

**UNOFFICIAL MINUTES**  
**DONIPHAN COUNTY COURTHOUSE, TROY, KANSAS, FEBRUARY 10, 2020**

The Board of County Commissioners met in regular session at 8:30 A.M. with Second District County Commissioner Thad G. Geiger, Chairman, calling the meeting to order. First District County Commissioner Timothy D. Collins, Third District County Commissioner Jerry McKernan and Deputy County Clerk Melissa Mott were present. County Attorney Charles D. Baskins was present for a portion of the meeting.

The Kansas Chief Reporter Paul Stewart observed the entire regular meeting. Others present for a portion of the meeting included First District Road Foreman Sean Price, Second District Road Foreman Nick Popple, Third District Road Foreman Steve Gerdes, Road Office Manager Lindsay Norris, Sheriff Chad Clary, Noxious Weed Director Jim Norris, and Larry Rohrer.

Commissioner Geiger made a motion to approve the County Commission meeting agenda as presented. Commissioner Collins seconded. Motion carried.

Commissioner McKernan made a motion to approve County Commission minutes of the February 3, 2020 regular meeting as written. Commissioner Collins seconded. Motion carried.

Commissioner McKernan made a motion to approve payroll and warrants for the period of February 14, 2020 as presented. Commissioner Collins seconded. Motion carried.

Commissioner Geiger made a motion to approve abated taxes to the 2019 Doniphan County tax roll in the amount of \$659.16. Commissioner McKernan seconded. Motion carried.

Fee reports for the period of January 16-31, 2020 were presented to the Board for their review on behalf of the Sheriff.

Currently the Doniphan County Law Enforcement Center houses 1 Wyandotte County and 11 local inmates.

Larry Rohrer appeared before the Board concerned about vehicles damaging minimal maintenance roads when conditions are muddy. Discussion was held with Sheriff Clary on fining individuals for property damage and collecting restitution to repair roads. Sheriff Clary stated the State of Kansas has statutes in place to charge fines for criminal damage done to property and fines collected would go through the court system and be paid to the State. The county would need a resolution in place to indicate a minimum and maximum to collect for damage done to roads in addition to fines set by statute. The Board discussed imposing restitution on top of fines set by the State of Kansas statutes for criminal damage and would appreciate public assistance in reporting activities to local authorities. The Road Foremen are to take pictures of damaged minimal maintenance roads and present them to the Board. The Board took the matter under further consideration.

First District Road Foreman Sean Price told the County Commission the Road District has been working in the shop and on road maintenance.

Third District Road Foreman Steve Gerdes informed the County Commission the Road District is working on road maintenance and have hauled \$1500 in rock for Washington Township stockpile.

Second District Road Foreman Nick Popple told the County Commission the Road District continues to perform road maintenance and has been hauling concrete to both Second and Third Districts.

Noxious Weed Director Jim Norris requested permission to attend the annual Noxious Weed Conference in Lawrence, Kansas from March 3-5, 2020. Commissioner Geiger made a motion to approve Noxious Weed Director to attend annual conference, seconded by Commissioner McKernan. Motion carried.

Noxious Weed Director Jim Norris presented sealed bids for the purchase of a pickup for the Noxious Weed Department. Bids were opened and read as follows:

Lewis Chevrolet Buick	2020 Chevrolet Silverado 3500 HD	\$31,347.60
Aberle Ford, Inc.	2020 Ford F530	\$33,600.00
Foster Ford, Inc.	2020 Ford F350	\$33,710.00
Hiawatha Ford Inc.	2020 Ford F350	\$31,995.00

Commissioner McKernan made a motion to accept low bid of Lewis Chevrolet Buick for the purchase of 2020 Chevrolet Silverado 3500 HD pickup for \$31,347.60. Commissioner Collins seconded. Motion carried.

Noxious Weed Director Norris inquired about receiving reimbursement from the Road and Bridge department for current Noxious Weed pickup. Discussion was held on establishing policy for transferring equipment from one county department to another. Decision was tabled for next meeting.

At 9:43 A.M. the Board of County Commissioners recessed for a 5-minute break with the meeting called back to order in the office of the County Commission at 9:48 A.M.

Road Office Manager Lindsay Norris presented a bid of \$490.00 to purchase two signs and two flashing lights for the intersection of Highway 238 and 165<sup>th</sup> Road. Commissioner McKernan made a motion, seconded by Commissioner Collins to purchase, the two signs and two flashing lights. Motion carried.

Road Office Manager Norris will be submitting requests for tire bids to local vendors based on list presented for each Road district.

Commissioner Geiger made a motion to approve Road fund expenses to Franken Auto Parts \$489.68, Triple L Tire \$592.06, and Highland Hardware for \$363.83 and \$287.90. Commissioner Collins seconded. Motion carried.

Discussion on hauling chat for the 2020 season was held. Road Office Manager Norris has not received a response from company on haydite pricing. Road Office Manager Norris represented chat prices from Norris Quarries, Servaes Quarries, and Hamm Quarries. She indicated Hamm Quarries does not have chat in stock and they are unsure if they will have any for the season. The Board requested Foremen to get a sample of washed chat from Norris Quarries to consider before hauling. Manager Norris also indicated Vance Brothers will be submitting bid in near future for oil. No action was taken on the purchase of chat for the 2020 chip seal season.

First District Foreman Sean Price inquired about purchasing hot patch for road overlay to get started on patching roads before oil and chat season. Action tabled for future discussion.

First District Foreman Price presented repair bid from Husker Steel for bridge T314-1 located on Elgin Road damaged during high water for \$32,774. Foreman Price indicated Husker Steel is scheduled to repair bridge T133-1 by Severance in 2-3 weeks and would be able to fix bridge T314-1 while in area. Road Office Manager Norris is to look at Road and Bridge budget to see if funds available for repairs. Action tabled.

The Board of County Commissioners received correspondence from Swindoll Janzen Hawk & Loyd, LLC in regard to reviewing County practices and procedures of the County Treasurers Office. Chairman Geiger read as follows:



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Doniphan County  
Board of County Commissioners and Management  
P.O. Box 278  
Troy, KS 66087

In connection with your request to engage our firm to apply agreed-upon procedures to assist Doniphan County in reviewing the proper cut-off between the current County Treasurer Lindsay Etherton leaving office due to health issues on October 23, 2019 and establishing the Deputy County Treasurer to the County Treasurer's office. We were to confirm, to the best of our knowledge and belief, the cash balances with the financial institutions, the State of Kansas cash balances and any other institutions that might have cash balances maintained in the name of the Doniphan County Treasurer.

However, upon making inquiries to put together an engagement letter with the Doniphan County Commission, it came to our attention that the current County Treasurer had not reconciled any of the County Treasurer's financial institution's bank accounts since she took office. We had conducted an agreed upon procedures engagement dated as of September 30, 2017 at the County Commission's request when the former County Treasurer retired in October 2017. The current County Treasurer took over the County Treasurer office operations in October of 2017 and since November 2017 the current County Treasurer's bank accounts have not been reconciled to the Doniphan County Treasurer's book balances on record. Since the County Treasurer's bank accounts have not been reconciled since our last County Treasurer's engagement dated September 30, 2017, we will be unable to perform an agreed upon procedures engagement to show proper cutoff as of October 23, 2019. Currently, the Deputy County Treasurer Nicole Diveley is in the process of reconciling the County Treasurer's bank statements and has reached January 2018, as of the date of this letter.

We were not requested to conduct an audit, the objective of which would be the expression of an opinion on the elected County Treasurer leaving office due to health issues and the Deputy County Treasurer appointed to the County Treasurer's office of Doniphan County, Kansas. Accordingly, we do not express such an opinion. Had we performed additional procedures or inquiries, other matters might have come to our attention that would have been reported to you. This letter is to inform the Doniphan County Commission that we are unable to perform proper cash cutoff procedures until the bank reconciliations of the current County Treasurer's office are brought up to date.

This letter is intended solely for the information and use of Doniphan County, Kansas and Board of County Commissioners and Management and is not intended to be and should not be used by anyone other than this specified parties.

D. Scot Loyd, CPA, CGFM, CFE, CGMA, CNC  
Swindoll, Janzen, Hawk & Loyd, LLC  
Hutchinson, Kansas  
February 7, 2020

[sjhl.com](http://sjhl.com)

**Hutchinson Office**  
200 N. Main • Hutchinson, KS 67504-2889  
P: 888.414.0123 • F: 620.662.3350

**McPherson Office**  
123 S. Main • McPherson, KS 67460  
P: 888.241.1826 • F: 620.241.6926

**Wichita Office**  
220 W. Douglas, Ste. 300 • Wichita, KS 67202  
P: 316.265.5600 • F: 316.265.8021

Chairman Geiger stated Deputy Treasurer Nicole Diveley is in the process of getting accounts reconciled and once completed an audit will be conducted.

Commissioner Collins made a motion to increase spending authority for Department Heads from \$250 to \$500 per expense. Commissioner McKernan seconded. Motion carried. Commissioner Geiger emphasized the need to have a set policy on purchasing practices.

Commissioner Geiger made a motion, seconded by Commissioner Collins, to appoint Michael Grable as Center Township Trustee due to the vacancy created by Trevor Schmille who no longer resides in Center Township. Motion carried.

Deputy Clerk Melissa Mott presented sales tax collections for the month of January 2020 in the amount of \$51,911.53.

Deputy Clerk Mott presented the Board of County Commissioners with January 2020 departmental budget and expense report for their review.

Discussion was held on compensating Register of Deeds Susan Shuster for performing IT duties. No action taken.

Due to County offices being closed for the observance of President's Day on Monday, February 17, 2020, the next Commission meeting will be February 24, 2020.

There being no further business before the Board, Chairman Geiger adjourned the meeting at 11:14 A.M.

DATED THIS 10TH DAY OF FEBRUARY 2020.

Attest: \_\_\_\_\_  
Melissa Mott, Deputy County Clerk

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Thad G. Geiger, Chairman