

**BYLAWS
OF
THE PINE COUNTY, MINNESOTA
HOUSING AND REDEVELOPMENT AUTHORITY/
ECONOMIC DEVELOPMENT AUTHORITY**

Preamble

Whereas Pine County desires a robust and diverse local economy, quality life-cycle housing and attractive amenities for residents and businesses, the county board has created this joint HRA/EDA for the purpose of pursuing these actives.

Article I – The Authority

Section 1. Name. The name of the authority shall be the “Pine County Housing and Redevelopment/Economic Development Authority”.

Section 2. Seal. The Authority shall have no official seal.

Section 3. Office. The offices of the authority shall be located at the Pine County Courthouse, 635 Northridge Dr., Pine City, MN. The authority may hold meetings at such places as it chooses.

Section 4. Scope of Authority. The authority shall have the powers, duties and responsibilities as set forth in Minnesota Statutes §469.001 through §469.047 and §469.090 through §469.1082 and as conveyed in the enabling resolutions.

Article II—Board of Directors

Section 1. Members. The Pine County Board of Commissioners shall appoint the five commissioners to the HRA/EDA to serve as the board of directors for terms of five (5) years, commencing on October 5th of each year.

Section 2. Compensation. Members shall be eligible for per diem and mileage payments as allowed by state law and county policy. The HRA/EDA board shall approve per diems, mileage, training, and other necessary expenses and reimbursements to members.

Section 3. Vacancies. Vacancies shall be filled through appointment by the county board for the remainder of the term.

Section 4. Officers. The officers of the authority shall be chair, vice-chair, and secretary. Officers shall be elected at the annual meeting and shall serve one-year terms. Vacancies shall be filled for the remainder of the term.

- 4.1 Chair.** The chair shall preside at all meetings of the authority. Except as otherwise authorized by the board of directors, the chair shall sign all contracts, deeds, and other instruments. The chair shall form committees and appoint members as may be convenient or necessary.
- 4.2 Vice-Chair.** The vice-chair shall perform the duties of the chair, in the chair's absence or inability and shall perform such other duties as may be assigned.
- 4.3 Secretary.** The secretary shall keep, or cause to be kept, minutes of all meetings of the authority and shall maintain, or cause to be maintained, all records of the authority. The secretary shall perform such other duties as may be assigned.

Article III—Meetings

- Section 1. Annual Meeting.** The annual meeting shall be held on the fourth Wednesday of October at 1:00 p.m. at the offices of the authority or at such other date, time and location as shall be determined by the board.
- Section 2. Regular Meetings.** The regular meetings of the authority shall be the fourth Wednesday of each month at 1:00 p.m. at the offices of the authority or at such other date, time and location as shall be determined by the board.
- Section 3. Special Meetings.** Special meetings may be called by the chair or two members of the board for any purpose designated in the notice. The notice of a special meeting shall be sent to members three (3) days prior to the date of the special meeting stating the date, time, location, and purpose of the meeting.
- Section 4. Quorum.** Three commissioners shall constitute a quorum for the purpose of conducting business, but a smaller number may adjourn from time to time until a quorum is present.
- Section 5. Order of Business.** The order of business at all meetings shall be as determined by the chair.
- Section 6. Open Meeting Law.** Meetings shall follow the Minnesota Open Meeting Law.

Article IV—Staff

- Section 1. Executive Director.** The authority shall engage an executive director and shall fix the pay for the executive director. The executive director shall have general supervision over the administration of the authority's business subject to the direction of the authority. No commissioner of the authority shall be eligible to hold this position while a commissioner.

The executive director shall keep the records of the authority and a record of the authority's proceedings and votes. The executive director shall have care and custody of

all funds of the authority and shall provide periodically and as requested, financial reports showing receipts and expenditures and the overall financial condition of the authority.

Annually the executive director shall prepare a budget for review by the authority.

Section 2. Other Staff or Consultants. The authority may retain, hire, or contract such other staff or consultants as may be necessary or convenient and fix their compensation.

Article V—Financial and Policy Matters

Section 1. Fiscal year. The fiscal year shall be the calendar year.

Section 2. Accounting System and Audits; Books and Records. The financial records and financial statements of the authority shall be prepared, audited, filed, and published or posted in the manner required by the appropriate regulatory agencies and the county. The books and records of the authority shall be public records maintained in accordance with state law and according to such rules and polices adopted by the county.

Section 3. Audit. At least annually, the authority shall have its finances audited by an independent auditor qualified to conduct public audits.

Section 4. General Policies. To the extent possible, the Authority shall follow the county policies for activities such as investment, data practices, expenditures, etc.

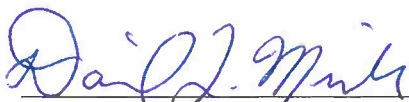
Section 5. Conflicts of Interest. Before taking an action or making a decision which could substantially affect the commissioner's or an employee's financial interests or those of any organization which the commissioner or employee is associated, a commissioner or employee of the authority shall disclose the potential conflict and follow the requirements of Minnesota Statutes §469.009 and §469.098.

Article VI—Amendments

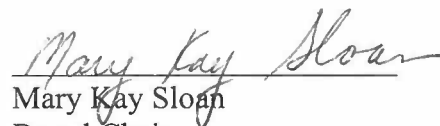
Section 1. The Bylaws may be amended by a simple majority vote at any meeting.

Approved February 23, 2022

ATTEST:



David J. Minke
Executive Director



Mary Kay Sloan
Board Chair