

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

Minutes of the Meeting of  
September 12th, 2022

Meeting called to Order: 3:30 P.M. by Chair Reilly.

Members Present: Farrell, Reilly, Rickgarn, Sailor,  
DeCramer, Knoblen, Knutson

Absent: None

MOTION by Knutson, seconded by Sailor, to approve the minutes of the July 11th, 2021 meeting. All voted in favor, Motion passed.

MOTION by Rickgarn, seconded by Knutson, to approve Letter of Cancellation of August Meeting. All voted in favor, Motion passed.

**REPORTS:**

**Nine Month Operating Statement** for FYE 22 was reviewed by the Board. Motion by Reilly, second by Knoblen to approve the monthly report. All voted in Favor, Motion passed to approve the report. Chair signed report.

**Ten Month Operating Statement** for FYE 22 was reviewed by the Board. Motion by Knutson, second by Rickgarn to approve the monthly report, All voted I Favor, Motion passed. Chair signed report.

**Account Receivable/Payable:** Two months of reports were reviewed; several items were pointed out and discussed to the Board by the Director, including checks from # 020806 to # 020853 in the amount of \$ 76,226.86 Motion by Reilly, second by Knutson, to approve the report. Second set of checks from # 020854 to # 020909 in the amount of \$ 94,308.06. Motion by Knutson, second by Sailor to approve the report. All voted in Favor, Motions Passed.

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

CFP-2021. Update on Parking Lot.

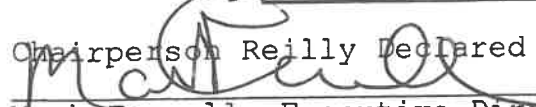
**New Business:**

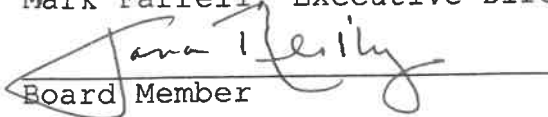
- A. Washer /Dryer Update-payment.
- B. Motion by Knoblen, second by Sailor, to approve and sign a contract with Continental flooring to resolve the flooring tile at Parkview, All voted in favor, Motion passed.
- C. Working on a new Preventive Maintenance Plan.
- D. Motion by Reilly, second by Rickgarn to award snow bid to Scott's Tree Service for FY 22-23 snow season. All voted in favor, Motion passed.
- E. The Board reviewed two Garbage bids, both for a three-year contract. Motion by Rickgarn, second by Sailor, to award Southwest Sanitation the contract. They were low Bid. All voted in Favor, Motion passed.
- F. REAC Inspection set for September 27, 2022.
- G. Motion by Rickgarn, second by Knoblen, to approve Resolution # 22-12, 2023 Fair Market Rents. All voted in favor, Motion passed.
- H. Motion by Knoblen, second by Sailor, to approve Resolution #

22-13, Operating Budget ending 09/30/2023. All voted in favor, Motion passed.

Next Meeting: **October 17<sup>th</sup>, 2022 3:30 p.m. Community Room.**

Chairperson Reilly Declared the meeting adjourned at 4:55 p.m.

  
Mark Farrell, Executive Director

  
Board Member

**PUBLIC HOUSING COMMISSION**

**202 N. FIRST STREET**

MARSHALL, MN 56258

November 14th, 2022

PARKVIEW APARTMENTS

3:30 P.M. BOARD MEETING

1. Call to Order:
2. Roll Call:
3. Approval of Previous Meeting Minutes: October 17<sup>th</sup>, 2022
4. Reports:
  - A. **(No Report)** Month report for Operating Statement for FY 2022.
  - B. Accounts Receivable/Payable.
  - C. Occupancy/ Maintenance Report
5. CFP - 2021. Review Parking Lot Punch List.  
Pictures of south side of garage, oil all off of siding.
6. New Business:
  - A. Washer / Dryer Update. Payment
  - B. Meeting in St. Peter on HDS/ Doorways software! 12/08/2022.
  - C. Review Unaudited REAC Financial Statements.  
Resolution # 23-02, Approve Unaudited Financial Statements.
7. Executive Director Items:
  - A. Reschedule December Board meeting from Monday the 12<sup>th</sup> to Monday the 19<sup>th</sup>, Doctors Appointment at Mayo Clinic in Rochester.
8. Commissioner Items:
  - A.
9. Date and Time for Next Regular Meeting, December 19th, 2022. 3:30 p.m.
10. ADJOURN TIME