

**PUBLIC HOUSING COMMISSION**

**202 N. FIRST STREET**

MARSHALL, MN 56258

August 11th, 2025

3:30 P.M Board Meeting Agenda

- 1 Call to Order:
2. Roll Call:
3. Approval of Previous Meeting Minutes: July 14th, 2025
4. Reports:
  - A. **Eight & Nine - Month** report for Operating Statement for FY 2025
  - B Accounts Receivable/Payable.
  - C. Occupancy/ Maintenance Report
5. CFP. 2024. Winchester Unit doors completed, Walk thru Inspection 08/06/2025.  
Garages: Sheds removed, concrete removed, earth work dug in,  
Cement poured.
6. New Business:
  - A. Washer / Dryer Update. Payment. \$ 701.00 – 7/31/25
  - B. Ash Tree Treatment - Board Action, Reimbursement Application.
  - C. Tree Bids to remove three trees and plant back three trees. Board Action.
  - D.
7. Executive Director Items: .
  - A. Executive Director Annual Performance Evaluation.
8. Commissioner Items:
  - A.
9. Date and Time for Next Regular Meeting, September 8th , 2025. 3:30 p.m.
10. ADJOURN TIME

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

Minutes of the Meeting of  
June 9th, 2025

Meeting called to Order: 3:30 P.M. by Chair Rickgarn.  
Members Present: Farrell, Reilly, Katz, Rickgarn, Alcorn, Knutson.  
Absent: Juarez - Called In.

MOTION by Knutson, seconded by Rickgarn, to approve the minutes of the May 12th, 2025 meeting. All voted in Favor, Motion passed.

**REPORTS: No Report to Review, A list of explanation of certain line items were presented for the Board.**

**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 # 022540 to # 022587 in the amount of \$ 86,287.74 Motion by Knutson, 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.

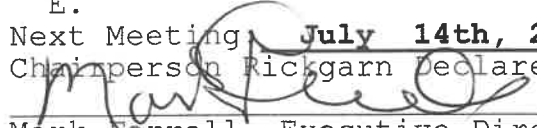
CFP- 2024. Notice to Proceed on 12 Winchester Unit Doors.  
Notice to proceed on the Four Garages,  
List of submittals due from James Lozinski Const.  
Start date around Mid-July on the Garages.

**New Business:**

- A. Washer /Dryer Update-payment. \$ 636.00 - 4/30/25
- B. No feed back from Coreline, on the final payment, they must be good with our Explanation. All drains good, no hallway smells.
- C. The office is in the middle of a Revenue Recapture Audit.
- D. Any Information on Street repairs on Colt/Winchester
- E.

Next Meeting, July 14th, 2025 3:30 p.m.

Chairperson Rickgarn Declared the meeting adjourned at 4:17 p.m.

  
Mark Farrell, Executive Director

  
Board Member

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

Minutes of the Meeting of  
July 14th, 2025

Meeting called to Order: 3:30 P.M. by Chair Rickgarn.  
Members Present: Farrell, Reilly, Juarez, Rickgarn, Knutson.  
Alcorn, showed up at 3:50, also at the meeting  
was Linda Runia.

MOTION by Rickgarn, seconded by Knutson, to approve the minutes of the June 9th, 2025 meeting. All voted in Favor, Motion passed.

**REPORTS: Seven Month Operating Statement for FY 25.** Motion by Rickgarn, second by Knutson to Approve Seven Month 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 # 022588 to # 022643 in the amount of \$ 94,251.12 Motion by Knutson, second by Rickgarn, to approve the report. All voted in favor.

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

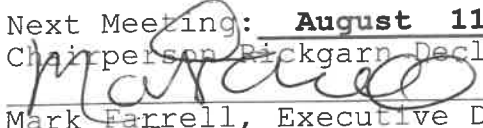
CFP- 2024. Winchester Doors, replacement started on 07/08/2025.  
Garages: Greenview to start week of July 21<sup>st</sup>.

**New Business:**

- A. Washer /Dryer Update-payment. \$ 710.00-05/31. \$ 557.00-06/31. Motion by Rickgarn, second by Juarez, to approve washer and dryer increase, submitted by Russ Baldwin. All voted in favor, Motion passed. Increase will take effective 08/01/25.
- B. Certification Statement of Audit Submission was presented to the Board.
- C. Answers to Colt/Winchester Street Improvements/Payments.
- D. Answers on Fuel for considering a New Generator. The Board agreed on no Diesel, consider LP Gas, or Natural Gas.
- E. Motion by Rickgarn, second by Knutson, to table any action on Ash Borer Treatment, A few concerns and questions on the Bid. All voted in Favor, Motion passed.
- F. Motion by Reilly, second by Knutson, to Approve Resolution # 25-10, 12 Month Budget, 10/01/25 to 09/30/26. All voted in Favor. Motion passed. The Board did have a few questions on the Budget, but these would not change any Line items. These

Next Meeting: August 11th, 2025 3:30 p.m.

Chairperson Rickgarn Declared the meeting adjourned at 4:54 p.m.

  
Mark Farrell, Executive Director

  
Board Member