CITY OF LANDFALL VILLAGE WASHINGTON COUNTY, MINNESOTA MINUTES OF CITY OF LANDFALL VILLAGE HRA MEETING January 17, 2017

A. Call to Order

The regular meeting of the Housing & Redevelopment Authority (HRA) for the City of Landfall Village was called to order by Board Chair Suedkamp at 6:03 pm on January 17, 2017.

B. Roll Call

The roll was taken with the following members present: Chair Suedkamp, Board Members Sally Eral, Lori Lengsfeld, Ronald Sanoski, Jr, and Katie McManus. HRA Board Attorney Alan Kantrud and HRA Executive Director Ed Shukle were also present.

C. Pledge of Allegiance – As part of the first meeting of 2017, HRA Executive Director Shukle read the HRA/City Council Meeting Protocol Policy, adopted in 2015 by the HRA and City Council, for the purpose to keep civility during meetings.

D. Approval of Minutes

1. December 19, 2016 HRA Board Meeting

Motion by Member Lengsfeld and seconded by Member Sanoski, Jr., to approve the Minutes of the December 19, 2016, HRA Board meeting. Motion passed. Chair Suedkamp abstained as he was not serving as the Chair at this meeting.

E. Approval of Agenda

Motion by Member McManus and seconded by Member Lengsfeld to approve the Agenda as presented.

HRA Executive Director Shukle requested an addition to the Agenda: To add Item H.1. - to Approve the Appointment of the Landfall HRA Board of Commissioners/Officers.

Motion by Member Sanoski Jr., and seconded by Member Lengsfeld to approve adding Item H.1. - to Approve the Appointment of the Landfall HRA Board of Commissioners/Officers. Motion passed unanimously.

F. Public Forum - None

G. Appointments/Presentations

1. Police Report. The Sheriff's Quarterly Meeting was held prior to this HRA Meeting with nothing further to report.

2. <u>Maintenance Report</u>. Public Works Maintenance Lead Carlson welcomed Chair Suedkamp as the new HRA Board Chair. He reported there were six to seven citations and that he has been doing a lot of snow removal and dealing with icy conditions due to rain prior to freezing temperatures. He reported there was an issue with the aerial lift freezing in the "up" position. He had to purchase four batteries to repair the unit. Chair Suedkamp was concerned if there may be another reason for the malfunction and requested him to be proactive to avoid any other repairs. Maintenance Lead Carlson reported a water problem at 24 Linden Lane and upon removing snow, he noticed a curb box that was leaking underground and contacted a contractor to remove 37" of frost with a jackhammer and repack the hole. A notice had been prepared to send to residents stating water will be shut-off in the surrounding area tomorrow from 9 a.m. to completion. Maintenance Lead Carlson reported on getting a list together of individual residential curb stops that may need repairs to address in the Spring. Member McManus thanked him, Adam Carlson, and John Plaster for the wonderful job with snow removal. Maintenance Lead Carlson stated his problem with repeat offenders for car removal and explained he does his best to avoid towing by taking extra time and knocking on doors to warn residents ahead of time. Chair Suedkamp stated the reasoning behind having a small crew was to keep rent low and suggested sending a notice for snow emergency protocol instead, in an effort to eliminate the extra time and work spent. Member Eral addressed some of the abuse Maintenance Lead Carlson has faced from violators with regard to removal of cars and suggested a policy be in place to eliminate disrespectful behavior towards staff. Chair Suedkamp suggested this be discussed at the upcoming planning session. Maintenance Lead Carlson was thanked by the Chair and Board for his good work.

3. <u>Park Manager's Report</u>. Park Manager Schoon welcomed Chair Suedkamp as HRA Board Chair. He reported that 2 Kove Circle and 15 Dellwood Cove are still for sale, resulting in a total of four vacancies. He also stated that a few RV sites are still occupied. With regard to projects, he reported working on the County Assessor's report for tax purposes, as well as preparing to print and mail out CRP's by month-end with the help of Account Clerk Collado. He further reported that delinquencies are up this month, with most staying within 30 days and a few accounts continuing payments per court agreement. He is working with these accounts in an attempt to get them paid as soon as possible. He further stated that one account was sent to the County for assistance and there were no new legal filings. Park Manager Schoon stated there were 10 violations sent, mostly for cars in the yard with a few cleanup issues. He reported there were 200 plus violations cited in 2016 and also stated he will be out next month, due to surgery.

Chair Suedkamp instructed Park Manager Schoon, in terms of when rent is due, to stay tight with enforcement and not slip backwards on policy. Chair Suedkamp asked members to review the park manager's report within the packet and asked them to think about what information they are comfortable with or would like to see in managing the park to address at the upcoming planning session. He further suggested having a color-coded system (i.e., red day, blue day) for plowing, to be posted at the two entrances, enabling residents a general notice as to when to move their vehicle and requested this item be reviewed at the planning session. The Board wished him good luck with his surgery and thanked him for his good work.

H. Consent Agenda

1. Appoint Board Member Lengsfeld as Acting Chair

Motion by Member McManus and seconded by Member Lengsfeld to approve the Consent Agenda as presented. Motion passed unanimously.

Housing & Redevelopment Authority / January 17, 2017 Page 1 2. <u>Financial Reports</u> – Executive Director Shukle indicated that the Financial Reports, normally presented under the Consent Agenda, will be added to the February 21, 2017 agenda.

I. Unfinished Business – None

J. New Business

1. Discuss Possible Workshop for the Week of January 23, 2017; Schedule Workshop

Chair Suedkamp requested scheduling a workshop for the week of January 23, 2017, in order to establish the base for a later meeting in February to: 1) Review goals for 2017; 2) Go over the activity calendar; 3)Get into what methods to use in managing the City; and to set targets and goals. **Upon discussion, it was decided that the workshop will be held on Wednesday, January 25, 2017 at 4:00 p.m., Landfall City Hall.**

2. <u>Approve Pay Equity Report and Authorize Submission to Minnesota Management and Budget (Report to be distributed Tuesday evening)</u> (This item is being addressed during the City Council meeting under New Business Item I.4.)

K. Board Member Presentation – None

L. Administrative Presentations

1. <u>City Attorney Report</u>. HRA Attorney Kantrud congratulated and welcomed Chair Suedkamp. He reported on revisiting the court-system accounts he has worked on previously with Park Manager Schoon as the residents having been slow to pay based on the agreements. He further explained the order the HRA received from the Court was to first obtain the original order. He stated the next step is to send out a restated agreement giving them until March for repayment, of which the tenant has already agreed to do. He noted as a general policy, the last thing you would want to do is eliminate people from their homes during winter. He will be working with Park Manager Schoon on restated agreements and obtaining signed copies. HRA Attorney Kantrud noted that due to this meeting's move to this evening, he will not be able to attend the City Council meeting that follows, as he had a previous commitment with another board meeting tonight. Chair Suedkamp asked about his availability on Wednesday evenings, as the HRA/City Council may consider changing the HRA and City Council meeting nights. HRA Attorney Kantrud stated he is unavailable the third and fourth Wednesdays. Chair Suedkamp instructed on the need for keeping up on late paying residents, noting that while compassion is considered, there are costly ramifications that occur. He expanded on the need to correct this to avoid future late payments and setting a bad precedent. HRA Attorney Kantrud was in agreement.

2. Executive Director Report. HRA Executive Director Shukle announced that Stuart Bonniwell began employment as the new Accountant today and welcomed him to the City of Landfall, stating that Accountant Bonniwell will make a great addition to staff and the city of Landfall. He further reported that Abdo, Eick & Meyers will start their audit of the 2016 City of Landfall's financials next Monday and Tuesday. HRA Executive Director Shukle will be in attendance to assist, as needed. The auditors will be back in March or April to make the presentation to the HRA and City Council. He reported that he has been meeting with Chair Suedkamp and other agencies/entities. He stated they met with the City of Oakdale to talk about the City's relationship with each other, how they get along, as well as what the City of Oakdale does for the City of Landfall. HRA Executive Director Shukle and Chair Suedkamp also had a meeting with the Sheriff's Office to discuss their role, their contract and improved communication. He also checked into the signs discussed at the Sheriff's meeting prior, finding the cost of LED lights expensive. He offered other options to look into such as: explore grant monies or approaching certain companies to donate funds for the signs that would also be of benefit to those companies. Chair Suedkamp suggested going over this further at the planning session. Member Eral thanked him for all work he did with the new accountant.

M. Adjournment

Motion by Member McManus and seconded by Member Lengsfeld to adjourn. Motion passed unanimously. Meeting adjourned at 6:41 pm.

Respectfully submitted,

Ed Shukle HRA Executive Director

Approved:

Stan Suedkamp Board Chair