

**CITY OF LANDFALL VILLAGE
WASHINGTON COUNTY, MINNESOTA
MINUTES OF THE CITY OF LANDFALL VILLAGE HRA MEETING
SEPTEMBER 16, 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, September 16, 2024.
- 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, HRA Board Attorney Alan Kantrud, Public Works Superintendent Adam Carlson, Finance Officer Stuart Bonniwell. Park Manager Rebecca Kinsey was not present, but submitted her report.
- C. Pledge of Allegiance
- D. Approval of Minutes
1. August 19, 2024 HRA Board Meeting – **Motion by Member Joanne Menz and seconded by Member McManus to approve the Minutes of the August 19, 2024 HRA Board Meeting. Motion passed unanimously by voice vote.**
- E. Approval of Agenda – Hildebrand noted the addition of Consent Agenda #H3 – Approving the hire of Amber Carlson as Administrative Assistant. Hildebrand also noted that he left the approval of HRA Resolution 2024-003 off of the Budget Presentation under New Business, J1. **Motion by Member John Menz and seconded by Member Gonser to approve the Agenda as amended. Motion passed unanimously by voice vote.**
- F. Public Forum –
1. Laura - 6 Juniper Court - spoke regarding the City paying the contractor to help get her back in her residence. She was very frustrated with the work left incomplete and was encouraged to file a complaint with the Park Office regarding the contractor.
 2. Dorothy Patterson – 17 Dellwood Cove – complained about the road project drop off at Dellwood Lane and requested that the contractors be contacted to possible install a slope at that location.
- G. Appointments / Presentations –
1. WCSO Report. Washington County Sgt. Mike Petry reported on law enforcement incidents since the last meeting and stood for questions.

2. Maintenance Report. Public Works Superintendent Carlson was present to discuss recent Public Works Projects.

3. Park Manager Report. Received – Hildebrand stood for questions.

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

1. Approve August – September 2024 Claims: Check #'s 38546 through # 38563 = \$50,130.00; RV Damage Deposit Account: None; EFT Payments: \$65.00; Total Amount of Claims = \$50,195.00.
2. Approve August 2024 Financial Report.
3. Approve the hire of Amber Carlson as Administrative Assistant.

Motion passed unanimously by voice vote.

I. Unfinished Business –

1. Discussion regarding Community Building – Tim Bicknell, MSA Engineering was present to discuss the Community Building project. Council was encouraged to be open minded regarding potential costs until after the budget discussion before they made a decision. It was ultimately decided that Bicknell would re-assess the drawing to allow for more parking, and Hildebrand would speak with a financial advisor to better inform the Board regarding funding options.

J. New Business –

1. Finance Officer Bonniwell and HRA Executive Director Hildebrand presented the 2025 Park Budget. **Motion by Member John Menz and seconded by Member Gonser to approve the 2025 Park Budget set forth in HRA Resolution 2024-003. Motion Passed unanimously via Roll Call Vote.**

K. Board Member Presentation – None

L. Staff Presentations –

1. City Attorney Report – Received.
2. Executive Director Report - Received

M. Adjournment - **Motion by Member Joanne Menz and seconded by Member McManus to adjourn the meeting. Motion passed unanimously by voice vote.**
Meeting adjourned at 7:23 p.m.

Respectfully submitted,

Scott W. Hildebrand
HRA Executive Director

Stan Suedkamp
Board Chair

Approved: