

**CITY OF LANDFALL VILLAGE  
WASHINGTON COUNTY, MINNESOTA  
MINUTES OF THE CITY OF LANDFALL VILLAGE HRA MEETING  
DECEMBER 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, December 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, Finance Officer Stuart Bonniwell, Public Works Superintendent Adam Carlson, and Park Manager Rebecca Kinsey were present.

C. Pledge of Allegiance

D. Approval of Minutes

1. November 18, 2024 HRA Board Meeting – **Motion by Member Joanne Menz and seconded by Member McManus to approve the Minutes of the November 18, 2024 HRA Board Meeting. Motion passed unanimously by voice vote.**

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

F. Public Forum – No one was present to address the Board.

G. Appointments / Presentations – None

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 including repairing several water leaks and reminding residents about proper utility care..
3. Park Manager Report. Received.

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

1. Approve November – December 2024 Claims: Check #'s 38594 through # 38607 = \$46,961.69; RV Damage Deposit Account: None; EFT Payments: \$215.00; Total Amount of Claims = \$47,176.69.

2. Approve November 2024 Financial Report.

**Motion passed unanimously by voice vote.**

I. Unfinished Business –

1. Rebecca Kinsey discussed Animal Control Services and Animal Licensing. **Motion by Member Joanne Menz and seconded by Member Gonser to approve the 2 year animal license with recommended fees. Motion passed unanimously by voice vote.**
2. Adam Carlson discussed bids received from towing services and pros and cons of each. **Motion by Member Joanne Menz and seconded by Member McManus to go with Absolute Towing. Motion passed unanimously by voice vote.**
3. Joanne Menz discussed issues regarding the Holiday Party and possible plans for 2025, as well as the Decorating Contest.

J. New Business –

1. Kinsey discussed proposed temporary and permanent 2025 Park Hours. **Motion by Member Joanne Menz and seconded by Member Gonser to approve the proposed temporary Park Office hours from December 19, 2024 through February 13, 2025. Motion passed unanimously by voice vote.**

**Motion by Member Joanne Menz and seconded by Member Gonser to approve the 2025 Park Office Schedule starting February 14, 2025. Motion passed unanimously by voice vote.**

2. Hildebrand discussed the proposed 2025 Community Events Calendar. **Motion by Member John Menz and seconded by Member McManus to approve the 2025 Community Events Calendar. Motion passed unanimously by voice vote.**
3. Hildebrand discussed the proposed 2025 All Department Calendar. **Motion by Member John Menz and seconded by Member Gonser to approve the 2025 All Department Calendar. Motion passed unanimously by voice vote.**
4. Hildebrand discussed the proposed 2025 Meeting and Holiday Schedule. **Motion by Member Gonser and seconded by Member McManus to approve the 2025 Meeting and Holiday Schedule. Motion passed unanimously by voice vote.**

- K. Board Member Presentation – Joanne Menz thanked Amber Carlson for delivering food at the Holiday Party.

L. Staff Presentations –

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

M. Closed Session –

- N. Adjournment - **Motion by Member McManus and seconded by Member Gonser to adjourn the meeting. Motion passed unanimously by voice vote.** Meeting adjourned at 7:20 p.m.

Respectfully submitted,

  
\_\_\_\_\_  
Scott W. Hildebrand  
HRA Executive Director

  
\_\_\_\_\_  
Stan Suedkamp  
Board Chair