Regular Council - Jun 16, 2026 Agenda

Tuesday, June 16, 2026 at 6:30 PM

Douglass City Council Chambers

Page

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE AND INVOCATION

3. ROLL CALL

4. ACCEPTANCE OF AGENDA

5. PUBLIC FORUM

6. SPEAKER'S FORUM

7. CONSENT AGENDA

7.1 Minutes- Regular City Council Meeting 3

Douglass CC Minutes 5-13-26.pdf

7.2 Sheriff Calls 9

May 2026 Douglass Sheriff Calls Report.pdf

7.3 Financials 13

May 2026 Financial Report.pdf

- **Action**: Motion to (approve / deny / table) the consent agenda as (listed / amended) and authorize the Mayor to sign

8. APPOINTMENTS

8.1 Consideration of Mayor Shirley's Vacancy Appointments 24

- **Action:** Motion to (confirm / deny / table) Mayor Shirley's vacancy appointment for Jason Cathey to the City Council, effective June 16, 2026, Council Meeting.
- **Action:** Motion to (confirm / deny / table) Mayor Shirley's vacancy appointments for Jason Cathey to the Housing Authority and Bill Akers to the Planning Commission, effective June 16, 2026.

Appointments.pdf

8.2 Oath of Office to Appointed Councilmember (Contingent Upon Approval of Appointment)

9. OLD BUSINESS

9.1 Consideration of Credit Card Program 25

- **Action:** Motion to (rescind) the May 2026 motion approving the closure of the City of Douglass Visa credit card accounts issued by RCB Bank.
- **Action:** Motion to (rescind) the May 2026 motion approving the application for City staff credit cards through UMB.

Credit Card Memo June 2026.pdf

10. NEW BUSINESS

11. STAFF REPORTS 27

1. City Administrator - Danielle Gabor
   City Administrator June 2026 Report.pdf
2. City Treasurer - Kate Schieferecke
   City Treasurer June 2026 Report.pdf
3. Public Works - Mike Gowlovech
   PW May Staff Report for June Mtg.pdf

12. CITY COUNCIL COMMENTS

13. MAYOR'S COMMENTS

14. EXECUTIVE SESSION

15. ADJOURNMENT

- **Action:** Motion to adjourn.

MINUTES
CITY COUNCIL MEETING
City Hall – Douglass, Kansas
May 13, 2026, 6:30 P.M.

I. **CALL TO ORDER:** Mayor Shirley called the regular meeting of the Douglass City Council to order at 6:30 pm on May 13, 2026.

II. **PLEDGE OF ALLEGIANCE AND INVOCATION –** Pledge led by Mayor Mike Shirley, Invocation led by Jay Sanderson.

III. **ROLL CALL:** Council Members present: Ken Phillips, Trent Roberts, Jay Sanderson, and Mark Roberts. Council Members absent: Bill Akers. Also present: City Administrator Danielle Gabor, City Attorney Andrew Marino, City Clerk Kate Schieferecke, City Public Works Superintendent Mike Gowlevech, and Consultant Ty Lasher.

IV. **ACCEPTANCE OF THE AGENDA –** Mayor Shirley requested Richard Zimmerman be added to the Speakers Forum.

Action: Jay Sanderson moved to add Richard Zimmereman to the Speakers Forum. Ken Phillips seconded. Motion carried 4 – 0.

City Administrator Gabor stated two supplemental attachments were added to the agenda packet as follows:

10.3 – 2026 Streets Project: Two bids were received and added to the packet.
11.1 – City Administrators' Staff Report was added to the packet.

V. **PUBLIC FORUM:** There was no one in attendance who wanted to speak.

VI. **CONSENT AGENDA**

7.1 - Minutes of the April 13, 2026, City Council Meeting.
7.2 - Minutes of the April 8, 2026, Special City Council Meeting.
7.3 - Sheriffs Calls
7.4 - Financials

Action: Mark Roberts moved to approve the consent agenda as presented, with one request to 7.4, that the City Administrator follow up on Sam's Account, and authorize Mayor Shirley to sign. Jay Sanderson seconded. Motion carried 4 – 0.

VII. **SPEAKERS FORUM:**
8.1 - Mayor Shirley introduced Kristen Zimmerman with PEC, who then introduced Robert Miller, also with PEC. Kristen shared the many ways PEC can assist Douglass, as the potentially appointed City Engineer, moving forward.

8.2 - Mayor Shirley introduced Richard Zimmerman with the Special Events committee, who stated he would like to host the Cruz'n Douglass Car Show every Saturday evening from 5 pm – 8 pm on Forrest Street in Downtown Douglass. The show would run from June to October. Council was very supportive of the event and thanked him for organizing it.

VIII. OLD BUSINESS

9.1 - Consideration of Changing City Hall Office Hours.
Mayor Shirley stated the City Administrator is recommending City Hall office hours be changed to 7:30 am - 5:00 pm on Monday – Thursday and 7:30 am - 11:30 am on Friday. City Administrator Gabor shared that she and her staff supported this change, and that a number of other cities in the region have moved to alternative schedules as well. Another change is that City Hall would be open during the lunch hour. Danielle stated Public Works would not change their hours.

Action: Jay Sanderson made a motion to change City Hall hours as recommended by the City Administrator. Ken Phillips seconded the motion. Motion carried 4-0.

IX. NEW BUSINESS

10.1 - Consideration of the Mayor's Annual Appointments / Re-Appointment as follows:

- Municipal Judge – William Muret
- Court Clerk – Mya Godinez
- City Attorney - Gibson, Watson, Marino, LLC
- City Clerk – Kate Schieferecke
- City Treasurer – Kate Schieferecke
- Zoning Administrator – Danielle Gabor
- Assistant Zoning Administrator – Terry Page
- Subdivision Administrator – Danielle Gabor
- Floodplain Administrator – Danielle Gabor
- City Engineer – Professional Engineering Consultants
- City Auditor – Lloyd Group, LLC
- City Bank – RCB Bank
- City Newspaper – City of Douglass Website
- Douglass Public Library Board:
  - 05/01/26 – 04/30/30 Shelby Sherbon
  - 10/1/25 – 4/30/27 Ashlee Perkins
  - 02/01/25 – 04/30/28 Dee Morgan
  - 05/01/24 – 04/30/28 Jason Cathey
  - 05/01/25 – 04/30/29 Judy Hatfield
  - 05/01/25 – 04/30/29 Nancy Tosh
- Butler County Solid Waste Committee
  - City of Douglass Representative – Danielle Gabor

Action: Mark Roberts moved to confirm Mayor Shirley's appointments as listed. Trent Roberts seconded the motion. Motion carried 4-0.

10.2 - Consideration of the Douglass Public Library Street Closure Request.
Mayor Shirley stated the library would like to close Forrest Street on May 21, 2026, from 4:30 pm to 7:30 pm for the Library's Summer Reading Kickoff Party. The closure would be only for the block where the library sits. Jay Sanderson reminded Council that an ordinance was approved for the City Administrator or Mayor to close streets. Mayor Shirley stated that he did remember that, so no Council action is required, and the street closure would be approved by the City Administrator.

10.3 - Consideration of 2026 Douglass Street Projects.
Mayor Shirley stated two bids were received for the street projects that he, Mike Gowlovech, and Bill Akers created. Mike Gowlovech shared the differences between the two bids. Council felt the slurry seal option was the best road treatment. Mike Gowlovech also stated that some patchwork would take place.

Action: Jay Sanderson moved to accept the bid from South Central Sealing and Paving for the slurry seal at a cost of $69,579.60 and for asphalt repair at $27,278.50, per the bid dated May 13, 2026. Trent Roberts seconded the motion. Motion carried 4-0.

10.4 - Consideration of Adding Danielle Gabor as a Signatory on all City of Douglass RCB Bank Accounts.
Mayor Shirley stated that Danielle Gabor, who was recently appointed as City Administrator, needed to be added as a signatory with RCB Bank.

Action: Jay Sanderson made a motion to add City Administrator Danielle Gabor as a signatory on all City of Douglass RCB Bank accounts, including checking, certificate of deposits, and lock box accounts. Mark Roberts seconded the motion. Motion carried 4-0.

10.5 - Consideration of Removing Michael Powell as an Authorized Officer on all City of Douglass Visa Credit Card Accounts Issued Through RCB Bank.
Mayor Shirley stated that since Mike Powell is no longer an employee of the City of Douglass, he needed to be formally removed from the City's Visa Credit Card Account.

Action: Jay Sanderson made a motion to remove Michael Powell as an Authorized Officer on all City of Douglass Visa Credit Card Accounts issued through RCB Bank. Trent Roberts seconded the motion. Motion carried 4-0.

10.6 - Consideration of Adding Danielle Gabor and Kathryn (Kate) Schieferecke as Authorized Officers on all City of Douglass Visa Credit Card Accounts Issued Through RCB Bank.
Mayor Shirley stated Danielle and Kate needed to be officially added as authorized officers on all City of Douglass Visa Credit Card Accounts through RCB Bank in order to make changes, as well as ask for information.

Action: Jay Sanderson made a motion to add Danielle Gabor and Kathryn (Kate) Schieferecke as Authorized Agents on all City of Douglass credit card accounts through RCB Bank. Ken Phillips seconded the motion. Motion carried 4-0.

10.6 - Consideration of closing the City of Douglass Visa credit card accounts issued through RCB Bank.
Mayor Shirley stated that staff found a better credit card company that could be more precise with credit cards and accounts for the City of Douglass. Therefore, it is better to close the RCB account and open a new account with UMB.

Action: Jay Sanderson moved to close all City of Douglass credit cards issued through RCB Bank after the new credit cards from UMB Bank are received. Ken Phillips seconded the motion. Motion carried 4-0.

10.7 - Consideration of the application for City staff credit cards through UMB with Danielle Gabor and Kathryn (Kate) Schieferecke as account administrators.
Mayor Shirley stated UMB Bank offered better credit card accounts for municipalities such as Douglass. Therefore, the staff recommends closing the RCB Credit card account and opening a credit card account with UMB Bank.

Action: Jay Sanderson moved to approve the application for a City of Douglass credit card account and subsequent staff credit cards through UMB Bank, with Danielle Gabor and Kathryn (Kate) Schieferecke as account administrators. Ken Phillips seconded the motion. Motion carried 4-0.

X. STAFF REPORTS

11.1 – City Administrator: Danielle discussed the contents of her City Administrator's Report that was added to the packet.

11.2 – City Superintendent Mike Gowlevich: Mike shared how the Rip Rap project was going at the city lagoons.

XI. CITY COUNCIL COMMENTS

12.1 – Mark Roberts: Would like an NRP update in a future meeting. Was not happy with the street sweeping and the lack of notification, and recommended partial credit on the payment. Proposed not to fill the Maintenance II Position.

11.2 – Trent Roberts: Stated he liked all the renovations at City Hall. Also volunteered to use a fire truck to wet down certain areas for Community Cleanup Day to reduce dust.

11.3 – Ken Phillips: Happy with the new hires at City Hall.

11.4 – Jay Sanderson: Asked about pool staff for this season. Formally welcomed Danielle Gabor to the City.

XII. MAYOR'S COMMENTS

13.1 – Mayor Shirley asked Mike Gowlovech about how much underground fiber optic cable is around Douglass and the cost to repair one of those lines if damaged. Mike Gowlovech stated there is 88,000 feet of fiber optic within city limits and the cost of repairing a damaged line ranges between $3,000 for a drop line to a residential property to $100,000 for damage to a 911 and emergency services line. Mike stated the cost of repairing a main line ranges between $10,000 - $100,000.

13.2 – Mayor Shirley also asked Mike Gowlovech how much it costs to rent a hydro-vac system versus purchasing one. Mike estimated that the low bid for purchasing a hydro-vac was just below $50,000. Mike stated the monthly cost of renting a hydro-vac from various retailers, including: United Rentals, $4,000 per month; Vermeer, $7,000 per month; Ditch Witch, $6600 per month; and Key out of Kansas City, $6,000 per month.

13.3 – Mayor reminded Council of the Lead & Cooper mandates coming from the Federal Government.

XIII. SPECIAL PRESENTATION

14.1 - Mayor Shirley read a resignation letter submitted by Council Member Bill Akers, notifying the Governing Body that he is resigning his seat on the City Council effective May 13, 2026. Mayor Shirley stated he would like to appoint Bill Akers to the Planning Commission next month. He also stated he has a replacement in mind for Bill and would bring that appointment to the June meeting.

14.2 – Council President Sanderson stated he had a couple of special presentations. The first was to recognize Ty Lasher, Consultant, with a Key to the City plaque for all his work in the transition of City Hall staff.

14.3 – Council President Sanderson presented a Key plaque to the City for Mayor Shirley to recognize his efforts and leadership with all the staff changes at City Hall.

XIV. EXECUTIVE SESSION:

Action: Jay Sanderson moved to enter executive session for the sole purpose of discussing contract negotiations, pursuant to K.S.A 75-4319, exception for non-elect personnel, to include City Council, City Administrator, City Attorney, and Ty Lasher, Consultant, to last 10 minutes, beginning at 8:05pm with the open meeting resuming in the city council chambers at 8:15 pm. Ken Phillips seconded the motion. Motion carried 4-0.

The regular City Council meeting was called back into session by Mayor Mike Shirley at 8:15 pm. Mayor Shirley stated no binding action was taken.

Action: Jay Sanderson moved to revise the Employment Agreement with Danielle Gabor. Ken Phillips seconded the motion. Motion carried 4-0.

Action: Jay moved the Council recess into executive session for discussion of non-elected personnel pursuant to K.S.A 75-4319, exception for non-elect personnel, to include City Council, City Attorney, City Administrator and Ty Lasher, Consultant, to last 5 minutes,

beginning at 8:18pm with the open meeting resuming in the city council chambers at 8:23pm. Ken Phillips seconded the motion. Motion carried 4-0.

The regular City Council meeting was called back into session by Mayor Mike Shirley at 8:23 pm. Mayor Shirley stated no binding action was taken.

Action: Jay Sanderson moved to extend the Executive Session for the same purposes and with the same attendees for 10 minutes, beginning at 8:26pm with the open meeting resuming in the city council chambers at 8:36pm. Trent Roberts seconded the motion. Motion carried 4-0.

The regular City Council meeting was called back into session by Mayor Mike Shirley at 8:36 pm. Mayor Shirley stated no binding action was taken.

XV. ADJOURNMENT

Action: Ken Phillips moved to adjourn. Jay Sanderson seconded. Motion carried 4 – 0. Meeting Adjourned at 8:38 pm.

Approved by the City Council this ____ day of _____ 2026.

_____
Mike Shirley, Mayor

ATTEST

_____
Kate Schieferecke, City Clerk

Notice

It is possible that sometime between 6:00 and 6:30 p.m. immediately prior to this meeting, during breaks, and directly after the meeting, a majority of the Governing Body may be present in the council chambers or lobby of City Hall. No one is excluded from these areas during those times. Please make sure cell phones and other electronic devices are turned off and put away.

March 2026 Douglass Calls For Service

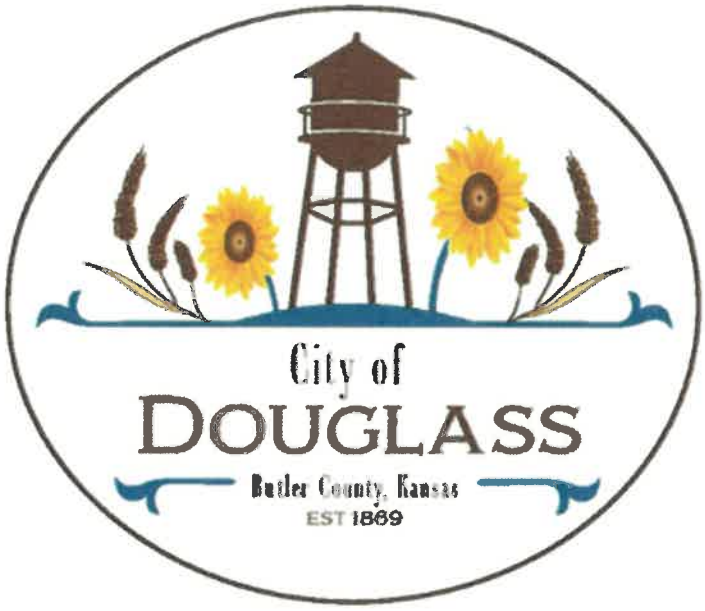
Date	Call Type	Location	Outcome	Officer
5/1/2026	THEFT	315 S FOREST	HBO	DISTRICT
5/1/2026	MINOR TRAFFIC COMPLAINT	3RD & FOREST	HBO	DISTRICT
5/1/2026	OTHER AGENCY ASSIST	217 S MAPLE	HBO	DISTRICT
5/1/2026	TRAFFIC	E 1ST & HWY 77	WARNING	DISTRICT
5/4/2026	TRAFFIC	HWY 77 & SUNSET	WARNING	HOWARD
5/4/2026	TRAFFIC	6TH & POPLAR	WARNING	HOWARD
5/4/2026	TRAFFIC	1ST & ELM	WARNING	HOWARD
5/5/2026	TRAFFIC	1ST & ELM	WARNING	HOWARD
5/5/2026	TRAFFIC	210TH & HUNTER	WARNING	HOWARD
5/6/2026	CRIMINAL THREAT	1102 E 7TH	HBO	DISTRICT
5/7/2026	NON INJURY ACC	1ST & HWY 77	HBO	DISTRICT
5/7/2026	RUNAWAY	1202 E 5TH	HBO	DISTRICT
5/7/2026	FOUND PERSON	103 S HWY 77	HBO	DISTRICT
5/8/2026	TRAFFIC	103 S HWY 77	WARNING	HOWARD
5/8/2026	TRAFFIC	8TH & HWY 77	CITATION	HOWARD
5/8/2026	TRAFFIC	MM 39 HWY 77	WARNING	HOWARD
5/8/2025	TRAFFIC	400 W FIRST	WARNING	HOWARD
5/8/2026	TRAFFIC	SW 200TH & HWY 77	WARNING	HOWARD
5/8/2026	MINOR TRAFFIC COMPLAINT	1ST & WILLOW	HBO	DISTRICT
5/9/2026	TRAFFIC	1ST & MAPLE	WARNING	HOWARD
5/9/2026	OUTSIDE AGENCY ASSIST	427 S MAPLE	HBO	HOWARD
5/9/2026	MINOR TRAFFIC COMPLAINT	101 S WILLOW	HBO	DISTRICT
5/10/2026	TRAFFIC	MM 39 HWY 77	WARNING	HOWARD
5/10/2026	TRAFFIC	ASH & MAPLE	CITATION	HOWARD
5/11/2026	TRAFFIC	400 E 1ST	WARNING	DISTRICT
5/11/2026	TRAFFIC COMPLAINT	235 S WALNUT	HBO	DISTRICT
5/11/2026	OUTSIDE AGENCY ASSIST	1102 E 7TH	HBO	DISTRICT
5/13/2026	TRAFFIC	8TH & HWY 77	WARNING	HOWARD
5/13/2026	TRAFFIC	MM 37 HWY 77	WARNING	HOWARD

5/13/2025	TRAFFIC	SW 220TH & HWY 77	WARNING	HOWARD
5/13/2026	TRAFFIC	HWY 77 & SUNSET	WARNING	HOWARD
5/13/2026	MINOR ANIMAL BITE	52O S CHANLLE	HBO	DISTRICT
5/13/2026	PAST HARASSMENT	103 S HWY 77	HBO	DISTRICT
5/14/2026	TRAFFIC	HWY 77 & 8TH	WARNING	HOWARD
5/14/2025	TRAFFIC	320 W 1ST	WARNING	HOWARD
5/14/2026	FOLLOW UP	1014 E 5TH ST	HBO	DISTRICT
5/17/2026	NON INJURY ACC	921 E 1ST ST	HBO	DISTRICT
5/17/2026	MISC NON URGENT	324 N ELM LT 8	HBO	DISTRICT
5/18/2026	TRAFFIC	HWY 77 & SUNSET	WARNING	HOWARD
5/18/2026	TRAFFIC	210TH & DIAMOND	CITATION	HOWARD
5/18/2026	TRAFFIC	210TH & DIAMOND	WARNING	HOWARD
5/18/2026	TRAFFIC	MM 39 HWY 77	WARNING	HOWARD
5/18/2026	TRAFFIC	SW 200TH & HWY 77	WARNING	HOWARD
5/18/2026	FOUND PROPERTY	213 S POPLAR	HBO	DISTRICT
5/19/2026	TRAFFIC	MM 39 HWY 77	WARNING	HOWARD
5/19/2026	TRAFFIC	HWY 77 & 8TH	WARNING	HOWARD
5/19/2026	TRAFFIC	210TH & DIAMOND	WARNING	HOWARD
5/19/2026	TRAFFIC	8TH & HWY 77	WARNING	HOWARD
5/19/2026	TRAFFIC	3RD & HWY 77	WARNING	HOWARD
5/19/2026	TRAFFIC	8TH & HWY 77	WARNING	HOWARD
5/19/2026	TRAFFIC	MM 39 HWY 77	WARNING	HOWARD
5/19/2026	LOST / STRAY ANIMAL	1221 E 7TH ST	HBO	DISTRICT
5/19/2026	WELFARE CHECK	806 E 2ND	HBO	DISTRICT
5/22/2026	FOLLOW UP	213 S POPLAR	HBO	HOWARD
5/22/2026	TRAFFIC	MM 39 HWY 77	WARNING	HOWARD
5/22/2026	TRAFFIC	HWY 77 & 3RD	WARNING	HOWARD
5/22/2026	TRAFFIC	MM 39 HWY 77	WARNING	HOWARD
5/22/2026	TRAFFIC	HWY 77 & 6TH	WARNING	HOWARD
5/24/2026	CIVIL ISSUE	810 E 2ND	HBO	HOWARD
5/24/2026	TRAFFIC	MM 38 HWY 77	WARNING	HOWARD
5/24/2026	DV IN PROGRESS	302 E ASH	HBO	DISTRICT
5/25/2026	TRAFFIC	1ST & WALNUT	CITATION	DISTRICT
5/26/2026	OUTSIDE AGENCY ASSIST	718 S RIVERVIEW	HBO	DISTRICT

5/26/2026	MISC NON URGENT	803 E 3RD	HBO	DISTRICT
5/26/2026	SUSPICIOUS PERSON	1221 E 7TH ST	HBO	DISTRICT
5/27/2026	OUTSIDE AGENCY ASSIST	1002 E 1ST	HBO	HOWARD
5/27/2026	TRAFFIC	210TH & DIAMOND	WARNING	HOWARD
5/27/2026	MISC NON URGENT	427 E 5TH	HBO	HOWARD
5/27/2026	TRAFFIC	HWY 77 & 8TH	ARREST	HOWARD
5/28/2026	PAST HARASSMENT	311 N WALNUT	HBO	DISTRICT
5/29/2026	OUTSIDE AGENCY ASSIST	103 S HWY 77	HBO	DISTRICT
5/29/2026	PARKING COMPLAINT	1121 E 6TH	HBO	DISTRICT
5/30/2026	MISC NON URGENT	235 S WALNUT	HBO	DISTRICT
5/31/2026	TRAFFIC	ASH & WALNUT	WARNING	DISTRICT

Call Breakdown by Deputy

	OPEN	OPEN	Howard	District
Total Calls For Service			5	27
Calls Handled By Officer			5	27
Traffic Citations			3	1
Traffic Warnings			35	3
Arrests			1	



May 2026 Financial Report

AP History Report

City of Douglass (COD)

AP Code / Vendor Type / Invoice # / Description	Tran Date	GL Date	Product Type Dsc Date	Due Date	Disc/Ded Amount	Original Amount
Totals For Vendor						
AP / ACE HARDWARE / Westlake Hardware					**Net Adjustment**	($106.93)
Public works supplies					**Payment**	$106.93
Totals For Vendor						
AP / ALANSEXCAVATING / ALAN'S EXCAVATING INC					**Net Adjustment**	($5,564.13)
Rock and delivery					**Payment**	$5,564.13
Totals For Vendor						
AP / BUTLER COUNTY HEALTH DEPT / Butler County Health Dept					**Net Adjustment**	($178.00)
Vaccinations for City employee					**Payment**	$178.00
Totals For Vendor						
AP / BUTLER COUNTY SHERIFF'S DEPT / Butler County Sheriff's Dept					**Net Adjustment**	($11,589.18)
May - June charge for one deputy					**Payment**	$11,589.18
Totals For Vendor						
AP / BUTLER COUNTY TREASURERS / Butler County Treasurer's Office					**Net Adjustment**	($148.78)
Tax payment on City-owned property					**Payment**	$148.78
Totals For Vendor						
AP / CANNADY COLLISION AND TIRE / CANNADY COLLISION AND TIRE					**Net Adjustment**	($9,195.36)
2015 Dodge repair					**Payment**	$9,195.36
Totals For Vendor						
AP / CILLESSEN & SONS, INC. / CILLESSEN & SONS, INC.					**Net Adjustment**	($341.26)
Street signs					**Payment**	$341.26
Totals For Vendor						
AP / CLEAN RITE / Clean Rite Pressure Washing LLC					**Net Adjustment**	($5,000.00)
Street sweeping services					**Payment**	$5,000.00
Totals For Vendor						
AP / D GERBER COMMERCIAL POOL / D Gerber Commercial Pool Products And Services LLC					**Net Adjustment**	($2,000.00)
Automatic controller for baby pool					**Payment**	$2,000.00
Totals For Vendor						
AP / DANIELLEGABOR / Danielle Gabor					**Net Adjustment**	($218.62)
Reimbursement for staff blazers, staff appreciation food, lunch during training					**Payment**	$218.62
Totals For Vendor						
AP / EVERGY / EVERGY					**Net Adjustment**	($3,949.41)
Electric for City facilities					**Payment**	$3,949.41
Totals For Vendor						
AP / FLIPPO LAN / Lan Flippo					**Net Adjustment**	($300.00)
City Hall cleaning services					**Payment**	$300.00
Totals For Vendor						
AP / FLOCK GROUP INC DBA FLOCK SAFETY / FLOCK GROUP INC DBA FLOCK SAFETY					**Net Adjustment**	($15,000.00)
Safety cameras					**Payment**	$15,000.00
Totals For Vendor						
AP / FREEDOM TERRAIN INNOVATIONS / Freedom Terrain Innovations					**Net Adjustment**	($3,000.00)
Placing rip rapp around City lagoon					**Payment**	$3,000.00
Totals For Vendor						
AP / GALAXIE / GALAXIE BUSINESS EQUIPMENT					**Net Adjustment**	($98.00)
Office paper						

AP Code / Vendor Type / Invoice # / Description	Tran Date	GL Date	Product Type Dsc Date	Due Date	Disc/Ded Amount	Original Amount
					Payment	$98.00
Totals For Vendor AP / GIBSON, WATSON, MARINO, LLC / GIBSON, WATSON, MARINO, LLC City attorney and prosecutor fees					Net Adjustment Payment	($3,830.34) $3,830.34
Totals For Vendor AP / GOV GUY CONSULTING / Guv Guy Consulting May invoice					Net Adjustment Payment	($8,572.21) $8,572.21
Totals For Vendor AP / HNI WORKPLACE FURNISHINGS / HNI Workplace Furnishings LLC VOID - wrong vendor name - will be reissued in June to HON Company					Net Adjustment Payment	($1,704.82) $1,704.82
Totals For Vendor AP / HUB INTERNATIONAL MID-AM / Hub International Mid-am Prem Trust Fund Insurance broker fee					Net Adjustment Payment	($250.00) $250.00
Totals For Vendor AP / INTERNAL REVENUE SERVICE / IRS VOID - wrong vendor name - will be reissued in June to United States Treasury					Net Adjustment Payment	($407.25) $407.25
Totals For Vendor AP / JAYHAWK / Advantage Computer Denali, JUS, and website contract renewal + support hours; labor					Net Adjustment Payment	($2,956.75) $2,956.75
Totals For Vendor AP / KANSAS GAS SERVICE / Kansas Gas Service Gas for City facilities					Net Adjustment Payment	($303.46) $303.46
Totals For Vendor AP / KANSAS MUNICIPAL INS TRU / Kansas Municipal Ins Trust Workers comp insurance					Net Adjustment Payment	($933.00) $933.00
Totals For Vendor AP / KATESCHIEFERECKE / Kate Schieferecke Refund - used personal card to pay for pizza for pool lifeguards on clean-up day					Net Adjustment Payment	($89.94) $89.94
Totals For Vendor AP / KDOR / Kansas Department Of Revenue Penalty for late filing of March 2026 withholding report					Net Adjustment Payment	($84.46) $84.46
Totals For Vendor AP / KERRY UNREIN / Kerry Unrein Painting & Signs Vinyl logo wall sticker in front hallway of City Hall					Net Adjustment Payment	($300.00) $300.00
Totals For Vendor AP / LEASE FINANCE PARTNERS / LEASE FINANCE PARTNERS City Hall copy machine monthly lease					Net Adjustment Payment	($651.34) $651.34
Totals For Vendor AP / MERIDIAN ANALYTICAL LABS / MERIDIAN ANALYTICAL LABS LLC Water testing					Net Adjustment Payment	($348.00) $348.00
Totals For Vendor AP / MIKE GOWLOVECH / MIKE GOWLOVECH HRA reimbursement					Net Adjustment Payment	($105.54) $105.54

AP Code / Vendor Type / Invoice # / Description	Tran Date	Product Type GL Date	Dsc Date	Due Date	Disc/Ded Amount	Original Amount
Totals For Vendor						
AP / MIKE SHIRLEY / MIKE SHIRLEY					**Net Adjustment**	($400.00)
April - May Mayor pay					**Payment**	$400.00
Totals For Vendor						
AP / NAPA AUTO PARTS / NAPA Auto Parts					**Net Adjustment**	($313.39)
VOID - wrong vendor name - will be reissued in June to D&S auto					**Payment**	$313.39
Totals For Vendor						
AP / NEXTBILL PAY / NEXTBILL PAY					**Net Adjustment**	($7.60)
Utility payment service charge					**Payment**	$7.60
Totals For Vendor						
AP / PERFORMANCE THREADZ / Performance Threadz					**Net Adjustment**	($183.00)
Embroidery of City swag					**Payment**	$183.00
Totals For Vendor						
AP / RIVER VALLEY SUPPLY / RIVER VALLEY SUPPLY					**Net Adjustment**	($712.06)
Supplies for public works + City Hall					**Payment**	$712.06
Totals For Vendor						
AP / RURAL WATER DISTRICT NO / Rural Water District No 6					**Net Adjustment**	($7,384.67)
Water purchase					**Payment**	$7,384.67
Totals For Vendor						
AP / SOLVARIS NET LLC DBA TEXTCASTER / SOLVARIS NET LLC DBA TEXTCASTER					**Net Adjustment**	($100.00)
Text messaging service					**Payment**	$100.00
Totals For Vendor						
AP / TRAFFIC CONTROL SERVICES / TRAFFIC CONTROL SERVICES INC					**Net Adjustment**	($170.00)
Street signs					**Payment**	$170.00
Totals For Vendor						
AP / TRIPLETT ERIC / Eric Triplett					**Net Adjustment**	($6,256.22)
Council Chambers remodel, inspection services					**Payment**	$6,256.22
Totals For Vendor						
AP / VERIZON WIRELESS / Verizon Wireless					**Net Adjustment**	($40.01)
Service for water system connection					**Payment**	$40.01
Totals For Vendor						
AP / VISA / VISA					**Net Adjustment**	($2,409.69)
Credit card payment - see Visa report					**Payment**	$2,409.69
Totals For Vendor						
AP / VISION CARE DIRECT / Vision Care Direct					**Net Adjustment**	($150.04)
Vision insurance premium for City employees					**Payment**	$150.04
Totals For Vendor						
AP / WASTE / WASTE CONNECTIONS					**Net Adjustment**	($15,148.09)
Trash service monthly payment					**Payment**	$15,148.09
Grand Totals					**Net Adjustment**	($110,501.55)
					Payment	$110,501.55
					Unapplied Payment	$0.00

AP Code / Vendor Type / Invoice # / Description	Tran Date	GL Date	Product Type Dsc Date	Due Date	Disc/Ded Amount	Original Amount

Report Summary

Report Selection Criteria		
Sort By:	Vendor Number	
Page Break:	No	
Report Type:	Condensed	
Vendor Status:	All Vendors	
Transaction Type:	Payment	
Group By AP Code:	No	

	Start	End
Vendor Number:	Start	End
Vendor Name:	Start	End
Product Type:	Start	End
Date Range:	Custom	
Transaction Date Range:	5/1/2026	5/31/2026
AP Code:	Start	End

May ACH Transactions			
Date Cleared	**Recipient**	**Description**	**Amount**
11-May	AT&T	Autopayment - Public Works Phone	$ 226.64
19-May	KDOR	KDOR Withholding tax payment	$ 750.72
19-May	KDOR	KDOR Withholding tax payment	$ 844.62
19-May	KDOR	KDOR Withholding tax payment	$ 890.35
19-May	KDOR	KDOR Withholding tax payment	$ 1,981.16
20-May	BlueCross Blue Shield	Premium	$ 8,637.94
27-May	Cox	Monthly bill - PW	$ 152.75
27-May	Cox	Monthly bill - City Hall	$ 867.02
28-May	Liberty National	Premium - May	$ 24.28
29-May	Liberty National	Premium - June	$ 36.42
29-May	AFLAC	Insurance premium	$ 54.72
29-May	AFLAC	Insurance premium	$ 54.72
29-May	RCB Bank	Bank fee	$ 168.80
29-May	Blue Cross Blue Shield	Premium	$18,876.32
		Total	**$ 33,566.46**

May VISA Report					
Card Number	**Name on Card**	**Vender**	**Amount**		**Description**
5159	**M. Powell**	SAM's Club	$	175.00	Membership Renewal
		KS Municipal Utilities	$	25.00	
		SAM's Club	$	889.60	Pool concessions
		Amazon	$	54.30	Swimsuits for lifeguards
		Open AI - DISPUTED	$	452.33	Chat GPT subscription
		Amazon	$	152.04	Hats for public works
5100	**City of Douglass**	This card was cancelled, no May charges			
5134	**M. Gowlovech**	Family Dollar	$	11.50	Bottled water for clean-up day
		Hoover Mower Sales	$	249.33	Parts for Scag mowers
		Stutzman Greenhouse	$	594.21	Horticulture for downtown
		Family Dollar	$	20.50	Water for PW shop
		Family Dollar	$	24.00	Gatorade for clean-up day
		Betty's	$	2.00	Ice
		Betty's	$	2.00	Ice
		Betty's	$	2.00	Ice
		Betty's	$	2.00	Ice
		Betty's	$	2.00	Ice
		Betty's	$	2.00	Ice
		Casey's	$	76.54	Pizza for clean-up day
		Thirsty's Bre Pub Hays KS	$	19.75	KMU test travel meal
		Wendy's Hays KS	$	14.25	KMU test travel meal
		Family Dollar	$	3.00	Baking soda for pool
		Arby's Hays KS	$	13.94	KMU test travel meal
		Avid Hotel Hays KS	$	275.18	KMU test travel
		Family Dollar		$8.00	Food for Kirby's party
		Family Dollar		$19.50	Food for Kirby's party
5142	**B. Nordstedt**	Adobe Inc		$15.96	software subscription
		Adobe Inc		$24.48	software subscription
		Doordash - DISPUTED		$11.16	See notes for explanation
		Walmart		$20.96	water jugs for City Hall water dispenser
		Walmart		$509.00	Laptop for Council Chamber / City Clerk
		Doordash - DISPUTED		$8.67	See notes for explanation
		Amazon		$145.00	Sand volleyball net
		Amazon		$19.99	Whistles for lifeguards
		Amazon		$67.88	Misc office supplies
		Amazon		$669.06	Swimsuits for lifeguards
		WSU Tuition		$180.00	Staff training
		USPS		$78.00	Postage
		Best Buy		$285.98	Danielle's docking station
		Best Buy		$1,399.99	Danielle's laptop
		Walmart		$46.79	Pool concessions
		Walmart		$148.00	Vacuum for City Hall
		Adobe Inc		$15.96	software subscription
		Adobe Inc	$	21.69	software subscription
		SAM's Club	$	672.30	Pool concessions
		Walmart	$	8.48	Envelopes (office supplies)
		Total April Charges	**$**	**7,439.32**	

May VISA Report Staff Note:

Staff did not authorize charges highlighted in orange and were made aware of these charges upon reviewing the May statements on Friday, June 5th. An explanation for each charge is listed below:

Doordash charges for $11.16 and $8.67 on card ending in 5142 (Cardholder name Brittany Nordstedt): Staff immediately called to dispute these charges. The card is permanently blocked and the fraudulent charges will be credited to our account. Brittany was contacted and stated that she did complete those charges inadvertantly, and was not aware the City credit card was connected to her personal Doordash account. She apologized and offered to pay the City back for the amount charged.

Open AI (Chat GPT Subscription) charge for $452.33 on card ending in 5159 (Cardholder name Michael Powell): This is likely an automatic subscription renewal authorized by the previous staff, and outright fraud is not suspected. However, the charge will be disputed. Staff was disconnected from customer support when disputing this charge and was not able to reconnect on Friday, June 5. Staff will call again on Monday to complete the dispute process. A permanent hold is placed on this card.

General updates to the City's cardholders:

Danielle and Kate received City credit cards in their names in the mail on Friday, June 5. Michael Powell and Brittany Nordstedt's cards will be cancelled on Monday, June 8. Cancelling these cards will prevent further charges that were not authorized by City staff.

May 2026 Revenue

Water	$ 45,411.86
Trash	$ 18,549.79
Sewer	$ 29,195.08
Total	**$ 93,156.73**

Statement Date	**5/31/2026**
Prev. Balance	$ 869,045.67
Deposits/Credits	$ 112,677.27
Checks/Debits	$ 120,364.79
Interest Paid	$ 522.42
Current Balance	$ 861,880.57

May 2026 Payroll Report

Date	Pay Period	Description	Amount
14-May	04/27/2026 - 05/10/2026	Regular City employee payroll	$17,501.28
28-May	05/11/2026 - 05/24/2026	Regular City employee payroll + pool staff	$27,602.92

Staff note:

May 28th payroll is significantly higher due to three reasons:

(1) Overtime pay for City-wide Cleanup
(2) First full pay period for new employee
(3) First pay period including seasonal pool staff

May 2026 Paid Overtime Hours Report by Department		
Pay Period	**Public Works**	**Admin**
04/27/2026 - 05/10/2026	6	5
05/11/2026 - 05/24/2026	42.5	14

TO: Mayor Shirley and Douglass City Council

FROM: Danielle Gabor, City Administrator

DATE: June 16, 2026

SUBJECT: Vacancy Appointments

SUMMARY:

Per City Code Section 1-304, the following City of Douglass vacancy appointments are submitted by Mayor Shirley for Council consideration and approval:

Douglass City Council

Current Term	*Name*
Through 2026	Jason Cathey

Housing Authority

Appointment Term	*Name*
Through 2026	Jason Cathey

Douglass City Planning Commission

Appointment Term	*Name*
Through 2026	Bill Akers

STAFF RECOMMENDATION OF COUNCIL ACTION:

Approve the Mayor's appointments as presented in two separate motions:

- Motion to (confirm / deny / table) Mayor Shirley's vacancy appointment for Jason Cathey to the City Council, effective June 10, 2026, Council Meeting.
- Motion to (confirm / deny / table) Mayor Shirley's vacancy appointments for Jason Cathey to the Housing Authority and Bill Akers to the Planning Commission, effective June 10, 2026.

TO: Mayor Shirley and Douglass City Council

FROM: Danielle Gabor, City Administrator

DATE: June 16, 2026

SUBJECT: Credit Card Program Considerations

SUMMARY:

In May 2026, the City Council approved two motions related to the City's credit card program:

1. Approval to close the City of Douglass Visa credit card accounts issued by RCB Bank.
2. Approval to apply for City staff credit cards through UMB, with Danielle Gabor and Kathryn (Kate) Schieferecke designated as administrators.

These recommendations were made after the City's RCB credit card program experienced disruptions due to cardholder spending limits, which resulted in temporary restrictions on card use. At the time, staff did not have administrative access to the RCB credit card account and were unable to determine whether the existing program allowed individual spending limits to be established for cardholders. Given the need to implement a solution to prevent future disruptions, staff recommended transitioning to a credit card program known to provide those controls.

Following the May Council meeting, administrative access was granted to staff as authorized by the Council. Upon reviewing the account settings, staff confirmed that the existing RCB credit card program allows individual spending limits to be set for each cardholder. This addresses the issue that prompted the recommendation to change providers and allows staff to better manage cardholder spending while protecting the overall account from individual cardholder activity.

In light of this new information, no application has been submitted to UMB, and the RCB Bank credit card account remains open, pending Council consideration of the updated recommendation. If approved, staff will retain the existing RCB credit card program and implement individual spending limits for each authorized cardholder.

STAFF RECOMMENDATION OF COUNCIL ACTION:

Staff recommends rescinding the May 2026 motion approving the closure of the City of Douglass Visa credit card accounts issued by RCB Bank and rescinding the May 2026 motion approving the application for City staff credit cards through UMB.

Staff is happy to answer any questions.

Thank you,
Danielle Gabor

TO: Mayor Shirley and Douglass City Council

FROM: Danielle Gabor, City Administrator

DATE: June 16, 2026

SUBJECT: City Administrator Report

SUMMARY:

Events

- The Safe Streets to School Bike Rodeo will be on Monday, June 22, at 10 AM. A Sheriff Deputy will attend the event. The library has 50 bike helmets to give out to kids who need them. This event will have an approved road closure on Forrest to the alley behind the building from 9 AM to Noon.
- In observation of Independence Day, City offices will be closed on Friday, July 3rd, per section 7.07 of the Employee Handbook.

Updates

- I would like to formally congratulate Mike Gowlovech for receiving his Wastewater Small Systems Operator Certificate. Mike has also received his Operator-in-Training for Public Water Supply II and has been working with a Mentor from KMU until he takes the test for that certificate.
- A Council Training/Workshop is scheduled for June 24 at 6:00 PM with Gov Guy Consulting. Please let me know if this day does not work with your schedules.

STAFF RECOMMENDATION OF COUNCIL ACTION:
No action required.

Staff is happy to answer any questions.

Thank you,
Danielle Gabor

TO: Mayor Shirley and Douglass City Council

FROM: Kate Schieferecke, City Clerk / Treasurer

DATE: 06/10/2026

SUBJECT: City Treasurer's Report

SUMMARY:

This City Treasurer's report is provided to inform Council about the state of the City's payments to state and federal taxing entities. Each taxing entity is listed below, followed by a statement of where the City stands with that taxing entity.

I. IRS + EFTPS

Form 941 quarterly reports show what the City owes to the IRS in payroll taxes. The EFTPS (Electronic Federal Tax Payment System) is the system used to pay payroll taxes to the IRS.

IRS Form 941 Reporting

Staff gained access to the City of Douglass IRS.gov business account on Monday, June 1st. The Account Balance tab shows a record of the City's filings of Form 941, and how much tax is owed for each quarter. IRS Form 941 reports on all federal payroll taxes. Records are listed in the online account going back to March 2022. The following table outlines what information is shown in the online records:

Year	Quarter	Form 941 Filing Status	Assessed Total	Accrued Failure to Pay Penalty	Accrued Interest	Total Outstanding Balance
2022	March	NO RECORD OF FORM 941 FILED				
	June	Filed, missing payment	$16,068.05	$329.64	$617.70	$17,015.39
	September	NO RECORD OF FORM 941 FILED				
	December	Not listed at all on IRS.gov account – More investigation needed				

Year	Quarter	Form 941 Filing Status	Assessed Total	Accrued Failure to Pay Penalty	Accrued Interest	Total Outstanding Balance
2023	March	Filed, missing payment	$32.87	$298.51	$669.76	$1,001.14
	June	NO RECORD OF FORM 941 FILED				
	September	NO RECORD OF FORM 941 FILED				
	December	Filed, missing payment	$16,558.95	$2,040.18	$2,890.27	$21,489.40
2024	March	Filed, missing payment	$2,092.76	$0.00	$151.48	$2,244.24
	June	Filed, missing payment	$3,427.93	$0.00	$238.47	$3,666.40
	September	Filed, missing payment	$7,407.35	$0.00	$665.60	$8,072.95
	December	Filed, missing payment	$9,071.21	$399.56	$735.64	$10,206.41
2025	March	Not listed at all on IRS.gov account – More investigation needed				
	June	Not listed at all on IRS.gov account – More investigation needed				
	September	Filed, missing payment	$336.24	$0.00	$0.00	$336.24
	December	Filed, missing payment	$407.25	$0.00	$0.00	$407.25
			Assessed Total	**Accrued Failure to Pay Penalty**	**Accrued Interest**	**Total Outstanding Balance**
Total owed 2022-2025			$55,402.61	$3,067.89	$5,968.92	**$64,439.42**

This information leaves multiple unknowns, including:

- How much tax, penalty, and accrued interest is owed for the quarters with missing Form 941s in 2022 – 2023.
- Whether or not the City has made payments to the IRS that are not reflected in the online account.

Other IRS Form 941-related information for Council to be aware of:

- The Form 941 for March 2026 has not been filed. Staff is scheduled for training on Tuesday, June 9, through the Loyd Group on payroll and tax reporting. Once that training occurs, staff will submit the March 2026 Form 941 as soon as possible and the June 2026 Form 941 on time at the end of the month.

EFTPS Payments

EFTPS payments for federal payroll taxes should be made every pay period. Staff gained access to the online EFTPS portal in May. The online portal shows no EFTPS payments have been made since January 13, 2026.

The EFTPS online account shows 16 months of payment history. Staff has not had the opportunity to reconcile this payment history with the amounts due shown in our IRS.gov account (listed in the table above) since gaining access. The June 9, 2026, training will also assist with the proper submission of forms.

This is a priority, and staff will work to quickly catch up with 2026 EFTPS payments and to reconcile available payment history with the amounts due listed on the IRS.gov website. Council will continue to be updated as progress is made on these payments and reports.

II. Kansas Department of Revenue

The City pays sales tax on utility and food sales, withholding tax (payroll), and Water Protection and Clean Drinking Water tax to KDOR.

- Withholding tax is filed and paid every pay period. The City's withholding reports are up to date.
- Sales Tax and Water Protection and Clean Drinking Water Tax Reports: These reports are filed quarterly. The 1st Quarter 2026 reports have not yet been submitted. As new staff work through the utility billing processes, we are verifying the reporting procedures within the Jayhawk Utility Software to ensure accurate reports are generated and filed. Staff are working to complete this review and submit the reports as soon as possible.

III. Kansas Department of Labor

On May 27th staff received a delinquent tax payment notice from KDOL through the previous city clerk administrator's email. This email indicated the City has not filed the

required Quarterly Wage Report and Unemployment Tax Return for Quarter 1 in 2026. Prior to this email, staff was not aware of these reports.

Paperwork to conduct an official point of contact change from the previous staff to current staff was completed and signed by the Mayor on June 3rd. Staff will work to file the delinquent reports and make any associated payments as soon as the contact change is processed.

IV. Kansas Public Employees Retirement System (KPERS) Payments

KPERS pay reports and optional group life insurance (OGLI) reports and payments are filed every pay period. Until June 2nd, KPERS pay reports and OGLI reports had not been completed since the February 5th, 2026 pay date. Staff has caught up KPERS pay reports and payments up until the May 14th pay date. KPERS agreed to waive the late fees that had accrued. Due to technical issues on the KPERS website, OGLI reports are not able to be submitted until KPERS staff resolve the technical issue.

Staff will continue to work with KPERS staff to get the pay reports and OGLI reports up to date.

V. KPERS 457 Withholding Payments

In addition to KPERS, employees have the option to enroll in a supplemental retirement plan, KPERS 457. Contributions to this plan are withheld from employee paychecks and paid into their plans through an online system called Empower. Staff has experienced difficulty and delay with gaining access to the City's online account with Empower to pay out these withholdings. Paperwork to process a contact change for the City's account was submitted to Empower on June 3rd. The status of payments to Empower is unknown due to not yet gaining access to the online account.

VI. Municipal Court Revenue Payments to Kansas State Treasurer

Staff discovered that the City of Douglass had not made payments to the Kansas State Treasurer for Municipal Court payments collected since 2020. The total amount owed by the City to the Kansas State Treasurer is $11,103.50. Fortunately, there are no late fees added to this balance. These payments should be made monthly on the 15th of the month.

Staff has made a payment of $142.00 for the Municipal Court payment made in May 2026. Staff will work with the Kansas State Treasurer's office to get the delinquent balance accrued over the last six years paid.

VII. **Moving Forward**

In addition to addressing the outstanding items, the City Administrator will implement internal controls and develop written procedures for key processes to help prevent similar issues in the future and ensure continuity during staff transitions.

STAFF RECOMMENDATION OF COUNCIL ACTION:
No action required.

Staff is happy to answer any questions.

Thank you,

Kate Schieferecke, City Clerk/Treasurer

TO: Mayor Shirley and Douglass City Council

FROM: Mike Gowlovech, Public Works Superintendent

DATE: 06/16/26

SUBJECT: Public Works Report: May, 2026

SUMMARY:

Water Department – Water Leak Repairs
104 S Poplar
117 N Poplar
528 E 3rd
323 N Willow
326 E 3rd
217 N Pecan
604 S Maple

Public Works
The disposal site was cleaned up and put back in order after a successful city-wide clean-up.
The 2015 Ram pickup returned and was put back into service.
Flowers were planted at downtown locations.
Mayer Specialties is in town for west side sewer cleaning and maintenance.
Rip rap on the first lagoon pond needs 3 loads (ordered) for completion.
Daily pool maintenance, watering, mowing, weed eating, and spraying continue.
After completing the first pond, I will compile all associated costs, present them to the council at the July meeting, and request funding for the second pond.

STAFF RECOMMENDATION OF COUNCIL ACTION:
No Action Required.

Thank you,
Mike Gowlovech