

**CITY OF LANDFALL VILLAGE
WASHINGTON COUNTY, MINNESOTA
MINUTES OF THE CITY OF LANDFALL VILLAGE HRA MEETING
AUGUST 19, 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, August 19, 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 and Park Manager Rebecca Kinsey were also present.
- C. Pledge of Allegiance
- D. Approval of Minutes
1. July 15, 2024 HRA Board Meeting – **Motion by Member Joanne Menz and seconded by Member McManus to approve the Minutes of the July 15, 2024 HRA Board Meeting. Motion passed unanimously by voice vote.**
- E. Approval of Agenda – Hildebrand noted the addition of Old Business #1 - Discussion of Juniper Drive; New Business #5 – Discussion and Possible Action regarding sewer cleaning bids; New Business item #6 - Discussion and Possible Direction regarding Parks Assistant position; and New Business #7 – Discussion and Possible Direction regarding the 2024 Holiday Party. **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 – None
- G. Appointments / Presentations –
1. WCSO Report. Washington County Deputy Mike Pommerer reported on law enforcement incidents since the last meeting.
 2. Maintenance Report. Public Works Superintendent Carlson was present to discuss recent Public Works Projects.
 3. Park Manager Report. Received
- H. Consent Agenda - **Motion by Member Joanne Menz and seconded by Member McManus to approve the, Consent Agenda, which included:**

1. Approve July – August 2024 Claims: Check #'s 38526 through # 38545 = \$60,581.00; RV Damage Deposit Account: None; EFT Payments: \$150.00; Total Amount of Claims = \$60,731.00.
2. Approve July 2024 Financial Report.

Motion passed unanimously by voice vote.

I. Unfinished Business –

1. Discussion regarding 6 Juniper Driver – Rebecca reported that Steve was in to apply for building and mechanical licenses. The permits for electrical and skirting should be completed next week for move-in.

J. New Business –

1. City Attorney Kantrud was present to discuss the possible issues regarding contractor requirements in the Park.
2. The HRA Board discussed the proposed 2025 Law Enforcement costs. The increased cost brought concern and it was agreed that Hildebrand and City Attorney Kantrud would meet with the Sheriff to discuss the contract proposal.
3. Finance Officer Bonniwell and HRA Executive Director Hildebrand presented the first draft of the 2025 Park and City Budget.
4. Tim Bicknell from MSA Engineers was not present to discuss concept drawings and estimates for the Landfall Community Center. Hildebrand covered much information, but it was agreed that a Special Work Session would be scheduled to discuss the project.
5. Public Works Superintendent Carlson and Executive Director Hildebrand discussed bids received for the sewer cleaning. **Motion by Chairman Suedkamp to approve the quote from McDonough's for an amount not to exceed \$20,000. Seconded by Memer Gonser. Motion passed unanimously by voice vote.** This task will be added to the Park's Regular Maintenance Calendar.
6. Hildebrand provided an update and expressed concerns regarding the Administrative Assistant position for the Parks Office. **Motion by Gonser, seconded by Member Joanne Menz to re-advertise the position, to include residents who live within the City. Motion passed unanimously by voice vote.**
7. Joanne Menz discussed options for Mexican food from Creative Catering for the Holiday Party. It was decided the Holiday Party will be scheduled for Thursday, December 12th.

K. Board Member Presentation – None

L. Staff Presentations –

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

M. Adjournment - **Motion by Member Gonser and seconded by Member McManus to adjourn the meeting. Motion passed unanimously by voice vote.** Meeting adjourned at 7:42 p.m.

Respectfully submitted,

Scott W. Hildebrand
HRA Executive Director

Stan Suedkamp
Board Chair

Approved: