

PUBLIC HOUSING COMMISSION

202 N. FIRST STREET

MARSHALL, MN 56258 18th, 2023

January 8, 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. Two 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. New picture of Winchester Shrub Trimming.
 - C. Past Resident/Board member taking us to small claims court.
 - D. Bid to replace screens at the family units.
 - E.
 - F.
- 7 Executive Director Items:
 - A.
- 8 Commissioner Items:
 - A.
- 9 Date and Time for Next Regular Meeting, February 12th , 2024. 3:30 p.m.
10. ADJOURN TIME

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

Minutes of the Meeting of
November 13th, 2023

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

MOTION by Knutson, seconded by Rickgarn, to approve the minutes of the October 16th, 2023 meeting. All voted in favor, Motion passed.

REPORTS: No Report -Month Operating Statement for FYE 23 was reviewed by the Board. Motion by _____, second by _____ to approve the eleven-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 # 021608 to # 021630 in the amount of \$ 39,149.78 Motion by Juarez, second by Knutson, 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, Waiting for Patio doors to be delivered, Installation may be spring time.


CFP- 2023, Review Patio Door Contract with Lozinski Const.

New Business:

- A. Washer /Dryer Update-payment.
- B. Work Truck repair estimates. Board suggested other Bids.
- C. Motion by Knutson, second by Reilly, to table Resolution # 24-02, Revised Operating Budget, Board had more time to review last years end month reports. All voted in favor, Motion passed.
- D. Discussed candidates for Maintenance staff.
- E. Canopy has been installed, looks great, nicely rebuilt frame.
- F. By way of e-mail, after having time to review year end fiscal reports, Motion by Rickgarn, second by Knutson, to approve Resolution # 24-02, revised budget. Three votes in favor, two board members, didn't vote either way, Motion passed.
- G.
- H.

Next Meeting: December 14th, 2023 3:30 p.m.

Chairperson Rickgarn Declared the meeting adjourned at 4:14p.m.



Mark Farrell, Executive Director



Board Member

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

Minutes of the Meeting of
October 16th, 2023

Meeting called to Order: 3:30 P.M. by Chair Rickgarn.
Members Present: Farrell, Rickgarn, Knutson, Katz, Juarez.
Absent: Reilly, Schroeder Both Called In.

MOTION by Knutson, seconded by Katz, to approve the minutes of the September 18th, 2023 meeting. All voted in favor, Motion passed.

REPORTS: Eleven-Month Operating Statement for FYE 23 was reviewed by the Board. Motion by Knutson, second by Rickgarn to approve the eleven-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 # 021541 to # 021581 in the amount of \$ 58,797.12 Motion by Knutson, second by Rickgarn, to approve the report.

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

CFP- 2022, Waiting for Patio doors to be delivered, Installation may be spring time.

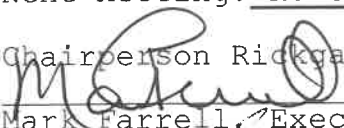
CFP- 2023, Bid Opening, October 12th, 2023.
Review Bid Tabulation with two Bidders. One Bidder did not have all required Bid Forms. Motion by Rickgarn, second by Knutson to award Patio contract to Lozinski Const. All voted in Avoe, Motion passed.

New Business:

- A. Washer /Dryer Update-payment.
- B. Letter of resignation from Maintenance worker Ron Enga.
Will start the Hiring Process.
- C. Report on Retired Rick Banbury's compensated sick leave and vacation.
- D.
- E.

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

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


Mark Farrell, Executive Director


Board Member