Resolution No. ___

Resolution Calling a Public Hearing on the Question of the Need for a Housing and Redevelopment Authority To Function in COUNTY

BE IT RESOLVED by the Board of Commissioners (the "Board of Commissioners") of COUNTY County, Minnesota (the "County"), as follows:

1. The Board of Commissioners is considering whether a need exists that the Housing and Redevelopment Authority in and for the County of COUNTY, Minnesota, be activated pursuant to the applicable provisions of Minnesota Statutes, Section 469.004, and whether such authority should become authorized to function within the boundaries of the County in accordance with Minnesota Statutes, Sections 469.001 through 469.047.

2. In accordance with Minnesota Statutes, Section 469.004, Subdivision 1, at its meeting to be held on DATE, The Board of Commissioners shall hold a public hearing on, and consider the adoption of, a resolution (a) finding that within the County, there is a need (i) to ensure the provision of a sufficient supply of adequate, safe, and sanitary dwellings in order to protect the health, safety, and welfare of citizens, and (ii) to remedy the shortage of housing for low and moderate income residents, and (iii) to redevelop blighted areas in situations in which private enterprise would not act without government participation or subsidies; and (b) declaring that there is a need for a housing and redevelopment authority to function in the County.

3. The County Administrator is hereby directed to cause the notice of public hearing which is attached to and made a part of this resolution to be published in a newspaper of general circulation within the County not less than 10 days more than 30 days prior to the abovementioned public hearing.

Adopted by the COUNTY County Board of Commissioners this DAY day of MONTH YEAR.

ATTEST: ____________________________________________

Chairman, Board of Commissioners

__________________________________________________________

County Administrator
Resolution Declaring the Need for a Housing and Redevelopment Authority to Function in the County of COUNTY, Minnesota

BE IT RESOLVED by the Board of County Commissioners (the "Board") of the County of COUNTY, Minnesota (the "County"), as follows:

1. On DATE, the Board adopted a resolution calling a public hearing on the question of the need for a housing and redevelopment authority to function within the County pursuant to the provisions of the Municipal Housing and Redevelopment Act, being Minnesota Statutes, Sections 469.001 to 469.047.

2. At the Board's meeting held on DATE, a public hearing was held on the abovementioned question and on the question of the adoption of this resolution, and opportunity to be heard at the public hearing was granted to all residents of the County and its environs and to all other interested persons. Notice of the public hearing was published in a newspaper of general circulation in the County not less than 10 days nor more than 30 days prior thereto.

3. The Board hereby finds that within the County there is a need (i) to ensure the provision of a sufficient supply of adequate, safe, and sanitary dwellings in order to protect the health, safety, and welfare of citizens, and (ii) to remedy the shortage of housing for low and moderate-income residents, and (iii) to redevelop blighted areas in situations in which private enterprise would not act without government participation or subsidies.

4. Based in part on the foregoing findings, the Board hereby declares that there is a need for a housing and redevelopment authority to function in the County.

5. The Board hereby determines and directs that, in accordance with and upon satisfaction of the requirements of Minnesota Statutes, Section 462.003, the Housing and Redevelopment Authority in and for the County of COUNTY, Minnesota, be and hereby is activated and authorized to function within the County.

6. The Auditor/Treasurer is directed to cause a copy of this resolution to be published forthwith in the official newspaper of the County and, following such publication, to file a certified copy of this resolution in the office of the Commissioner of the Department Trade and Economic Development of the State of Minnesota, in accordance with Minnesota Statutes, Section 469.003, Subdivision 4.

7. This resolution shall be effective upon the above-mentioned publication thereof in the County's official newspaper.

Adopted by the COUNTY County Board this DAY day of MONTH, YEAR.
ATTEST: ________________________________

Auditor/Treasurer

Board Chair
BY-LAWS OF THE HOUSING AND REDEVELOPMENT
AUTHORITY OF COUNTY COUNTY, MINNESOTA

ARTICLE I — THE AUTHORITY

Section 1 — Name of Authority: The name of the Authority shall be HRA NAME.

Section 2 — Office of Authority: The office of the HRA is located within the City of CITY, Minnesota, and may be changed by resolution adopted at any regular or special meeting of the Authority.

ARTICLE II — BOARD MEMBERSHIP

Section 1 — Commissioners: NUMBER (#) HRA Commissioners shall be appointed by the COUNTY County Board of Commissioners. All appointees must be residents of COUNTY County.

Section 2 — Term of Appointment and Unexpired Terms: A Commissioner term is for five years. If any appointment becomes vacant prior to the five-year term, the County Board of Commissioners will fill the unexpired term.

Section 3 — Duties and Compensation: The powers of the HRA shall be vested in the appointed Commissioners, who shall perform such duties as are incumbent upon them by election to any office or appointment to a committee. Commissioners may receive a monthly per diem in an amount determined at the annual meeting of the HRA in accordance with State law. Commissioners may receive compensation for necessary expenses as approved by the HRA.

Section 4 — Resignation and Absences: Resignation from the Authority must be in writing and received by the chair or secretary. A Commissioner may be terminated from the board due to excess absences, more than three from monthly meetings in a calendar year.

ARTICLE III — OFFICERS AND EMPLOYEES

Section 1 — Officers and Duties: There shall be three officers of the HRA, consisting of a chair, vice-chair and secretary. Their duties are as follows: DUTIES

Section 2 — Chair: The chair shall convene and preside at all regularly scheduled board meetings. The chair shall initiate an annual evaluation of the executive director, appoint special committees of the HRA, and shall sign all contracts, deeds and other instruments of the organization.

Section 3 — Vice-Chair: The vice-chair shall perform the duties of the chair in the absence of the chair.
Section 4 — Secretary: The secretary shall be responsible for keeping records of board actions, including overseeing the taking of minutes at all meetings, distributing copies of minutes to each Commission member, and assuring that corporate records are maintained.

Section 5 — Vacancies of Officers: Should the office of chair, vice-chair or secretary become vacant, the Commission shall elect a successor from its membership at the time of the next regular meeting, and such election shall be for the unexpired term of said office.

Section 6 — Election of Officers: The chair, vice-chair and secretary shall be elected to one-year terms at the annual meeting of the HRA. Any one individual may serve no more than three consecutive years as chair, vice-chair or secretary of the Authority.

Section 7 — Executive Director: While Commissioners are responsible for overall policy direction of the organization, responsibility for the day-to-day operations is delegated to the staff headed by the Executive Director. The Executive Director shall have general supervision over the administration and management of the HRA. Duties include keeping the records of the Authority, acting as secretary at meetings of the Authority and recording all votes of the Commissioners. These proceedings shall be kept in a journal of the Authority. The Executive Director also shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Authority shall select. The Executive Director shall keep regular books of all accounts showing receipts and expenditures and shall render to the Authority at each monthly meeting an account of transactions and also of the financial condition of the Authority. He/she have power to hire additional staff with approval of the Authority. Compensation of the Executive Director shall be determined by the Authority.

ARTICLE IV — MEETINGS

Section 1 — Regular Meetings: The Authority shall meet monthly, at an agreed upon time and place. A yearly meeting schedule shall be voted upon at the January annual meeting of the HRA. Notices of meetings shall be sent to each Commissioner and the public at least two days in advance of such meetings.

Section 2 — Annual Meeting: Each year at the December regular meeting, the Board of Commissioners shall designate an annual meeting date, time and place in January of the following year. The annual reorganizational meeting shall include the election of officers, an annual report by the Executive Director and the conduct of other business.

Section 3 — Special meetings: Special meetings of the board shall be called at the request of the chair, or two members of the Authority. Notices of special meetings shall be sent to each Commissioner and the public at least two days prior to the date of the special meeting. No business other than that designated in the call for the meeting may be conducted at a special meeting.

Section 4 — Quorum: A majority of eligible Commissioners shall constitute a quorum for the purpose of conducting business, but a smaller number may adjourn from time to time until a
quorum is obtained. When a quorum is in attendance, action may be taken upon a vote of a majority of Commissioners present.

Section 5 — Conflict of Interest Policy: The organization shall maintain a conflict-of-interest policy and all members of the Authority must sign this document on an annual basis. Copies of the signed documents will be on file with the Executive Director.

Section 6 — Special Committees of the Authority: Special committees may be appointed by the chair of the Authority, with the concurrence of the members, for any special tasks required by the organization. A special committee shall limit its activities to the accomplishment of the task for which it is appointed and shall have no power to act except such as is specifically conferred by action of the Authority. Special committees must have at least one Commissioner member and must report to the full Authority.

Section 7 — Alternate Meeting Methods: Meetings and actions of the Authority may be taken via electronic means between regular monthly meetings when an issue requires immediate action providing that prior notice is given to all board members and the public. All requirements for quorum and voting must be met and all actions and votes will be recorded in the official minute book of the Authority.

ARTICLE V — AMENDMENTS

Section 1 — Amendments to Bylaws: The by-laws of the Authority shall be amended with the approval of a #/# vote of Commissioners at a regular or special meeting. Notice shall be given in writing at one meeting with voting to follow at the next monthly meeting.