MORTON COUNTY HOUSING AUTHORITY
MEETING MINUTES
JUNE 11, 2026

The regularly scheduled meeting of the Board of Commissioners of the Morton County Housing Authority was called to order by DeNae Kautzmann, Chairwoman, on Thursday, June 11, 2026, at 3:00 p.m., at the Morton County Commission Room at the Morton County Courthouse in Mandan. In attendance, in addition to DeNae were Commissioners Paul Tokach, Steve Maershbecker, Rory Anderson and Carly Retterath. Also, in attendance were Rick Horn and Kayla Golke of the Management Firm.

No Public Comment.

The minutes from the previous meeting were reviewed. Rory motioned to approve of the minutes as presented with Carly seconding. On a roll call vote, all members present voted Yes. Motion passed 5-0.

The expenditures from May 9, 2026, through June 7, 2026, were reviewed. DeNae had questions on 2 checks that were written out to HJL Management, Rick informed that they were administrative fees paid from MCHA Voucher and MCHA Contract accounts. Rick showed where the management fee income is on the trial balance sheets. DeNae had questions on the port out admin fees, Rick informed that it is the port admin fee that MCHA Voucher pays to the port outs. MCHA Voucher gets paid from HUD for a voucher, when individuals port out MCHA must pay a proration factor to the other housing authorities. The board would like to have a specific meeting regarding the financials. Board members would like more understanding on how the financials work. The next board meeting will start at 2:00pm to accommodate the extra time learning about the financials. Carly motioned to accept the expenditures as presented with Steve seconding. On a roll call vote, all members present voted Yes. Motion passed 5-0.

The May 31, 2026, financial statements were reviewed. No questions or discussion.

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 May 2026, our average HAP payment was $590.76 vs $560.63 in January 2026. As of May 31, 2026, we had 272 applications received YTD, 45 vouchers issued, 49 vouchers utilized with 28 outstanding vouchers, and we are currently processing 306 applications. The number of applications that are currently being processed is 306 compared to 208 as of 12/31/2025.

A discussion regarding the 2026 Voucher Equity was had. The HAP Equity balance as of May 2026 was $113,103.07. The Admin Equity balance as of May 2026 was $1,159,782.17.

A discussion regarding the FY 2026 Income Limits that were effective as of June 30, 2026, was had. These numbers come from HUD. Morton, Oliver, and Burleigh County are considered a metro area, all the income limits are the same. The income limits change once a year, and HUD will tell us when it is effective.

A discussion regarding the SEMAP Corrective Action Approval for the fiscal year ending December 31, 2025, was had. The housing authority's plan is to review and process at least 30 applications each month, issue between 10-15 vouchers each month and this will result in an increase in monthly HAP spending.

A discussion regarding the Voucher Wait List Preferences was had. Rick contacted a HUD Coordinator. We would need to determine if adding waiting list preferences would be a substantial deviation / modification or significant amendment to our current 5 year PHA Plan. We would need to comply with the requirements listed in PIH 2025-18. There would be a process to go through to change the MCHA 5 Year Plan. There are currently several upcoming changes occurring in the administration of the voucher program. HOTMA will be in effect January 1st, 2027, as well as the new inspection standards (NSPIRE) will be in effect early next year. After some discussion, the Board concluded that there are more important items to worry about this year than wait list preferences. They will revisit this conversation at a later date.

A discussion regarding the House Subcommittee FY 27 HUD Funding Bill. The House is proposing deep cuts for most of the core housing programs. The House is proposing a 1.4% increase for voucher contract renewals and a 20% decrease for the voucher administrative fees. Overall, the House is proposing nearly $6 billion (8% percent) less than was enacted for FY26.

A discussion regarding the Mandan Golden Age Building was had. DeNae had heard that the MCH Corporation was interested in that building. Rick stated that the MCH Corporation is interested in that building but it all comes down to the price. DeNae was concerned with how the building would be added into the agreement if it was purchased by MCH Corporation. Rick stated that the building could just roll into the agreement.

A discussion regarding the Management Agreement & Lease with MCH Corporation was had. DeNae has concerns about the lease which was written in 1992 and currently it is on a month to month basis. The management agreement was entered into 2004 for 1 year and have continued to go forward without signing another agreement. The Board would like Rick to reach out to MCH Corporation to see if a meeting can be set up to talk about the management agreement and office lease.

A discussion was had regarding the HUD Review of December 31, 2025 Audit Report and the segregation of duties finding. A response must be provided to HUD regarding their concerns and any changes in procedures.

A discussion regarding the Bylaw Update was had. A red line copy of the bylaws was presented. A secretary and treasurer will be picked at the next meeting. Carly motioned to accept the bylaws as presented with Rory seconding. On a roll call vote, all members present voted Yes. Motion passed 5-0.

Other Business:

Paul spoke to the County Commission Board, States Attorney and MCHA attorney about a potential conflict of interest with Carly being on housing board and her oversight over Rick and his roll on the school board and her roll on the school board. Currently there are no issues.

Rory motioned to adjourn the meeting with Carly seconding. On a roll call vote, all members present voted Yes. Motion passed 5-0.

DeNae Kautzmann
DeNae Kautzmann, Chairwoman

7/23/2026
Date

Rick Horn
Rick Horn, Management Agent

7/23/26
Date