Regular Council - Dec 10 2025 Agenda

Wednesday, December 10, 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 4 - 7

Regular Council - Nov 12 2025 - Minutes - Members.docx

5.2 Special Meeting- 12.5.25 8

SKM_C360i25120915110.pdf

5.3 Sheriff Calls

5.4 Financials 9 - 12

Monthly Finance 2025.pdf

SKM_C360i25120915140.pdf

6. CITIZEN'S FORUM

7. SPEAKER'S FORUM

8. OLD BUSINESS

8.1 Fire Department Lease

8.2 Off Street Parking Ordinance

8.3 Ty Lasher Supplemental Agreement #1 13 - 15
SKM_C360i25120914590.pdf

9. NEW BUSINESS

9.1 Sales Tax Renewals

9.2 Proposed new city info sign

9.3 Speed Limit change

9.4 Ty Lasher Supplemental Agreement #2 16 - 18
SKM_C360i25120914590.pdf

9.5 CMB Licenses
Dollar General

Family Dollar

Green Frog

9.6 Mobile Home License Applications
Trudi Haynes-

Glenn Miller- 77 Mobile Home

Lorna Cherry-

9.7 Pay Matrix

9.8 NRP Update

10. STAFF REPORTS 19

Public Works Notes November 2025.docx

11. CITY COUNCIL COMMENTS

12. MAYOR'S COMMENTS

13. EXECUTIVE SESSION

14. ADJOURNMENT

Regular Council - Nov 12 2025 Minutes

Wednesday, November 12, 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

3. ROLL CALL

Roll call was taken and all that were present were councilmembers: Jay, Bill, Kandyce, Ken, Mark, Mayor Shirley, City Administrator Mike Powell, City Attorney Andrew Marino, Deputy City Clerk Brittany Nordstedt, City Superintendent Mike Gowlovech

4. AMENDMENTS TO THE AGENDA

5. CONSENT AGENDA

There was a motion to approve the consent agenda.

Moved by: Kandyce Gunther

Seconded by: Bill Akers

5-0

5.1	Minutes- Regular City Council Meeting 10.8 minutes.pdf	# - #
5.2	Sheriff Calls	# - #

Draft

Copy of 10-October 2025 calls in Douglass.pdf

5.3 Financials # - #

Visa Breakdown 09-2025.pdf

Monthly Finance 2025.pdf

6. CITIZEN'S FORUM

7. SPEAKER'S FORUM

7.1 Recognition of Events Committee

Discussion, no action was taken.

7.2 Aaron Guyot- Fire business

There was discussion on the fire department utilizing some of the city disposal area for training.

There was a motion to put an agreement in place for training for Fire District 8.

Moved by: Mark Roberts
Seconded by: Jay Sanderson

5-0

8. OLD BUSINESS

Ordinance- Parking

Ordinance Prohibiting parking of certain vehicles within residential or manufactured home zones 11.12.25.pdf

There was a motion approve Ordinance 936 with being published on January 31st 2026 with a Roll Call vote:
Jay: Yes
Mark: Yes
Kandyce: Yes
Ken: No

Draft

Bill: Yes

Moved by: Jay Sanderson
Seconded by: Mark Roberts

4-1

9. NEW BUSINESS

9.1 CMB License application

There was a motion to approve CMB license for Casey's General Store

Moved by: Kandyce Gunther
Seconded by: Ken Phillips

5-0

9.2 COLA Increase

There was a motion to approve the 2.8% COLA increase

Moved by: Mark Roberts
Seconded by: Kandyce Gunther

5-0

9.3 Christmas Bonuses

There was a motion to approve the 2025 Christmas Bonus of 2% with new employee being prorated.

Moved by: Bill Akers
Seconded by: Kandyce Gunther

5-0

9.4 KDHE Payoff

There was a motion to approve the payoff amount of $6685.00 for the KDHE loan.

Draft

Moved by: Mark Roberts
Seconded by: Jay Sanderson

5-0

10. STAFF REPORTS

Public Works Notes October 2025.docx

11. CITY COUNCIL COMMENTS

12. MAYOR'S COMMENTS

13. EXECUTIVE SESSION

14. ADJOURNMENT

There was a motion to adjourn the meeting at 7:49pm

Moved by: Kandyce Gunther
Seconded by: Ken Phillips

5-0

CAO

Mayor

Draft

Douglass, KS

Special Meeting

Friday, December 5, 2025 at 6:00 PM

Mayor	**Council Members**	**City Clerk Administrator**
Mike Shirley-	Mark Roberts, President Kandyce Gunther Bill Akers Ken Phillips Jay Sanderson	Mike Powell

**Roll call was taken, all that were present were: Mayor Mike Shirley, Mark Roberts, Kandyce Gunther, Bill Akers, Jay Sanderson, Amie Whitt and Mike Powell

Agenda:

1. Call meeting to Order- The meeting was called to order at 6:00pm
2. Office Staffing-
   There was a motion to go into executive session for 15 minutes in regards to non-elected personnel matters from 6:08pm-6:23pm. Motion was made by Jay, seconded by Kandyce. 4-0
   There was a motion to extend the executive session for 15 minutes from 6:23pm to 6:38pm by Jay, seconded by Kandyce. 4-0

   There was an additional motion to extend the executive session for 15 minutes from 6:38pm to 6:53pm by Jay seconded by Kandyce. 4-0

   There was a motion to end Brittany Nordstedt's admin leave and resume regular work schedule on Monday December 8th 2025 by Jay, seconded by Kandyce. 4-0
3. Staff Evaluation Plan- Discussion, no action was taken
4. Executive Session - (1) Personnel matters of non-elected personnel. 15 minutes- See above for Executive session minutes.
5. RCB Account Update- Positive Pay- Discussion
   - On the Account (Check signing access)
     - Amie Whitt
     - Mike Powell
     - Mike Shirley
     - Brittany Nordstedt
     - Bill Akers
   - Online Access
     - Amie Whitt
     - Mike Powell
     - Brittany Nordstedt

     There was a motion to approve banking access both account and online by Kandyce and a second by Jay. 4-0
6. Adjournment
   There was a motion to adjourn the meeting by Kandyce, second by Bill.
   4-0

	Expenses		
Check #	**Recipient**	**Description**	**Amount**
39758	Lan Flippo	Office Cleaning	$ 250.00
39759	Solvaris Net LLc	TextCaster	$ 100.00
39760	Verizon Wireless	AMI Sim Card	$ 40.01
39761	O'Reilly Automotive	Adapter	$ 10.49
39762	Tire Dealers Warehouse	2015 Ram	$ 1,240.00
39763	KS Gas Service	Gas	$ 296.48
39764	Maximum Outdoor	Chain Saw Parts	$ 180.84
39765	UV&S	Shredding	$ 26.25
39766	Central Powers Systems	North Gen.	$ 1,138.56
39767	ICI- Strategic Insurance EMC	Mike Bond	$ 175.00
39768	Hub International	Insurance	$ 250.00
39769	Law Office of William Muret	Legal	$ 600.00
39770	NLC Congressional City Conference	League Dues	$ 650.00
39771	Cox Business	Phone/ Internet	$ 1,063.00
39772	Storey Kenworthy/ Matt Parrott	Checks	$ 479.86
39773	Galaxie	Marketing Folders	$ 895.47
39774	Advance Insurance	Insurance	$ 571.39
39775	Lease Finance Partners	Copiers	$ 644.24
39776	Mayer Specialty Services	AT&T Damage	$ 7,122.50
39777	Mike Shirley	Oct Mayor	$ 200.00
39778	River Valley Supply	Shop Supplies	$ 183.65
39779	D&S Auto Supply	2024 Ram	$ 390.67
39780	Douglass Library	BuCo 10/2025	$ 1,457.54
39781	Setoff Program	Reimbursement	$ 184.00
39782	ARC Physical Therapy Plus	Hewlett Drug Screen	$ 35.00
39783	Central Salt	Bulk Salt	$ 1,809.21
39784	RWD #6	Oct Water	$ 10,521.61
39785	Advantage Computer	IT Support	$ 2,248.00
39786	Security Oil	Fuel	$ 847.09
39787	South West Butler Quarry LLC	Base Rock	$ 229.40
39788	Andover Rental Center	Chipper	$ 3,953.74
39789	Mike Powell	KMAGG Mileage	$ 119.00
39790	Liberty National	Insurance	$ 334.50
39791	Fort Scott Community College	Wastewater Certification Class	$ 140.00
39792	Kirby Gibson	Clothing	$ 102.84
39793	Mike Gowlovech	HRA	$ 99.79
39794	Waste Connections	Trash	$ 16,058.43
39795	KS One Call	Locates	$ 85.12
39796	Vision Care Direct	Insurance	$ 215.98
39797	Advantage Computer	IT Support	$ 57.50
39798	Salina Supply Co	Water Supplies	$ 108.73
39799	Galaxie	Paper	$ 110.00
39800	Security Oil	Fuel	$ 1,500.00
39801	KDHE - Bureau of Water	Final Loan Pymt	$ 6,758.25

39802	Evergy	Electric	$ 5,526.32
39811	EMC Insurance	Insurance	$ 4,403.59
39812	Foley Equipment	Backhoe	$ 37.88
39813	Diligent Corp	Diligent	$ 2,916.00
39814	Gibson, Watson, Marino, LLC	Legal	$ 1,431.10
39815	Evergy	Electric	$ 278.56
39816	Law Office of William Muret	Legal	$ 600.00
39817	Visa	Credit Card	$ 4,853.01
39818	AFLAC	Insurance	$ 54.72
39819	BCBSKS	Insurance	$ 9,517.95
39820	ECO Curve Pest Control	Pest Control	$ 603.28
		Payroll 11/14/2025	$ 13,339.66
		Payroll 11/28/2025	$ 13,594.28
		Total	$ 120,640.49

Revenue		
Water	$	36,837.11
Trash	$	15,875.10
Sewer	$	26,645.84
Total	$	79,358.05
Statement Date	11/3/2025 - 11/30/2025	
Prev. Balance	$	731,492.24
Deposits/Credits	$	91,460.02
Checks/Debits	$	138,714.84
Interest Paid	$	540.21
Current Balance	$	684,777.63

Card User	Vender	Cost	Description
Mike G	City Blue Print	$21.03	Street maps
	Family Dollar	$23.46	Water
	Dillons	$49.23	Council meeting reception
	Bass Pro shop	$392.00	Boots and waders for Jordon
	SP Berne Apparel	$115.00	Winter wear
	Bogaars	$1,096.41	Winter wear
	Freddy's	$57.62	Lunch
	Family Dollar	$6.50	Shop Supplies
	Casey's	$6.79	Water
	Casey's	$19.52	Pizza for staff force main break
	Atwood's	$8.99	Bar and chain oil
	Casey's	$6.11	Ice
	Atwood's	$67.96	Heaters for well houses
	Walmart	$81.55	Water/coffee
Mike P	Sheraton	$376.36	NLC conference
	Loyd Group	$242.00	KMAAG seminar
Brittany	Amazon	$40.99	Trunk or treat
	Amazon	$75.07	Trunk or treat
	Bettys	$3.00	Ice
	Amazon	$213.99	Shop/Office supplies
	Amazon	$22.98	Trunk or treat
	USPS	$115.28	Postage court
	KS Dept. of Admin	$300.00	
	Amazon	$107.24	Office Supplies
	Sheraton Conf.	$376.36	League conference
	Sheraton Conf.	$35.00	League conference
	Phillips 66	$20.01	League conference
	Caseys	$51.44	League conference
	Amazon	$123.92	Office Supplies
	CHP Liability Ins.	$176.00	Event Insurance
	Amazon	$107.62	Office Supplies
	Drury Inn	$135.30	Clerk Conference
	QT	$7.72	Food Clerk Conference
	Apple.Com	$108.49	Software fee
	Taco Bell	$11.16	Food Clerk Conference
City Card	Adobe	$21.69	Software fee
	USPS	$10.48	Public Health
	Intuit	$76.00	Time sheets
	Adobe	$24.48	Software fee
	Firehouse Subs	$104.43	Safety meeting/team building
	Adobe	$13.83	Software fee

SUPPLEMENTAL AGREEMENT #2

Supplemental Agreement between the City of Douglass and Guv Guy Consulting, LLC. This Supplemental Agreement for consulting, marketing and organizational assessment is entered into By and Between Guv Guy Consulting, LLC an Independent Contractor, and The City of Douglass, Kansas effective on this _____ Day of _____, 2025.

Based on Consultant's experience, knowledge and expertise in municipal government, the City of Douglass, hereinafter "Client" retains Guv Guy Consulting, LLC., hereinafter "Consultant", to assist with marketing, organizational assessment and recommendations for improved efficiencies as well as effectiveness.

I. Scope of Services.

Parties agree that Guv Guy Consulting, LLC will perform consultation services as set forth below for the City of Douglass:

a) Assist with marketing and residential development as outlined in the Agreement for Consultation Services dated June 13, 2025 related to residential development and marketing.

b) Conduct an organizational assessment which includes review and discussion of job descriptions for each employee, review of policies and procedures, examine budget and financial data, and gather input from the Governing Body as well as staff.

c) Make recommendations for improvements, items needing addressed, as well as deficiencies that are of a concern.

II. Payment for Services.

For Services performed, Client shall pay Consultant as follows:

a) Hourly rate of $125.00. Travel expenses shall be billed separately. Mileage shall be at the federal rate. Food and printing shall be based on actual costs (if needed).

b) Consultant shall submit monthly invoices containing consulting hours and other expenses. Client shall submit payment within 30 days of receipt of invoice.

III. Substitution and Termination.

a) Hourly rate included in this Supplemental Agreement shall replace the consulting fee outlined in the June 13, 2025 Consultation Services Agreement. Upon termination of this agreement, the Agreement for Consultation Services dated June 13, 2025 shall be reinstated.

b) This Supplemental Agreement shall automatically terminate six (6) months from the execution date, unless renewed by written agreement of the parties. Services may be terminated at any time by Client or Consultant with ten (10) days' written notice. If so terminated, Client shall pay Consultant all amounts due for all services properly rendered and expenses incurred to the date of receipt of notice of termination.

IV. Assignment.

a) Consultant nor Client will assign any rights, duties or interests accruing from this Agreement without written consent from the other party. This agreement will be binding upon the Client and Consultant, their successors and assigns.

b) The Consultant may request additional assistance from specific resources. Such services and fees shall be approved by the Mayor prior to engaging such services.

V. Documents and Accessibility.

a) All documents, reports, and recommendations prepared by the Consultant are only to be used by the Client. Some items may be confidential in nature and will be reported in such manner. The Consultant may be required to attend executive sessions due to personnel matters or consultation with Attorney Client relations.

b) The Consultant shall have access to staff, documents, reports and financial data as required to properly assess the entirety of the organization.

VI. **Entirety of Agreement.** This agreement represents the entire and integrated agreement between Client and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may only be amended by writing and signed by both Client and Consultant.

VII. **Deadline for Acceptance.** This agreement shall expire if Client has not accepted this agreement by signing and delivering a fully executed copy to Consultant on or before December 15, 2025.

_____ Date: _____

Mike Shirley, Mayor
City of Douglass, Kansas

_____ Date: 12/9/25

Ty Lasher
Guv Guy Consulting

ATTEST:

_____

Mike Powell, Douglass City Clerk

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_____ Date: _____

Mike Shirley, Mayor
City of Douglass, Kansas

_____ Date: 12/9/25

Ty Lasher
Guv Guy Consulting

ATTEST:

_____

Mike Powell, Douglass City Clerk

Public Works Notes November 2025

Water Department

Water leak repair 427 S Chestnut

The majority of the first 2/3 of the month was spent utilizing the tree chipper on rent. Tree trimming and finishing up the last of the mowing for the year.

Christmas decorations checked, repaired, and hung downtown.

Christmas around town.

Car show downtown.

Mowers cleaned and winterized for the off season.

We would like to thank our Mayor, City Administrator, and the City Council for the long Thanksgiving weekend allowing us to spend time with our families.