

**THE CITY OF LANDFALL VILLAGE  
WASHINGTON COUNTY, MINNESOTA  
MINUTES OF THE CITY OF LANDFALL VILLAGE HRA MEETING  
May 13, 2015**

A. Call to Order

The regular meeting of the City of Landfall Village HRA was called to order by Board Chair Dumer at 6:00 p.m. on May 13, 2015.

B. The roll was taken with Board Chair Dumer, Board members Lori Lengsfeld, Sally Eral, Ron Sanoski and Katie McManus all present. Board Attorney Alan Kantrud, HRA Executive Director Ed Shukle and HRA Secretary/Treasurer Michelle Tesser were also present.

C. Pledge of Allegiance

D. Approval of Minutes - Motion by Board member Lengsfeld seconded by Board member Sanoski to approve the minutes of the April 8, 2015 HRA Board Meeting and April 8, 2015 Quarterly Police Meeting. Motion passed unanimously.

E. Approval of Agenda – HRA Executive Director Shukle requested an addition to the agenda item I. (1.) Approve Proposed HRA File and Office Security Policy. Under New Business J(1.) Discussion regarding Spring Clean-Up. Motion by Board member Sanoski and seconded by Board member McManus to approve the agenda as amended. Motion passed unanimously.

F. Public Forum

1. John Plaster, 28 Linden Lane, asked if building permits are public record and discussed a fee that was assessed to residents several years ago to help relocate residents. This fee was required by the State of Minnesota. The state has the fund and the fund has one million dollars.
2. Ronald Meyer, 15 Forest Heights approached the Board regarding water quality. Mayor Dumer referred the questions to Ed Shukle, Executive Director.

G. Appointments/Presentation

- a. Police Report – Deputy Andy Lohr answered questions from the Board and residents. Language Liaison Marta Maldonado asked for a phone number with a Spanish translator of the Washington County Sheriff's for residents. HRA Secretary Tesser asked Deputy Lohr to provide her with that information as well so she can put it in the newsletter.
- b. Maintenance Report – Maintenance Lead Troy Carlson presented. Mr. Carlson discussed spring clean-up. Several manufactured home residents took advantage of personnel during spring clean-up. Construction debris was put out in the yards specifically at two homes. There was a lot of debris, enough for three trailers. Staff did a great job with the clean-up; no one was hurt. Street sweeping went well. There were 9 vehicles towed. Maintenance workers knocked on doors before towing. Mr. Carlson discussed light issues in the City Hall parking lot and installed a new light. He is still looking at brightening up the corner of the Community Center. A caution sign was posted at the conduit wall but kids were still climbing on the wall. The conduit wall is 220 voltage. Another alternative would be fencing/brackets or a video camera. The Board discussed fencing options. Mr. Carlson was given permission from the Board to buy more annuals for Erin Patchin from FamilyMeans to plant around the park. Mr. Carlson would like additional forks for the Bobcat. The Board directed Mr. Carlson to

gather proposals for fork costs for the bobcat to be approved at the June 10, 2015 Board Meeting.

- c. Latino Liaison – Marta Maldonado reported on the ESL class. It was the last class for the summer. During class other concerns were expressed by residents including kids playing too late and in the streets. Residents would like to see additional amenities for the children and supports the idea of a potential soccer field near the basketball court. Ms. Maldonado will meet with residents once a week to talk about resident issues.
  - d. Park Manager’s Report - Lee Schoon, Durand & Assoc., reported on the activities of the Park Office. A new house at 105 Dellwood Square south was sold and the new owner applied for a shed and fence permits. Lee is working on violations and started a new spreadsheet and process to help generate standard violation letters with violation number. The process will be more efficient. There have been 90 violations sent out this year. There are 3 RV sites open but will be filled soon. The residents of the property at 134 Dellwood Square South that had the fire last weekend are looking at the insurance coverage to see if they are covered. The manufactured home will be a total loss. The maintenance workers cleaned up the installation mess from the fire and did a great job. The Board asked if they were be liable if anything happened around the property. Board Attorney Kantrud said no the city doesn’t hold any liability over the property. The Board Chair Dumer would like to send a thank you letter to the Fire Department for a job well done in saving the 134 Dellwood south property. Regarding the survey that were sent a month ago, about 1/3 of them have been returned. Most of the surveys have been returned with rental checks. Board member McManus asked about residence at 12 Ivy Lane. The Washington County Public Safety/Health Department Eric Jensen has been corresponding with Mr. Schoon regarding this property. The Board would like the manufactured home to be secure. Neighbors have seen kids going in and out of the vacant property. The Board Attorney will work with the Mr. Schoon to correspond with the County to secure the residency.
- H. Consent Agenda. Board member McManus made a motion which was seconded by Board member Sanoski to approve the consent agenda as amended which includes claims and financial report for April, 2015.
- a. Claims Sign Off: Operating Claims #36763-#36775 from 4/9/2015 through 5/13/15 totaling \$28,063.71. Security Deposit Refunds #36771-#36773 \$720.41. Total Claims: \$28,784.12.
  - b. Financial Report April, 2015  
HRA Approved April Financial Report which showed the Landfall Terrace Account with a beginning balance of \$84,218.48, receipts of \$33,139.18, disbursements of \$39,888.54 and an ending balance of 77,469.12. The Community Improvement Account had a beginning balance of \$100,567.01, receipts of \$4,637.55, disbursements of \$0.00, interest \$10.14 and an ending balance of \$105,204.56. The RV Damage Deposit Account had a beginning balance of \$1,880.81, receipts of \$600.00, disbursements of \$0.00, and an ending balance of \$2,480.81. The Security Deposits Account had a beginning balance of \$11,216.78, receipts of \$900.00, interest of \$.98 and an ending balance of \$12,117.76. The TIF Account had a beginning balance of \$302.68, receipts of \$0.00, interest of \$0.01 and an ending balance of \$302.69.

I. Unfinished Business

1. Approve Proposed HRA File and Office Security Policy (MN3-07)

Washington County HRA requested a copy of the Landfall HRA's policy on file and office security. The draft policy must be approved by the Landfall HRA Board. Board member Eral made a motion to approve the policy which was seconded by Board member Lengfeld. Motion passed unanimously.

J. New Business

a. Spring Clean-up Discussion

Two properties took advantage of the clean-up crew. For example, one property discarded whole pieces of carpets and sections of cupboards/shelving. Board Chair Dumer recommended the Planning and Finance Commission look into improving the process and define what is considered unreasonable. There were 10 dumpsters loaded. Board member Sanoski made a motion which was seconded by Board member Lengfeld to table this issue for future discussion at a workshop. Motion passed unanimously.

K. Board Member Presentation

No presentation.

L. Administration Presentation

1. Attorney's report - HRA Attorney Alan Kantrud discussed the successful transitioning of the City/HRA from Washington County HRA to get back control of the City of Landfall and Landfall HRA. June 15<sup>th</sup> 2015 will be the transfer date. A quorum notice will be needed if the majority of the HRA Board plans to attend the Washington County Board meeting on Tuesday, May 19, 2015 at 3:00pm at the Washington County HRA Office, 7645 Currell Blvd, Woodbury, MN 55125.

2. Executive Director's Report. Executive Director, Ed Shukle reported on resolving the clean-up issues and followed up on a complaint from a resident regarding Tennis Sanitation. Drivers will make sure they are not reversing on a one-way designated street. Mr. Shukle will be attending the Annual Spring Conference for the Minnesota Manufactured Homes Association (MMHA) next month.

M. Adjournment

Motion by Board member Sanoski and seconded by Board member McManus to adjourn. Motion passed unanimously. Meeting adjourned at 7:00p.m.

Respectfully submitted,

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Michelle Tesser  
HRA Secretary/Treasurer  
Approved

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Jim Dumer  
Board Chair