

PUBLIC HOUSING COMMISSION

202 North First Street

MARSHALL, MN 56258

December 8th, 2025

4:30 P.M Board Meeting Agenda (Brau Brothers)

- 1 Call to Order:
- 2 Roll Call:
- 3 Approval of Previous Meeting Minutes: November 10th, 2025
- 4 Reports:
 - A. **No Report - Month** report for Operating Statement for FY 2025
May not have report due to year end reporting.
 - B Accounts Receivable/Payable.
 - C. Occupancy/ Maintenance Report
- 5 CFP. 2024. Winchester Unit doors, Completed.
Garages: Construction update.
2025- Generator Proposal, Due Back for January Meeting, Sent out to
Four Architect Firms.
- 6 New Business:
 - A. Washer / Dryer Update. Payment. \$
 - B. ECOLAB Extermination, Date of December 10th .
 - C. Matt Terfehr, working on Microsoft 365.
 - D. 117 Grimes Street, Neighbor with a gun!
 - E. Southwest Tree Treatment Invoice.
 - F. Bryan Timmerman, request for Laundry Increase.
 - G. Insurance Bids from HAI Group for 2026
- 7 Executive Director Items: .
 - A.
- 8 Commissioner Items:
 - A.
- 9 Date and Time for Next Regular Meeting, January 12th , 2026. 4:00 p.m.
10. ADJOURN TIME

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

Minutes of the Meeting of
October 27th, 2025

Meeting called to Order: 3:58 P.M. by Chair Rickgarn.
Members Present: Farrell, Reilly, Juarez, Rickgarn, Knutson.
Alcorn.

Also at the meeting was Linda Runia.

MOTION by Reilly, seconded by Knutson, to approve the minutes of the September 18th, 2025 meeting. All voted in Favor, Motion passed.

REPORTS: Eleven-Month Operating Statement for FY 25. Motion by Knutson, second by Juarez to Approve the Monthly Report. All voted in Favor, Motion passed.

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 # 022731 to # 022807 in the amount of \$ 174,030.74 Motion by Rickgarn, second by Reilly, 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- 2024.Wincheste Unit Doors, Close Out Documents, Final Payment.

Garages: Forming up B. St. then over to Redwood.

2025- Generator Pre Proposal, Bid out job.

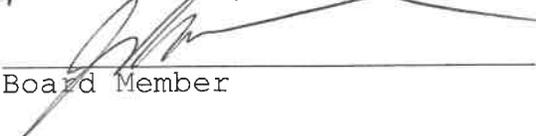
New Business:

- A. Washer /Dryer Update-payment. \$ 741.00 - 9/30/25
- B. Low Loss Achievement Award from HAI Group.
- C. Fire Alarm Annual Test Report from ABC Controls.
- D. Received Confirmation on Marco taking off Tariff and Fees.
- E. Motion by Reilly, second by Rickgarn, to Approve Resolution # 25-10, Family Unit Utilities, Effective 12/01/2025. All voted in favor, Motion passed.
- F. Motion by Reilly, second by Rickgarn, to do two Standard license at \$ 150 per year, (300.00). Plus adding Five Exchange Online Plan 1 at \$48.00 per year. (\$240.00). All voted in Favor, Motion passed. Director will contact Matt T.
- G. After the meeting was Adjourned, a new Board time was set at 4:00 p. m. Action will be addressed at the November meeting.

Next Meeting: November 10th, 2025 4:00 p.m.

Chairperson Rickgarn Declared the meeting adjourned at 5:10 p.m.


Mark Farrell, Executive Director


Board Member