

**CITY OF LANDFALL VILLAGE
WASHINGTON COUNTY, MINNESOTA
MINUTES OF THE CITY OF LANDFALL VILLAGE HRA MEETING
MARCH 17, 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 6:00 p.m. on Monday, March 17, 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, City Attorney Alan Kantrud, Public Works Superintendent Adam Carlson and Park Manager Rebecca Kinsey were also present.

C. Pledge of Allegiance

D. Approval of Minutes

1. February 24, 2025 HRA Board Meeting – **Motion by Member Joanne Menz and seconded by Member McManus to approve the Minutes of the February 24, 2025 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 – No one was present to address the HRA Board.

G. Appointments / Presentations

1. WCSO Report. No one was present from the Washington County Sheriff to report on law enforcement incidents since the last meeting.

2. Maintenance Report. Public Works Superintendent Carlson reported on issues he has been addressing around the Park. May 17th will be the Spring Cleanup, and Street Sweeping has also been scheduled.

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 February 2025 – March 2025 Claims: Check #'s 38632 through # 38640 = \$50,913.71; Security Deposit Refund: \$0; RV Damage Deposit Account: \$304.75; EFT Payments: \$422.77. Total Amount of Claims = \$51,641.43.
2. Approve February 2025 Financial Report.

Motion passed unanimously by voice vote.

I. Unfinished Business –

1. Hildebrand provided a brief update regarding the Metro Gold Line Grand Opening.
2. Hildebrand advised he had spoken with Kyle Samejima regarding the Community Solar Gardens. The Park cannot purchase memberships for each resident. They must sign up individually, and will take the member ship with them should they leave the park. **Motion by Member Gonser and seconded by Member Joanne Menz to help advertise the Community Solar Gardens, and to re-imburse any qualified resident for their \$25.00 application fee. Motion passed unanimously by voice vote.**

J. New Business –

1. Hildebrand discussed an opportunity from the County for canoeing classes and inquired about a Spring event. This has overwhelming support, so Hildebrand will try to work out future details.
2. Hildebrand noted that Amber Carlson received an “Exceeds Expectations” on her 6 month review. He recommended additional training for her but requested that she be removed from probation. Had has discussed with Stuart and recommends a wage increase. Council agreed, Member McManus requested she work on updating the Resident Handbook and Employee Handbook.

K. Board Member Presentation – None

L. Staff Presentations –

1. City Attorney Report – Received. Busy working on a property cleanup.
2. Executive Director Report – Received

M. Adjournment - **Motion by Member Joanne Menz and seconded by Member Gonser to adjourn the meeting. Motion passed unanimously by voice vote. Meeting adjourned at 6:53 p.m.**

Respectfully submitted,



Scott W. Hildebrand
HRA Executive Director



Stan Suedkamp
Board Chair