

**CITY OF LANDFALL VILLAGE
WASHINGTON COUNTY, MINNESOTA
MINUTES OF THE CITY OF LANDFALL VILLAGE HRA MEETING
FEBRUARY 21, 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 Board Member Joanne Menz at 6:00 p.m. on Wednesday, February 21, 2024.
- B. Roll Call – The Roll was taken with the following members present: Board Members Katie McManus, Don Gonser, John Menz and Joanne Menz. HRA Executive Director Scott Hildebrand, HRA Board Attorney Alan Kantrud, Park Manager Rebecca Kinsey and Public Works Superintendent Adam Carlson were also present. Chair Stan Suedkamp was not present.
- C. Pledge of Allegiance
- D. Approval of Minutes
1. January 17, 2024 HRA Board Meeting – **Motion by Member John Menz and seconded by Member McManus to approve the Minutes of the January 17, 2024 HRA Board Meeting. Motion passed unanimously by voice vote.**
- E. Approval of Agenda – **Motion by Member McManus and seconded by Member Gonser to approve the Agenda as presented. Motion passed unanimously by voice vote.**
- F. Public Forum – No members of the Public were present to address the HRA Board.
- G. Appointments / Presentations –
1. WCSO Report. Washington County Deputy Hailee Newman reported on law enforcement incidents since the last meeting. Member Gonser expressed concern regarding traffic infractions he has witnessed. Member Joanne Menz requested clarification regarding the stolen vehicle, which was a rental from Enterprise which was not returned.
 2. Maintenance Report. Public Works Superintendent Carlson reported on recent maintenance activities including tree trimming, installing speed limit signs and working with Brandon, who did well during the recent snow event.
 3. Park Manager Report. Park Manager Kinsey reported on receivables, vacancies, late notices, lease termination notices, inspections/violations, and Landfall Terrace RV park. She also reported that titles for 270 units have been received, with only 30 remaining. The Board discussed having a workshop to discuss minimum home standards for units coming to the City or units transferring ownership.
- H. Consent Agenda - **Motion by Member McManus and seconded by Member Gonser to approve the, Consent Agenda, which included:**
1. Approve January – February 2024 Claims: Check #'s 38432 through # 38442 = \$50,438.98; RV Damage Deposit Account: None; Total Amount of Claims = \$50,438.98.
 2. Approve January 2024 Financial Report.
 3. Approval of Bid to Demolish 24 Linden Lane.
 4. Approval of Bid to Demolish 4 Juniper Court
- Motion passed unanimously by voice vote.**

I. Unfinished Business –

1. Executive Director Hildebrand reported that Washington County is continuing to work on details for the Food Scraps Pickup Program and will have more information to share at a later date.
2. Executive Director Hildebrand reported that handouts have been prepared for the Tree Replacement Program, as not many residents attended the informational meeting on February 18th.
3. Executive Director Hildebrand reported that a Streets / Parking Committee meeting will be held on Thursday, February 22nd to discuss the Parking Permit program as well as the towing complaints which have been received.

J. New Business - None

K. Board Member Presentation - None

L. Staff Presentations –

1. City Attorney Report – Received. The Board discussed scheduling a future work session to discuss minimum housing standards.
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 6:22 p.m.

Respectfully submitted,

Scott W. Hildebrand
HRA Executive Director

Stan Suedkamp
Board Chair

Approved: Chair Suedkamp, Members Joanne Menz, Gonser and John Menz