

Brainerd Housing and Redevelopment Authority
BOARD MEETING MINUTES
Wednesday, December 5, 2019

A special meeting of the Board of Commissioners of the Housing and Redevelopment Authority (HRA) in and for the City of Brainerd, Minnesota, was held at 9:00 a.m., Wednesday, December 5, 2019, at the Brainerd HRA Administrative Office, 324 East River Road, in Brainerd, Minnesota.

1. **CALL TO ORDER:** Chair Marlee Larson called the meeting to order at 9:00 a.m.
2. **ROLL CALL:** Chair Marlee Larson and Commissioners Gabe Johnson, Eric Charpentier, Patrick Wussow, and Ashley Storm. **Others present:** Executive Director Jennifer Bergman, Finance Director Karen Young, and Executive Assistant LeAnn Goltz. Kris Schubert. **Absent:** Krista Brodal and Bekah Kent.
3. **UNFINISHED BUSINESS:** Nothing to report.
4. **NEW BUSINESS:**
 - a. **Appoint Interim Executive Director:** Bergman gave her 30-day notice to the Board and will be sending out a letter of resignation. She recommended appointing an interim executive director.
Moved by Commissioner Johnson and seconded by Commissioner Storm to appoint Karen Young as interim executive director. All commissioners voted in favor of the motion and none were opposed. The motion passed.
 - b. **Authorize DDA Contract:** Bergman reviewed the proposal and the tentative timeline provided by DDA. The Board had a discussion about the details of the timeline.
Moved by Commissioner Wussow and seconded by Commissioner Johnson to authorize the execution of the DDA contract for \$13,000. All commissioners voted in favor of the motion and none were opposed. The motion passed.
 - c. **Select Subcommittee:**
Moved by Commissioner Wussow and seconded by Commissioner Johnson to select Commissioners Larson and Charpentier along with Young to serve on a subcommittee that will assist with the hiring process. All commissioners voted in favor of the motion and none were opposed. The motion passed.
5. **Adjourn:**
Commissioner Charpentier moved to adjourn the meeting at 9:37 a.m., seconded by Commissioner Johnson. All commissioners voted in favor of the motion and none were opposed. The meeting was adjourned.