Regular Council - Aug 14 2024 Agenda

Wednesday, August 14, 2024 at 6:00 PM

Council Chambers

1. **BUDGET HEARING- 6:00pm**

2. **PLEDGE OF ALLEGIANCE AND INVOCATION**

3. **CALL TO ORDER**

4. **ROLL CALL**

5. **AMENDMENTS TO THE AGENDA**

6. **Consent Agenda**

   6.1 Financials- July

   Monthly Finance 2024.pdf

   Visa Breakdown 6-2024.pdf

   6.2 Sheriff Calls

   July calls in Douglass.pdf

   6.3 Adoption of Minutes

   Regular Council - Jul 10 2024 - Minutes - Html

7. **CITIZEN'S FORUM**

8. **SPEAKER'S FORUM**

   Helen Danler- Rodeo Grounds

9. OLD BUSINESS

9.1 Compliance Officer

9.2 Charter Ordinance

Charter Ordinance - Official Newspaper.docx

9.3 Change Order #2

Add Meters to the project.

SKM_C360i24081413520.pdf

9.4 Time Extension- CDBG Park Project

Extension for a Public Hearing to wrap up the project.

CDBG tiime extension letter from city.docx

S5-Contract-Amendment-Request-Form-10-2023.pdf

10. NEW BUSINESS

10.1 Budget Approval

10.2 Road Closure- Back to School

Shelby Green with The Green Frog

10.3 Office Closure- August 16th

11. STAFF REPORTS

12. CITY COUNCIL COMMENTS

13. MAYOR'S COMMENTS

14. EXECUTIVE SESSION

15. ADJOURNMENT

	Expenses		
Check #	Recipient	Description	Amount
38820	Douglass Library	June 2024 BuCo	$ 35,370.06
38821	Hoover Mower Sales	Mower Parts	$ 36.96
38822	Loyd Group	2023 Yr Audit	$ 5,040.01
38823	KDHE	Water Samples	$ 279.00
38824	Kansas State Treasurerq	Bond Payment	$ 15,318.75
38825	The Collins Group	Flags	$ 85.43
38826	Advantage Computer	IT Support	$ 496.50
38827	RWD #6	Water	$ 7,727.64
38828	KS One Call	Locates	$ 38.40
38829	Storey Kenworthy/ Matt Parrott	Checks	480.35
38830	Evergy	Electric	$ 52.10
38831	D Gerber Commercial Pool	Pool Supplies	$ 934.15
38832	Waste Connections	Trash	$ 14,346.15
38833	Ditch Witch UnderCon	Probes	$ 123.80
38834	Daniels Ready Mix	Park Pads	$ 645.25
38835	D & S Auto Supply	Repairs	$ 392.09
38836	Galaxie Business	Paper	$ 54.20
38837	UV & S	Shredding	$ 25.00
38838	ARC Physical Therapy	Pre Employment	$ 35.00
38839	Young & Assoc	Engineering	$ 722.50
38840	Law Office of William Muret	Legal	$ 600.00
38841	Kansas Gas Service	Gas	$ 298.20
38842	MSTS Receivables LLC	Shop Supplies	$ 194.16
38843	Maximum Outdoor Equip	Trimmer Heads	$ 109.58
38844	Law Office of Amber Brehm	Garnishment	$ 1,109.65
38845	River Valley Supply	Shop Supplies	$ 494.81
38846	Security Oil	Fuel	$ 2,064.85
38848	Visa	Credit Card June 2024	$ 3,284.91
38849	Kirby Gibson	HRA	$ 532.10
38850	Hoover Mower Sales	Mower Parts	$ 24.45
38851	Arnold's Family Heating & Air	Deposit for HVAC	$ 11,758.00
38852	Henderson Tree Care	Tree Removal	$ 16,650.00
38853	Clean Rite Pressure Washing	Street Sweeping	$ 4,500.00
38854	Optiv Security	NCIC Token	$ 67.54
38855	EMC Insurance	Insurance	$ 4,027.47
38856	Evergy	Electric	2405.64
38857	COX Business	Phone & Internet	$ 1,284.14
38858	Gibson, Watson, Marino LLC	Legal	$ 1,553.01
38859	Lease Finance Partners	Copiers	$ 641.90
38860	Comm - Tronix	Service Lift Station	$ 375.00
38861	International Institute of Municipal Clerks	Membership	$ 360.00
38862	Culpepper & Merriweather Circus	Circus	$ 290.00
38863	Column Software	Budget Publishing	$ 352.28
38864	BCBSKS	Insurance	$ 11,565.31

38865	Advance Insurance	Insurance	$ 604.93
38866	League of KS Municipalities	League Conf	$ 900.00
38867	Mike Powell	HRA	$ 210.57
38868	KDOR Misc Tax	Water Samples	$ 531.57
38869	Terminix	Pest Control	$ 141.00
38870	Advantage Computer	IT Support	$ 1,299.00
38871	Evergy	Electric	$ 2,102.00
38872	Triple Crown Products	Employee Shirts	$ 1,431.91
38873	Core & Main	Water Supplies	$ 186.80
38874	COX Business	Pool Phone	$ 74.65
38875	Jessica Williams	Pool Supplies	$ 322.09
38876	Foley Equipment	Backhoe Repair	$ 852.83
38877	Vision Care Direct	Insurance	$ 215.76
38878	Solvaris Net LLC	TextCaster	$ 100.00
38879	River Valley Supply	Shop Supplies July 2024	$ 268.71
38881	Eric Triplett	Inspections	$ 383.35
		Payroll 7/12/24	$ 18,525.92
		Payroll 7/26/24	$ 19,227.15
		Total	$ 194,124.58

Revenue	
Water	$ 44,399.95
Trash	$ 16,950.77
Sewer	$ 27,965.66
Total	$ 89,316.38
Statement Date	7/1/2024 - 7/31/2024
Prev. Balance	$ 1,661,700.16
Deposits/Credits	$ 141,199.00
Checks/Debits	$ 29,058,445.00
Interest Paid	$ 2,027.14
Current Balance	$ 1,514,341.85

Vender	Cost	Description
WalMart	$130.81	Pool Concessions
Weathertech	$315.18	Floor mats 2024 GMC
Sams Club	$227.77	Pool Concessions
Instacart	$490.92	Pool Concessions
Tractor Supply	$296.25	Couplings, weed chemicals
Adobe	$21.69	Software fee
Family Dollar	$20.25	Dog food
Family Dollar	$30.89	Snack for school board meeting
Instacart	$196.36	Pool Concessions
USPS	$8.93	Public Health certified
Amazon	$36.27	Clocks for pool
Amazon	-$249.54	Refund for office cabinet
Family Dollar	$22.85	Dog food
WalMart	$105.64	Water and shop supplies
Jersey Mikes	$94.34	Safety meeting/team building
USPS	$141.16	Stamps/Certified letters
Instacart	$274.86	Pool Concessions
WalMart	$114.13	Water and shop supplies
USPS	$2.11	Postage
Instacart	$868.40	Pool Concessions
Key Industries	$172.41	Work shirts
G & G Properties	$3.50	Ice & water city hall
USPS	$9.60	Postage water samples
Adobe	$13.80	Software fee
Atwoods	$94.86	Freon for 2007 gmc
Amazon	$10.08	Office supplies

July, 2024 Douglass Calls For Service

Date	Call Type	Location	Outcome	Officer
7/1/2024	criminal damage	100 blk E Elm	Report	District
7/1/2024	Wanted Person	400 blk S Maple	Arrest	District
7/1/2024	Traffic Stop	100 blk E Poplar	warning	Manning
7/1/2024	Traffic Stop	100 blk E Elm	warning	Manning
7/2/2024	Traffic Stop	100 blk S HWY 77	warning	Manning
7/2/2024	Traffic Complaint	1000 E 6th St	HBO	District
7/2/2024	Traffic Stop	100 blk S Elm	warning	Manning
7/2/2024	Check Welfare	100 blk N Forrest	HBO	District
7/3/2024	Traffic Stop	100 blk N Chesnut	warning	Manning
7/3/2024	Suspicious Person	100 blk S HWY 77	HBO	Rider
7/3/2024	Miscellaneous	300 blk S 5th St	HBO	Rider
7/3/2024	Suspicious Person	200 blk E Pine	HBO	Rider
7/4/2024	Wanted Person	300 blk N Elm	Arrest	District
7/4/2024	Animal at Large/ Other	500 blk N HWY 77	HBO	Rider
7/4/2024	Business Check	300 blk W 1st St.	HBO	Rider
7/4/2024	Check Welfare	1000 blk E 6th St.	HBO	Rider
7/5/2024	Check Welfare	900 blk E 2nd Cir.	HBO	District
7/5/2024	Traffic Stop	600 blk S HWY 77	warning	Manning
7/5/2024	Traffic Stop	100 blk E 1st St.	warning	Manning
7/5/2024	Traffic stop	300 Blk S HWY 77	warning	Manning
7/5/2024	Traffic Stop	100 blk S HWY 77	warning	Manning
7/6/2024	Traffic Stop	500 blk N HWY 77	warning	Manning
7/6/2024	Traffic Stop	100 blk E Willow	warning	Manning
7/6/2024	Traffic Stop	100 blk E Willow	warning	Manning
7/6/2024	Traffic Stop	100 blk E Chesnut	warning	Manning
7/6/2024	Traffic Stop	100 blk E Maple	warning	Manning
7/6/2024	Traffic Stop	100 Blk E Elm	warning	Manning
7/7/2024	Traffic Stop	100 Blk E Poplar	warning	Manning
7/7/2024	Disturbance	500 blk E 2nd St	Report	Manning
7/7/2024	Suspicious vehicle	100 blk S HWY 77	HBO	District
7/8/2024	Traffic Stop	100 blk E Elm	warning	Rider
7/8/2024	Miscellaneous	300 blk S Forest	HBO	Rider
7/8/2024	Wanted Person	100 blk N Maple	Arrest	Rider
7/9/2024	Traffic Stop	100 blk N Elm	warning	Rider
7/9/2024	Animal at Large/ Other	300 Blk S HWY 77	HBO	Rider
7/9/2024	Business Check	300 blk E 5th	HBO	Rider
7/11/2024	Traffic Stop	100 blk S HWY 77	warning	District
7/11/2024	Suspicious vehicle	100 blk N Elm	HBO	District
7/11/2024	Check Welfare	100 blk S HWY 77	HBO	District
7/11/2024	Miscellaneous	200 blk N Pecan	HBO	District
7/11/2024	Traffic Complaint	600 blk S Pecan	HBO	Manning
7/11/2024	Check Welfare	200 blk N Pecan	HBO	Manning
7/11/2024	Check Welfare	200 Blk N Forest	HBO	Manning
7/11/2024	Traffic Stop	100 Blk S Riverview	Citation	Manning

7/11/2024	Traffic Stop	100 Blk N Forest	warning	Manning
7/12/2024	Miscellaneous	1000 blk E 6th St.	HBO	Rider
7/12/2024	Suspicious Activity	200 blk N Pecan	HBO	Rider/District
7/12/2024	Accident/ 10-47/ Pvt Prop	100 blk S HWY 77	dent/Report/Ar	Rider
7/12/2024	Check Welfare	500 blk S Forrest	HBO	Rider
7/12/2024	Abandon Vehicle	100 blk S HWY 77	HBO	Rider
7/12/2024	Traffic Complaint	100 blk S Chesnut	HBO	District
7/13/2024	Traffic Stop	Dead end/3rd st	Citation	District
7/13/2024	Extra Patrol	200 blk S Taylor	HBO	District
7/13/2024	Traffic Complaint	200 blk S Poplar	HBO	Rider
7/13/2024	Check Welfare	100 blk S HWY 77	HBO	Rider
7/15/2024	Check Welfare	200 blk N Ash st	HBO	District
7/15/2024	Assist Douglass Fire	100 blk S Poplar	HBO	District
7/15/2024	Wanted Person	500 blk N HWY 77	Arrest	District
7/15/2024	Traffic Stop	100 blk E 5th st	warning	Manning
7/15/2024	Disturbance/ DV	200 blk S Chestnut	Report	Manning
7/15/2024	Suspicious Person	600 blk S Maple	HBO	Manning
7/16/2024	Suspicious Person	400 blk E 4th	HBO	Manning
7/16/2024	Miscellaneous	600 blk S Maple	HBO	Manning
7/17/2024	Check Welfare	700 blk S Forest	HBO	District
7/17/2024	Disturbance	700 blk s Willow	HBO	Manning
7/17/2024	Suspicious Activity	400 blk S Maple	HBO	Rider
7/17/2024	Runaway	200 blk S Chestnut	Report	Rider
7/17/2024	Assist Douglass Fire	500 blk S Maple	HBO	Rider
7/17/2024	Miscellaneous	200 blk S Chestnut	HBO	District
7/18/2024	Assist Douglass Fire	800 blk E 2nd st	HBO	District
7/18/2024	Miscellaneous	200 blk S Chestnut	HBO	District
7/18/2024	disturbance	400 Blk S Maple	Report	rider
7/19/2024	Traffic Stop	100 Blk N Poplar	warning	Manning
7/20/2024	Traffic Stop	800 blk E 1st St	warning	Manning
7/20/2024	Traffic Stop	400 blk N Hwy 77	warning	Manning
7/20/2024	Traffic Complaint	600 blk S Pecan	HBO	Manning
7/20/2024	Suspicious Person	100 blk N Hwy 77	HBO	Manning
7/20/2024	Traffic Stop	200 Blk E Willow	warning	Manning
7/21/2024	Suspicious Activity	300 blk E 6th St	HBO	Manning
7/21/2024	Miscellaneous	300 blk E 6th St	HBO	District
7/21/2024	Suspicious Activity	300 Blk E 6th st	HBO	Manning
7/22/2024	Assist Douglass Fire	600 blk S HWY 77	HBO	District
7/22/2024	Traffic Stop	100 Blk N Elm	warning	Rider
7/22/2024	Traffic Stop	100 Blk W Riverview	warning	Rider
7/22/2024	Traffic Complaint	700 Blk S Walnut	HBO	Rider
7/22/2024	Extra Patrol	1200 S 7th St	HBO	District
7/22/2024	Extra Patrol	200 blk S Taylor	HBO	District
7/23/2024	Check Welfare	800 Blk S Elm	HBO	Rider
7/23/2024	Traffic Stop	300 blk W 1st St.	warning	Rider
7/23/2024	Civil Stand By	700 blk S Poplar	HBO	Rider
7/24/2024	Extra Patrol	200 blk S Taylor	HBO	District
7/24/2024	Traffic Stop	100 blk N Elm	warning	Manning
7/24/2024	Traffic Stop	300 Blk S HWY 77	warning	Manning

7/24/2024	Traffic Stop	100 blk N Hwy 77	warning	Manning
7/24/2024	Miscellaneous	300 blk N Elm	HBO	Manning
7/25/2024	Disturbance	200 blk N Poplar	HBO	Manning
7/26/2024	Suspicious Vehicle	100 blk N Hwy 77	HBO	Manning
7/26/2024	Extra Patrol	200 blk S Taylor	HBO	Manning
7/27/2024	Trespass Warning Issued	300 blk E 5th	HBO	District
7/27/2024	Check Welfare	1000 blk E 6th St.	HBO	Rider
7/27/2024	Traffic Stop	100 Blk W Riverview	warning	Rider
7/27/2024	Business Check	300 blk E 5th	HBO	Rider
7/27/2024	Traffic Stop	200 blk S Maple	Citation	District
7/27/2024	Traffic Stop	300 blk W 1st St.	warning	Rider
7/28/2024	Business Check	200 blk S Taylor	HBO	Rider
7/29/2024	Burglary/ Residence	530 N HWY 77	Report	District
7/29/2024	Wanted Person	100 blk N Walnut	Arrest	District
7/29/2024	CINC	530 N HWY 77	Report	Manning
7/29/2024	Check Welfare	1000 blk E 6th St.	HBO	District
7/30/2024	Miscellaneous	530 N HWY 77	HBO	District
7/30/2024	Traffic Complaint	200 N Pecan	HBO	District
7/30/2024	Traffic Stop	100 blk N Hwy 77	warning	Manning
7/30/2024	Traffic Stop	100 Blk W Riverview	warning	Manning
7/31/2024	Traffic Control/ Funeral	800 blk S Hwy 77	HBO	Rider
7/31/2024	Traffic Stop	100 N HWY 77	warning	Rider
7/31/2024	Business Check	100 Blk W Riverview	HBO	Rider
7/31/2024	Extra Patrol	1200 blk E 7th	HBO	Rider
7/31/2024	Animal at Large/ Other	100 blk E Chesnut	HBO	Rider
7/31/2024	Traffic Stop	100 Blk W Riverview	Citation	Rider
7/31/2024	Check Welfare	500 blk E 2nd St	HBO	District
7/31/2024	Extra Patrol	200 blk S Taylor	HBO	District
7/31/2024	Traffic Complaint	100 blk E Chesnut	HBO	District

Call Breakdown by Deputy

	Rider	Manning	Open	SRO	District
Total Calls For Service	39	46	0	0	36
Calls Handled by Officer	26	15	0	0	27
Accident Reports	0	0	0	0	0
Criminal Reports	3	3	0	0	2
Traffic Citations	1	1	0	0	2
Traffic Warnings	8	27	0	0	1
Arrests	2	0	0	0	4

Regular Council - Jul 10 2024 Minutes

Wednesday, July 10, 2024 at 6:30 PM

Council Chambers

Draft

1. PLEDGE OF ALLEGIANCE AND INVOCATION

2. CALL TO ORDER

The regular City Council meeting was called to order at 6:33pm by Mayor Mike Shirley

3. ROLL CALL

Roll call was taken and all that were present were Council members: Bill Akers, Ken Phillips, Kandyce Gunther, Mark Roberts, and Mayor Mike Shirley, Mike Powell, Brittany Nordstedt, and City Attorney Richard Samaniego.

4. AMENDMENTS TO THE AGENDA

Added 8.4- Change Order to the agenda

5. CONSENT AGENDA

Adoption of Minutes

Regular Council - Jun 12 2024 - Minutes - Members (1).docx

There was a motion to approve the Consent Agenda.

Moved by: Mark Roberts

Seconded by: Kandyce Gunther

4-0

5.1 Sheriff Calls

Copy of Copy of June Calls For Service_.pdf

5.2 Financials

Visa Breakdown 5-2024.pdf

6. CITIZEN'S FORUM

7. SPEAKER'S FORUM

8. OLD BUSINESS

8.4 added- Change Order- Tree project Two Trees added totaling $2700.00.

There was a motion to approve the Change Order adding two trees to the project totaling $2700.00.

Moved by: Bill Akers

Seconded by: Kandyce Gunther

4-0

8.1 Heating and Air Quotes

QUOTES-heating and air.pdf

There was a motion to approve the bid for Arnold's Family Heating and Air for $15,008.00.

Moved by: Bill Akers

Seconded by: Mark Roberts

4-0

8.2 Public Health Update

Public Health Karl Robinson- cleaned up area, mowed, moved and cut the tree.

There was no action taken.

Draft

8.3 Sheriff Hughey

Sheriff Hughey was present for discussion on the contract with the Sheriff's department and the count on deputies. There was no action taken.

9. NEW BUSINESS

9.1 Culpepper & Merryweather Circus

There was a motion to approve the Culpepper & Merryweather Circus.

Moved by: Kandyce Gunther
Seconded by: Ken Phillips

4-0

10. CITY COUNCIL COMMENTS

11. MAYOR'S COMMENTS

12. STAFF REPORTS

Public Works Notes June 2024.docx

13. EXECUTIVE SESSION

14. ADJOURNMENT

There was a motion to adjourn the meeting at 7:40pm

Moved by: Kandyce Gunther
Seconded by: Ken Phillips

4-0

CAO

Draft

Mayor

Draft

CHARTER ORDINANCE NO. _____

A Charter Ordinance exempting the City of Douglass, Kansas from the provisions of K.S.A. 12-1651, et. seq., providing substitute and additional provisions which relate to the naming of an official city newspaper, and repealing any ordinance in conflict therewith:

BE IT ORDAINED BY THE CITY OF DOUGLASS, KANSAS as follows:

Section 1. The City of Douglass, Kansas, by the power vested in it by Article 12, Section 5 of the Constitution of the State of Kansas, hereby elects to exempt itself from K.S.A. 12-1651, which applies to this city but does not apply uniformly to all cities, and make inapplicable to the City of Douglass the requirement to designate a newspaper to be the official city newspaper.

Section 2. The governing body shall designate by authorizing, upon proper resolution, the City of Douglass website, as the official city newspaper.

Section 3. This charter ordinance shall be published once each week for two consecutive weeks in the official city newspaper.

Section 4. This charter ordinance shall take effect 61 days after the final publication unless a sufficient petition for a referendum is filed, requiring a referendum to be held on the ordinance as provided by Article 12, Section 5, Subsection (c)(3) of the Constitution of the State of Kansas, in which case this charter ordinance shall become effective upon approval by the majority of the electors voting thereon.

Passed by the Governing Body, not less than two-thirds of the members-elect voting in favor thereof, this 15th day of August, 2024.

_____
Mike Shirely, Mayor

Attest:

_____
Mike Powell, City Clerk

CONTRACT CHANGE ORDER NO. 2

Project: **Advanced Metering Infrastructure (AMI) Improvements**
City of Douglass, Butler County, Kansas
KPWSLF Project No. 3080
Y&A Project No. 23-493

Contractor: CORE & MAIN, LP
P.O. Box 74
McPherson, Kansas 67460

Date: August 8, 2024

1. The following changes are hereby made to the CONTRACT DOCUMENTS:
Additional Water Service Meters were required and requested by the City to complete the AMI project. See attached letter "Change Order Request" and material product data provided by the Contractor. The 1" and 2" meter prices are per the approved bid price. The 3" meter price has been reviewed and approved by the City. All meters are in conformance with the project specifications.

2. The following changes are hereby made to the CONTRACT AMOUNT:

2.1 Original Contract Amount..... $ 266,011.27

2.2 Current Contract Amount adjusted by previous Change Orders..... $ 266,011.27

2.3 Net (Increase) in Contract Amount due to this Change Order..... $ 9,108.32
(see attached)

2.4 Total Revised Contract Amount, including this Change Order..... $ 275,119.59

3. The following changes are hereby made to the CONTRACT TIME:
No change in contract time.

CHANGE ORDER AUTHORIZATION:

Change Order No. 2 Prepared by:
CITY ENGINEER

8/8/24
Young & Associates, PA, Date
~~100~~ South Georgie, Derby, KS 67037

Change Order No. 2 Approved by:
CONTRACTOR

8/9/24
Core & Main, LP Date
P.O. Box 74, McPherson, Kansas 67460

Change Order No. 2 Approved by:
Bureau of Water, KDHE

Bureau of Water, KDHE Date
Division of Environment – Curtis State Office Building
1000 SW Jackson St., Suite 400, Topeka, Kansas 66612-1367

Change Order No. 2 Accepted by:
OWNER

City of Douglass, Kansas Date
322 South Forrest, Douglass, KS 67039

August 14, 2024

Ms. Ginny Eardley
CDBG Program Manager
Kansas Department of Commerce
1000 SW Jackson, Suite 100
Topeka, KS 66612

RE: Project NO. 22-PF-005

Dear Ms. Eardley:

We are requesting a six-month extension on our contract with CDBG to close out the project. There have been delays in getting the project monitored due to a number of issues outside of everyone's control.

Our grant administrator has forwarded you all the paperwork for the monitoring and we hope to close it out in September 2024 with your approval.

Respectfully submitted,

Mike Shirley, Mayor