

PUBLIC HOUSING COMMISSION

202 North First Street

MARSHALL, MN 56258

November 10th, 2025

4:00 P.M Board Meeting Agenda

- 1 Call to Order:
2. Roll Call:
3. Approval of Previous Meeting Minutes: October 27th, 2025
4. Reports:
 - A. **Twelve - 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, Close out Documents, Final Payment.
Garages: Construction update.
2025- Generator Proposal.
6. New Business:
 - A. Washer / Dryer Update. Payment. \$ 845.00 – 10/31/2025
 - B. ECOLAB Extermination, Date of December 10th , 8:00 a.m. Start Time.
Three to Four Exterminators. 5minutes to an hour depending on Findings.
Cost \$ 3,500.00 (per floor is \$583.34, per Apt.is \$ 33.34.)
 - C. Matt Terfehr, He needs Names(email addresses for each). He mentioned if
You were an Accountant, do not use that in the email address. Think
Security, so not to be hit by spam.
 - D. Collecting Architects to send out proposal for Generator Contract.
 - E. Board Action on Board Meeting time change.
 - F.
7. Executive Director Items: .
 - A.
8. Commissioner Items:
 - A.
9. Date and Time for Next Regular Meeting, December 8th , 2025. 4:00 p.m.
10. ADJOURN TIME

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

Minutes of the Meeting of
September 18th, 2025

Meeting called to Order: 4:16 P.M. by Chair Rickgarn.
Members Present: Farrell, Reilly, Juarez, Rickgarn, Knutson.
Alcorn.

Also at the meeting was Linda Runia, Mayor Bob Byrnes.

MOTION by Reilly, seconded by Rickgarn, to approve the minutes of the August 11th, 2025 meeting. All voted in Favor, Motion passed.

REPORTS: Ten-Month Operating Statement for FY 25. Motion by Knutson, second by Rickgarn 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 # 022644 to # 022684 in the amount of \$ 72,535.66 Motion by Rickgarn, second by Knutson, 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 Unit Doors , payment submitted.
Garages: Construction underway.

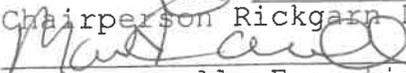
New Business:

- A. Washer /Dryer Update-payment. \$ 731.00 - 8/31/25
- B. Ash Tree Treatment. Completed, the three trees at Winchester included, waiting for Bill.
- C. Preston Stensrud replied back on Ash Tree Funding, No the PHC is not eligible for funding.
- D. Information from Matt Terfer on E-Mail's.
- E. Motion by Reilly, second by Rickgarn, to Award Snow Removal Service to Scott's Tree Service for upcoming Snow season. All voted in Favor, Motion Passed. Scotts was the only Bidder.
- F. The Board opened three Sanitation Bids. One had a Bid, One had Insurance, the other had a Bid. Motion by Reilly, second by Juarez to award the Three-Year Sanitation Bid to Southwest Sanitation. This is under the condition , Insurance is provided in three Business Days, all voted in Favor, Motion passed.
- G. The Director reported a water claim to the insurance for 117 Grimes St.
- H. No action was taken at the meeting on a broken window at East Main, until further information from Reilly. At a later date a Motion by Knutson, second by Juarez, to approve Lozinski to replace the broken window. Motion approved.
- I. A Motion by Knutson ,second by Reilly to approve certain matters to be addressed through e-mails. All voted in favor, motion passed.

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Next Meeting: **October 27th, 2025 3:30 p.m.**

Chairperson Rickgarn Declared the meeting adjourned at 5:34 p.m.



Mark Farrell, Executive Director



Board Member