



# NEBRASKA AUDITOR OF PUBLIC ACCOUNTS

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March 22, 2022

Christopher L. Killin, Chairperson  
Village of Chapman  
P.O. Box 141  
Chapman, NE 68827

Dear Chairperson Killin:

The Nebraska Auditor of Public Accounts (APA) has reviewed the audit waiver request received from the Village of Chapman (Village) for the fiscal year ending 2021. **That request has been approved.**

While performing, pursuant to Neb. Rev. Stat. § 84-304 (Supp. 2021), the preliminary examination necessary to determine whether the audit waiver should be allowed or further audit work would be required, the APA noted certain internal control or compliance matters, or other operational issues, within the Village.

The following information is intended to improve internal controls or result in other operational efficiencies.

## Comments and Recommendations

### **1. Possible Conflict of Interest**

The APA received Village Board (Board) meeting minutes and the accompanying claims listing for all Village meetings during fiscal year 2021 (October 2020 – September 2021). From these listings, the APA identified a potential conflict of interest involving the actions of the Village’s Board Chairperson, Christopher L. Killin.

According to the meeting minutes obtained, Mr. Killin appears to have failed to abstain from voting on multiple claims, totaling \$22,928, to his spouse, Laurie Killin, who is also the Village Clerk. Prior to January 2021, claims to Ms. Killin were not being approved by the Village Board. Starting in January 2021, the Board started including claims to Ms. Killin in its monthly approval of claims. Per the meeting minutes observed, the minutes did not document the Board members that voted on the claims approval or if any members abstained. The table below summarizes the claims to Ms. Killin approved by the Village Board.

Meeting Date	Approved Amounts to Ms. Killin	Notes
1/5/2021	\$ 2,443.18	Schneider, 2nd by Quandt
2/2/2021	\$ 2,443.18	Moser, 2nd by Quandt
3/2/2021	\$ 2,443.18	Moser, 2nd by Ceplecha
4/6/2021	\$ 2,443.18	Schneider, 2nd by Ceplecha
5/4/2021	\$ 2,443.18	Schneider, 2nd by Quandt
6/1/2021	\$ 2,443.18	Schneider, 2nd by Ceplecha
7/6/2021	\$ 2,443.18	Quandt, 2nd by Ceplecha
8/3/2021	\$ 3,382.97	Schneider, 2nd by Moser
9/7/2021	\$ 2,443.18	Quandt, 2nd by Schneider
<b>Total</b>	<b>\$ 22,928.41</b>	

An excerpt from the March 2, 2021, Board minutes is provided below:

## **Village of Chapman**

### **Meeting Minutes**

March 2,2021

Killin called to order the regular meeting of the Chapman Village Board at 7:30 p.m. on March 2,2021 at the Chapman Community Center

The following persons were present: Quandt, Ceplecha, Moser, Schneider, and Killin

Public: Diana Schneider, Kristina Vlcek, Cindy Gamblin, Don Mehring

It was moved by Quandt seconded by Ceplecha that it is hereby determined the meeting was proceeded by publicized notice and is declared duly convened in session open to the public. All voted in favor of the motion the same was declared passed and adopted and the following proceedings were had and done at said meeting in open session.

Minutes from last meeting were read and approved

Bills were presented for payment  
Motion by Moser seconded by Ceplecha to pay the bills. Motion carried

Similar wording and approvals were noted for the other meeting minutes.

The apparent failure of Board member Christopher Killin to abstain from voting on the claims to his spouse as noted above gives rise to concerns regarding possible violations of the Nebraska Political Accountability and Disclosure Act (Act), which is set out at Neb. Rev. Stat. § 49-1401 (Cum. Supp. 2020) et seq.

To start, Neb. Rev. Stat. § 49-14,101.01(1) (Reissue 2021) states the following:

*A public official or public employee shall not use or authorize the use of his or her public office or any confidential information received through the holding of a public office to obtain financial gain, other than compensation provided by law, for himself or herself, a member of his or her immediate family, or a business with which the individual is associated.*

The penalty for violating the above-cited conflict of interest statute is set out in subsection (7) thereof, as follows:

*[A]ny person violating this section shall be guilty of a Class III misdemeanor, except that no vote by any member of the Legislature shall subject such member to any criminal sanction under this section.*

Furthermore, Neb. Rev. Stat. § 49-1499.03(2) (Cum. Supp. 2020) provides the following related to claims not associated with a contract:

*(a) Any person holding an elective office of a city or village not designated in section 49-1493 and any person holding an elective office of a school district who would be required to take any action or make any decision in the discharge of his or her official duties that may cause financial benefit or detriment to him or her, a member of his or her immediate family, or a business with which he or she is associated, which is distinguishable from the effects of such action on the public generally or a broad segment of the public, shall take the following actions as soon as he or she is aware of such potential conflict or should reasonably be aware of such potential conflict, whichever is sooner:*

*(i) Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict;*

*(ii) Deliver a copy of the statement to the person in charge of keeping records for the city, village, or school district who shall enter the statement onto the public records of the city, village, or school district; and*

(iii) *Except as otherwise provided in subsection (3) of this section, abstain from participating or voting on the matter in which the person holding elective office has a conflict of interest.*

(b) *The person holding elective office may apply to the commission for an opinion as to whether the person has a conflict of interest.*

Additionally, Neb. Rev. Stat. § 49-14,103.01 (Supp. 2021) provides the following, in relevant part, for claims associated with a contract:

(1) *For purposes of sections 49-14,103.01 to 49-14,103.06, unless the context otherwise requires, officer means . . . (c) a member of any board or commission of any county, school district, city, or village which spends and administers its own funds, who is dealing with a contract made by such board or commission, (d) any elected county, school district, educational service unit, city, or village official . . . .*

(2) *Except as provided in section 49-1499.04 or 70-624.04, no officer may have an interest in any contract to which his or her governing body, or anyone for its benefit, is a party. . . .*

\* \* \* \*

(4) *The prohibition in this section shall apply only when the officer or his or her parent, spouse, or child (a) has a business association as defined in section 49-1408 with the business involved in the contract or (b) will receive a direct pecuniary fee or commission as a result of the contract.*

(5) *The prohibition in this section does not apply if the contract is an agenda item approved at a board meeting and the interested officer:*

(a) *Makes a declaration on the record to the governing body responsible for approving the contract regarding the nature and extent of his or her interest prior to official consideration of the contract;*

(b) *Does not vote on the matters of granting the contract, making payments pursuant to the contract, or accepting performance of work under the contract, or similar matters relating to the contract, except that if the number of members of the governing body declaring an interest in the contract would prevent the body with all members present from securing a quorum on the issue, then all members may vote on the matters; and*

(c) *Does not act for the governing body which is party to the contract as to inspection or performance under the contract in which he or she has an interest.*

(Emphasis added.) Good internal control requires procedures to ensure compliance with the applicable provisions of the Act. Without such procedures, there is an increased risk for both statutory violations and the loss of Village funds.

We recommend the Board implement procedures to ensure compliance with the applicable provisions of the Act. Because the issue addressed herein constitutes a possible violation of the Act, we are forwarding this information to the Nebraska Accountability and Disclosure Commission.

## **2. Lack of Claim Purpose**

During our comparison of the Village's bank account details to claims approved by the Board, the APA observed meeting minutes dated July 6, 2021, and noted that the claims listed in the Board's official proceedings lacked descriptions of their respective purposes.

The following is an example of the approved claims listing provided by the Village for July 6, 2021:



Name/Vendor	Amount	Approval Date	Check Date	Days Paid Before Approval
Dept. of Rev.	\$ 520.00	7/6/21	7/1/21	5
Laurie Killin	\$ 501.13	8/3/21	6/29/21	35
Laurie Killin	\$ 438.66	8/3/21	6/29/21	35
Laurie Killin	\$ 501.13	8/3/21	7/6/21	28
Laurie Killin	\$ 501.13	8/3/21	7/13/21	21
Laurie Killin	\$ 501.13	8/3/21	7/20/21	14
Laurie Killin	\$ 438.66	8/3/21	7/27/21	7
Laurie Killin	\$ 501.13	8/3/21	7/27/21	7
<b>Total</b>	<b>\$ 3,902.97</b>			

Neb. Rev. Stat. § 17-614(1) (Supp. 2021) sets out the proper method for the appropriation or payment of money by the Village, as follows:

*All ordinances and resolutions or orders for the appropriation or payment of money shall require for their passage or adoption the concurrence of a majority of all members elected to the city council in a city of the second class or village board of trustees.*

(Emphasis added.) Good internal control requires procedures to ensure that all claims are approved by the Board prior to payment and are adequately documented in the meeting minutes of the month in which they are approved. Without such procedures, there is an increased risk for the loss or misuse of Village funds.

A similar issue was identified by the APA in a prior review and was disclosed to the Village in the APA’s letter dated May 11, 2021, which can be found on the APA’s website. However, it does not appear this issue was corrected after the APA’s notification.

We recommend the Board implement procedures to ensure all claims are approved by the Board prior to payment and are adequately documented in the meeting minutes of the month in which they are approved.

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The preliminary planning work that resulted in this letter was designed primarily on a test basis and, therefore, may not bring to light all existing weaknesses in the Village’s policies or procedures. Nevertheless, our objective is to use the knowledge gained during the performance of that preliminary planning work to make comments and suggestions that we hope will prove useful to the Village.

This communication is intended solely for the information and use of the Village and its management. It is not intended to be, and should not be, used by anyone other than those specified parties. However, this letter is a matter of public record, and its distribution is not limited.

If you have any questions, please contact **Dakota Christensen at 402-499-8702 or dakota.christensen@nebraska.gov.**

Sincerely,



Mark Avery, CPA  
Assistant Deputy Auditor