

**BYLAWS OF THE HOUSING AND REDEVELOPMENT AUTHORITY
OF PINE CITY, MINNESOTA**

PREAMBLE

Whereas Pine City desires to redevelop substandard and blighted areas, have decent, safe, and sanitary dwelling accommodations available to low-income persons, and their families, have adequate housing accommodations for veterans and their families, and these cannot be provided without assistance from the government, so the City Council established a Housing and Redevelopment Authority.

ARTICLE I – THE AUTHORITY

Section 1. Name. The name of the Authority shall be the “Housing and Redevelopment Authority of Pine City, Minnesota”.

Section 2. Office. The offices of the Authority shall be at 1015 Hillside Avenue SW, Pine City, MN or such other places the Authority may designate.

Section 3. Scope of Authority. The Authority shall have the powers, duties and responsibilities as set forth in Minnesota Statutes §469.001 through §469.047 and as conveyed in the enabling resolution.

ARTICLE II – BOARD OF COMMISSIONERS

Section 1. Members. The Pine City Mayor, with approval of the City Council, shall appoint five (5) to seven (7) commissioners to the HRA to serve as the Board of Commissioners. Commissioners must reside within the City of Pine City.

Section 2. Term of Appointment. The term of each Commissioner shall be five (5) years. Vacancies shall be filled through appointment by the City Council for the remainder of the term. Terms of Commissioners shall be staggered so there is not more than one expiration per year.

Section 3. Compensation. Commissioners shall be eligible for per diem and mileage payments as allowed by state law and City policy. The HRA board shall approve reimbursements for necessary expenses.

Section 4. Officers. Officers shall be elected at the annual meeting and serve one-year terms. Vacancies in officer positions shall be filled for the remainder of the term by election of the Board. The officers must be members of the Board of Commissioners.

- A. Chair.** The Chair shall preside at all meetings of the Authority and sign all contracts, deeds, and other instruments unless otherwise authorized by the board.
- B. Vice-Chair.** The Vice-Chair shall perform the duties of the Chair in the Chair's absence and any other duties assigned.
- C. Secretary.** The Secretary shall keep records and minutes of the Authority's proceedings and perform other assigned duties. The Board may assign or delegate any or all of the administrative duties of the Secretary to any qualified person. Any such delegation shall not relieve the Secretary of ultimate responsibility for ensuring that the duties of the office are carried out, unless the Board expressly provides otherwise.

Section 5. Resident Commissioner. The Authority may include a Resident Commissioner who is a participant in the HRA's public housing program. If no interest is generated for the position, the HRA may claim an exemption permitted under federal law.

Section 6. Conflicts of Interest. Before taking an action or making a decision which could substantially affect a commissioner's financial interests or those of an organization with which the commissioner is associated, a commissioner must disclose any potential conflicts of interest as required under Minnesota Statutes §469.009 and §469.098.

ARTICLE III – MEETINGS

Section 1. Annual Meeting. The annual meeting of the Authority shall be held in February for the purposes of electing officers, receiving the annual report, and for other business.

Section 2. Regular Meetings. Regular meetings shall be held monthly or quarterly at a specified time and date as designed by the Authority. Regular meetings may be held at such other places as the Authority by resolution designates. All meetings of the Authority shall be open to the public unless closure is permitted or required to be closed under state law.

Section 3. Special Meetings. Special meetings may be called by the Chair or any two Commissioners. Notice of a special meeting must be sent to all members at least three (3) days in advance and include the date, time, location, and purpose.

Section 4. Quorum. A majority of Commissioners shall constitute a quorum for the purpose of conducting business. A smaller number may adjourn until quorum is obtained.

Section 5. Open Meeting Law. All meetings shall comply with the Minnesota Open Meeting Law.

ARTICLE IV – STAFF

Section 1. Executive Director. The Authority shall engage an Executive Director to oversee day-to-day operations and implement the policies of the property(ies) owned by the Authority. The Executive Director shall:

- A. Manage property funds, maintain property records, and provide periodic financial reports.
- B. Prepare an annual budget for the property for review and approval.

Section 2. Other Staff or Consultants. The Authority may hire or contract additional staff or consultants as necessary and determine their compensation.

ARTICLE V – FINANCIAL AND POLICY MATTERS

Section 1. Fiscal Year. The fiscal year of the Authority shall be April 1 to March 31.

Section 2. Audit. The Authority’s finances shall be audited annually by an independent auditor qualified for public audits.

Section 3. General Policies. To the extent possible, the Authority shall adhere to City policies regarding investments, data practices, and expenditures.

Section 4. Indemnification. Commissioners and officers shall be indemnified for actions taken in their official capacity provided the Commissioner (1) was acting in the performance of the duties of the position; and (2) was not guilty of malfeasance in office, willful neglect of duty, or bad faith.

ARTICLE VI – AMENDMENTS

Section 1. Amendments to Bylaws. The Bylaws may be amended by two-thirds (2/3) vote of Commissioners at a regular or special meeting, provided written notice of the proposed amendment is given at least one meeting prior to the vote.

Adopted this 17 day of February, 2026 by the Housing and Redevelopment Authority of Pine City, Minnesota.



Chair

Attest: 

Secretary