

**PUBLIC HOUSING COMMISSION**

**202 N. FIRST STREET**

MARSHALL, MN 56258

October 21, 2024

3:30 P.M Board Meeting

- 1 Call to Order:
2. Roll Call:
3. Approval of Previous Meeting Minutes: August 12<sup>th</sup>, 2023  
Letter on September Meeting.
4. Reports:
  - A. **Ten and Eleven Month** report for Operating Statement for FY 2024
  - B Accounts Receivable/Payable.
  - C. Occupancy/ Maintenance Report
5. CFP. 2022 – Patio Doors Installed, Working on Walk Thru Repair Items.  
2023 – Patio Doors Installed, Plus East Main Doors. Inspection On 10/22.  
2024 – Look over sit plans for garages.
6. New Business:
  - A. Washer / Dryer Update. Payment. Two Payments.
  - B. Resolution # 24- 12, Closing out Wells Fargo Acct, transferring funds to New Bank. Taunton or US Bank.
  - C. Resolution # 24-13, Approve Family Utility Allowances, Effective 11/01/24.  
(Due to having problems with Great Plains Gas Company, the New Utility Forms will be Presented at the Board Meeting.)
7. Executive Director Items:
  - A. November 11<sup>th</sup> is a Holiday, so November meeting will be moved to the 18<sup>th</sup>.
8. Commissioner Items:
  - A.
9. Date and Time for Next Regular Meeting, November 18th , 2024. 3:30 p.m.
10. ADJOURN TIME

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

Minutes of the Meeting of  
June 10, 2024

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

Members Present: Farrell, Rickgarn, Knutson, Katz.  
Schroeder, Reilly, Juarez.

MOTION by Knutson, seconded by Rickgarn, to approve the minutes of the May 13th, 2024 meeting. All voted in favor, Motion passed.

**REPORTS: Seven - Month Report, Operating Statement** for FYE 24 was reviewed by the Board. Motion by Rickgarn, second by Knutson to approve the two-month reports. All voted in Favor, Motion passed to approve the 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 # 021942 to # 021987 in the amount of \$ 255,698,78. Motion by Reilly, second by Rickgarn, 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 Review items per unit to be addressed after installation.

CFP- 2023, Installation, maybe August.


**New Business:**

- A. Washer /Dryer Update-payment. \$ zero payment.
- B. No Action taken on Resolution # 24-09, Possibility of doing Zoom meetings.
- C. Response from Fee Acct. on Line-Item Percentages.
- D. Review two Bids for doing Lead Base Testing at Parkview. Motion by Knutson, second by Rickgarn to Award Bid to Scarcely Ltd. All voted in favor, Motion passed.
- E. The Board reviewed three Bids for replacing the A/C compressor on the Roof of Parkview. Motion by Reilly, second by Kratz, to award bid to Bisbee's with the exception of providing a cost for the refrigerant to be used. Information will be sent e-mail for further action. All voted in favor, Motion passed.
- F. Discussed New ACOP Policy, will go over at July meeting with any corrections. Will approve at August meeting.
- G. Approve MMU Easement at 205 Sunrise Lane.

Next Meeting: July 8, 2024 3:30 p.m.

Chairperson Rickgarn Declared the meeting adjourned at 4:27 p.m.

  
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Mark Farrell, Executive Director

 7-8-24  
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Board Member

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

Minutes of the Meeting of  
July 8, 2024

Meeting called to Order: 3:34 P.M. by Vice Chair Reilly.  
Members Present: Farrell, Rickgarn, Knutson, Katz, Reilly  
Schroeder, Runia  
Absent: Juarez -

MOTION by Knutson, seconded by Reilly, to approve the minutes of the June 10th, 2024 meeting. All voted in favor, Motion passed.

**REPORTS: Eight - Month Report, Operating Statement** for FYE 24 was reviewed by the Board. Motion by Knutson, second by Katz to approve the two-month reports. All voted in Favor, Motion passed to approve the 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 # 021997 to # 022037 in the amount of \$ 51,306.44. Motion by Reilly, 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. No Action till August  
CFP- 2023, Installation, maybe August.

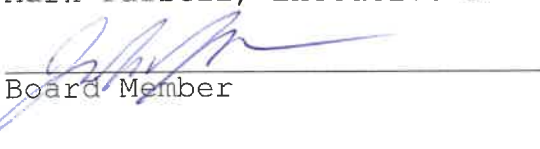
**New Business:**

- A. Washer /Dryer Update-payment. \$ 754.00 payment.
- B. Review Invoice and Lead Base Testing from Scarcely Ltd.
- C. Motion by Knutson, seconded by Katz to re appoint all officers to the same position as they held in previous year. Chair- Rickgarn, Vice-Chair, Reilly. Secretary Tres.- Juarez.  
All voted in favor, Motion passed.
- D. Review ACOP for last time, if any Board members have any changes, send an e-mail to the office. The changes will be sent out to Board members.
- E.
- F.

Next Meeting: **August 12, 2024 3:30 p.m.**

Chairperson Rickgarn Declared the meeting adjourned at 4:57 p.m.

  
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Mark Farrell, Executive Director

  
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Board Member