

**MORTON COUNTY HOUSING AUTHORITY**  
**MEETING MINUTES**  
**MARCH 12, 2026**

The regularly scheduled meeting of the Board of Commissioners of the Morton County Housing Authority was called to order by Paul Tokach, Morton County Commissioner, on Thursday, March 12, 2026, at 3:00 p.m., at the Morton County Housing Authority office in Mandan. In attendance, in addition to Paul were Commissioners DeNae Kautzmann, Steve Maershbecker, Carly Retterath and Rory Anderson via phone. Also, in attendance were Rick Horn and Kayla Golke of the Management Firm. Wendy Bent, Morton County HR, and Ray Morrell were in attendance via phone. Mindy Piatz from Brady Martz was also in attendance.

A discussion was had about being able to elect new officers. Reviewed the bylaws for the election of officers. Found on Page 7 – Section 7, if there are vacancies they can be elected at the next meeting. Paul made a motion to appoint DeNae as Chairwoman with Rory seconding. On a roll call vote, all members present voted Yes. Motion passed 5-0. Steve made a motion to appoint Paul as Vice Chairman with Rory seconding. On a roll call vote, all members present voted Yes. Motion passed 5-0.

Following a review of the minutes of the meeting of December 11, 2025, DeNae suggested amending the minutes to change the area of concern to perceived conflict of interest with Brady Martz & the Director and a perceived conflict of interest with Alex Kelsch of the Kelsch Law Firm. Carly motioned to approve amending minutes with Steve seconding. On a roll call vote, all members present voted Yes. Motion passed 5-0. After some discussion, Steve made a motion to approve the amended minutes with Paul seconding. On a roll call vote, all members present voted Yes. Motion passed 5-0.

The expenditures from December 3, 2025, through March 3, 2026, were reviewed. Carly motioned to accept the expenditures as presented with Paul seconding. On a roll call vote, all members present voted Yes. Motion passed 5-0.

The financial statements were reviewed. No further questions.

A discussion was had regarding the HAPs leases, dollars & admin fee earned report handed out by the management firm. As of February 2026, MCHA was spending \$289,779 on 514 vouchers and we received \$302,186. MCHA voucher account has a cash and investment balance of \$1,236,484, the Development Account has a balance of \$385,939 and the Contract Account balance is \$450,794.

Rick presented to the Board the year-to-date voucher activity for the current fiscal year. A discussion regarding the Morton County Housing Authority Voucher Program was had. As of February 2026, our average HAP payment was \$563.77 vs \$274.88 in February 2009. As of March 2, 2026, we had 100 applications received YTD, 32 vouchers issued, 25 vouchers utilized with 58 outstanding vouchers, and we are currently processing 246 applications. The number of applications that are currently being processed is 246 compared to 208 as of 12/31/2025. Our average HAP as of February 28 was \$563.77 compared to \$560.63 at the beginning of the year.

A discussion regarding 2026 Voucher Equity was had. The HAP Equity balance as of February 2026 was \$103,418.42 and the Admin Equity balance of \$1,166,015.39.

Mindy Piatz from Brady Martz presented the 12/31/2025 Audited Financial Statements. There was a management letter comment relating to the purchase of office computers by the Housing Authority. A recommendation was made to review and consider updating the management agreement to make the purchasing responsibility between the housing authority and the management agent clearer. After some discussion regarding the overall audit, Carly motioned to approve the 12/31/2025 Audit Report with Steve seconding. On a roll call vote, all members present voted Yes. Motion passed 5-0.

HUD has not released the 2026 HUD voucher funding and administrative fees at this time. We will review once we are notified of the 2026 amounts.

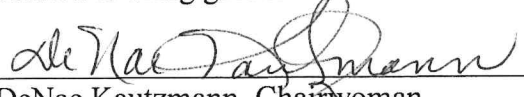
A discussion was had regarding the notice received from the Morton County Housing Corporation regarding a 30-Day Notice to terminate the management contract and 60-day notice to terminate the office lease. The Corporation would like to separate due to the Morton County investigation and concerns over conflict of interests. DeNae suggested the notice be looked at by legal counsel before continuing any further conversation. Paul motioned to table until the next meeting and to hire legal counsel with Rory seconding. On a roll call vote, all members present voted Yes. Motion passed 5-0.

A discussion regarding the bylaws was had. Carly motioned to change Article III Section 2 to regular monthly meetings with proper notice with Paul seconding. On a roll call vote, all members present voted Yes. Motion passed 5-0. DeNae suggested a Bylaw Committee be set up to review and edit the bylaws. DeNae, Paul and Rory will be a part of the committee, they will bring updates to the board.

A discussion was had regarding HUD Correspondence. HUD has created a new EIV Tenant Matching Report. The new report cross references the Inventory Management System/PIH Information Center (IMS/PIC) data with U.S. Citizenship and Immigration Services (USCIS) Systematic Alien Verification for Entitlements (SAVE) data. The report includes a list of individuals whose citizenship or eligible immigration status needs to be confirmed by the housing authority, due to possible discrepancies between what appears in SAVE and what has been provided for the individual on the HUD-50058. The housing authority must review the report and verify that an individual's information has been accurately reported.

Paul asked to add more items to the agenda, Meeting Frequency and location; review the relationship between the Morton Authority, Morton Corporation and HJL Management; and Review of the Investigative Report. DeNae, Chairwoman, approved to add these items to the agenda. A recommendation was made to have a special board meeting on Thursday, March 19, 2026. The meeting will be held at the Morton County Commission Room at the Morton County Courthouse.

DeNae suggested that Public Comment be moved to the top of the agenda instead of at the end. Carly offered to bring guidelines for the board to look at.

  
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DeNae Kautzmann, Chairwoman

4/15/26  
Date

  
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Rick Horn, Management Agent

4/15/26  
Date