

**PUBLIC HOUSING COMMISSION**

**202 N. FIRST STREET**

MARSHALL, MN 56258

September 13, 2021

PARKVIEW APARTMENTS

3:30 P.M. BOARD MEETING

1. Call to Order:
2. Roll Call:
  - : Introduction of new Board member, Janelle Sailer.
3. Approval of Previous Meeting Minutes: August 9<sup>th</sup>, 2021
4. Reports:
  - A. Ten 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.
  - E-mails on Elevator.
  - 2021- Bid opening for Parkview windows.
  - Bid parking lot late December, early January.
6. New Business:
  - A. Washer / Dryer Update. Payment.
  - B. Approve Resolution #21-10, Family Unit Utility Allowance, Effective 10/01/2021.
  - C. Copy of Soil Boring report of Parking Lot at Parkview.
  - D. Approve Resolution # 21-11, Approve FY 2022 Budget.
  - E. Need to reschedule Octobers Board Meeting Date(Columbus Day) October 11<sup>th</sup> to the 18<sup>th</sup>?
7. Executive Director Items:
  - A.
8. Commissioner Items:
  - A.
9. Date and Time for Next Regular Meeting, October 18th, 2021. 3:30 p.m.
10. ADJOURN TIME

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

Minutes of the Meeting of  
July 20, 2021

Meeting called to Order: 3:34 P.M. by Chairman Walker.

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

MOTION by Knoblen, seconded by Rickgarn, to approve the minutes of the June 21st, 2021 meeting. All voted in favor, motion passed.

**REPORTS:**

**Eight Month Operating Statement** for FYE 21 was reviewed by the Board. Motion by Knoblen, second by Rickgarn 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 # 020209 to # 020224 in the amount of \$ 21,813.86 Motion by Reilly, second by Knoblen, 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. Update on Fire Alarm System and Elevator's, E-mails.

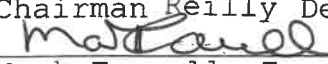
CEP-2021. Surveying and soil boring completed.


**New Business:**

- A. Washer /Dryer Update-payment.
- B. Update on repairs for Generator.
- C. Letter from City on appointment of new board members.
- D. Motion by Knoblen, second by Rickgarn to approve Resolution # 21-09, contract with Studio E on Parkview Window replacement. All voted in Favor, Motion passed.
- E. Motion by Reilly, second by Knoblen to approve Resolution # 21-10, Contract with Studio E for Parking Lot Repairs, Sewer replacement. All voted in Favor, Motion passed.
- F. Review a letter on the tile situation from the Inspector, hired by Continental Flooring. The Board made it clear, that Continental is fully responsible for all and any accidents involving the tile at all three locations.

Next Meeting: August 9th 2021 4:19 p.m. Community Room.

Chairman Reilly Declared the meeting adjourned at 4:09 p.m.

  
Mark Farrell Executive Director

  
Board Member