

# **MORTON COUNTY HOUSING AUTHORITY**

## **QUARTERLY MEETING MINUTES**

### **MARCH 26, 2025**

The regularly scheduled meeting of the Board of Commissioners of the Morton County Housing Authority was called to order by Tim Duppong, Chairman, on Wednesday, March 26, 2025, at 3:00 p.m., at the Morton County Housing Authority office in Mandan. In attendance, in addition to Tim were Commissioners Woody Barth, Tom Peters, Steve Maershbecker and Carly Retterath. Also, in attendance were Rick Horn and Kayla Golke of the Management Firm.

Following a review of the minutes of the meeting of December 11, 2024, Woody made a motion to approve the minutes as previously submitted with Steve seconding. All voted aye. Passed.

The expenditures from December 3, 2024, and March 14, 2025, were reviewed. Tom motioned to accept the expenditures as presented with Steve seconding. All voted aye. Passed.

A discussion was had regarding the HAPs leases, dollars & admin fee earned report handed out by the management firm. As of February 2025, MCHA was spending \$288,839 on 549 vouchers and we received \$287,560. MCHA voucher account has a cash balance of \$1,188,612, the Development Account has a balance of \$368,476 and the Contract Account balance is \$417,351.

Rick presented to the Board the year-to-date voucher activity for the current fiscal year and prior fiscal years. A discussion regarding the Morton County Housing Authority Voucher Program was had. As of February 2025, our average HAP payment was \$526.12 vs \$274.88 in February 2009. As of March 15, 2025, we had 94 applications received YTD, 27 vouchers issued, 10 vouchers utilized with 33 outstanding vouchers, and we are currently processing 145 applications. We currently have 33 outstanding vouchers as of 3/15/25 compared to 24 as of 12/31/2024. The number of applications that are currently being processed is 145 compared to 129 as of 12/31/2024. Our average HAP is \$526.12 compared to \$518.92 at the beginning of the year.

A discussion regarding 2025 Voucher Equity was had. The HAP Equity balance as of February 2025, was \$106,428.65 and the Admin Equity balance of \$1,120,097.93

A discussion regarding 2025 HUD Voucher Funding was had. The administrative fess have increased to \$90.85. With that increase going into effect, HJL proposed an increase in management fees of \$1.50. Carli motioned to approve the \$1.50 increase with Woody seconding. All voted aye. Passed.

A discussion regarding the postage meter lease was had. This lease goes into effect 4/1/2025. A postage meter has to be leased because you cannot own one.

A discussion regarding the office computers was had. The current computers in the office are 5 years old and starting to run out of space. An estimate was provided by C-Ram, \$974 per computer. Tom motioned to approve the estimate in replacing the office computers with Steve seconding. All voted aye. Passed.

A discussion regarding the 12/31/2024 Audit was had. The auditors are currently performing the audit.

A discussion regarding the housing discrimination complaint was had. Ended up paying \$1,000 to the complainant, filed a claim with the insurance company. The claim got denied, per insurance we should have notified them right away of the issue.

There being no further business to come before the Board the meeting was duly adjourned.

  
\_\_\_\_\_  
Tim Duppong, Chairman

7-24-25  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Rick Horn, Management Agent

7/24/25  
\_\_\_\_\_  
Date