

BYLAWS OF THE HOUSING AND REDEVELOPMENT AUTHORITY
OF EDINA, MINNESOTA

ARTICLE I - THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be the "Housing and Redevelopment Authority of Edina, Minnesota".

Section 2. Seal of Authority. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

Section 3. Office of Authority. The offices of the Authority shall be at 4801 West 50th Street in the City of Edina, State of Minnesota, but the Authority may hold its meetings at such other place or places as it may designate by resolution.

ARTICLE II - OFFICERS

Section 1. Officers. The officers of the Authority shall be a Chairman, a Vice-Chairman and a Secretary.

Section 2. Chairman. The Chairman shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the Chairman shall sign all contracts, deeds and other instruments to be entered into or given by the Authority. At each meeting the Chairman shall submit such recommendations and information as he may consider proper concerning the business, affairs and policies of the Authority.

Section 3. Vice-Chairman. The Vice-Chairman shall perform the duties of the Chairman in the absence or incapacity of the Chairman; and in case of the resignation or death of the Chairman, the Vice-Chairman shall perform such duties as are imposed on the Chairman until such time as the Authority shall select a new Chairman.

Section 4. Secretary. The Secretary shall perform the duties of a Secretary for the Authority, and, when authorized and directed by resolution of the Authority, shall sign, with the Chairman, all contracts, deeds, and other instruments to be entered into or given by the Authority.

Section 5. Director and Executive Director. The Authority may appoint and employ a Director and an Executive Director.

The Director shall have responsibility for the general supervision of the projects and personnel of the Authority, including the Executive Director, subject to the direction of the Authority. The Director also shall be responsible for the care and custody of all funds of the Authority and for the deposit thereof in the name of the Authority in such bank or banks as the Authority from time to time shall designate. The Director shall be responsible for the keeping of regular books of accounts showing receipts and expenditures and shall be responsible for the rendering to the Authority, at each regular meeting of the Authority, of an account of the income and expenses of the Authority for the then prior month. He shall also be responsible for the rendering of such additional financial and other reports as the Authority from time to time shall request, including an annual budget for approval by the Authority.

The Executive Director shall be responsible for the execution of the planning and development of projects of the Authority, shall act as an assistant to the Secretary, shall keep the records of the Authority, shall act as secretary of the meetings of the Authority and record all votes, shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties properly and reasonably requested by the Director. He shall keep in safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Authority.

The Director and Executive Director shall each give such bond for the faithful performance of their respective duties as the Authority may determine.

The Director or Executive Director shall sign all orders and checks for the payment of money and shall pay out and disburse such moneys under the direction of the Authority. Except as otherwise authorized by resolution of the Authority, all such orders and checks shall also be countersigned by the Chairman or the Vice-Chairman.

The compensation and terms and conditions of employment of the Director and Executive Director shall be determined by the Authority. No Commissioner of the Authority shall be eligible to be employed as the Director or Executive Director.

Section 6. Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Authority, or these bylaws, or the rules and regulations of the Authority.

Section 7. Election of Officers. The Chairman, Vice-Chairman and Secretary shall be elected at each annual meeting of the Authority from among the Commissioners of the Authority, and each shall hold office until the next succeeding annual meeting and until his successor is elected and has qualified, unless he shall sooner resign, be removed or otherwise disqualified to serve.

Section 8. Vacancies. Should the office of Chairman, Vice-Chairman or Secretary become vacant, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office.

Section 9. Additional Personnel. The Authority may from time to time employ such personnel as it deems necessary to exercise its powers, duties and functions as prescribed by the Municipal Housing and Redevelopment

Act of Minnesota, subject to and pursuant to the applicable laws of the State of Minnesota. Such personnel shall have such authority and perform such duties as the Authority from time to time shall determine.

ARTICLE III - MEETINGS

Section 1. Annual Meeting. The annual meeting of the Authority shall be the first regular meeting of the Authority in January of each year.

Section 2. Regular Meetings. Regular meetings shall be held without notice at the regular meeting place of the Authority on the first Tuesday of each month, at 7:30 o'clock p.m. unless the same shall be a legal holiday, in which event said meeting shall be held on the next succeeding Tuesday.

Section 3. Regular Meeting Place. The regular meeting place of the Authority shall be at the address of its offices as set out in Article I, Section 3 hereof.

Section 4. Special Meetings. Special meetings of the Authority may be called by the Chairman, any two members of the Authority, the Director, or the Executive Director, for the purpose of transacting any business designated in the call. The call for a special meeting shall be delivered personally to each member of the Authority not later than two (2) days prior to the date of such special meeting, or shall be mailed to the business or home address of each member of the Authority at least three (3) days prior to the date of such special meeting. Notice of such special meeting need not be given to any member who shall be present at such meeting. At such special meeting no business shall be considered other than that designated in the call; but if all of the members of the Authority are present at a

special meeting, it shall be a legal meeting even though no notice thereof was given, and any and all business may be transacted at such special meeting. Special meetings shall be held in the regular meeting place of the Authority.

Section 5. Quorum. The powers of the Authority shall be vested in the Commissioners thereof from time to time in office. A majority of the Commissioners shall constitute a quorum for the purpose of conducting the business and exercising the powers and functions of the Authority, and for all other purposes, and action may be taken by the Authority only upon the vote of a majority of all of the Commissioners; provided, that less than a quorum may adjourn from time to time until a quorum is obtained.

Section 6. Order of Business. At the annual and regular meetings of the Authority the following shall be the order of business:

1. Roll call.
2. Reading and approval of the minutes of the previous meeting.
3. Public hearings of which notice has been given as required by law.
4. Award of contracts.
5. Hearings upon individual request.
6. Communications, including petitions.
7. Recommendations and reports by officers, Director, Executive Director, employees, and advisory committees.
8. Accounts and claims against the Authority.
9. Adjournment.

Section 7. Resolutions. All resolutions shall be in writing and shall be copied in the journal of the proceedings of the Authority.

Section 8. Manner of Voting. The voting on all questions coming before the Authority shall be by roll call, and the yeas and nays shall be entered upon the minutes of such meeting.

Section 9. Public Notice of Meetings. The Authority shall give public notice of its meetings whenever feasible, by publication of its then next meeting agenda, or posting of such agenda in a conspicuous place at its regular meeting place, but failure to give such notice shall not make void any such meeting, nor any action taken thereat.

ARTICLE IV - COMMITTEES

The Authority may, from time to time, appoint such committees as it deems appropriate to assist it in carrying out its powers, duties and functions. All such committees shall be advisory only to the Authority. Members of such committees need not be members of the Authority but shall be residents of the City of Edina. All members of such committees shall serve at the pleasure of the Authority. Each such committee shall exist for such period and perform such activities as the Authority, from time to time, shall determine.

ARTICLE V - AMENDMENTS

The bylaws of the Authority may be amended at any meeting of the Authority but shall be amended only with the approval of a majority of all of the Commissioners.

CITY OF EDINA
4801 W. 50TH STREET
EDINA, MINNESOTA 55424

A RESOLUTION PROVIDING FOR A HEARING TO DETERMINE
THE NEED FOR A HOUSING AND REDEVELOPMENT AUTHORITY
TO FUNCTION IN EDINA, MINNESOTA

WHEREAS, the Minnesota Housing and Redevelopment Act, Chapter 487, Minnesota Session Laws of 1947, creates a "Housing and Redevelopment Authority" in each city, village and borough, and provides that such an Authority shall not transact any business or exercise its powers until the governing body of the city, village or borough by resolution shall determine that there is need for an Authority to function in such city, village or borough;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Edina, Minnesota:

That on the 4th day of March, 1974, at 7:00 o'clock p.m. at the Edina City Hall, 4801 W. 50th Street, Edina, Minnesota, being the time and place of the regular meeting of the Edina City Council, this body shall determine:

- (a) Whether substandard areas exist in Edina, Minnesota, which cannot be redeveloped without government assistance;
- (b) Whether adequate housing accommodations are not available to veterans and servicemen and their families; or
- (c) Whether there is a shortage of decent, safe and sanitary dwelling accommodations in Edina, Minnesota, available to persons of low income at rentals they can afford.

That at such meeting a public hearing will be held on these matters.

That all interested persons be and hereby are invited to attend said hearing and present evidence to this body.

That the Clerk be and she hereby is directed to cause this resolution to be published forthwith after the adjournment of this meeting in the Edina Sun, a newspaper qualified to publish ordinances.

ADOPTED by the Edina City Council this 4th day of February, 1974.

Please publish in the Edina Sun on February 21, 1974.
Please send us two Affidavits of Publication.

STATE OF MINNESOTA)
COUNTY OF HENNEPIN) SS
CITY OF EDINA)

CERTIFICATE OF CITY CLERK

I, Florence B. Hallberg, the duly appointed, qualified and acting City Clerk of Edina, Minnesota, and the keeper of the records thereof, including the journal of proceedings of the City Council, do hereby certify that the annexed extracts from the minutes of a regular meeting of said City Council, held on the 4th day of March, 1974, have been compared by me and are true, correct and complete extracts from the whole of said minutes as recorded in the official journal of proceedings of said City Council insofar as such minutes relate to the matters referred to in said extracts.

I further certify that a resolution appearing in said extracts entitled, "A RESOLUTION PROVIDING FOR A HEARING TO DETERMINE THE NEED FOR A HOUSING AND REDEVELOPMENT AUTHORITY TO FUNCTION IN EDINA, MINNESOTA," has been compared by me with and is a true, correct, and complete copy of the whole of said resolution as adopted at said City, the original of which resolution is on file and of record in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said City this 4th day of March, 1974.

Florence B. Hallberg
City Clerk