

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

Minutes of the Meeting of
December 14th, 2023

Meeting called to Order: 3:36 P.M. by Chair Rickgarn.
Members Present: Farrell, Rickgarn, Reilly, Katz, Schroeder.
Absent: Knutson, Juarez, both called in.

MOTION by Reilly, seconded by Rickgarn, to approve the minutes of the November 13th, 2023 meeting. All voted in favor, Motion passed.

REPORTS: One Month Report, Operating Statement for FYE 24 was reviewed by the Board. Motion by Rickgarn, second by Katz 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 # 021646 to # 021680 in the amount of \$ 40,359.86. Motion by Rickgarn, second by Reilly, to approve the report. All voted in favor.

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

CFP - 2022 Installation this spring
CFP- 2023, Installation this spring.

New Business:

- A. Washer /Dryer Update-payment.
- B. HUD Inspections, switching from HQS to NSPIRE, booklet on hand to show Board.
- C. Board reviewed painting Bids
- D. New Maintenance Person, Matt West, to start on 12/18/2023.
- E. Motion by Rickgarn to award Winchester shrub removal to TSL Tree Service for being low bid, second by Katz, all voted in favor. Director will contact TSL and let them know.
- F. The Board was in favor of the Housing Commission to start looking into other Banking firms for their Checking Acct. Currently with Wells Fargo. Will look at F.I.B. and Minnwest bank

Next Meeting: January 8th, 2024 3:30 p.m.

Chairperson Rickgarn Declared the meeting adjourned at 4:28 p.m.


Mark Farrell Executive Director


Board Member

PUBLIC HOUSING COMMISSION

202 N. FIRST STREET

MARSHALL, MN 56258 18th, 2023

February 12, 2024

3:30 P.M Board Meeting

- 1 Call to Order:
2. Roll Call:
3. Approval of Previous Meeting Minutes: December 14th, 2023
4. Reports:
 - A. **Three** Month report for Operating Statement for FY 2024
 - B Accounts Receivable/Payable.
 - C. Occupancy/ Maintenance Report
5. CFP. 2022 – Installation this spring.
2023 – Installation this spring.
6. New Business:
 - A. Washer / Dryer Update. Payment.
 - B. Winchester Lawn- grass seeding this spring
 - C. Past Resident/Board member taking us to small claims court.
 - D. Update on fixing screens at the family units.
 - E. Open Lawn Bids, Award Lawn Contract.
 - F. March Meeting is the CFP 2024 Open Meeting.
 - G. Five year CFP Plan, Upgrade Generator, New Vehicle.
7. Executive Director Items:
 - A.
8. Commissioner Items:
 - A.
9. Date and Time for Next Regular Meeting, March 11th , 2024. 3:30 p.m.
10. ADJOURN TIME