

**CITY OF LANDFALL VILLAGE  
WASHINGTON COUNTY, MINNESOTA  
MINUTES OF THE CITY OF LANDFALL VILLAGE HRA MEETING  
JANUARY 23, 2025**

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 6:03 p.m. on Thursday, January 23, 2025.

B. Roll Call – The Roll was taken with the following members present: Board Members Katie McManus, Joanne Menz, Don Gonser, John Menz and Chair Stan Suedkamp.

HRA Executive Director Scott Hildebrand and Park Manager Rebecca Kinsey were present.

C. Pledge of Allegiance

D. Approval of Minutes

1. December 16, 2024 HRA Board Meeting – **Motion by Member John Menz and seconded by Member McManus to approve the Minutes of the December 16, 2024 HRA Board Meeting. Motion passed unanimously by voice vote.**

E. Approval of Agenda – **Motion by Member John Menz and seconded by Member Gonser to approve the Agenda as presented. Motion passed unanimously by voice vote.**

F. Public Forum – Stan Karwoski was present to report on the CDA passing a resolution noting the City had paid off its bond and issue congratulations. A more formal meeting / photo opportunity will be conducted by the City at a later date.

G. Appointments / Presentations

1. WCSO Report. Washington County Deputy Tony Palmer reported on law enforcement incidents since the last meeting and stood for questions.

2. Maintenance Report. Public Works Superintendent Carlson was ill, so Executive Director Hildebrand to discuss recent Public Works Projects including repairing several water leaks and reminding residents about proper utility care, as well as reminders being sent to not shovel snow into the streets. The Commissioners were okay with charging residents who repeatedly fail to follow orders or cause damage to park property upon proper notice.

3. Park Manager Report. Received.

H. Consent Agenda - **Motion by Member McManus and seconded by Member Joanne Menz to approve the Consent Agenda, which included:**

1. Approve December 2024 – January 2025 Claims: Check #'s 38608 through # 38622 = \$71,222.79; Security Deposit Refund: 320.35; RV Damage Deposit Account: \$306.25; EFT Payments: \$407.80. Total Amount of Claims = \$71,936.84.
2. Approve December 2024 Financial Report.

**Motion passed unanimously by voice vote.**

I. Unfinished Business –

1. Hildebrand reported that an agreement with another tow company had been made.

J. New Business –

1. Hildebrand discussed scheduling a work session to review the building proposal. One was scheduled for Friday, January 31<sup>st</sup> at 2:00 p.m. Hildebrand will post notice.

K. Board Member Presentation – None

L. Staff Presentations –

1. City Attorney Report – Received.
2. Executive Director Report – Hildebrand reported on the upcoming insurance renewal and a meeting between Family Means and the PJ King Foundation for a grant application.

Hildebrand also requested to cash out 16.0 hours of earned vacation, since he no longer uses it. **Motion by Mayor Suedkamp, seconded by Member Joanne Menz to approve Hildebrand cashing out 16.0 hours of vacation. Motion passed unanimously by voice vote.**

M. Adjournment - **Motion by Member Gonser and seconded by Member Joanne Menz to adjourn the meeting. Motion passed unanimously by voice vote.** Meeting adjourned at 6:30 p.m.

Respectfully submitted,

  
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Scott W. Hildebrand  
HRA Executive Director

  
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Stan Suedkamp  
Board Chair