Regular Council - Oct 08 2025 Agenda

Wednesday, October 8, 2025 at 6:30 PM

Council Chambers

Page

1. PLEDGE OF ALLEGIANCE AND INVOCATION

2. CALL TO ORDER

3. ROLL CALL

4. AMENDMENTS TO THE AGENDA

5. CONSENT AGENDA

5.1 Minutes- Regular City Council Meeting 3 - 6

Minutes- 9.25.pdf

5.2 Sheriff Calls 7 - 9

Copy of 9-September 2025 calls in Douglass.pdf

5.3 Financials 10 - 13

Monthly Finance 2025.pdf

Visa Breakdown 08-2025.pdf

6. CITIZEN'S FORUM

7. SPEAKER'S FORUM

Cina Shirley- Douglass Library Director

8. OLD BUSINESS

8.1 Off Street Parking 14 - 15

Ordinance Prohibiting parking of certain vehicles within residential or manufactured home zones.pdf

9. NEW BUSINESS

9.1 Taxing vacant lots

9.2 Write off- Water usage

Writing off usage for a water meter: 2309 gallons

9.3 PEC proposal 16 - 19

PEC.pdf

PEC2.pdf

10. STAFF REPORTS

11. CITY COUNCIL COMMENTS

12. MAYOR'S COMMENTS

13. EXECUTIVE SESSION

14. ADJOURNMENT

Regular Council - Sep 10 2025 Minutes

Wednesday, September 10, 2025 at 6:30 PM

Council Chambers

Page

1. PLEDGE OF ALLEGIANCE AND INVOCATION

2. CALL TO ORDER

The meeting was called to order at 6:30pm by Mike Shirley

3. ROLL CALL

Roll Call was taken and all that were present were Jay Sanderson, Bill Akers, Ken Phillips, Kandyce Gunther, Mark Roberts, Mayor Mike Shirley, Administrator/Clerk Mike Powell, City Superintendent Mike Gowlovech, Brittany Nordstedt and City Attorney Nolan Wright

4. AMENDMENTS TO THE AGENDA

There was a motion to amend the agenda and add topic 9.3 Vacant property tax.

Moved by: Mark Roberts

Seconded by: Kandyce Gunther

5-0

5. CONSENT AGENDA

There was a motion to approve the consent agenda

Moved by: Jay Sanderson

Seconded by: Ken Phillips

5-0

5.1 Minutes- Regular City Council Meeting 5 - 10

Regular Council - Aug 20 2025 - Minutes - Members (1).pdf

MINUTES.pdf

5.2 Sheriff Calls

5.3 Financials 11 - 13

Monthly Finance 2025.pdf

Visa Breakdown 07-2025.pdf

5.4 Public Health Update 14

Public Health Update.pdf

6. CITIZEN'S FORUM

7. SPEAKER'S FORUM

Walker Andrews was present to discuss Butler County Sheriff Office updates.

8. OLD BUSINESS

8.1 Gov Guy- Development update

Executive Session

There was a motion to go into executive session in regards to confidential data relating to financial affairs or trade secrets of second parties for 20 minutes starting at 6:50 to 7:10. Including: Council, Mayor, Legal Counsel, Mike Powell and Brittany Nordstedt.

Moved by: Jay Sanderson

Seconded by: Kandyce Gunther

5-0

There was a motion to extend the executive session for 10 minutes from 7:10pm -7:20

Moved by: Jay Sanderson

Seconded by: Kandyce Gunther

5-0

No action was taken

8.2 Mower Purchase discussion

There was a motion to approve the purchase of the Scag cheetah mower in the amount of $12,072.99

Moved by: Jay Sanderson

Seconded by: Bill Akers

5-0

9. NEW BUSINESS

9.1 Booster Club- Pool pass donation

Silent auction donation item for Booster club banquet (October 4th)

There was a motion to approve the donation of a family pool pass for the Booster Club Banquet.

Moved by: Kandyce Gunther

Seconded by: Jay Sanderson

5-0

9.2 Road Closure Ordinance 15 - 16

Ordinance 935- Ordinance 935.pdf

There was a motion to approve the road closure ordinance 935. 15 - 16

Moved by: Mark Roberts

Seconded by: Jay Sanderson

5-0

9.3 Vacant Property Tax

There was not motion, discussion was had about inquiring

about how other cities/towns do this.

10. STAFF REPORTS

Public Works Notes August 2025.docx

11. CITY COUNCIL COMMENTS

12. MAYOR'S COMMENTS

13. EXECUTIVE SESSION

14. ADJOURNMENT

There was a motion made to adjourn the meeting at 8:40pm.

Moved by: Kandyce Gunther
Seconded by: Ken Phillips

5-0

CAO

Mayor

Draft

September, 2025 Douglass Calls For Service

Date	Call Type	Location	Outcome	Officer
9/1/2025	Traffic	E 1st St & S School St	Warning	District
9/1/2025	Miscelleneous	300 Blk N Elm	HBO	District
9/1/2025	Welfare Check	300 Blk N Willow	HBO	District
9/3/2025	Traffic	W 1st St & S Taylor St	Warning	Bogle
9/3/2025	Traffic	E 3rd St & S Walnut St	Warning	Bogle
9/3/2025	Protection From Stalking	1000 Blk E 7th St	HBO	District
9/4/2025	Traffic	S Hwy 77 & E 8th St	Warning	Bogle
9/4/2025	Traffic	W 1st St & N Maple St	Warning	Bogle
9/5/2025	Traffic Infor	600 Blk S Maple St	HBO	District
9/8/2025	Traffic	W 1st St & S Riverview Rd	Warning	Bogle
9/9/2025	Traffic	S Maple St & E 3rd St	Warning	Bogle
9/9/2025	Stalled Vehicle	E 1st St & N Forest St	HBO	Bogle
9/9/2025	Civil Standby	600 Blk S Maple St	HBO	Bogle
9/9/2025	Stalled Vehicle	E 1st St & N Chestnut St	HBO	Bogle
9/9/2025	Traffic	E 1st St & S School St	Warning	Bogle
9/9/2025	Hazardous Vehicle	N Poplar St & E 1st St	HBO	District
9/9/2025	Hazardous Vehicle	N Pecan St & E Pine St	HBO	District
9/9/2025	Suspicious Vehicle	100 Blk S Hwy 77	HBO	District
9/9/2025	Hazardous Vehicle	E 8th St & S Hwy 77	HBO	District
9/11/2025	Minor Traffic Complaint	E 8th St & S Forest St	HBO	District
9/12/2025	Past Harassment	100 Blk N Chestnut St	Arrest	Bogle
9/12/2025	Abandoned Vehicle	N Hwy 77 & E Sunset Dr	HBO	Martinez
9/13/2025	Business Check	300 Blk W 1st St	HBO	Bogle
9/13/2025	Traffic	N Willow St & E Ash St	Warning	Bogle
9/13/2025	Abandoned Vehicle	N Hwy 77 & E Sunset Dr	HBO	Bogle
9/13/2025	Traffic	E 6th St & S Chanelle St	Warning	Bogle
9/13/2025	Traffic	100 Blk S Elm St	Warning	Bogle
9/13/2025	Traffic	400 Blk E 1st St	Warning	Bogle
9/13/2025	Minor Traffic Complaint	500 Blk S Elm St	HBO	District
9/14/2025	Wanted Person	S Hwy 77 & E 1st St	Arrest	Bogle
9/14/2025	Traffic	W 1st St & S Riverview Rd	Warning	Bogle
9/16/2025	Miscelleneous	300 Blk S Taylor St	HBO	Martinez
9/16/2025	Welfare Check	500 Blk E 2nd St	HBO	Martinez
9/16/2025	Transport	100 Blk S Hwy 77	HBO	Martinez
9/17/2025	Traffic	100 Blk S Elm St	Warning	Bogle
9/17/2025	Abandoned Vehicle	100 Blk S Hwy 77	HBO	Bogle
9/17/2025	Wanted Person	100 Blk S Hwy 77	Arrest	Bogle
9/17/2025	Hazardous Vehicle	100 Blk S Poplar St	HBO	District
9/17/2025	Verbal Disturbance	100 Blk S Poplar St	HBO	District
9/18/2025	Threat	100 Blk S Poplar St	HBO	District
9/19/2025	Traffic	E 5th St & S Willow St	Warning	Martinez
9/20/2025	Abandoned Vehicle	S Taylor St & W 3rd St	HBO	Martinez

9/21/2025	Noise Complaint	E 8th St & S Forest St	HBO	Martinez
9/22/2025	Traffic	W 1st St & N Maple St	Warning	Bogle
9/22/2025	Traffic	N Hwy 77 & E Sunset Dr	Warning	Bogle
9/23/2025	Traffic	E 1st St & N Forest St	Warning	Bogle
9/23/2025	Traffic	E 1st St & N Poplar St	Warning	Bogle
9/24/2025	Traffic	E 1st St & N Elm St	Warning	Bogle
9/25/2025	Past Fraud	1200 Blk E 6th St	HBO	Martinez
9/26/2025	Stalled Vehicle	100 Blk S Hwy 77	HBO	Martinez
9/26/2025	Welfare Check	800 Blk E 2nd Cir	HBO	Bogle
9/26/2025	Traffic	800 Blk E 1st St	Warning	Bogle
9/26/2025	Miscelleneous	400 Blk S Riverview Rd	HBO	Bogle
9/26/2025	Hazardous Vehicle	100 Blk S Hwy 77	HBO	District
9/27/2025	Traffic	E 1st St & N Willow St	NTA	Bogle
9/27/2025	Hazardous Vehicle	E Oak St & N Forest St	HBO	Bogle
9/27/2025	Traffic	N Hwy 77 & E Sunset Dr	NTA	Bogle
9/27/2025	Miscelleneous	300 Blk W 1st St	HBO	District
9/28/2025	Traffic	E 1st St & N Chestnut St	Warning	Bogle
9/29/2025	Miscelleneous	1200 Blk E 6th St	HBO	Martinez
9/30/2025	Traffic Infor	E 8th St & S Hwy 77	HBO	District
9/30/2025	Suicidal Threat	200 Blk W 2nd St	HBO	District
9/30/2025	Abandoned Vehicle	600 Blk S Deambra Dr	HBO	District
9/30/2025	Stalled Vehicle	N Hwy 77 & E Sunset Dr	HBO	District

Call Breakdown by Deputy

	Martinez	Bogle	District
Total Calls For Service	16	34	20
Calls Handled By Officer	9	9	19
Traffic Citations	0	2	0
Traffic Warnings	6	20	1
Arrests	1	3	0

	Expenses		
Check #	**Recipient**	**Description**	**Amount**
39668	Column Software PBC	Zoning Publication	$ 68.85
39669	Guv Guy Consulting	Consulting	$ 735.60
39670	Advantage Computer	IT Support	$ 460.00
39671	D&S Auto Supply	Vehicle Repair	$ 572.25
39672	RWD # 6	Water	$ 6,657.37
39673	Gibson, Watson, Marino, LLC	Legal	$ 1,546.20
39674	O'Reilly Automotive INC	Repairs	$ 141.77
39675	KS Gas Service	Gas	$ 284.87
39676	BuCo Noxious Weed Dept	Chemicals	$ 158.70
39677	River Valley Supply	Shop Supplies	$ 392.35
39678	Worksteps, Inc	Keilhorn	$ 75.00
39679	Mike Gowlovech	HRA	$ 137.98
39680	KS One Call System	Locates	$ 55.86
39681	Visa	Credit Card	$ 2,543.64
39682	Brittany Nordstedt	HRA	$ 148.07
39683	Liberty National	Insurance	$ 223.00
39684	EMC Insurance	Insurance	$ 4,403.60
39685	Waste Connections	Trash	$ 14,878.97
39686	Guv Guy Consulting	Consulting	$ 4,656.80
39687	Cooper Law Office	Appointed Attorney	$ 200.00
39688	Eco Curve Pest Control	Pest Control	$ 301.64
39689	Westlake Hardware	Shop Supplies	$ 99.00
39690	Evergy	Electric	$ 4,690.50
39691	BCBSKS	Insurance	$ 9,517.95
39692	AFLAC	Insurance	$ 54.72
39693	Hoover Mower Sales	SCAG Mower	$ 12,072.99
39694			
39695	Advance Insurance	Insurance	$ 571.39
39696	Lease Finance Partners	Copiers	$ 644.24
39697	Mayer Specialty Services	TV/Repair Sewer	$ 1,496.25
39698	Tractor Supply	Credit Card	$ 308.46
39699	Salina Supply	Water Supplies	$ 377.63
39700	Cox Business	Phone/ Internet	$ 1,361.35
39701	Security Oil	Fuel/ DEF	$ 1,017.90
39702	Galaxie	Paper	$ 117.49
39703	South Central Sealing	Crack Seal	$ 13,338.56
39704	Lan Flippo	Office Cleaning/ Sept	$ 200.00
39705	The Collins Group	Flags	$ 231.00
39706	Eric Triplett	Inspections	$ 1,316.89
39707			
39708	Advantage Computer	IT Support	$ 1,206.28
39709	Professional Turf Products	Mower Repair	$ 49.76
39710	Guv Guy Consulting	Consulting	$ 1,312.22
39711	Urban Restoration Group	Mural Sealer	$ 530.00

Check #	Recipient	Description	Amount
39712	River Valley Supply	Shop Supplies	$ 324.43
39713	Douglass Library	Remittance	$ 7,181.36
39714	Slovaris Net LLC	Textcaster	$ 100.00
39715	Mike Shirley	Sept Mayor	$ 200.00
39716	Mike Shirley	Oct Mayor	$ 200.00
39717	Terminix	Pest Control	$ 135.00
39718	William Muret	Legal	$ 600.00
39719	Verizon Wireless	AMI Sim Card	$ 40.01
39720	Digital Office Systems	Overage	$ 148.58
39721	Wichita Pump & Supply	Well Repair	$ 193.00
39722	KS Gas Service	Gas	$ 297.51
39723	Meridian Analytical Labs	Water Samples	$ 90.00
39724	Liberty National	Insurance	$ 223.00
		Payroll 9/19/25	$ 12,494.63
		Payroll 10/3/25	$ 12,398.37
		Total	$ 77,897.69

Revenue	
Water	$ 38,741.84
Trash	$ 17,229.52
Sewer	$ 28,434.77
Total	$ 84,406.13
Statement Date	9/2/25 - 9/30/25
Prev. Balance	$ 886,636.23
Deposits/Credits	$ 113,301.87
Checks/Debits	$ 142,053.86
Interest Paid	$ 908.32
Current Balance	$ 858,792.56

Card User	Vender	Cost	Description
Mike G	Drake Controls	$817.40	North lift station
	Casey's	$6.11	Ice
	Betty's	$1.50	Ice
	Family Dollar	$11.73	Water
	Family Dollar	$13.77	Water
Mike P	Adobe	$255.47	Yeary maintenance fee
	Sams Club	$52.06	Pool Concessions
	Betty's	$92.41	Safety lunch/team building
Brittany	Amazon	$16.13	Trash bags
	Amazon	$27.82	Toilet paper
	Visa Print	$54.22	Business cards
	Amazon	$39.87	Shop supplies
	Amazon	$64.46	Marking flags
	Sams Club	$27.96	Office
	Amazon	$27.21	Office supplies
	Amazon	$124.15	Office supplies
	Amazon	$125.39	Shop supplies
	Amazon	$44.16	Coffee
	Amazon	$55.41	Paper towels
	Amazon	$171.22	Office/computer supplies
City Card	Adobe	$21.69	Monthly fee
	USPS	$10.48	Public health
	USPS	$41.92	Public health
	USPS	$32.31	Public health
	USPS	$156.00	Stamps
	Intuit	$204.00	Time Sheets
	USPS	$10.48	Public health
	Adobe	$38.31	Monthly fee
		$2,543.64	

(Published in the Official City Newspaper
on the ___ day of _____, 2025)

THE CITY OF DOUGLASS, KANSAS
ORDINANCE NO. 936

AN ORDINANCE AMENDING CHAPTER 14 ARTICLE 2 ADDING SECTION 14-210 PROHIBITING PARKING OF CERTAIN VEHICLES IN RESIDENTIAL AND MANUFACTURED HOME DISTRICTS.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF DOUGLASS, KANSAS:

Section 1. Chapter 14, Article 2, Section 14-210 of the City Code of the City of Douglass, Kansas is hereby added to read as follows:

14-210. Parking certain vehicles in prohibited areas.

(a) No vehicle, as defined within K.S.A. 8-126, as amended, including but not limited to transport, truck tractor, semitrailer, commercial trailer not mechanized, recreational vehicle or truck of a rated capacity of more than 1½ tons or being in an aggregate length of 20 feet, including one or more connected vehicles, shall be, at any time, parked or left unattended on any street, avenue or public way within those portions of the city that are zoned R-1, R-2, MH-1,or MH-2; provided, that nothing herein shall deny the right to park any such vehicles for emergency refueling or making an emergency repair or for the purpose of making delivery or pick up within prohibited areas, or providing temporary service in said location; provided further, that all such vehicles may be parked in other areas of the city so long as such parking shall not be contrary to other ordinances of the city relating to the parking of such vehicles.

(b) It shall be unlawful for any person or persons to park vehicles as set forth in this section and any such person so violating any of the provisions shall upon conviction thereof, be punished by a fine of not more than $50.00.

(c) In a prosecution for parking a vehicle as set forth in this section, proof of identify of the registered owner of the vehicle, as shown by the registration license plate upon the vehicle in violation, shall constitute in evidence a prima facie presumption that the owner of such vehicle was the person who parked or placed such vehicle at the place where the violation occurred.

Section 2: This Ordinance shall take effect and be in full force from and after its publication in the official City newspaper.

Passed by the City Council this 8th day of October, 2025.

Approved by the Mayor this 8th day of October, 2025.

_____
Mike Shirley, MAYOR

SEAL

ATTEST:

_____
Mike Powell, CITY CLERK

WORK ORDER NO. 25-01

This Work Order No. 25-01 is made as of this _____ day of _____, 2025, under the terms and conditions established in the Master Agreement between Client and Professional Consultant dated December 17, 2024 (the "Master Services Agreement" between City of Douglass, Kansas (Client) and Professional Engineering Consultants, P.A. (PEC). Except to the extent modified herein, all terms and conditions of the Master Services Agreement shall continue in full force and effect.

SECTION A – SERVICES

A.1 PEC shall perform the following services (collectively, the "Services"):

1. See attached Exhibit A, Section D.

A.2 In conjunction with the performance of the Services as described above, PEC shall provide the following submittals, documents or other deliverables to Contractor:

1. See attached Exhibit A, Section C.

A.3 Exclusions:

1. See attached Exhibit A, Section F.

SECTION B – SCHEDULE

PEC shall perform the Services and deliver the above documents according to the following:

1. See attached Exhibit A, Section B.

SECTION C – COMPENSATION

In return for the proper performance by Consultant of its Services, Client shall pay to PEC on a standard hourly basis in the amount of Fourteen Thousand Dollars (**$14,000.00**), payable according to the following terms:

1. See attached Exhibit A, Section G.

SECTION D – OTHER PROVISIONS

The parties agree to the following additional provisions with respect to this Work Order:

1. See attached Exhibit A, Section E.

CITY OF DOUGLASS	**PROFESSIONAL ENGINEERING CONSULTANTS, P.A.**
By:_____	By:_____
Printed Name:_____	Printed Name:_____
Title:_____	Title:_____
Date:_____	Date:_____

EXHIBIT A

A. **Project Description**

1. The Project shall consist of providing engineering and planning services in support of CLIENT's application for a capital construction project through the Kansas Department of Transportation's 2026 Transportation Alternatives (TA) grant program.

B. **Anticipated Project Schedule**

1. The fully executed copy of the work order will serve as PEC's notice to proceed with the services.
2. PEC shall commence its services on the Project within fourteen (14) days after receiving CLIENT's notice to proceed.
3. PEC and CLIENT agree that the scope of services will be completed in accordance with a mutually agreed upon schedule.
4. CLIENT acknowledges that directed changes, unforeseen conditions, and other delays may affect the completion of PEC's services. PEC will not have control over or responsibility for any CLIENT, Authority Having Jurisdiction, contractor or vendor's performance schedule.

C. **Project Deliverables**

1. The Project Deliverables shall consist of the following:

    a) Completed 2026 Transportation Alternatives Grant Application.

D. **Scope of Services**

1. Safe Routes to School (SRTS) Plan Assistance

    a) Assist the Client with the SRTS Planning process by attending the kick-off meeting, the site visit, and providing comments on the draft plan.

2. Concept Development

    a) Provide project correspondence and consultation with the Client.
    b) Attend and assist in facilitating a concept development meeting with the Client.
    c) Conduct one site visit to the project location.

3. Transportation Alternatives Grant Application

    a) Complete the concept application.
    b) Assist CLIENT with KDOT follow-up.
    c) Complete the final application, including maps and other exhibits.
    d) Support the Client during the submission process.

E. **Additional Responsibilities of CLIENT**

The CLIENT agrees to provide the following pursuant to PEC accomplishing the Scope of Services outlined herein.

1. Attend all PROJECT progress meetings.
2. Secure the required local match amount, and required documentation.
3. Provide access to the project site.
4. Provide utility locates within the project area.
5. Provide all financial, administrative, marketing, and grant compliance materials for the application.
6. Provide any existing documentation on the project, including maps, engineering studies, master plans, cost estimates, bids, architectural studies, or plats.
7. Submit the grant application.
8. Should grant be awarded, CLIENT will handle all required grant management and grant reporting requirements.

F. **Exclusions**

The following shall be specifically excluded from the Scope of Services to be provided by PEC.

1. Franchise utility design.
2. Railroad / railway design.
3. Environmental site assessments.

G. **PEC's Fees & Reimbursable Expenses**

1. PEC's Fee for its Scope of Services will be on a standard hourly basis, at the rates established on the attached Rate Schedule plus Reimbursable Expenses not-to-exceed **$14,000.00**.
2. Taxes are not included in PEC's Fees. CLIENT shall reimburse PEC for any sales, use, and value added taxes which apply to these services.

OWNER: City of Douglass
PROJECT: Local Street Network Inventory and Improvements
PEC PROJECT NO:
DATE: 9/12/2025

PEC
PROFESSIONAL ENGINEERING CONSULTANTS, P.A.

ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	COST	Local Match (25%)
PLANNING LEVEL ESTIMATE					
1	Street Condition Assessment and 5-Year Maintenance Plan	1	$ 25,000.00	$ 25,000.00	$ 6,250.00
2	Signs Inventory/Condition	1	$ 2,600.00	$ 2,600.00	$ 650.00
3	Sidewalks Inventory/Condition	1	$ 2,000.00	$ 2,000.00	$ 500.00
4	Replace street signs city-wide	1	$ 55,188.00	$ 55,188.00	$ 13,797.00
5	Replace regulatory signs city-wide	1	$ 354,420.00	$ 354,420.00	$ 88,605.00
6			$ -	$ -	
7			$ -	$ -	
8			$ -	$ -	
9			$ -	$ -	
10			$ -	$ -	
11			$ -	$ -	
12			$ -	$ -	
13			$ -	$ -	
14			$ -	$ -	
15			$ -	$ -	
16			$ -	$ -	
17			$ -	$ -	
18			$ -	$ -	
19			$ -	$ -	
20			$ -	$ -	
			TOTAL	$ 439,208.00	$ 109,802.00