



MINNEHA TOWNSHIP

Sedgwick County, Kansas

Regular Meeting

August 12, 2024

256 N Greenwich

Wichita, Kansas

1. The meeting was called to order by Miller at 5:34 p.m.
Present were Paula Crook, Clerk; Chris Carlson, Treasurer; Marc Miller, Trustee, (present remotely); Township employees.
2. After a review of the minutes of the July 8, 2024 meeting, Miller asked if there was a motion to approve the minutes. A motion was made by Carlson with a second by Crook to approve the minutes. Miller, Crook and Carlson voted to approve the minutes. Motion carried 3-0.
3. **Township Auditing Board**
The beginning balance in the accounts is \$797,843.24. There were disbursements of \$113,166.66 and receipts of \$92.17 leaving an ending balance of \$684,768.75. There were several large payouts to sub-contractors working on the road projects in the Township. Carlson asked for a motion to approve the treasurer's report. There was a motion by Miller with a second by Crook. Miller, Crook and Carlson voted to approve the report. Motion carried 3-0.
4. **Board of Highway Commissioner / Road Overseer Report**
Road projects finishing up are at Crest and Richfield with the exception of some shoulder work and Pawnee Street where the pothole was beginning.
The City and the County have brought the 24th Street access to the forefront again about creating an emergency access for the neighborhood. The MOU (memorandum of understanding) is being reviewed by Miller and he will issue a response to the City and the County in the next couple of days.
There is a development on a piece of property at 159th Street and Pawnee which was hit by the tornado 2 years ago. It seems that a contractor is trying to clean it out and a train car has been positioned at the ditch to fill with trash and remove. There has been trash left in the ditch and Township employees have been instructed not to clean the ditch to let the homeowners do it first.
Carlson was approached by the City today because the City is going to relocate Red Bud Path, which is a walking trail that along 96 Highway, due to the widening of 96. The proponents of this move will attend the Township meeting on September 9 with the expectation of the Township signing off on the paperwork needed to allow the expansion of the road and moving the trail.
Several calls have been received regarding ditches being cleaned out in SSHID. The ditches will be cleaned by the Township when they can.



However, it does depend on utilities located in the ditches. If there are utilities buried in the ditches, Minneha will not clean the ditches.

North Point on 13th Street has an entry way that has an island that the homeowners would like removed. They were informed by Carlson that the water supply for irrigation in the island would need to be capped and the power meter would need to be removed by Everygy before the island could be removed. Carlson has contacted contractors to inquire cost of removing the island once the Township's criteria are met.

The streets to the west when entering St. Andrews from Central have several potholes. Carlson will meet with a team to review the streets to determine costs to repair.

5. Old Business

St. Cloud – lady on far east side by the wall contacted Carlson because the Township is no longer maintaining as they were. She claims to have a signed agreement giving a 15' easement so it could be maintained. Carlson has requested a copy of the signed agreement in order for that to continue. A copy was sent to Carlson by the woman's son. The Township will now continue to maintain the 15' easement on her property as before. If trees are in the easement, they will be maintained.

6. New Business

The Township set its budget for 2025 in July 2024. Carlson stated that the Township is not raising taxes because Minneha hit its revenue neutral rate for the year. The 2024 budget that the Township operates on now is \$1,449,820. The budget for 2025 is \$1,442,201. The RNR was 15.764 for Minneha and funds supported by a 3rd class City was 1.656. Therefore, there will no tax rate increase. Carlson asked for a motion to approve the Minneha Township 2025 Budget as presented. There was a motion by Miller with a second by Crook. Carlson, Miller and Crook voted to approve the motion. Motion carried, 3-0.

When the Township had its 3rd party audit performed by Knudsen & Monroe, Minneha's bank did not cooperate with the auditor by supplying needed financial documents regarding the Township's funds to complete the audit. In order to complete the audit, Knudsen & Monroe sent the Township a representation letter that basically states they, Knudsen & Monroe, performed their responsibilities to the fullest of their abilities and that the financial statement presented was represented as KMAAG. Proof of the insurance of Minneha's funds held in the Township's banking institution over the period of January thru December 2023 was never provided to the auditor nor was it provided monthly to Minneha as is required by law. The purpose of the letter is to represent that the auditors did the best they could without the necessary documents requested and thereby close out the audit for 2023. The auditor has recommended that Minneha Township's funds be moved to a different financial institution. Carlson asked for a motion to sign the representation letter to close the 2023 audit. There was a motion by Miller with a second by Crook. Miller, Crook and Carlson voted to approve the motion. Motion carried, 3-0. The letter was signed by Carlson and Crook. Crook will email to the auditor on Tuesday, August 13, 2024.



7. **Adjournment** – Miller asked for a motion to adjourn. A motion was made by Carlson with a second by Crook to adjourn the meeting at 5:47 p.m. Miller, Crook and Carlson approved the motion, 3-0.
8. The next scheduled meeting is Monday, September 9, 2024 at 5:30 p.m., 256 N Greenwich, Wichita, KS

Submitted by
Paula Crook, Clerk