

BYLAWS
of the
HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF BLOOMINGTON

PREAMBLE

The Housing and Redevelopment Authority in and for the City of Bloomington (“HRA”) was created by an act of the Legislature of the State of Minnesota entitled “Municipal Housing and Redevelopment Act” approved and in force April 23, 1947 and by Special Law, Chapter 616, 1971, as amended by Special Law, Chapter 344, 1977, and as amended by Special Law, Chapter 60, 2022. On the 14th day of June, 1971, the City Council of the City of Bloomington adopted a resolution in accordance with the findings under State law.

ARTICLE I. AUTHORITY

Section A. Name. The legal name of the HRA is “Housing and Redevelopment Authority in and for the City of Bloomington.”

Section B. Office. The principal office of the HRA shall be located in Bloomington Civic Plaza, 1800 West Old Shakopee Road, Bloomington, Minnesota 55431-3027.

Section C. Seal. The HRA shall have no official seal.

Section D. Purpose. The HRA’s purposes, pursuant to Minnesota Statutes Chapter 469, are to provide a sufficient supply of adequate, safe and sanitary dwellings in order to protect the health, safety, morals and welfare of the citizens of Bloomington; to clear and redevelop blighted areas; to perform those duties according to comprehensive plans; to remedy the shortage of housing for low and moderate income residents, and to redevelop blighted areas, in situations in which private enterprise would not act without government participation or subsidies.

ARTICLE II. MEETINGS, QUORUM AND VOTING

Section A. Annual Meetings. There shall be an annual meeting of the Commissioners held in Bloomington Civic Plaza (“Annual Meeting”).

Section B. Notice of Annual Meeting. Public notice shall be made. Notice will be provided to each HRA Commissioner and each member of the governing body of the City not less than ten (10) days in advance of the Annual Meeting. It shall be the responsibility of the Administrator to provide this notice.

Section C. Quorum. There shall be a quorum to conduct business at all meetings of the HRA. A quorum of the HRA is defined as a majority of the Commissioners in office at any time. If a quorum is not present for an Annual Meeting,

the Chair shall establish a date for a new Annual Meeting and cause notice to be given as provided in Section B of this Article. If a quorum is not present for a Regular or Special Meeting, the Chair shall adjourn the meeting to the next Regular or Special Meeting of the Commissioners.

Section E. Regular Meetings. Regular meetings shall be held by the HRA at a fixed place and at a time as determined by the HRA at its Annual Meeting (“Regular Meeting(s)”). A schedule of the Regular Meetings of the HRA shall be kept on file at its primary offices. The times or location of a Regular Meeting may be changed by the HRA at any subsequent meeting by a majority vote of all Commissioners. Notification of such change shall be given in the same manner required for a Special Meeting.

Section F. Special Meetings. Special meetings of the Commissioners may be called by the Chair for any proper purpose of the HRA upon oral or written notice to each of the Commissioners (“Special Meeting(s)”). The notice shall set forth the date, time, place and purpose of the Special Meeting. The notice to the public for Special Meetings shall be: (i) posted on the HRA official website; and (ii) mailed or otherwise delivered to each person who has filed a written request for notice of Special Meetings with the HRA, or alternatively published in the official newspaper of the HRA, both no less than three (3) business days prior to the Special Meeting.

Section G. Emergency Meetings. An “emergency” meeting is a special meeting called because of circumstances that, in the judgment of the HRA, require immediate consideration by the HRA. Notice of the emergency meeting shall be given by telephone or by any other method used to notify the Commissioners of the HRA, and the HRA shall make good faith efforts to provide notice to each news medium that has filed a written request for notice, if the request includes the news medium's telephone number. Notice shall be provided to each such news medium as soon as reasonably practicable after notice has been given to the Commissioners. Posted or published notice of an emergency meeting is not required. Notice shall include the subject of the meeting. If matters not directly related to the emergency are discussed or acted upon at an emergency meeting, the minutes of the meeting shall include a specific description of the matters.

Section H. Conduct of Meetings. The conduct of all meetings shall be according to “Robert’s Rules of Order.” All meetings shall be open to the public in accordance with the provisions of Minnesota Statutes.

Section I. Conflict of Interest. In matters of conflict of interest, as determined by the Board of Commissioners, the Commissioner will not participate in any discussion and will abstain from voting in matters that affect such Commissioner.

Section J. Voting. A vote of approval by a majority of those present with a quorum shall be required to take action on or approve any matter before the Commission, except that with respect to the following matters a vote of approval by a majority of the Commissioners in office shall be required to act:

1. To dismiss the Administrator of the HRA;
2. If the Administrator is an employee of the City, to request replacement of the Administrator or cancellation of the contract with the City;
3. To amend the Bylaws;
4. To change the fixed meeting time;
5. To borrow money;
6. To approve a project, as defined in Minnesota Statutes, section 469.002.
7. To issue bonds or other obligations of the HRA.

Section K. Journal of Votes. The votes of the Commissioners on an action taken in a meeting required to be open to the public must be recorded in a journal kept for that purpose. The vote of each Commissioner must be recorded on each appropriation of money, except for payments of judgments, claims, and amounts fixed by statute.

ARTICLE III. COMMISSIONERS, OFFICERS, ADMINISTRATOR, STAFF

Section A. Commissioners. There shall be appointed at least five (5) Commissioners but no more than seven (7) Commissioners.

1. Appointment. The Mayor of Bloomington, with the approval of the City Council, is responsible for appointing the HRA Board Commissioners.
2. Term of service. HRA Commissioners shall be appointed for five (5) year terms. Each vacancy in an unexpired term shall be filled for the remainder of the term for which the original appointment was made.
3. City Council Members. Any City Council Member of the City of Bloomington may be appointed and may serve as a Commissioner of the HRA. The City Council which appoints members of the City Council as HRA Commissioners may set the terms of office of a Commissioner to coincide with the Commissioner's term of office as a City Council Member.

Section B. Officers. The officers of the HRA shall consist of a Chair, a Vice Chair, a Secretary, and such other officers as shall from time to time be chosen and appointed by the Commissioners.

1. Chair. The Chair shall be selected by the Commissioners and shall preside at all meetings of the Commissioners. As required, the Chair shall be responsible for certification of official actions of the HRA.

2. Vice Chair. The Vice Chair shall be selected by the Commissioners and shall preside at all meetings of the Commissioners in the absence of the Chair and shall perform such other duties as may be assigned by the Commissioners. In the case of death, retirement, or resignation of the Chair, the Vice Chair shall perform and be vested with all the duties and powers of the Chair until such time that a new Chair is chosen by the Commissioners.
3. Secretary. The Secretary shall be selected by the Commissioners. The Secretary shall be responsible for attesting official actions of the HRA.

Section C. Administrator. The Commissioners shall appoint an Administrator, who shall not be a Commissioner, but who may be an employee of the City. The Administrator shall be responsible for:

1. Securing, supervising and directing any personnel required for work to be accomplished by the HRA.
2. Recording of the minutes for each meeting of the HRA.
3. Maintaining any appropriate files as deemed necessary by the Commissioners, including files of minutes, publication of meetings, and meeting agendas.
4. The general administration and financial management of the affairs of the HRA pursuant to policies determined by the Commissioners.
5. Any other responsibilities assigned by the Chair or Commissioners.

Section D. Staff Services. If the HRA uses personnel under the control of the City Manager, a contract for staff services shall be entered into which clearly designates the services provided.

ARTICLE IV. FINANCE AND CONTRACTS

Section A. Fiscal Year. The calendar year shall be the fiscal year of the HRA. However, other fiscal years for specific purposes or undertakings of the HRA may be established as required or desirable.

Section B. Budget. The following budgetary proceedings are hereby established:

1. A budget shall be prepared by the Administrator, who shall present the budget to the Commissioners of the HRA for consideration at a Regular Meeting of the HRA in September of each year.

2. The budget shall include estimated revenues and the source of revenues, the costs of projects for the ensuing year, and the estimated costs for staff members, as well as the general administration and overhead costs estimated for the ensuing year, and a proposed levy.
3. After full consideration of the budget, the Commissioners of the HRA shall give their approval to it and the Chair of the HRA shall cause the budget to be submitted to the City Council not later than the City Council meeting in December of each year.

Section C. Investments of the HRA. The investments of the HRA funds shall be the responsibility of the Administrator in accordance with the Investment Policy approved by the Commissioners of the HRA.

Section D. Contracts and Procurement.

1. General. All construction work and work of demolition and clearing, contracts for services, or for repairs, maintenance and replacements, and every purchase of equipment, supplies or materials and contracts therefor shall be in accordance with the Procurement Policy of the HRA
2. Approval of Contract by Attorney. Except for the purchase of expendable office supplies and those standardized program contracts from the local, state or federal government that, in the judgment of the Administrator, do not require legal review, no contract shall be made by the HRA through any officer or employee except in writing and approved as to form by the attorney for the HRA, which approval need not be evidenced by the attorney's signature on the contract.
3. Execution of Contracts. Unless otherwise directed by the HRA or required by the United States or Federal agencies furnishing funds to the HRA, all contracts shall be executed on behalf of the HRA by the Administrator or an assignee of the Administrator in the absence of the Administrator.

Section E. Disbursements.

1. Federal Funds. All funds received from the Government of the United States or any of its agencies shall be disbursed and accounted for in accordance with the regulations or requirements from time to time made by the Federal agencies furnishing funds to the HRA.
2. Official Depository. All monies received by the HRA from any source whatsoever shall be deposited in approved bank accounts of the HRA and shall be disbursed only by check or wire transfer, except that petty cash funds not exceeding \$100 at any time may be maintained by the HRA.

3. Checks. All checks drawn on bank accounts of the HRA shall indicate the fund and, in the case of a project, the project to be charged. All checks shall be signed by the Administrator and the Chief Financial Officer of the HRA.

ARTICLE V. POWERS AND DUTIES

The HRA is a public body corporate and politic and shall have all of the powers and duties provided to the HRA by Minnesota Statutes Chapter 469. The Administrator and the Administrator's designee shall have the authority and responsibility to accept and receive service of process for and on behalf of the Authority.

ARTICLE VI. AMENDMENTS

These Bylaws may be amended at any meeting of the HRA provided that notice of such proposed amendment is provided to each Commissioner of the HRA at least ten (10) days prior to such meeting. The amendment of the Bylaws and the vote required shall be in accordance with that set forth under the voting provisions of these Bylaws.

Established June 14, 1971
Amended May 27, 1977
Amended January 18, 2013
Amended February 23, 2021
Amended March 14, 2023