

23-07PUBLIC HOUSING COMMISSION

202 N. FIRST STREET

MARSHALL, MN 56258

August 14th, 2023

3:30 P.M Board Meeting

- 1 Call to Order:
- 2 Roll Call:
- 3 Approval of Previous Meeting Minutes: July 17th, 2023
- 4 Reports:
 - A. **Nine** Month report for Operating Statement for FY 2023
 - B Accounts Receivable/Payable.
 - C. Occupancy/ Maintenance Report
5. CFP. 2022 – Architects waiting for Drawings from Lozinski on Patio Doors for Approval.
2023 – Working on Drawing, Specs and Ad for the Bidding and Dates for The paper.
6. New Business:
 - A. Washer / Dryer Update. Payment.
 - B. Update on Fire Unit at Winchester. Window installed, waiting for Installation of door and trim work.
 - C. Review Billing and Invoice from Fire Restoration.
 - D. Notice to All Residents.
 - E. Approve Resolution # 23-10, FYE Budget ending 09/3024.
7. Executive Director Items:
 - A. Surgery August 15th,2023
8. Commissioner Items:
 - A.
9. Date and Time for Next Regular Meeting, September 11th , 2023. 3:30 p.m.
10. ADJOURN TIME

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

Minutes of the Meeting of
June 12th, 2023

Meeting called to Order: 3:33 P.M. by Chair Reilly.
Members Present: Farrell, Rickgarn, Knoblen, Knutson
Absent: Juarez, Schroeder, both called In.

MOTION by Knutson, seconded by Knoblen, to approve the minutes of the May 8th, 2023 meeting. All voted in favor, Motion passed.

REPORTS: Six and Seven-Month Operating Statement for FYE 23 was reviewed by the Board. A line item of concern was discussed at the meeting Motion by Knutson, second by Rickgarn to approve the six-month report. Motion by Knutson, second by Rickgarn to approve the seven-month report. All voted in Favor, Motion passed to approve both reports.

Account Receivable/Payable: A One-month report was reviewed; several items were pointed out and discussed to the Board by the Director, including checks from # 021316 to # 021362 in the amount of \$ 79,430.93 Motion by Rickgarn, second by Knutson, to approve one set of reports.

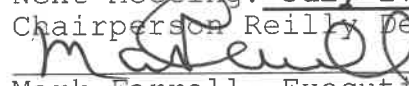
Occupancy Report: Currently working with several applicants for Parkview, and Family Units. Detailed Maintenance report included. CFP- 2022, Architects waiting for forms from Lozinski Const.

New Business:

- A. Washer /Dryer Update-payment.
- B. Window ordered at the Fire unit with no seal, reordered it.
- C. Motion by Knutson, second by Reilly, to approve and continue with the Hiring of Service Master for the Fire Restoration. All voted in favor, Motion passed.
- D. Motion by Knutson, second by Rickgarn, to Approve Resolution # 23-09, Certification of Compliance, all voted in Favor, Motion passed.
- E. Motion by Knutson, second by Reilly, to award the Awning Contract to G&J Awning, (Low Bid), as long as there is at least a Ten Warranty on the fabric. All voted in Favor, Motion passed.
- F. Motion by Knutson, second by Reilly, to table the election of Officers till next meeting, more members at meeting. All voted in favor, Motion passed.

Next Meeting: July 17th, 2023 3:30 p.m. Community Room.

Chairperson Reilly Declared the meeting adjourned at 4:52 p.m.



Mark Farrell, Executive Director



Board Member

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

Minutes of the Meeting of
May 8th, 2023

Meeting called to Order: 3:55 P.M. by Chair Reilly.

Members Present: Farrell, Rickgarn, Schroeder, Knoblen, Knutson
Juarez.

MOTION by Knutson, seconded by Reilly, to approve the minutes of the April 10th, 2022 meeting. All voted in favor, Motion passed.

REPORTS: Five-Month Operating Statement for FYE 23 was reviewed by the Board. Motion by Knutson, second by Rickgarn to approve the monthly report. All voted in Favor, Motion passed to approve the report.

Account Receivable/Payable: A One-month report was reviewed; several items were pointed out and discussed to the Board by the Director, including checks from # 021272 to # 021302 in the amount of \$ 45,399.39 Motion by Rickgarn, second by Knutson, to approve one set of reports.

Occupancy Report: Currently working with several applicants for Parkview, and Family Units. Detailed Maintenance report included. CFP-2021. Final Documents received; Final payment requested.

2022. Review Bid Tabulation Sheet.

Motion by Reilly, second by Rickgarn to approve Resolution # 23-07, Form of Agreement with Lozinski Const. for Parkview patio Door replacement. All voted in Favor, Motion passed.

New Business:

- A. Washer /Dryer Update-payment.
- B. Motion by Knutson, second by Reilly, to approve Resolution # 23-06, Payment In Lieu of Taxes, all voted in Favor, Motion passed.
- C. Motion by Reilly, second by Knutson, to Approve Resolution # 23-08, Civil Rights Certification, all voted in Favor, Motion passed.
- D. Motion by Knutson, second by Rickgarn, to Approve Resolution # 23-09, Certification of Compliance, all voted in Favor, Motion passed.
- E. Motion by Knutson, second by Reilly, to Approve Resolution # 23-10, CFP 23 Budget with Line Items, all voted in Favor, Motion passed.
- F. Update of Fire Unit.
- G. Motion by Knutson, second by Reilly to table Bids on Awnings, due to cost. Director will call on other Companies. All voted in Favor, Motion passed.
- H. Discussed Annual Open Meeting.

Next Meeting: **June 12th, 2023 3:30 p.m. Community Room.**

Chairperson Reilly Declared the meeting adjourned at 4:52 p.m.



Mark Farrell, Executive Director



Board Member

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

Minutes of the Meeting of
April 10th, 2023

Meeting called to Order: 3:30 P.M. by Vice-Chair Rickgarn.
Members Present: Farrell, Rickgarn, Schroeder, Knobon, Knutson
Juarez.

Absent: Reilly, Called In.

MOTION by Knutson, seconded by Knobon, to approve the minutes of the March 13th, 2022 meeting. All voted in favor, Motion passed.

REPORTS: Four-Month Operating Statement for FYE 23 was reviewed by the Board. Motion by Knobon, second by Knutson to approve the One-month report. All voted in Favor, Motion passed to approve the report.

Account Receivable/Payable: A One-month report was reviewed; several items were pointed out and discussed to the Board by the Director, including checks from # 021213 to # 021255 in the amount of \$ 55,573.41 Motion by Knutson, second by Knobon, to approve one set of reports.

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

CFP-2021. Waiting for Final paper work.

2022. CFP 22, Bid Advertisement in the Paper on April 6th.

See E-mail on Pre-Bid and Bid Opening Dates and Times.

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 Lawyers Office on recovering fees.
- E. Notice of Intent to Vacate, Fees Added to this Form.
- F. Motion by Knutson, second by Rickgarn to approve Resolution # 23-05, PHC Lease. All voted in Favor, Motion passed.
- G. Motion by Knutson, second by Rickgarn to approve Resolution # 23-06, Audited Financial Statement. All voted in Favor, Motion passed.
- H. Real Estate Assessment Center Letter.
- I. Information from Fee Accountant on Audit Report.
- J. CFP Annual Meeting @ 3:30p.m. May 8th, 23.
- K.

Next Meeting: May 8th, 2023 3:30 p.m. Community Room.

Chairperson Reilly Declared the meeting adjourned at 4:06 p.m.


Mark Farrell, Executive Director

 5-8-23
Board Member