

**PUBLIC HOUSING COMMISSION**  
**202 N. FIRST STREET**  
MARSHALL, MN 56258  
March 13th, 2023  
3:30 P.M. BOARD MEETING

- 1 Call to Order:
- 2 Roll Call:
- 3 Approval of Previous Meeting Minutes: January 9<sup>th</sup>, 2023  
Approval of Letter on February Meeting.
- 4 Reports:
  - A. **Two** Month report for Operating Statement for FY 2023  
Three Month report for Operating Statement for FY 2023
  - B Accounts Receivable/Payable. (First Set)  
( Second Set)
  - C. Occupancy/ Maintenance Report  
Two Evictions, One at family, one at Parkview.
5. CFP - 2021. Final Documentation.  
2022 – CFP. Five Year Plan Approved by HUD.  
Scope of work by Studio E Architects.  
Approval of Resolution # 23-04, Contract with Studio E Architects. for  
CFP Grant 22.
6. New Business:
  - A. Washer / Dryer Update. Payment ( Two Months).
  - B. PHC's, Assessment System Scoring Report.
  - C. Candidate for PHC Board from the Family Units.
  - D. Approve Resolution 23-03, Amended PHC Lease, Unit Deposits and Ceiling  
Rents.
  - E. Review Lawn Bids, Award Lawn Care for 23 Season.
  - E. CFP 23, Annual meeting set for May 8<sup>th</sup>,2023.
7. Executive Director Items:
  - A.
8. Commissioner Items:
  - A.
9. Date and Time for Next Regular Meeting, April 10th, 2023. 3:30 p.m.
10. ADJOURN TIME

Public Housing Commission  
Of the City of Marshall  
PARKVIEW APARTMENTS  
Minutes of the Meeting of  
February 13<sup>th</sup>, 2023

Due to the Executive Director being sick and a huge snowstorm, the February regular Board meeting was canceled until the March Meeting to be held March 13<sup>th</sup>, 2023.

Board Chair.

Jana Bentley 3-13-21  
Mark Farrell 3-13-21  
Mark Farrell, Executive Director

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

Minutes of the Meeting of  
January 9th, 2023

Meeting called to Order: 3:35 P.M. by Chair Reilly.

Members Present: Farrell, Reilly, Rickgarn,  
Knoben, Knutson

Absent: None

MOTION by Knoben, seconded by Knutson, to approve the minutes of the November 14th, 2022 meeting. All voted in favor, Motion passed. Motion by Knoben, second by Knutson to approve the minutes of the December 29<sup>th</sup>, 2022 meeting. All voted in favor, Motion passed.

**REPORTS:**

**One Month Operating Statement** for FYE 23 was reviewed by the Board. Motion by Knoben, second by Knutson to approve the monthly report. All voted in Favor, Motion passed to approve the report. Chair 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 # 021018 to # 021059 in the amount of \$ 64,006.76 Motion by Knoben, second by Rickgarn, to approve the report.

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

CFP-2021. Review Parking Lot Punch List Items.

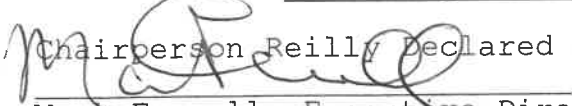
**New Business:**

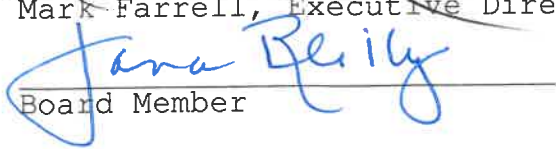
- A. Washer /Dryer Update-payment.
- B. Meeting in St. Peter on HDS/Doorways software.12/08/2022. Information from Kanso Software, price on Doorways Software.
- C. HUD letter on Audit for September Year End 2021.
- D. REAC Certification of Statement on Unaudited Submission for FYE 2022.
- E. Tile squares and glue have been delivered to Parkview.
- F. Motion by Knutson, second by Reilly to change the unit deposit amounts effective March 1,2023. All voted in favor, Motion Passed.

**Board Items:**

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

Chairperson Reilly Declared the meeting adjourned at 4:25 p.m.

  
Mark Farrell, Executive Director

  
Board Member