

# **MORTON COUNTY HOUSING AUTHORITY**

## **QUARTERLY MEETING MINUTES**

### **DECEMBER 11, 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 Thursday, December 11, 2025, at 4:00 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. Paul Tokach, Morton County Commissioner, and Allen Kopy, Morton County States Attorney, were also in attendance.

A discussion was had about a few different items before the start board meeting agenda.

A discussion was had regarding the frequency of the Housing Authority board meetings. Should the meetings continue to be held quarterly or should there be monthly meetings. Tom made a motion to approve quarterly meetings on the 2<sup>nd</sup> Thursday of every month at 3PM with Carly seconding. The listing of 2026 board meetings will be created and then sent to the Morton County Auditor to place on the county website.

A discussion was had about continuing to use Brady Martz to audit the records of the Authority due to a concern raised by the Morton County Commission due to a perceived conflict of interest with Rick Horn, Management Agent. Brady Martz is the only local HUD Auditors. There are quite a few housing authorities in the State that use them. Brady Martz has their own procedures and protocols that they must follow when doing audits. Tom made a motion to continue to engage Brady Martz as the Authority's auditor with Carly seconding. All voted aye. Passed

A discussion was had about who signs the audit engagement letter. Steve made a motion to have the board chairman or a board member sign the audit engagement letter along with the management agent with Tom seconding. All voted aye. Passed.

A discussion was had regarding the housing authority's attorney due to a concern raised by the Morton County Commission due to a perceived conflict of interest with Alex Kelsch. There are limited attorneys in the area that understand the HUD programs. After some discussion, a recommendation was made to continue to use Alex Kelsch and the Kelsch Ruff Kranda Nagle & Ludwig law firm. A suggestion was made to have Alex Kesch train another attorney in their office to handle the housing legal issues in the future.

Following a review of the minutes of the meeting of October 14, 2025, Woody made a motion to approve the minutes as previously submitted with Carly seconding. All voted aye. Passed.

The expenditures from October 4, 2025, and December 3, 2025, were reviewed. Carly motioned to accept the expenditures as presented with Steve seconding. All voted aye. Passed.

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 November 2025, MCHA was spending \$291,442 on 523 vouchers and we received \$298,002. MCHA voucher account has a cash and investment balance of \$1,201,215, the Development Account has a balance of \$381,759 and the Contract Account balance is \$444,659.

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 November 2025, our average HAP payment was \$557.25 vs \$284.19 in November 2009. As of November 30, 2025, we had 515 applications received YTD, 120 vouchers issued, 83 vouchers utilized with 44 outstanding vouchers, and we are currently processing 252 applications. We currently have 44 outstanding vouchers as of 11/30/25 compared to 24 as of 12/31/2024. The number of applications that are currently being processed is 252 compared to 129 as of 12/31/2024. Our average HAP as of November 30 was \$557.25 compared to \$518.92 at the beginning of the year.

A discussion regarding 2025 Voucher Equity was had. The HAP Equity balance as of November 2025 was \$61,492.49 and the Admin Equity balance of \$1,172,313.99.

A copy of HUD correspondence reminding of the mandatory screening requirements and optional screening policies available to meet the housing authorities obligation to provide safe housing was provided.

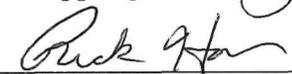
Other Business:

A copy of the cancellation of apartment rental services from the Mandan Golden Age Club was provided to the Board members. The Club has decided to discontinue utilizing the Housing Authority for rental services. The Club only has 2 units and they feel that they can rent their own units and no longer need help.

A request was made to provide the housing board members with HUD training. Rick will try and find HUD online board member training and then forward to the board members. A request was made by Paul Tokach to add a phone number to the board agenda to allow the public to call into the meeting rather than attend in person. A request was also made by Paul Tokach to add public comment as an agenda item for the board meetings.

  
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Tim Duppong, Chairman

3/19/2026  
Date

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

3/19/2026  
Date