

**PUBLIC HOUSING COMMISSION**  
**202 N. FIRST STREET**  
MARSHALL, MN 56258  
April 10th, 2023  
3:30 P.M. BOARD MEETING

**Introduce New Board Member, Tanisha Juarez**

1. Call to Order:
2. Roll Call:
3. Approval of Previous Meeting Minutes: March 13<sup>th</sup>, 2023
4. Reports:
  - A. **Four** Month report for Operating Statement for FY 2023
  - B. Accounts Receivable/Payable.
  - C. Occupancy/ Maintenance Report
5. CFP - 2021. Final Documentation.  
2022 – CFP. Bid Advertisement in Paper on Thursday the 6<sup>th</sup>.  
See e-mail on Pre-Bid and Bid Opening.
6. New Business:
  - A. Washer / Dryer Update. Payment.
  - B. Board Contact Information Sheet.
  - C. Information on Main Drain at Parkview, Liner or replacement.
  - D. Letter from Layers Office on recovering fees.
  - E. Notice of Intent to Vacate.
  - F. Approve Resolution 23-05, Amended PHC Lease, Unit Deposits and Ceiling Rents.
  - G.. Approve Resolution 23-06, Audited Financial Statement.
  - H. Real Estate Assessment Center Letter
  - I. Information from Fee Accountant on Audit Report.
7. Executive Director Items:
  - A. CFP Annual Meeting @ 3;30 p.m.
8. Commissioner Items:
  - A.
9. Date and Time for Next Regular Meeting, May 8th, 2023. 3:30 p.m.
10. ADJOURN TIME

Public Housing Commission  
Of the City of Marshall  
PARKVIEW APARTMENTS  
Minutes of the Meeting of  
February 13<sup>th</sup>, 2023

Due to the Executive Director being sick and a huge snowstorm, the February regular Board meeting was canceled until the March Meeting to be held March 13<sup>th</sup>, 2023.

Board Chair.

Jana Bentley 3-13-31  
Mark Farrell 3-13-31  
Mark Farrell, Executive Director

**PUBLIC HOUSING COMMISSION  
OF THE CITY OF MARSHALL  
PARKVIEW APARTMENTS**

Minutes of the Meeting of  
January 9th, 2023

Meeting called to Order: 3:35 P.M. by Chair Reilly.

Members Present: Farrell, Reilly, Rickgarn,  
Knoben, Knutson

Absent: None

MOTION by Knoben, seconded by Knutson, to approve the minutes of the November 14th, 2022 meeting. All voted in favor, Motion passed. Motion by Knoben, second by Knutson to approve the minutes of the December 29<sup>th</sup>, 2022 meeting. All voted in favor, Motion passed.

**REPORTS:**

**One Month Operating Statement** for FYE 23 was reviewed by the Board. Motion by Knoben, second by Knutson to approve the monthly report. All voted in Favor, Motion passed to approve the report. Chair signed report.

**Account Receivable/Payable:** One month of reports were reviewed; several items were pointed out and discussed to the Board by the Director, including checks from # 021018 to # 021059 in the amount of \$ 64,006.76 Motion by Knoben, second by Rickgarn, to approve the report.

**Occupancy Report:** Currently working with several applicants for Parkview, and Family Units. Detailed Maintenance report included.

CFP-2021. Review Parking Lot Punch List Items.

**New Business:**

- A. Washer /Dryer Update-payment.
- B. Meeting in St. Peter on HDS/Doorways software.12/08/2022. Information from Kanso Software, price on Doorways Software.
- C. HUD letter on Audit for September Year End 2021.
- D. REAC Certification of Statement on Unaudited Submission for FYE 2022.
- E. Tile squares and glue have been delivered to Parkview.
- F. Motion by Knutson, second by Reilly to change the unit deposit amounts effective March 1,2023. All voted in favor, Motion Passed.

**Board Items:**

Next Meeting: February 13th, 2023 3:30 p.m. Community Room.

Chairperson Reilly Declared the meeting adjourned at 4:25 p.m.

Mark Farrell, Executive Director

Jana Reilly  
Board Member

Public Housing Commission  
Of the City of Marshall  
PARKVIEW APARTMENTS  
Minutes of the Meeting of  
December 29<sup>th</sup>, 2022

Due to a lack of Quorum, the Chairman Reilly declared the December 29<sup>th</sup>, 2022 regular Board meeting canceled.  
Due to a light agenda, and no pressing items, all December Agenda items will be added to the January meeting.

Board Chair.

Java Reilly 1-9-23  
Mark Farrell

Mark Farrell, Executive Director

**PUBLIC HOUSING COMMISSION  
OF THE CITY OF MARSHALL  
PARKVIEW APARTMENTS**

Minutes of the Meeting of  
November 14th, 2022

Meeting called to Order: 3:32 P.M. by Chair Reilly.

Members Present: Farrell, Reilly, Rickgarn, Sailer,  
DeCramer, Knobon, Knutson

Absent: None

MOTION by Knutson, seconded by Knobon, to approve the minutes of the October 17th, 2022 meeting. All voted in favor, Motion passed.

**REPORTS:**

( No Report) Month Operating Statement for FYE 22 was reviewed by the Board. Motion by , second by to approve the monthly report. All voted in Favor, Motion passed to approve the report. Chair signed report.

**Account Receivable/Payable:** One month of reports were reviewed; several items were pointed out and discussed to the Board by the Director, including checks from # 020967 to # 021016 in the amount of \$ 78,697.59 Motion by Knobon, second by Sailer, to approve the report.

**Occupancy Report:** Currently working with several applicants for Parkview, and Family Units. Detailed Maintenance report included.

CFP-2021. Review Parking Lot Punch List, Picture of oil on south side of garage.

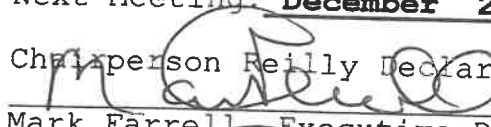
**New Business:**

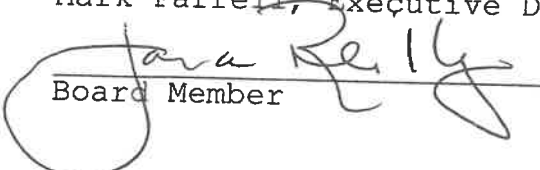
- A. Washer /Dryer Update-payment.
- B. Meeting in St. Peter on HDS/Doorways software.12/08/2022.
- C. Motion by Knutson, second by Reilly to approve Resolution # 23-02, Unaudited Financial Statements for FYE 09/30/2022.
- D. All voted in Favor, Motion passed.

**Board Items:**

Next Meeting: December 29<sup>th</sup>, 2022 3:30 p.m. Brau Brothers.

Chairperson Reilly Declared the meeting adjourned at 4:05 p.m.

  
Mark Farrell, Executive Director

  
Board Member

1-9-23