



## Legislation Text

---

**File #:** Res. 2020-012, **Version:** 1

---

**DATE:** January 28, 2020

**TO:** Members of the Housing & Redevelopment Authority

**FROM:** Janine Atchison, Housing Coordinator

Housing & Redevelopment Authority Board Member Increase from Five to Seven Members

**SUMMARY AND ACTION REQUESTED:**

The Housing & Redevelopment Authority (HRA) to consider adoption of HRA Resolution 2020-001 increasing HRA Board size from five (5) members to seven (7) members and approval of by-law change to that effect.

**BACKGROUND:**

The Northfield HRA was formed by resolution of the City Council on December 17, 1968, per Minnesota State Statute 469.003. Subdivision 5 of the statute allows the board to consist of up to seven (7) members. According to City records, the original HRA Board consisted of five (5) members. The HRA was not active for most of the 1980's but was reactivated by City Council on August 6, 1990.

**ANALYSIS:**

The HRA Board was first established in 1968 with five (5) Board Members. The population level in 1968 was approximately 10,000. At the time of HRA Board re-activation in 1990, population levels had risen to approximately 14,600. The current population is approximately 20,600 per census 2017 estimates, which is more than double the population at the time HRA Board was established. However, the size of the voting HRA Board has remained at five (5) members.

City boards and commissions have increased the number of board members over the years. Most boards have 8 or more members. In fact, 8.45 is the average number of members serving on other City boards and commissions, with only three boards having fewer than 8 members. Increasing the HRA Board to seven (7) members is consistent with state statutes and City practices.

Increasing the HRA Board size would broaden the participation from the community and would provide a more diverse perspective to inform HRA priorities and actions.

**OPTIONS:**

Minnesota State Statute 469.003 is silent on the minimum number of HRA Board Members required. The statute language states, "the board to consist of up to seven (7) members". However, limiting the Board to five (5) members is not consistent with other City Boards & Commissions.

**RECOMMENDATION:**

Staff recommends the HRA consider adoption of resolution 2020-001 and subsequent by-law changes as outlined.



**RESOLUTION NO. 2020 - 001**  
**CITY OF NORTHFIELD HOUSING AND REDEVELOPMENT AUTHORITY**

**RESOLUTION INCREASING BOARD MEMBERSHIP AND APPROVING BYLAWS**

WHEREAS, the City of Northfield Housing and Redevelopment Authority (the “HRA”) desires to increase the number of commissioners appointed to and serving on the HRA Board from five to seven voting members; and

WHEREAS, the HRA is a body politic and corporate created by State law and enabled and established by action of the Northfield City Council pursuant to Enabling Resolution, dated December 17, 1968; Resolution #90-250, dated August 6, 1990; and Ordinance No. 851, dated November 6, 2006, to transact business and exercise those statutory powers contained in Minnesota Statutes, Sections 469.001 through 469.047 and Minnesota Statutes, Sections 462C.01 through 462C.10; and

WHEREAS, pursuant to Minnesota Statutes, Section 469.003, subd. 3, the above-referenced Enabling Resolution, following its effective date of December 17, 1968, authorized the HRA to operate for all statutorily authorized purposes, including changing the number of commissioners serving on its governing board; and

WHEREAS, the specific legal authority for the HRA to make such change in the membership of its governing board is found in Minnesota Statutes, Section 469.003, subd. 5, which provides as follows:

“An authority shall consist of up to seven commissioners, who shall be residents of the area of operation of the authority, who shall be appointed after the resolution becomes finally effective. If any additional commissioners are appointed, one of the commissioners must be appointed in accordance with the requirements of Code of Federal Regulations, title 24, part 964.”

; and

WHEREAS, in order to implement the above-described change in HRA Board membership, the HRA bylaws must also be accordingly amended, and pursuant to Minnesota Statutes, Section 469.011, subd. 2, such amendments are attached hereto as Exhibit A; and

WHEREAS, in the event that the HRA Board approves this Resolution and the attached Bylaws, pursuant to Minnesota Statutes, Section 469.003, subd. 6, subsequent action by the Mayor to appoint, and the Northfield City Council to approve, the additional members of the HRA Board is required.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing and Redevelopment Authority of the City of Northfield that:

1. Pursuant to and subject to the above-referenced state statutes, as the same may be amended from time to time, the number of commissioners appointed to and serving on the HRA Board is hereby increased from five to seven members; and
2. The amended bylaws attached hereto as Exhibit A are hereby approved and adopted effective the date of this Resolution.

PASSED by the Housing and Redevelopment Authority of the City of Northfield this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Dayna Norvold, Chair

\_\_\_\_\_  
Jayne Hager Dee, Secretary

VOTE: \_\_\_\_ NORVOLD    \_\_\_\_ HAGER DEE    \_\_\_\_ FINK    \_\_\_\_ NYSTROM  
      \_\_\_\_ ZWEIFEL

**EXHIBIT A**

**BYLAWS**

BYLAWS OF THE NORTHFIELD  
HOUSING AND REDEVELOPMENT AUTHORITY

ARTICLE – THE AUTHORITY

Section 1. Name of Authority The name of the Authority shall be the “Northfield Housing and Redevelopment Authority” (which may sometimes be referred to as the “HRA” or the “Authority”, and its governing body shall be called the Board of Commissioners (the “Board”). The Board shall be the body responsible for the general governance of the Authority and shall conduct its official business at meetings thereof.

Section 2. Purpose of Authority. The Authority’s purpose is defined in Sections 469.001 – 469.047 of Minnesota State Statutes related to housing, redevelopment and planning activities.

Section 3. Membership. The Northfield Housing and Redevelopment Authority shall consist of ~~five~~seven commissioners, who shall be residents of the area of operation of the Authority City of Northfield as per~~City of Northfield as per~~Minnesota Statutes, Section 469.003, Subdivision 5,~~with~~. One commissioner may be a non-resident of the City of Northfield provided that the Authority’s area of operation extends outside the corporate limits of the City of Northfield and provided that such person resides in the Authority’s area of operation. As applicable, federal regulations (Code of Federal Regulations, title 24, part 964) require that at least one commission be a member of a public housing agency board (may be the HRA, EDA or other public housing authority) if the Authority is a public housing agency and it holds a public housing annual contributions contract with HUD or administers Section 8 tenant-based rental assistance. The Authority, as of the date of adoption of these bylaws, is not covered by the above-referenced rule. To the extent such federal regulation apply to the Authority in the future, one of the seven commissioners will be appointed in accordance with the requirements of Code of Federal Regulations, title 24, part 964~~one seat allowed to reside outside the City limits but within the greater Northfield School District~~. Each Commissioner shall be appointed by the Mayor, with approval of the Northfield City Council. Those initially appointed shall be appointed for terms of one, two, three, four and five years, respectively. Thereafter, all Commissioners shall be appointed for five-year terms. Each vacancy in an unexpired term shall be filled for the remainder of the term for which the original appointment was made. Any member of the City Council may be appointed and may serve as a Commissioner of the Authority. The term of a City Councilor as Commissioner shall coincide with their term of office as a Council Member.

Section 4. Office of Authority. The offices of the Authority shall be the Northfield City Hall.

## ARTICLE II – OFFICERS

Section 1. Officers. The officers of the Authority shall be a Chair, Vice-Chair, and a Secretary. All officers shall be members of the Board and shall be elected annually.

Section 2. Chair. The Chair shall preside at all meetings of the Board. Except as otherwise authorized by resolution of the Board, the Chair and the Secretary shall sign all contracts, deeds, checks and other instruments made or executed by the Authority. At each meeting the Chair shall submit such recommendations and information as he/she may consider proper concerning the business, affairs, and policies of the Authority.

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

Section 4. Secretary. The Secretary, or designee, 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 5. Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Board or the by laws or rules and regulations of the Authority.

Section 6. Vacancies. Should the office of Chair, Vice-Chair or Secretary, become vacant, the Board shall elect a successor at the next regular meeting, or at a special meeting called for such purpose, and such election shall be for the unexpired term of said officer.

Section 7. Additional Personnel. The Board may from time to time employ such personnel as it deems necessary to exercise its powers, duties, and functions. The selection and compensation of such personnel shall be determined by the Board.

## ARTICLE III – MEETINGS

Section 1. Regular Meetings. The Board may hold regular meetings according to a meeting schedule, if any, adopted or revised from time to time by majority vote of the Board.

Section 2. Special Meetings. Special meetings of the Board may be called by the Chair or any two (2) members of the Board for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered at any time prior to the time of the proposed meeting to each member of the Board or may be mailed to the

business or home address of each member of the Board at least two (2) days prior to the date of such special meeting. At such special meeting no business shall be considered other than as designated in the call, but if at least four (4) members of the Board are present at a special meeting, any and all business may be transacted at such meeting. Notice of any special meeting shall be posted and/or published as may be required by law.

Section 3. Quorum. The powers of the Authority shall be vested in the Board. Three (3) Commissioners shall constitute a quorum for the purpose of conducting the business and exercising the powers of the Authority and for all other purposes, 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 by the Board upon a vote of majority of the Commissioners present.

Section 4. Adoption of Resolutions. Resolutions of the Board shall be deemed adopted if approved by not less than a simple majority of all Commissioners present, unless a different requirement for adoption is prescribed by law. Resolutions may not need to be read aloud prior to vote taken thereon and may be executed after passage. All resolutions shall be written or transcribed and shall be retained in the journal of the proceedings maintained by the Secretary.

Section 5. Rules of Order. The meetings of the Board shall be governed by the most recent edition of Robert's Rules of Order.

#### ARTICLE IV – MISCELLANEOUS

Section 1. Amendments to Bylaws. The bylaws of the Authority shall be amended only by resolution approved by at least three (3) of the members of the Board.

Section 2. Fiscal Year. The fiscal year of the Authority shall coincide with the fiscal year of the City of Northfield.

Approved :  
February 2019



RESOLUTION

At a Regular meeting of the City Council held December 17 19 68

Alderman David Remes seconded by Alderman Orlen Fjelsted Introduced the following resolution and moved its adoption:

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 provided 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.

NOTICE IS HEREBY GIVEN that the City Council of the City of Northfield, Minnesota, will conduct a public hearing in the Council Chambers of said city on January 27, 1969, at 7:30 P.M. to hear all residents of the City of Northfield and its environs and all other interested persons with regard to the subject matter of the following proposed resolution:

"BE IT RESOLVED by the City Council of the City of Northfield that it is hereby found that:

1. Substandard, slum, or blighted areas exist which cannot be redeveloped without government assistance,
2. Adequate housing accommodations are not available to veterans and servicemen and their families and
3. 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,

IT IS HEREBY FURTHER RESOLVED AND DECLARED that there is need for a housing and redevelopment authority to function in the City of Northfield."

IT IS HEREBY FURTHER RESOLVED that the Clerk be and he is hereby directed to cause this notice to be published forthwith, after the adjournment of this meeting, in the Northfield News, a newspaper qualified to publish ordinances.

ROLL CALL

Councilmen voting Aye: Blesener, Fjelsted, Hackerson, Remes and Wright

Councilmen voting Naye: None

Presented to the Mayor December 17, 1968

Resolution declared passed 12/27/68

Maury G. Chace  
Mayor

Approved David Remes Councilman

Approved Orlen Fjelsted Councilman

Maury G. Chace Mayor

Attest: Emeline Hall  
City Clerk

Returned by the Mayor \_\_\_\_\_

RESOLUTION #90-250

WHEREAS a Housing and Redevelopment Authority was created by Ordinance; and

WHEREAS the Housing and Redevelopment Authority as a functioning entity has been dormant for several years; and

WHEREAS there is a large and growing awareness in the City of Northfield of a need for city action in regard to affordable housing to carry out the goals of the Comprehensive Plan; and

WHEREAS a committee to formulate goals for a possible Economic Development Authority has been created and needs direction from the City Council on the matter of a housing element within that Authority.

THEREFORE BE IT RESOLVED that the Mayor and the City Council of the City of Northfield make new appointments as needed to the Housing and Redevelopment Authority as established by Ordinance with a view to reactivating that agency and that such appointments are to be made by September 17, 1990; and


BE IT FURTHER RESOLVED that the Board be directed to formulate objectives to carry out city desires and needs for housing opportunities for citizens of all economic levels; and

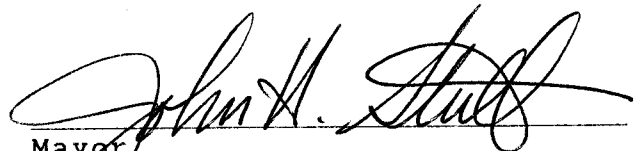
BE IT FURTHER RESOLVED that any funds which have accrued to a Housing and Redevelopment Authority within the City be retained by that agency; and

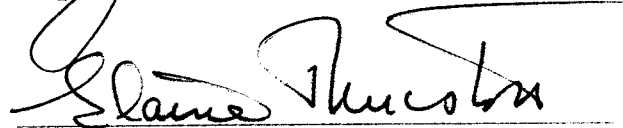
BE IT FURTHER RESOLVED that the written objectives of the Housing and Redevelopment Authority include mechanisms which would allow the possibility of cooperative action with the proposed EDA.

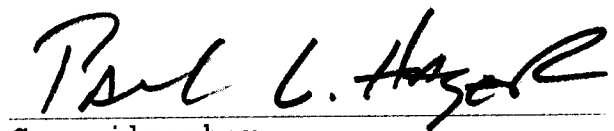
Passed by the City Council of the City of Northfield this 6th day of August, 1990.

ATTEST:

  
City Clerk

  
Mayor

  
Councilmember

  
Councilmember