

**CITY OF LANDFALL VILLAGE  
WASHINGTON COUNTY, MINNESOTA  
MINUTES OF THE CITY OF LANDFALL VILLAGE HRA MEETING  
MARCH 18, 2024**

- A. Call to Order – The regular meeting of the Housing and Redevelopment Authority (HRA) for the City of Landfall Village was called to order by Chair Suedkamp at 6:00 p.m. on Monday, March 18, 2024.
- B. Roll Call – The Roll was taken with the following members present: Board Members Joanne Menz, Don Gonser, John Menz and Chair Stan Suedkamp. HRA Executive Director Scott Hildebrand, HRA Board Attorney Alan Kantrud, Park Manager Rebecca Kinsey and Public Works Superintendent Adam Carlson were also present. Board Member Katie McManus was not present.
- C. Pledge of Allegiance
- D. Approval of Minutes
1. February 21, 2024 HRA Board Meeting – **Motion by Member Joanne Menz and seconded by Member Gonser to approve the Minutes of the February 21, 2024 HRA Board Meeting. Motion passed unanimously by voice vote.**
- E. Approval of Agenda – **Motion by Member John Menz and seconded by Member Joanne Menz to approve the Agenda as presented. Motion passed unanimously by voice vote.**
- F. Public Forum – No members of the Public were present to address the HRA Board.
- G. Appointments / Presentations –
1. WCSO Report. Washington County Deputy Hailee Newman reported on law enforcement incidents since the last meeting.
  2. Maintenance Report. Public Works Superintendent Carlson reported on recent maintenance activities including tree trimming and riser repairs. Carlson spoke of the need to address curb stops with the future driveway project of which he is obtaining estimates. Joanne Menz noted the speed limit signs are up. Chair Suedkamp spoke of the need to consider additional parking as part of the grant project for areas such as 39 5<sup>th</sup> Avenue.
  3. Park Manager Report. Park Manager Kinsey reported on receivables, vacancies, late notices, lease termination notices, inspections/violations, and Landfall Terrace RV park. Residents at 4 Juniper Court and 24 Linden Lane have been demolished and rented as of April 1<sup>st</sup>. Hildebrand will have Stuart prepare an update for the Board regarding aged receivables for the next meeting.
- H. Consent Agenda - **Motion by Member John Menz and seconded by Member Gonser to approve the, Consent Agenda, which included:**
1. Approve February – March 2024 Claims: Check #'s 38443 through # 38455 = \$49,909.63; RV Damage Deposit Account: \$319.25; Total Amount of Claims = \$49,909.63.
  2. Approve February 2024 Financial Report.
- Motion passed unanimously by voice vote.**

I. Unfinished Business –

1. Executive Director Hildebrand updated the Board regarding the status of earlier approval for the purchase of a defibrillator and cabinets. **Motion by Member Joanne Menz and seconded by Member Gonser to purchase two (2) additional defibrillators, for a total of 4 owned by the Park. Motion passed unanimously by voice vote.**

J. New Business - None

K. Board Member Presentation - None

L. Staff Presentations –

1. City Attorney Report – Received. The Board discussed scheduling a future work session to discuss minimum housing standards, to be discussed at the Council Meeting.
2. Executive Director Report - Received

M. Adjournment - **Motion by Member Joanne Menz and seconded by Member John Menz to adjourn the meeting. Motion passed unanimously by voice vote.** Meeting adjourned at 6:34 p.m.

Respectfully submitted,

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Scott W. Hildebrand  
HRA Executive Director

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Stan Suedkamp  
Board Chair

Approved: