

MORTON COUNTY HOUSING AUTHORITY

MEETING MINUTES

AUGUST 13, 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, August 13, 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, Rory Anderson, Steve Maershbecker 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 Paul seconding. On a roll call vote, all members present voted Yes. Motion passed 5-0.

The expenditures from July 13, 2026, through August 7, 2026, were reviewed. Steve motioned to accept the expenditures as presented with Rory seconding. On a roll call vote, all members present voted Yes. Motion passed 5-0.

The July 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. As of July 2026, our average HAP payment was \$603.01 vs \$562.63 in January 2026. As of August 7, 2026, we had 380 applications received YTD, 78 vouchers issued, 73 vouchers utilized with 32 outstanding vouchers, and we are currently processing 389 applications. The number of applications that are currently being processed is 389 compared to 208 as of 12/31/2025.

A discussion regarding the 2026 Voucher Equity was had. The HAP Equity balance as of July 2026 was \$31,421.07. The Admin Equity balance as of July 2026 was \$1,166,112.65. In August there will be a drop in admin revenue received due to HUD reconciling the 2025 fiscal year activity. HUD has determined that there was an overpayment of admin fees of \$12,447. The overpayment will be offset against the August admin fee disbursement.

A discussion regarding the Auditor Request for Proposals was had. Board members reviewed the RFP that Rick presented. The audit proposal will be posted on the Morton County website as well as the Morton County Housing Authority website. The audit proposal will also be sent out to Brady Martz, Eide Bailey and an auditing firm in Minnesota. Paul expressed concern on using a RFP vs. RFQ. DeNae and Carly stated that they believe an RFP is appropriate for this specific situation. Carly motioned to approve using the RFP that has been presented with Rory seconding. On a roll call vote, all members present voted Yes. Motion passed 5-0.

A discussion regarding the upcoming Annual Plan – Public Hearing was had. The public hearing will be held before the October 8th board meeting. The public hearing will be at 2:30pm. The public notice will be published in the newspaper, the Morton County website and the Morton County Housing

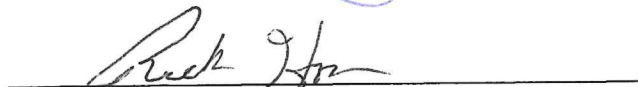
Authority website.

A discussion regarding a request from HJL Management for an increase in the voucher admin fee. Based on the 2026 HUD Admin fees, the housing authority is receiving \$2.69 per voucher more than last year (based on current proration factors). The admin fee has typically been reviewed annually. The management firm is requesting an increase of \$1. Paul had mentioned that the county is attempting to cut costs and if the authority was brought in house the management fees could be cut in half. DeNae stated that it is fair to ask for a yearly increase in the admin fee. This is a complex federal program and Rick attended specialized training in order to manage the program. Paul felt that this topic should not be voted on due to the ongoing investigation that was sent to HUD. Paul motioned to table this conversation until the next meeting with Rory seconding. On a roll call vote, 3 members voted no, 2 members voted yes. Motion failed 2-3. Carly motioned to approve the \$1 increase for HJL Management that would be effective as of January with Steve seconding. On a roll call vote, 3 members voted no, 2 members voted yes. Motioned failed 2-3.

The management firm left the meeting so the housing authority board could discuss Morton County Housing Corporation. Chairwoman Kautzmann reported on her meeting with the subcommittee tasked to drafting new contracts with Morton County Housing Corporation. Since the Authority will no longer provide management services to the Corporation, there is no need to update the agreement. The lease to the Authority is month to month. Before any work is done regarding the lease, we must first determine if the Corporation will continue leasing to the Authority. The office is fully equipped with Authority furniture and equipment including computers. If the Corporation does not lease to the Authority, the Board will have decisions to make which hinge on the new tenant.


DeNae Kautzmann, Chairwoman

9/10/2026
Date


Rick Horn, Management Agent

9/10/26
Date