MORTON COUNTY HOUSING AUTHORITY
MEETING MINUTES
SEPTEMBER 10, 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, September 10, 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 Steve seconding. On a roll call vote, all members present voted Yes. Motion passed 5-0.

The expenditures from August 8, 2026, through September 4, 2026, were reviewed. Paul motioned to accept the expenditures as presented with Carly seconding. On a roll call vote, all members present voted Yes. Motion passed 5-0.

The August 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 August 2026, our average HAP payment was $603.24 vs $562.63 in January 2026. As of September 4, 2026, we had 426 applications received YTD, 68 vouchers issued, 61 vouchers utilized with 34 outstanding vouchers, and we are currently processing 345 applications. The number of applications that are currently being processed is 345 compared to 208 as of 12/31/2025.

A discussion regarding the 2026 Voucher Equity was had. The HAP Equity balance as of August 2026 was $40,752.07. The Admin Equity balance as of August 2026 was $1,157,801.02.

A discussion regarding the Management Fee was had. DeNae stated that there still has been no response from HUD so the board might want to wait to act, she still would like Rick to present why HJL Management would need an increase in management fees. Rick presented his reasonings for wanting an increase in the management fee. The reasons being HUD increases admin fees each year based on cost increases, so the increase would be used for management staff increases, wages, benefits for employees, trainings, gas and office supplies. Carly asked the board if the management contract was going out for bid because if so, Rick needs to be properly notified. The current contract ends November 30, 2026, at this point there is not enough time for the contract to go out for bid. Carly motioned to create a subcommittee to rewrite the contract in order to have another one-year contract with HJL Management with Rory seconding. DeNae and Rory volunteered to be on the subcommittee. On a roll call vote, all members present voted Yes. Motion passed 5-0. The management fee will be addressed with the renegotiation of the contract.

A discussion regarding the Administrative Fee Reserves was had. Rick contacted other housing

authorities to see what they do with their admin reserves. Most of the housing authorities do not have large admin fee reserves. Rick also provided documents showing what the admin reserves could be used for. The admin fee reserves could be used for pre-move counseling, security deposit assistance, utility deposit assistance, or renters' insurance.

A discussion regarding the 2027 Fair Market Rent was had. Every year HUD determines the fair market rents. The housing authority must then set the rates between 90-110%. Last year there were sizable increases, so the authority only did 102%. Based on setting the rates at 110% of HUD's 2027 FMRs, the rates would be below the 2026 FMRs. Based on the proposed 2027 FMRs, all current housing participants would be protected for two years. The 2026 FMR would be used for next year's recert and possibly the following year depending on the 2028 FMR rates that will be set by HUD. The other counties Grant, Sioux and McLean had large increases this year, so the FMR would be set at 104%. Paul had asked if there was any way to appeal these new rates, Rick stated that MCHA could request a market study from HUD, but Jamestown had done it in the past and no changes were made. Rick also stated that when the oil boom happened there was no accommodation. Carly motioned to approve the fair market rents with 104% and 110% with Steve seconding. On a roll call vote, all members present voted Yes. Motion passed 5-0.

A discussion regarding the HUD Communication/Audit Finding was had. Rick received a letter from HUD accepting the authority's action for resolution.

A discussion regarding the Office Equipment and Furniture was had. Rick provided a break down of items in the office and how much they originally cost. Rick would like HJL to take over the office space lease, copier lease, postage meter lease, phone system and office cleaning. This would be approximately $1,708.34 that would no longer be charged to MCHA. This could be discussed with the renewal of contract.

Other Business:

DeNae spoke with Rick about the money MCHA receives from the management contract with Morton County Corporation. There is quite a bit a money sitting in the contract fee reserves, since it is not federal money it can be spent anywhere. With the senior center moving to Custer school there are concerned residents at Liberty Heights about being able to age in place. DeNae spoke with Rick about having an agreement with MCH Corp to run a bus to and from Liberty Heights down to Custer school. Paul expressed concern about taking on the responsibility of paying for this transportation due to running out of funds in the reserve. Then MCHA is faced with having to continue to fund this transportation with no money.

Rick stated that there we had received two responses to the RFP for the audit services. Bid opening is set for September 16th at 3pm. DeNae stated that she would be there to open bids with Rick.

DeNae Kautzmann, Chairwoman — 10/8/2026 Date

Rick Horn, Management Agent — 10/8/26 Date