

List of Proceedings Relating to
Activating the Housing and
Redevelopment Authority
in Minnesota

1. Certified copy of resolution from the City Council calling and directing the publication of a notice of a public hearing on the question of activating a HRA and authorizing it to function in the City.
2. Affidavit of publication of the notice of the public hearing, to be published at least once in a newspaper of general circulation in the City not less than 10 and not more than 30 days prior to the public hearing.
3. Certified copy of the City Council minutes showing that the public hearing was held.
4. Certified copy of the resolution, adopted by the City Council pursuant to Minnesota Statutes, Section 469.003, Subdivision 1, stating the need for a housing and redevelopment authority to function in the City.
5. Affidavit of publication of the resolution stating the need for HRA, to be published at least once in the official newspaper of the City, as required by Minnesota Statutes, Section 469.003, Subdivision 2 [Publish in the same manner as ordinances are published].
6. City Manager's certificate of filing a certified copy of the resolution of need in the office the Commissioner of the Department of Employment and Economic Development of the State of Minnesota (the "Commissioner"), to be filed following publication of the resolution.
7. Certificate from the office of the Commissioner as to the filing of the resolution of need.
8. Mayor's certificates of appointment of the Commissioners of the HRA, to be appointed after publication of the resolution of need.
9. Certified copy of the City Council resolution approving the Mayor's appointments of the Commissioners of the HRA.
10. City Manager's certificate of filing with the office of the Commissioner certified copies of the Mayor's certificates of appointment of the Commissioners of the HRA and a certified copy of the City Council's resolution approving those appointments.
11. Certificate from the office of the Commissioner concerning receipt of the certificates of appointment and of the City Council resolution approving such appointments.

12. Organizing documents of the HRA, including initial organizing resolution designating Chairman and Secretary from among the Commissioners, adopting such by-laws and other rules as deemed appropriate, and taking such other initial organizational steps deemed desirable or necessary.

Resolution No. _____

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

BE IT RESOLVED by the City Council (the "Council") of the City _____,
Minnesota (the "City"), as follows:

1. The Council is considering whether a need exists that the Housing and Redevelopment Authority in and for the City of _____, Minnesota, be activated pursuant to the applicable provisions of Minnesota Statutes, Section 469.003, and whether such authority should become authorized to function within the boundaries of the City in accordance with Minnesota Statutes, Sections 469.001 through 469.047.

2. In accordance with Minnesota Statutes, Section 469.003, Subdivision 1, at its meeting to be held on _____, 20____, the Council shall hold a public hearing on, and shall consider the adoption of, a resolution (a) finding that within the City (i) substandard, slum, or blighted areas exist which cannot be redeveloped without government assistance and (ii) there is a shortage of decent, safe, and sanitary dwelling accommodations available to persons of low income and their families at rentals they can afford and (b) declaring that there is a need for a housing and redevelopment authority to function in the City.

3. The City Manager 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 City not less than 10 days more than 30 days prior to the abovementioned public hearing.

Adopted by the _____ City Council this ____ day of _____, 20____.

Mayor

ATTEST:

City Manager

Notice of Public Hearing on the Question of
the Need for a Housing and Redevelopment Authority
for the City of _____

Notice is hereby given that a public hearing will be conducted by the City Council of the City of _____, Minnesota, at the City Hall, _____, at a meeting of the City Council to be held on _____, 20xx, commencing at _____ p.m., Central Time. At the meeting the City Council will consider the adoption of, and the public hearing will concern, a proposed resolution (1) which finds that within the City of _____ (a) substandard, slum, or blighted areas exist which cannot be redeveloped without government assistance and (b) there is a shortage of decent, safe, and sanitary dwelling accommodations available to persons of low income and their families at rentals they can afford and (2) which declares that there is a need for a housing and redevelopment authority to function in the City pursuant to the provisions of Minnesota Statutes, Sections 469.001 to 469.047.

At the public hearing, opportunity to be heard will be granted to all residents of the City and its environs and to all other interested persons.

By Order of the _____ City Council

By _____ /s/ _____
City Manager

Dated: _____, 20xx

City Manager's Certificate
of City Council Resolution

I, the undersigned, being the duly appointed and acting City Manager of the City of _____, Minnesota, hereby certify that I have carefully compared the attached and foregoing resolution with the original thereof on file in my office and further certify that the same is a full, true, and complete copy of a resolution which was duly adopted by the _____ City Council at a duly called and regularly held special or regular meeting thereof on _____, 20xx.

I further certify that _____ introduced said resolution, that Councilmember _____ moved its adoption, which motion was duly seconded by Councilmember _____, that either the resolution was read in full or its reading was dispensed with by unanimous consent of the City Council, and that upon roll call vote being taken thereon, the following Councilmembers voted in favor thereof:

and the following voted against the same

whereupon the said resolution was declared duly passed and adopted.

Witness my hand as the _____ City Manager and the official seal of the City this ____ day of _____, 20xx.

City Manager
City of _____, Minnesota

Resolution No. _____

Resolution Declaring the Need for a Housing
and Redevelopment Authority to Function
in the City of _____, Minnesota

BE IT RESOLVED by the City Council (the "Council") of the City of _____,
Minnesota (the "City"), as follows:

1. On _____, 20xx, the Council adopted a resolution calling a public hearing on the question of the need for a housing and redevelopment authority to function within the City pursuant to the provisions of the Municipal Housing and Redevelopment Act, being Minnesota Statutes, Sections 469.001 to 469.047.

2. At the Council's meeting held on this _____ day of _____, 20xx 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 City and its environs and to all other interested persons. Notice of the public hearing was published in a newspaper of general circulation in the City not less than 10 days nor more than 30 days prior thereto.

3. The Council hereby finds that within the City (a) substandard, slum, or blighted areas exist which cannot be redeveloped without government assistance and (b) there is a shortage of decent, safe, and sanitary dwelling accommodations available to persons of low income and their families at rentals they can afford.

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

5. The Council 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 City of _____, Minnesota, be and hereby is activated and authorized to function within the City.

6. The City Manager is directed to cause a copy of this resolution to be published forthwith in the official newspaper of the City 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 City's official newspaper.

Adopted by the _____ City Council this ____ day of _____,
20xx.

Mayor

ATTEST:

City Manager

City Manager's Certificate
of City Council Resolution

I, the undersigned, being the duly appointed and acting City Manager of the City of _____, Minnesota, hereby certify that I have carefully compared the attached and foregoing resolution with the original thereof on file in my office and further certify that the same is a full, true, and complete copy of a resolution which was duly adopted by the _____ City Council at a duly called and regularly held special or regular meeting thereof held on _____, 20xx.

I further certify that _____ introduced said resolution, that Councilmember _____ moved its adoption, which motion was duly seconded by Councilmember _____, that either the resolution was read in full or its reading was dispensed with by unanimous consent of the Council, and that upon roll call vote being taken thereon, the following Councilmembers voted in favor thereof:

and the following voted against the same

whereupon the said resolution was declared duly passed and adopted.

Witness my hand as the _____ City Manager and the official seal of the City this _____ day of _____, 20xx.

City Manager
City of _____, Minnesota

(SEAL)

City Manager's Certificate of
Filing Resolution Declaring
Need for _____HRA

I, the undersigned, being the duly appointed and acting City Manager of the City of _____, Minnesota, hereby certify that on the ____ day of _____, 20xx, I caused a certified copy of Resolution No. _____, having been duly adopted by the _____ City Council on _____, 20xx, to be filed in the office of the Commissioner of the Department of Employment and Economic Development of the State of Minnesota by mailing such resolution, postage prepaid, to said Commissioner of the Department of Employment and Economic Development, 500 Metro Square, 121 7th Place East, St. Paul, Minnesota 55101.

Witness my hand as the _____ City Manager and the official seal of the City this ____ day of _____, 20xx

City Manager
City of _____, Minnesota

(SEAL)

Mayor's Certificate of Appointment of
Commissioner of the Housing and
Redevelopment Authority in and for
the City of _____, Minnesota

I, _____, being the duly elected and acting Mayor of the City of _____
_____, Minnesota, pursuant to the applicable provisions of Minnesota Statutes, Section
469.003, Subdivision 5 & 6, do hereby appoint _____ as one of the
Commissioners constituting the Housing and Redevelopment Authority in and for the City of ____
_____, Minnesota, effective upon his acceptance hereof and upon approval hereof by
the _____ City Council.

I hereby recommend to the _____ City Council, in accordance with the
abovementioned legislative authority, that all of the members of the _____ City Council
also serve as all of such Commissioners for terms which coincide with the terms of office of such
Councilmembers, respectively. [Delete or modify. If the 5 council members are appointed there
can be 2 additional Commissioners].

Witness my hand as the Mayor of the City of _____, Minnesota this ____ day of
_____, 20xx.

Mayor
City of _____, Minnesota

(SEAL)

ATTEST:

City Manager

Resolution No. _____
Resolution Approving Mayor's Appointment of the
Commissioners of the
Housing and Redevelopment Authority in and for the
City of _____ Minnesota

BE IT RESOLVED by the City Council (the "Council") of the City of _____,
Minnesota (the "City"), as follows:

1. Pursuant to Minnesota Statutes, Section 469.003 (the "Act"), on _____,
20xx, the Council adopted a resolution determining that the need exists for the Housing and
Redevelopment Authority in and for the City of _____, Minnesota (the
"Authority"), to function in the City.

2. On _____, 20xx, the abovementioned resolution was duly published in
the City's official newspaper, as required by _____ of the City. In
addition, the Council has caused a certified copy of said resolution to be filed with the
Commissioner of the Minnesota Department of Employment and Economic Development.

3. In accordance with Subdivisions 5 and 6 of the Act, the Mayor has submitted for
this Council's consideration the appointment of the following members to the Authority:

as evidenced by certain executed certificates of appointment.

4. In accordance with Subdivision 6 of the Act, the Council hereby approves the
appointment of _____ and all members of the Council as the Commissioners of the
Authority for terms of such office which coincide with their terms of office as members of the
Council, respectively. [Modify to fit the facts – determine terms of Commissioners who are not
Councilmembers.]

5. In accordance with Subdivision 7 of the Act, the City Manager (a) shall file the
originals of such certificates of appointment in the office of the City Manager and (b) shall file in
the office of the Commissioner of the Minnesota Department of Employment and Economic
Development a certified copy of this resolution and a certified copy of the abovementioned
certificates of appointment.

Adopted by the _____ City Council this ____ day of _____, 20xx.

Mayor

ATTEST:

City Manager

City Manager's Certificate
of City Council Resolution

I, the undersigned, being the duly appointed and acting City Manager of the City of _____, Minnesota, hereby certify that I have carefully compared the attached and foregoing resolution with the original thereof on file in my office and further certify that the same is a full, true, and complete copy of a resolution which was duly adopted by the _____ City Council at a duly called and regularly held special or regular meeting thereof on _____, 20xx.

I further certify that _____ introduced said resolution, that Councilmember _____ moved its adoption, which motion was duly seconded by Councilmember _____, that either the resolution was read in full or its reading was dispensed with by unanimous consent of the City Council, and that upon roll call vote being taken thereon, the following Councilmembers voted in favor thereof:

and the following voted against the same

whereupon the said resolution was declared duly passed and adopted.

Witness my hand as the _____ City Manager and the official seal of the City this _____ day of _____, 20xx.

City Manager
City of _____, Minnesota

(SEAL)

City Manager's Certificate of Filing
Mayor's Appointments of _____HRA Commissioners
and City Council's Approving Resolution

I, the undersigned, being the duly appointed and acting City Manager of the City of _____, Minnesota, hereby certify that on the ____ day of _____, 20xx, I caused (1) a certified copy of Resolution No. _____, having been duly adopted by the _____ City Council on _____, 20xx (the "Resolution"), approving the appointment of the Commissioners of the Housing and Redevelopment Authority in and for the City of _____, Minnesota (the "Authority"), and seven Mayor's Certificates of Appointment (the "Certificates"), appointing the City Council as the Commissioners of the Authority to be filed in the office of the Commissioner of the Department of Energy and Economic Development of the State of Minnesota by mailing the Resolution and the Certificates to said Commissioner of the, Department of Trade & Economic Development, 500 Metro Square, 121 7th Place East, St. Paul, MN 55101.

Witness my hand as the _____ City Manager and the official seal of the City this ____ day of _____, 20xx.

City Manager
City of _____, Minnesota

(SEAL)

City Manager's Certificate
as to Mayor's Certificates of
Appointment of _____HRA Commissioners

I, the undersigned, being the duly appointed and acting City Manager of the City of _____, Minnesota, hereby certify as follows:

- (1) Attached hereto are _____ true and correct copies of Certificates of Appointment executed by the Mayor of the City of _____ and pertaining to the appointment, and the acceptance thereof, of _____ and each of the members of the _____ City Council to be the Commissioners of the Housing and Redevelopment Authority in and for the City of _____, Minnesota, respectively.
[Delete/modify to fit the facts.]
- (2) Originals of the attached certificates were submitted to the _____ City Council for consideration and were approved by the _____ City Council at a regularly called and duly held regular or special meeting thereof on _____, 20xx.
- (3) Originals of the attached certificates are on file in my office as City Manager.

Witness my hand as such City Manager and the official seal of the City this ____ day of _____, 20xx.

City Manager
City of _____, Minnesota

(SEAL)

BY-LAWS OF THE HOUSING AND
REDEVELOPMENT AUTHORITY
IN AND FOR THE
CITY OF _____, MINNESOTA

1. THE AUTHORITY

SECTION 1.1. Name of the Authority. The name of the Authority shall be the Housing and Redevelopment Authority in and for the City of _____, Minnesota (hereinafter, the "Authority"), and its governing body shall be called the Board of Commissioners (hereinafter, the "Board").

SECTION 1.2. Office. The principal office of the Authority shall be the _____
_____ City Hall.

SECTION 1.3. Seal. The Authority shall have no official seal.

2. ORGANIZATION

SECTION 2.1. Officers. The officers of the Authority shall consist of a Chairman, a Vice Chairman, a Secretary, an Executive Director, and a Clerk. The Chairman, the Vice Chairman, and the Secretary shall be members of the Board and shall be elected at the annual meeting of the Authority, and no Commissioner shall hold more than one such office at the same time.

SECTION 2.2. Chairman. The Chairman shall preside at all meetings of the Board.

SECTION 2.3. Vice Chairman. The Vice Chairman shall preside at any meeting of the Board in the absence of the Chairman and may exercise all powers and perform all responsibilities of the Chairman if the Chairman cannot exercise or perform the same due to absence or other inability.

SECTION 2.4. Chairman Pro Tem. In the absence or inability of the Chairman and the Vice Chairman at any meeting, the Board may appoint any remaining Commissioner as Chairman Pro Tern to preside at such meeting.

SECTION 2.5. Secretary. In the absence of the Clerk, the Secretary shall keep minutes of all meetings of the Board and shall maintain all records of the Authority. The Secretary shall also have such additional duties and responsibilities as the Board may from time to time and by resolution prescribe.

SECTION 2.6. Executive Director. The Executive Director shall be appointed by resolution and shall serve at the pleasure of the Board Of Commissioners, shall be the chief appointed executive officer of the Authority, and shall have such additional responsibilities and authority as the Board may from time to time by resolution prescribe.

SECTION 2.7. Clerk. The Clerk shall be appointed by resolution of the Board and shall be the official recording officer of the Authority and the Board. The Clerk shall be responsible for recording and maintaining accurate records of the meetings of the Board and of all official actions taken by or on behalf of the Authority.

3. PROCEDURES OF BOARD OF COMMISSIONERS

SECTION 3.1. Annual Meeting. The annual meeting of the Board shall be held on the _____ of the month of _____ in each year.

SECTION 3.2. Regular Meetings. The Board shall hold regular meetings on the _____ of each month, commencing at _____ o'clock p.m., C.T., or at such other time as the Board may determine.

SECTION 3.3. Special Meetings. Special meetings of the Board may be called by the Chairman or, in the event of the Chairman's absence or inability, by the Vice Chairman at any time, upon twenty-four hours prior notice to all Commissioners and the Clerk and Executive Director. Upon the same notice, special meetings of the Board may also be called by any two Commissioners. The Clerk shall post notice of any special meeting in the principal office of the Authority no less than twenty-four hours prior to such special meeting.

SECTION 3.4. Quorum. A quorum of the Board shall consist of four if the Board consists of seven Commissioners and three if the Board consists of five Commissioners. In the absence of a quorum, no official action may be taken by, on behalf of, or in the name of the Board or the Authority.

SECTION 3.5. Adoption of Resolutions. Resolutions of the Board shall be deemed adopted if approved by not less than a simple majority of all Commissioners present. Resolutions may but need not be read aloud prior to vote taken thereon and may but need not be executed after passage.

SECTION 3.6. Rules of Order. The meetings of the Board shall be governed by the most recent edition of Robert's Rules of Order.

4. MISCELLANEOUS

SECTION 4.1. Fiscal Year. The fiscal year of the Authority shall be the calendar year.

SECTION 4.2. Execution of Contracts. All contracts, notes, and other written agreements or instruments to which the Authority is a party or signatory or by which the Authority may be bound shall be executed by the Chairman and/or the Executive Director or by such other Commissioners or officers of the Authority as the Board may by resolution prescribe.

SECTION 4.3. Amendment of By-Laws. These By-Laws may be amended by the Board only by not less than a majority vote of all the Commissioners, provided that any such proposed amendment shall first have been delivered to each Commissioner at least five days prior to the meeting at which such amendment is considered.

Resolution No. _____

Organizational Resolution of the Board
Of Commissioners of the Housing and
Redevelopment Authority in and for the
City of _____, Minnesota, Appointing
Officers and Adopting By-Laws Thereof

BE IT RESOLVED by the Board of Commissioners (the "Board") of the Housing and Redevelopment Authority in and for the City of _____, Minnesota (the "Authority"), as follows:

1. Recitals. All things required by the applicable provisions of the Municipal Housing and Redevelopment Act, Minnesota Statutes, Sections 469.001 to 469.047, have been duly taken in order to create, constitute, and activate the Authority.

2. By-Laws. The By-Laws which are attached to and made a part of this resolution as Exhibit A are hereby adopted as the By-Laws of the Authority.

3. Appointment of Officers. In accordance with the By-Laws of the Authority hereby adopted, the Board hereby appoints to the following offices of the Authority the following persons, respectively:

Chairman: _____

Vice Chairman: _____

Secretary: _____

Executive Director: _____

Clerk: _____

Adopted by the Board of the Authority this ____ day of _____, 20xx.

Clerk's Certificate

I, the undersigned, being duly appointed and acting Clerk of the Housing and Redevelopment Authority in and for the City of _____, Minnesota, hereby certify that I have carefully compared the attached and foregoing resolution with the original thereof on file in my office and further certify that the same is a full, true, and complete copy of a resolution which was duly adopted by the Board of Commissioners of said Authority at a duly called and regularly held meeting thereof on _____, 20xx.

I further certify that Commissioner _____ introduced said resolution and _____ moved its adoption, which motion was duly seconded by Commissioner _____, and that upon roll call vote being taken thereon, the following Commissioners voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

Witness my hand as the Clerk of the Authority this ____ day of _____, 20xx.

Clerk
Housing and Redevelopment
Authority in and for the City
of _____, Minnesota