

**CITY OF LANDFALL VILLAGE  
WASHINGTON COUNTY, MINNESOTA  
MINUTES OF CITY OF LANDFALL VILLAGE HRA MEETING  
July 18, 2016**

A. Call to Order

The regular meeting of the Housing & Redevelopment Authority (HRA) for the City of Landfall Village was called to order by HRA Board Attorney Kantrud at 6:00 pm on July 18, 2016.

B. Roll Call

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

C. Pledge of Allegiance

1. Moment of Silence – Ron Sanoski

A moment of silence was observed for City Councilmember/HRA Board Member Ron Sanoski, who recently passed away.

The Pledge of Allegiance followed.

The Board also extended their condolences to HRA Executive Shukle and his family at the sudden loss of his mother-in-law, noting it speaks volumes to his dedication to the city and HRA that he is with us tonight.

2. Appoint Acting HRA Board Chair for this Meeting

In the absence of Board Chair Dumer, the Board appointed Board Member Lengsfeld as Acting HRA Board Chair for this meeting.

3. Appoint HRA Board Vice-Chair and Vice Mayor

Due to the death of Board Member Sanoski, who previously acted as HRA Board Vice-Chair and Vice-Mayor, nominations were made to fill the HRA Board Vice-Chair and Vice- Mayor vacancy. Member Lengsfeld accepted nominations to be appointed Vice-Chair and Vice- Mayor for the ongoing term.

**Motion by Board Member Eral and seconded by Member McManus to appoint Member Lengsfeld as HRA Board Vice- Chair for the ongoing term.**

**Motion passed unanimously.**

D. Approval of Minutes

1. June 20, 2016 HRA Board Meeting

**Motion by Member McManus and seconded by Board Member Eral to approve the Minutes of the June 20, 2016, HRA Board meeting. Motion passed unanimously.**

E. Approval of Agenda

**Motion by Board Member Eral and seconded by Member McManus to approve the Agenda as presented. Motion passed unanimously.**

F. Public Forum

1. Don Dunn, 4 Ivy, revisited the issue of the Minutes of the City Council Meeting of August 12, 2015, in regard to the corrections he suggested and requested action. HRA Board Attorney informed Mr. Dunn to send his suggested corrections to HRA Executive Director Shukle for review.

2. Bill Dahn, 12 Garden Glen, requested that the Board dismiss his violation charges of the past year and questioned the denial of granting an extension for the clean-up of his yard due to a fire in October 2015. He stated he heard Lee tell another person he could have more time.

3. Ron Sanoski, Jr, 18 Kove, addressed the Board on behalf of his recently deceased father, Board Member Ron Sanoski and how important it was to him to represent the residents of Landfall and their best interests, as well as how thankful his father was for each election to unselfishly serve the community. Mr. Sanoski, Jr. thanked the Board and past and current residents for their support. The Board stated that he served well.

4. Jim Dumer, 6 Ivy Lane, chose to address the Board in the capacity of "resident" for this meeting with regard to two violation notices he received for having a "snow fence and improper fence." Mr. Dumer provided a hand-out to the Board Members for reference and directed their attention to the description and requirements of a lawful fence, along with copies of the two citations showing no City Code number or Ordinance number to make reference to and to the inconsistent labeling of the violations. He stated that his fence meets the descriptions and requirements of a lawful fence, according to the Ordinance. HRA Executive Director Shukle requested a review of policies and procedures regarding fences and also mentioned that the entire Landfall Terrace Resident Handbook will be reviewed as it has not undergone a thorough review since 2013. He indicated he will address the proper handling of violations.

5. Bret Gardner, 9 Dellwood Cove, addressed his issues with attempting to make past due payments. HRA Board Attorney Kantrud explained that the eviction has been processed by the Court and Mr. Gardner can sell the home, as there is no going back to making payment in full. HRA Board Attorney Kantrud let Mr. Gardner know he could file a motion to reconsider or reopen the case and that there are forms for financial assistance if needed, but it would still result in an eviction being granted nonetheless. Acting Board Chair Lengsfeld directed Mr. Gardner to contact and work with Park Manager Schoon for further direction.

6. An audience member asked why Jim Dumer got more time than 3 minutes. Acting Board Chair Lengsfeld acknowledged her mistake and apologized.

G. Appointments/Presentations

1. Police Report. Washington County Deputy Darin Ostertag presented his report at the Sheriff's Meeting prior to the HRA Board Meeting and had nothing further to report.

2. Public Works Report. Public Works Maintenance Lead Carlson reported that violations were higher due to the new chalking of tires procedures,

resulting in the removal of six vehicles. He commented on the sprinkler system issue and reported that he dug up all sprinkler heads in the area and found the problem to be underneath the new road, located near 50 Aspen Way, where Xcel Energy performed prior work. Upon assessment by Xcel Energy, Maintenance Lead Carlson was advised by Xcel Energy to go ahead with repairs, as it seemed they were responsible and Xcel Energy will take care of things at their end for the reimbursement of damages. Maintenance Lead Carlson will obtain a damage repair estimate from the City of Landfall's lawn care service provider. During the repair, Maintenance Lead Carlson will take photos showing proof that Xcel Energy caused the damages for their records.

Maintenance Lead Carlson reported he will patch roads with asphalt in the next few days. Upon discussion with the Board, it was decided to repaint the park's pavilion the same color as the other structures. Maintenance Lead Carlson stated he obtained 3 bids for the repainting of the garage doors for the shop, along with the replacement of rubber bottoms and molding trim, ranging from \$656 to \$1,351 (the highest estimate included the trim). Maintenance Lead Carlson offered to replace the trim himself to cut costs. HRA Executive Director Shukle suggested obtaining references starting with the lower bid. This issue will be continued to this evening's City Council Meeting under New Business, Item J-5.

Maintenance Lead Carlson recommended purchasing a plate compactor for approximately \$530 at Menards, as opposed to renting, due to the renting one at the cost of \$70 per day. This item was moved to this evening's City Council meeting under New Business, Item J-6. The Board thanked him for his good work.

3. Park Manager's Report. Park Manager Schoon reported that 21 Evergreen is still for sale and that Lake Country Homes has ordered all five new homes for the vacant lots. Schoon also reported that the RV sites have been filled, with an outstanding waiting list to replace future vacancies. Park Manager Schoon stated that there are no major projects at this time. He also reported that delinquencies are up from last month, with the majority staying within 30 days. Of these delinquent accounts, one new account has been sent to HRA Attorney Kantrud and one eviction occurred in Court last month.

Park Manager Schoon stated there were 27 violations this month mostly for mowing, tall weeds and cleanup issues. Upon his and Executive Director Shukle's recent inspection and in an effort to create neighborhood uniformity, 19 violation letters were sent for suggested repairs and painting issues. Board Member Eral stressed the importance of consistency and requested setting a standard timeframe for completion, possibly collaborating with the HRA Board, as an instrument to create fairness amongst residents.

4. Request to be Heard Regarding Notice of Violation – Jim Dumer, 6 Ivy Lane. Acting Board Chair Lengsfeld stated this item was addressed earlier during Public Forum. HRA Executive Director Shukle further clarified that he and Park Manager Schoon were asked by the HRA Board to perform an inspection of Landfall Terrace, at which time 52 violations were noted. The violation in question is in regard to an illegal "snow fence" located on 6 Ivy. The owner of the home, Jim Dumer, disagreed with the staff's position labeling his fence a "snow fence." As a result, Attorney Kantrud advised staff to issue a corrected violation labeling the fence as "improper." This matter's recommendation will be addressed under New Business as Item J-1.

#### H. Consent Agenda

**Motion by Member McManus and seconded by Board Member Eral to approve the Consent Agenda as presented, which included:**

1. Claims Sign Off from 6/17/16 to 7/18/16: Check #'s 37042 through # 37058 = \$53,662.03; RV Damage Deposit Refund: Check #'s 5046 through # 5048 = \$600.00; Total Amount of Claims = \$54,262.03; Voided check # 37050
2. Approval of the Financial Report for June, 2016

**Motion passed unanimously.**

#### I. Unfinished Business

1. Discuss 2016 Holiday Party. HRA Executive Director Shukle requested direction from the Board as to whether to hold a work session or to discuss the future of the holiday party. Acting Board Chair Lengsfeld asked if there was a specific reason to discontinue the holiday party. Executive Director Shukle answered in the negative. HRA Attorney Kantrud commented that community betterment is important, but to carefully document the process, as it appears the holiday party issue is more a question of logistics and managing it well. Upon discussion, Board Member Eral recommended assigning a committee to plan the event.

**Motion by Board Member Eral and seconded by Member McManus to nominate Board Members McManus and Lengsfeld to work with staff and create a proposal and plan for the holiday party. Motion passed unanimously.**

Joanne Hallis, 127 Dellwood Square S, addressed the importance of the intimate gathering of the holiday party for this small city and urged the HRA Board to continue this event.

Stan Suedkamp, 12 Aspen Way, commented that Landfall works real hard as a city to keep rents low so these kind of events can take place and felt this is one major event where 100% of residents can be included, with maximum turnout. He stressed the importance and strongly urged the HRA Board to continue this event.

#### J. New Business

##### 1. Recommendation on Action Re: Notice of Violation, 6 Ivy Lane

HRA Executive Director Shukle asked for direction from the Board pertaining to the legality of the fence in question. Board Member Eral commented that upon review and research of a picket fence, the picket fence does not resemble a snow fence. The City of Landfall Residential Fences Policy MN-3W, which was approved on August 13, 2014, was noted by Board Member Eral and she suggested adopting a better picket fence definition into the policy. HRA Attorney Kantrud suggested this item be continued to next month's meeting under Unfinished Business to allow further review. Acting Board Chair Lengsfeld directed the Board to move this item to Unfinished Business for the August 2016 meeting and to place a hold on the action of the notice of violation as well to avoid further penalty. Jim Dumer, owner, stated that he did not have a permit and that the fence has been there for years. Councilmember McManus asked Mr. Dumer about a conversation they had where Mr. Dumer stated the fence had been there 2-3 years. When asked if he had a permit, Mr. Dumer stated "no one in Landfall gets a permit." It was indicated that all fences in Landfall Village do require permits, unless

grandfathered in.

2. Emergency Management Plan – Storm Shelter Coverage for Evenings and Weekends. HRA Executive Director Shukle requested review of Section 10 of the Resident Handbook titled, "Emergency Management Plan", which was adopted in May 2013, regarding the use of the storm shelter and the personnel contacts, in order to determine possible revisions. Acting Board Chair Lengsfeld suggested that Maintenance Lead Carlson be assigned to unlock the shelter when the storm sirens have sounded. Executive Director Shukle asked Maintenance Lead Carlson if he would be available for this responsibility during evenings and weekends. Maintenance Lead Carlson answered in the affirmative and suggested that Adam Carlson, Public Works Maintenance, be his backup. Stan Suedkamp, Chair of the Planning and Finance Commission, suggested creating a schedule to ensure always having backup and availability of the storm shelter key and what role the sheriff's department would play. Upon discussion, HRA Executive Director Shukle will conduct a review and provide a recommendation to create a schedule for review at next month's meeting.

3. Discuss Code Red Procedure. HRA Executive Director Shukle requested review of the Code Red Procedure draft. He stated it is up to residents to register their phone with Washington County to initiate a request of notification of emergency weather, power outages, etc. He explained this can be done on Washington County's website or by calling Washington County. Board Member Eral recommended adding language to the draft defining what is considered an emergency and to also note the responsibility to other agencies involved, as well as identifying specific staff members' responsibilities and contact information.

HRA Executive Director Shukle further noted that residents need to call 911 when any emergency or suspicious activity occurs, as opposed to calling Landfall's office; this is standard procedure.

4. Schedule Date for City Administrator/HRA Executive Director Performance Evaluation. HRA Executive Director Shukle requested a date be set for his performance evaluation by September 30, 2016, per the Employment Agreement between HRA Executive Director Shukle and the HRA. The date is August 22, 2016, at 3:30 pm. HRA Executive Director Shukle was asked by the Board to email a copy of the performance evaluation instrument previously used.

K. Board Member Presentation – None

L. Administrative Presentations

1. City Attorney Report. HRA Attorney Kantrud reported that he has been busy on HRA side and has spent a lot of time in Court. He opened the floor to questions. None were posed.

2. Executive Director Report. HRA Executive Director Shukle reported on the inspection of Landfall Village with Park Manager Schoon, which will be performed on a more regular basis going forward. He further stated that due to Landfall Village being rental property, all residents need to abide by the standards required. He commented that Park Manager Schoon is willing to work with the residents when problems arise. HRA Executive Director Shukle announced the upcoming training for the afternoon of August 17, for Human Resource Sensitivity, performed by a trainer affiliated with the League of Minnesota Cities. The purpose of the training for staff and City Council is to foster a better work environment.

M. Adjournment

**Motion by Member McManus and seconded by Member Eral, to adjourn. Motion passed unanimously.** Meeting adjourned at 7:36 pm.

Respectfully submitted,

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Ed Shukle  
HRA Executive Director

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Lori Lengsfeld  
Acting HRA Board Chair

Approved: