

**PUBLIC HOUSING COMMISSION**

**202 N. FIRST STREET**

MARSHALL, MN 56258

August 9, 2021

PARKVIEW APARTMENTS

3:30 P.M. BOARD MEETING

1. Call to Order:
2. Roll Call:
3. Approval of Previous Meeting Minutes: July 20<sup>th</sup>, 2021
4. Reports:
  - A. **Nine** Month report for Operating Statement for FY 2021.
  - B. Accounts Receivable/Payable.
  - C. Occupancy/ Maintenance Report
5. CFP - 2020. Update on Fire Alarm/ Elevator Upgrade.  
2021- Contracts have been sent to Studio E.  
E-mail updates, on windows and parking lots.
6. New Business:
  - A. Washer / Dryer Update. Payment.
  - B. Review a Draft of Budget for Fiscal Year End 09/30/2022
7. Executive Director Items:
  - A.
8. Commissioner Items:
  - A.
9. Date and Time for Next Regular Meeting, September 13<sup>th</sup>, 2021. 3:30 p.m.
10. ADJOURN TIME

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

Minutes of the Meeting of  
June 21, 2021

Meeting called to Order: 3:32 P.M. by Chairman Walker.

Members Present: Farrell, Walker, Reilly, Knoben, Rickgarn.  
Absent: Edblom, Called In.

MOTION by Reilly, seconded by Walker, to approve the minutes of the May 10th, 2021 meeting. All voted in favor, motion passed.

**REPORTS:**

**Seven Month Operating Statement** for FYE 21 was reviewed by the Board. Motion by Rickgarn, second by Knoben to approve the monthly report. All voted in Favor, Motion passed to approve the report. Chairman 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 # 020138 to # 020182 in the amount of \$ 57,164.10 Motion by Walker, second by Reilly, to approve the report. All voted in Favor, Motion Passed.

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

CFP-2020. Fire Alarm System installation is under way,  
CEP-2021. Consultant reviewed parking lots.

**New Business:**

- A. Washer /Dryer Update-payment.
- B. Update on repairs for Generator.
- C. Continental has hired a Flooring Inspector.
- D. Update on Street repair.
- E. Revenue Recapture Report.
- F. Motion by Reilly, second by Walker to approve a Statement Letter from the Auditor, all voted in favor, Motion Passed.
- G. Motion by Reilly, second by Knoben, to approve Resolution # 21-08, Audit Report FYE 2020. All voted in favor, Motion passed.
- H. Motion by Walker, to approve new slate of Officers, (Reilly as Chair, Rickgarn as Vice-Chair, Knoben as Secretary. Second by Rickgarn. All members agreed to hold these positions. All voted in favor, motioned passed.
- I. Motion by Walker, second by Reilly to approve CFP 21 project cost contract proposals. All voted in favor, Motion passed.

Next Meeting: July 12th 2021 3:30 p.m. Community Room.

*meeting date changed to 7/12/21 on 7/12/21*  
Chairman Walker Declared the meeting adjourned at 4:09 p.m.

*Mark and*  
Mark Farrell, Executive Director

*Jan Reilly*  
Board Member