any services or facilities in connection therewith, including advertisements thereof.
- (5) Refuse to allow, permit or assist any person in the examination of any listing of real estate or real estate otherwise for sale within the City, except for nondiscriminatory reasons applicable to all persons.
- (6) Solicit either orally or in writing, or to distribute or cause to be distributed written material or statements designed to induce any owner of any housing accommodations in the City, to sell or refuse to sell or lease his or her property because of any present or prospective change in the race, color, religion, gender, ancestry, age, national origin, marital status, veteran's status or physical or mental disability of persons in the neighborhood.

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- (7) Refuse to rent, sell, or lease any housing accommodations on the basis of mental or physical disability, including but not limited to people who require guide dogs.
- (8) Require as a condition precedent to the rental of a housing accommodation that the prospective tenant shall not have, at the time application for rental is made, **one (1)** or more children under the age of **fourteen (14) years** residing in his or her family.
- (9) Insert in any lease or agreement for the rental of any housing accommodation a condition terminating the lease if there shall be **one (1)** or more children under the age of **fourteen (14)** in the family of any person holding the lease and occupying the housing accommodation.
- (10) Discriminate against any person in the full enjoyment of goods, services, facilities, advantages or privileges of any public accommodation.
- (11) Discriminate or to participate directly or indirectly in discrimination in connection with the terms of loans, guaranteeing loans, accepting mortgages or otherwise making available funds for loans, provided that lending money is one of the principal aspects of the person's business.

9-3-5 **MEMBERSHIP.** The members of the Commission shall be residents of the City of Belleville or shall be owners of businesses that are located within the City of Belleville. The members shall reflect a broad diversity of backgrounds in the areas of race, ethnic groups, gender, age, marital status, veteran's status or physical or mental disability, including at least **three (3) persons** from the business community. Members of the Commission are expected to avoid conflict of interest by announcing that a conflict of interest is present and by abstaining in discussions or voting on matters that present a conflict of interest. There shall be **thirteen (13) members** who shall serve without compensation. In electing the first members of the Commission the Mayor will select names of persons from those solicited from educational, religious, governmental and the business sector, including other recognized community organizations or entities. Such solicitation of names shall also occur subsequent to the first members selected to the Commission whenever vacancies occur.

9-3-6 **APPOINTMENT AND TERMS.** The members of the Commission shall be appointed by the Mayor by and with the consent of the City Council. The terms of the members shall be for **two (2)** or **three (3) years**, except that appointments may be made for shorter terms to fill unexpired terms created by vacancies. The initial terms of the members of the Commission shall be drawn by lot for **two (2)** or **three (3) year** terms.

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9-3-7 **VACANCIES.** Vacancies shall be filled by the Mayor by and with the consent of the City Council within **sixty (60) days** after the vacancy occurs.

9-3-8 **VOTING.** All members of the Commission may vote. In the event of a tie, the chair shall abstain from voting in the second round of voting.

9-3-9 **REMOVAL.** The members of the Commission may be removed for bona fide or justifiable cause by the Mayor.

9-3-10 **ORGANIZATION.** A Chair, vice chair, and a secretary shall be elected by a majority vote of the members of the Commission for a term of **one (1) year** and may be reelected for **one (1)** additional term each. The Chair shall receive no salary. A Treasurer will be elected only if necessary and may also serve for **one (1) term** with reelection for **one (1) term**.

9-3-11 **REGULAR MEETINGS.** All meetings shall be accessible to the public as required by law and will be held at City Hall. Special meetings may be called by the Chair of the Commission by giving notice of the time and place of such meeting to all Commissioners, to the news media as required by law, not fewer than **ten (10) days** prior to such meetings. The Chair of the Commission shall call meetings of the Commission on a regular basis, normally once a month on a schedule established by the Commission and published by the Chair as required by law.

9-3-12 **CLOSED MEETINGS OR EXECUTIVE SESSIONS.** Should the Commission find it necessary to meet in closed session or in an Executive session that is closed in accordance with State law, members of the Commission have a duty to keep all matters brought before the Commission confidential until such time as the Chair of the Commission shall make public information relative to a confidential matter.

9-3-13 **DUTIES AND AUTHORITY.** It shall be the duty and authority of the Commission to:

(A) Conduct research, publish, and utilize studies in the field of intergroup relations and to develop and implement procedures to educate the community, equalize opportunities, eliminate discrimination, and promote good will among all persons.

(B) Receive and record any complaint alleging discrimination against any person because of race, color, religion, gender, national origin, marital status, veteran's status, ancestry, age, or physical or mental disability in violation of this Article.

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(C) Seek to resolve conflicts between persons involved in complaints which are within the jurisdiction of the Commission by specifically authorizing the Chair and vice chair at a regular or special meeting to investigate particular complaints to determine if there is probable cause to believe a violation of this Article has occurred. If the Chair determines from the investigation of a complaint that there is probable cause to believe a violation has occurred, the Commission may authorize the Chair to give notice to all parties that a closed conciliators' conference will be held by impartial conciliators' who have been approved and appointed by the Commission. At the conciliation conference, an attempt shall be made to resolve the conflict between the parties by formulating a written agreement to eliminate the discriminatory situation which may be found to exist.

(D) If neither the fact finding nor conciliation phase produces a settlement between the complainant and the respondent, the Commission shall make its own determination in the case in light of the evidence before it and shall submit its report in writing to the appropriate city, state or federal agency or national organization with the recommendation that appropriate action be taken.

(E) Recommend to the appropriate agency or person legislative, administrative, legal or other ameliorative action to be taken to eliminate discrimination and foster good will.

(F) Invite and enlist the cooperation of any citizen, organization or committee which can be of benefit in fulfilling the responsibilities of the Commission in carrying out specific programs designed to lessen conflicts and in improving understanding in the community.

(G) Adopt such rules of procedure and regulations as may be deemed necessary to conduct its meetings, conciliation conferences, and general operations and to carry out the purposes and provisions of this Article. Such rules of procedure and regulations shall be in written form, shall be submitted to the Mayor and City Council for review and comment, and shall be approved by a majority of the members of the Commission.

(H) Cooperate and assist, at its discretion, any person who requests such cooperation or assistance for the purpose of developing or maintaining affirmative action programs.

(I) Prepare and submit annually to the Mayor and City Council, at or shortly after the end of each fiscal year, a report of its activities during such fiscal year.

(J) May refer individuals and information to other agencies or persons when appropriate.

9-3-14 **ACCOUNTABILITY.** The Commission shall report its recommendations and activities to the Mayor and/or the City Council upon the request of the Mayor. The Commission, not receiving such a request, shall report its recommendations at least annually. The Commission, and any subcommittees it may appoint, shall keep minutes and information concerning the activities of the Commission and shall be available to the City Council and the public through the Mayor or the Chair of the Commission upon request.

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9-3-15 **ANNUAL REPORT.** The Commission shall, not less than annually, report to the Mayor and the City Council its activities and recommendations. The Mayor's staff or secretary shall assist the Chair of the Commission in producing reports and documents. The annual report shall be due **July 1** each year.

9-3-16 **PROCEDURES.** Should the Mayor, the City Council (either as a body or as individuals), appointive City officers, or members of the Human Relations Commission (either as a body or as individuals) receive a written and signed statement alleging that a prohibited practice as defined herein has occurred within the City of Belleville, the Chair and vice chair shall investigate the matter to ascertain that the allegation is substantive. In doing so, they shall keep the matter confidential until they have determined either that there is no foundation in fact for the allegation or determined that it should be forwarded to the Human Relations Commission for deliberation and/or action. If the Chair and vice chair determine that there is no basis for the allegation, the complaining party will be notified in writing.

Upon determining that the allegation has the probability of being a prohibited practice, the Chair shall inform the members of the Commission. The Chair shall determine whether the matter will be reviewed in a closed meeting or open meeting and shall inform the members of the Commission of his/her decision. All deliberations and findings of the Commission shall be held confidential until the Chair of the Commission, in consultation with the Commission, and Mayor, has determined that the information may be released to the public.

9-3-17 **QUORUM.** The Chair shall conduct the meetings in accord with Robert's Rules of Order revised. **Five (5) of thirteen (13) members** shall constitute a quorum for the transaction of business. The Commission may consult with the City Attorney as appropriate.

9-3-18 **DUTIES OF THE CHAIR.** The Chair shall preside over all meetings and shall supervise the activities and duties of the Commission and shall preside over all meetings. The Chair shall have the following additional duties:

- (A) Execute the policies of Commission and set the agenda for meetings.
- (B) Prepare written plans for the achievement of the Commission's purposes and duties. Periodically review and evaluate such plans.
- (C) Select and supervise any subcommittees which the Commission may appoint.
- (D) Attend Committee meetings and serve as an ex-officio member of each committee appointed.
- (E) Call and conduct Executive Committee meetings.
- (F) Perform such other duties as may from time to time be assigned by the Mayor, City Council or Commission.
- (G) Ensure that the Commission executes its duties as outlined herein.
- (H) Prepare reports and documents as requested and outlined herein.

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9-3-19 **DUTIES OF THE VICE CHAIR.** The vice Chair shall perform such duties and responsibilities as may be prescribed from time to time by the Chair. The Vice Chair shall be a member of the Executive Committee and shall preside over meetings when the Chair is absent.

9-3-20 **DUTIES OF THE SECRETARY.** The Secretary shall keep the minutes of the meetings and send appropriate notices for all meetings. The Secretary shall prepare materials for all meetings with assistance and direction from the Chair. The Secretary shall submit a copy of all minutes, records and reports of all meetings to the members of the Commission and the Mayor. The Secretary is a member of the Executive Committee and shall perform such other duties as are customarily requested or required of a secretary of appointed committees or commissions.

9-3-21 **COMMITTEES.** The Commission may appoint committees as it deems necessary. Committees may be appointed which focus on employment, youth education, complaints and compliance, housing, and policies, among others deemed appropriate. The Chair shall utilize an executive committee which shall include the Vice Chair, secretary, subcommittee chairs (if any) and others deemed appropriate by the Chair. Any special committees deemed appropriate may be appointed by the Chair. Upon completion of specially assigned tasks, the special committee will be discharged.

9-3-22 **VOTING.** A majority of the members of each committee shall constitute a quorum. Each subcommittee may adopt rules of its own. The Chair of each subcommittee or special committee shall be a voting member.

9-3-23 **FISCAL YEAR.** The fiscal year of the Commission shall begin on **May 1** each year and end on **April 30** of each year.

9-3-24 **CONTRACTS.** The Commission may by specific action authorize the Chair or other officer to recommend to the Mayor and the Belleville City Council to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Commission.

9-3-25 **INDEBTEDNESS.** No expenditures shall be made and no indebtedness shall be incurred by the Commission except upon authorization of the Mayor and the City Council and the City of Belleville.

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9-3-26 **COMMUNITY SUPPORT AND LEADERSHIP.** The Commission is encouraged to support the community activities relative to multiculturalism and cultural diversity. The Commission shall, when called upon or when appropriate, provide leadership for such activities as those identified below:

(A) Assist with the coordination of Multicultural fairs and special diversity events with the City and surrounding communities.

(B) Assist agencies, institutions, churches and other organizations as they develop programs to increase understanding, tolerance and inclusiveness.

(C) Assist with the formation and conduct of public forums or other avenues for multiracial and multiethnic dialogue.

(D) Support and encourage leadership among racial, ethnic, and other minority groups.

(E) Assist with the formation of other commissions in neighboring communities.

(F) Develop fund raising plans and seek grants or other sources of revenue to support multicultural activities.

(Ord. No. 5837; 01-20-98)