



AGENDA

**Housing & Redevelopment Authority
Monday, February 24, 2025
(following the Council Meeting at 6 p.m.)
IGC/Atrium - Mankato Room**

1. **Call Meeting to Order**
2. **Approval of Agenda**
3. **Housing & Redevelopment Authority Business**
 - A. Organizational Meeting of the Housing and Redevelopment Authority of Mankato, Minnesota.
 - B. Set date of Public Hearing to consider the conveyance of 49 units of Public Housing under the Section 18 Disposition Program to the City of Mankato and 130 units of Public Housing under the Section 9 Public Housing Program to the EDA of Mankato.
4. **Adjournment**



AGENDA RECOMMENDATION

Housing & Redevelopment Authority

3. A.

Meeting Date: 02/24/2025

Agenda Item:

Organizational Meeting of the Housing and Redevelopment Authority of Mankato, Minnesota.

Recommendation/Action(s):

Adopt resolutions.

Summary:

On February 24, 2025, the City Council of Mankato held a public hearing at its regular meeting on the topic of re-establishing the Housing and Redevelopment Authority of Mankato, Minnesota (HRA). The council adopted enabling resolutions at the meeting. Following discussion on the membership of the HRA, the Council adopted a resolution that included appointing the current members of the City Council as the members of the HRA. The resolution also set the February 24, 2025, meeting to follow the 6 pm City Council Meeting for the organizational meeting of the HRA.

Two resolutions were presented for adoption at this initial meeting of the HRA. These constitute the required organizational resolutions of the HRA. The first appoints the officers and staff of the HRA. The Executive Director, Chairperson, Vice-Chairperson, and Secretary are suggested in the Resolution. EDA members will decide among themselves who will fill Chairperson, Vice Chairperson, and Secretary positions. The second resolution adopts the operating by-laws of the organization.

The attached resolutions have been assembled following guidelines provided by the US Department of Housing and Urban Development, the federal agency overseeing the Section 18 Public Housing Program.

The recommended action is to approve the two resolutions appointing officers and adopting the By-Laws of the organization.

Attachments

Resolution - Appoint Officers

Resolution - Bylaws

Proposed Bylaws

**Resolution Appointing Officers
for the Housing and Redevelopment Authority of Mankato, Minnesota**

WHEREAS, the City of Mankato has organized the Housing and Redevelopment Authority of Mankato, Minnesota; and

WHEREAS, state law requires the appointment of officers by the Housing and Redevelopment Authority of Mankato, Minnesota;

BE IT, THEREFORE, RESOLVED by the Commissioners of the Housing and Redevelopment Authority of Blue Earth County that:

Commissioner Najwa Massad be appointed the Chair of the Housing and Redevelopment Authority and shall perform all duties required by that office; and

Commissioner _____ be appointed the Vice-Chairperson of the Housing and Redevelopment Authority and shall perform all the duties required by that office; and

Susan MH Arntz, the City Manager, be appointed the Executive Director of the Housing and Redevelopment Authority and shall perform all the duties required by that office; and

Renae Kopischke, City Clerk, be appointed the Secretary of the Housing and Redevelopment Authority and shall perform all the duties required by that office.

Adopted by the Housing and Redevelopment Authority of Mankato, Minnesota, this 24th day of February 2025.

Najwa Massad, Chairperson

ATTEST:

Renae Kopischke, City Clerk

**Resolution Adopting Bylaws for the
Housing and Redevelopment Authority of Mankato, Minnesota**

WHEREAS, the Mankato City Council has organized the Housing and Redevelopment Authority of Mankato, Minnesota; and

WHEREAS, state law requires an Housing and Redevelopment Authority to adopt bylaws governing the operation of the Authority; and

WHEREAS, the Commissioners of the Authority have reviewed the proposed Bylaws of the Housing and Redevelopment Authority of Mankato, Minnesota.

BE IT, THEREFORE, RESOLVED by the Commissioners of the Housing and Redevelopment Authority of Mankato, Minnesota, that:

The proposed Bylaws be adopted as the Bylaws of the Housing and Redevelopment Authority of Mankato, Minnesota.

Adopted by the Housing and Redevelopment Authority of Mankato, Minnesota, this 24th day of February 2025.

Najwa Massad, Chairperson

ATTEST:

Renae Kopischke, City Clerk

PROPOSED BYLAWS OF THE

HOUSING AND REDEVELOPMENT AUTHORITY OF MANKATO, MINNESOTA

ARTICLE I - THE AUTHORITY

Section 1. Name of Authority.

The name of the Authority shall be the "Housing and Redevelopment Authority of Mankato, 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. Membership. The HRA shall consist of seven (7) members who shall be deemed appointed by the Mayor and approved by Council through this resolution establishing the commissioners as the incumbent Mayor and the six (6) incumbent city council members of the Mankato City Council. In the event of a vacancy on the HRA is created by a vacancy on the City Council, the vacant seat shall remain vacant until the vacancy on the City Council has been filled. The membership on the HRA shall be ex officio and shall commence with the taking of an oath of office as a Mayor or city council member, with no appointment necessary. The termination of membership in the HRA shall likewise terminate at the expiration or other termination of a member's term as Mayor or city council member or upon dissolution of the HRA. Commissioners will not receive payment for attending each regular and special meeting of the authority or reimbursement of necessary expenses, including traveling expenses, incurred in the performance of duties.

ARTICLE II - OFFICERS

Section 1. Officers.

The officers of the Authority shall be a Chairperson, Vice-Chairperson, and a Secretary.

Section 2. Chairperson.

The Chairperson shall preside at all meetings of the Authority. Except as otherwise authorized by the resolution of the Authority, the Chairperson shall sign all contracts, deeds and other instruments made by the Authority.

Section 3 Vice-Chairperson.

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

Section 4 Secretary.

The Secretary shall perform the duties of a Secretary for the Authority. The Secretary need not be a commissioner.

Section 5. Executive Director.

The Mankato City Manager shall serve as the Executive Director and shall provide general supervision over the administration of its business and affairs, subject to the direction of the Authority. The Executive Director, or his designee, shall be charged with the management of the various projects of the Authority.

The Executive Director, or his designee, shall act as an assistant to the Secretary and shall keep the records of the Authority, shall act as Secretary of the meetings of the Authority and shall record all votes, and 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 incident to the office. The Executive Director 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.

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 the bylaws or rules and regulations of the Authority.

Section 7. Election or Appointment.

The Chairperson, Vice-Chairperson shall be elected at the annual meeting of the Authority from among the Commissioners of the Authority. The Secretary shall also be elected at the annual meeting but need not be a commissioner of the Authority. All three officers shall hold office for one year or until their successors are elected and qualified.

Section 8. Vacancies.

Should the office of Chairperson, Vice-Chairperson, or Secretary become vacant, the Authority shall elect a successor at the next regular meeting, and such election shall be for the unexpired term of said office. Should the office of Executive Director become vacant, the designated Acting City Manager shall serve as the Executive Director until a new City Manager is hired.

Section 9. Additional Personnel.

Support services for the Housing and Redevelopment Authority shall be provided by city staff under the supervision of the Executive Director. The compensation of such personnel shall be determined by the Authority subject to the laws of the State of Minnesota.

ARTICLE III- MEETINGS

Section 1. Annual Meeting.

The annual meeting of the Authority shall be held on the 2nd Monday in January at the regular meeting place of the Authority. In the event such date shall fall on a legal holiday, the annual meeting shall be held on the next succeeding secular day.

Section 2. Regular Meeting.

Monthly meetings shall be held without notice at the regular meeting place of the Authority on the 2nd Monday of each month unless the same shall be a legal holiday, in which event said meeting shall be held on the next succeeding secular day.

Section 3. Special Meeting.

Special meetings of the Authority may be called by the Chairperson, or two members of the Authority for the purpose of transacting any business designated in the call. Notice for a special meeting must be posted three days in advance of the date of such special meeting. At such special meeting no business shall be considered other than as designated in the call, but if all members of the Authority are present at a special meeting, all business may be transacted at such special meeting.

Section 4. Quorum.

The powers of the Authority shall be vested in the Commissioners thereof in the office from time to time. Unless a higher majority is required by state law, a simple majority of commissioners shall constitute a quorum for the purpose of conducting their business and exercising its power 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 Authority upon a vote of a majority of the Commissioners present.

Section 5. Order of Business.

At the 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. Bills and communications
4. Report of the Executive Director
5. Reports of Committees
6. Unfinished business
7. New business
8. Adjournment

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

Section 6. 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.

ARTICLE IV - AMENDMENTS

Amendments to Bylaws.

The bylaws of the Authority shall be amended only with the approval of at least a majority of the members of the Authority at a regular or a special meeting.



AGENDA RECOMMENDATION

Housing & Redevelopment Authority

3. B.

Meeting Date: 02/24/2025

Agenda Item:

Set date of Public Hearing to consider the conveyance of 49 units of Public Housing under the Section 18 Disposition Program to the City of Mankato and 130 units of Public Housing under the Section 9 Public Housing Program to the EDA of Mankato.

Recommendation/Action(s):

Motion to set date of Public Hearing.

Summary:

The Housing and Redevelopment Authority of Mankato (HRA) owns a portfolio of 179 Section 9 Public Housing Program units. The administration of the Public Housing program was transferred to the Economic Development Authority of Mankato (EDA) on June 8, 1998.

The Mankato Economic Development Authority (EDA) operates this public housing portfolio and approved the disposition of units from Section 9 Public Housing into a long-term, Project-Based, Section 8 Housing Choice Voucher rental assistance that provides a stable and predictable annual subsidy.

The EDA approved the application for Section 18 disposition of 49 scattered site units on December 11, 2023. This application for Section 18 disposition was approved by the US Department of Housing and Urban Development (HUD) on September 5, 2024, and tenant protection project-based vouchers were provided to the EDA. It is anticipated that the conversion will be completed in March 2025. The remaining 130 units will be seeking disposition approval later this year.

Through the disposition, the HRA agrees to convey 49 scattered site public housing units to the City of Mankato for less than fair market value and the City will continue to serve low-income households under the Section 8 Project-Based Voucher Program administered by the EDA. Further, the HRA agrees to convey the remaining 130 public housing units to the EDA under the Section 9 Public Housing program to be dispositioned later this year.

Under disposition, all the units will be subject to a Declaration of Restricted Use Agreement requiring the rental properties to serve low-income households for a term of 30 years, with such use agreement to be a recorded covenant running with the land and binding on successors and assigns of the City.

The requested action is a motion to set March 10, 2025, as the date of public hearing to consider conveyance of 49 Public Housing units to the City of Mankato for Section 18 Disposition and 130 Public Housing units to the Economic Development Authority of Mankato to continue under the Section 9 Public Housing program.