Regular Council - July 08, 2026, Agenda

Wednesday, July 8, 2026, at 6:30 PM

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 06-17-2026.pdf

7.2 Sheriff Calls 7

6- June Douglass Stats.pdf

7.3 Financial Report 10

June Financial Report.pdf

8. OLD BUSINESS

9. NEW BUSINESS

9.1 Financial Policy Amendment 19

Action: Motion to (confirm / deny / table) the City of Douglass Comprehensive Financial Policy and authorize the Mayor to execute the same.

Financial Policy Amendment Memo July 2026.pdf

Updated Proposed Financial Policy 2026.pdf

9.2 Mayer Maintenance Program Proposal 35

Action: Motion to (confirm / deny / table) the Sanitary Sewer Maintenance Cleaning/CCTV Inspection Agreement with Mayer Specialty Services, LLC for the years 2027 through 2029 and authorize the City Administrator to execute the agreement on behalf of the City.

Mayer Specialty Services, LLC Agreement Memo July 2026.pdf

Mayer Maintenance Program Proposal - Agreement.pdf

9.3 Resolution to Exceed the Revenue Neutral Rate 46

Action: Motion to (confirm / deny / table) the Resolution Calling and Providing for Notice of a Public Hearing on the Governing Body's Intent to Levy a Property Tax Exceeding the Revenue Neutral Rate and for the Mayor to sign the Butler County Clerk's Office Indication of Revenue Neutral Rate.

RNR Intent Memo July 2026.pdf

2026-04 Resolution - Intent to exceed RNR (July 2026).pdf

RNR 27.pdf

10. STAFF REPORTS 50

1. City Administrator Report - Danielle Gabor
   City Administrator July 2026 Report.pdf
2. City Treasurer Report - Kate Schieferecke
   July Treasurer's Report.pdf
3. Public Works - Mike Gowlevech
   PW July Memo.pdf

11. CITY COUNCIL COMMENTS

12. MAYOR'S COMMENTS

13. EXECUTIVE SESSION

14. ADJOURNMENT

MINUTES
CITY COUNCIL MEETING
City Hall – Douglass, Kansas
June 16, 2026, 6:30 P.M.

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

2. **CALL TO ORDER:** Mayor Shirley called the regular meeting of the Douglass City Council to order at 6:30 pm on June 16, 2026.

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

4. **ACCEPTANCE OF THE AGENDA –** Mayor Shirley requested adding consideration of Resolution No. 2026-03, **A RESOLUTION OF THE CITY OF DOUGLASS, KANSAS ADJUSTING THE FEES FOR THE COLLECTION AND DISPOSAL OF SOLID WASTE BY THE RESIDENTS OF DOUGLASS**, for the purpose of correcting clerical errors found in the previously approved Resolution No. 2026-02 to New Business as agenda item 10.1.

   Action: Jay Sanderson moved to accept the amended agenda. Ken Phillips seconded the motion. Motion carried 4 – 0.

5. **PUBLIC FORUM:** Douglass resident Debi Lepew spoke to Council requesting improvement of deteriorated street curbs on Walnut and Maple Street. She showed photos of the deteriorated curbs to Council.

   Mayor Shirley introduced Deputy Patrick Howard and Deputy Travis Scarborough, the current Butler County Sheriff's Office deputies assigned to Douglass.

   Douglass resident Lori Logsdon spoke to Council to propose the idea of painting pickleball court lines on the existing cement slab in the park. The Mayor requested City staff to look for grants to address this request. It was discussed that the Douglass Events Committee has a pickleball net for use.

6. **SPEAKER'S FORUM** – There were no scheduled speakers.

7. **CONSENT AGENDA**

   7.1 - Minutes of the May 13, 2026, City Council Meeting.

   7.3 - Sheriff's Calls – May 2026

7.4 - May 2026 Financial Report

Action: Mark Roberts moved to approve the consent agenda as presented, and authorize Mayor Shirley to sign. Jay Sanderson seconded. Motion carried 4 – 0.

8. APPOINTMENTS

8.1 – Consideration of Mayor Shirley's Vacancy Appointments

Mayor Shirley stated his appointment of Jason Cathey to fill the open spot on City Council left by Bill Akers' resignation.

Action: Jay Sanderson moved to confirm Mayor Shirley's vacancy appointment for Jason Cathey to the City Council, effective immediately. Mark Roberts seconded the motion. Motion carried 4/0.

Action: Jay Sanderson moved to confirm Mayor Shirley's vacancy appointments for Jason Cathey to the Housing Authority and Bill Akers to the Planning Commission, effective immediately. Ken Phillips seconded the motion. Motion carried 4-0.

8.2 – Oath of Office to Appointed Councilmember – Jason Cathey took the oath of office, administered by the City Clerk. Upon taking the oath of office, Jason Cathey was seated on the Council bench to begin participating in the meeting.

9. OLD BUSINESS

9.1 - Consideration of Credit Card Program

Mayor Shirley asked City Administrator Danielle Gabor to explain the City's credit card program updates to Council. Danielle Gabor explained that closing the RCB cards and applying for cards with UMB were intended to allow staff to adjust credit limits for individual cardholders. At the time of the May meeting, staff had not accessed the online account feature of the City credit cards issued by RCB Bank. Since then, staff had gained access to the online account management feature and discovered that it is possible to adjust the credit limit of individual cardholders. Because of this new information, staff is recommending to keep the current City credit cards issued by RCB Bank.

Action: Mark Roberts moved to rescind the May 2026 motion approving the closure of the City of Douglass Visa credit card accounts issued by RCB Bank. Jay Sanderson seconded the motion. Motion carried 5-0.

Action: Mark Roberts moved to rescind the May 2026 motion approving the application for City staff credit cards through UMB. Ken Phillips seconded the motion. Motion carried 5-0.

10. NEW BUSINESS

10.1 - Consideration of Resolution 2026-03: A RESOLUTION OF THE CITY OF DOUGLASS, KANSAS ADJUSTING THE FEES FOR THE COLLECTION AND DISPOSAL OF SOLID WASTE BY THE RESIDENTS OF DOUGLASS.

Mayor Shirley explained that clerical errors in Resolution 2026-02 passed in the May Council meeting required correction by passing a new resolution.

Action: Jay Sanderson moved to approve the **RESOLUTION OF THE CITY OF DOUGLASS, KANSAS ADJUSTING THE FEES FOR THE COLLECTION AND DISPOSAL OF SOLID WASTE BY THE RESIDENTS OF DOUGLASS**. Trent Roberts seconded the motion. Motion carried 5-0.

11. 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 the contents of his City Superintendent Report that was added to the packet.

12. CITY COUNCIL COMMENTS

12.1 – Mark Roberts: Noted that the Kansas League of Municipalities annual conference will be held in Wichita in October. Requested that tonnage and fees incurred by the 2026 Streets Project be provided to Council. Mark inquired about City staff addressing public health violations in the community, and Mike Gowlovech stated staff are addressing public health violations as they are identified. Mark inquired about the status of Microsoft Surfaces previously used by Council and requested his password be reset for his City email and noted he is not able to access Diligent, the City's agenda management software. Mark announced that the new City signs for the west City limit are in and will be put up. Mark welcomed Jason Cathey to the Council and expressed appreciation for City staff. Mark requested an update on pool revenue and expenses and requested an update on hiring for the Maintenance II position.

11.2 – Trent Roberts: No comments

11.3 – Ken Phillips: Expressed appreciation for City staff's communication and professionalism.

11.4 – Jay Sanderson: Echoed gratitude for City Staff. Jay requested an update on City Pool revenue and expenses.

11.5 – Jason Cathey: Expressed gratitude for being appointed to Council.

13. MAYOR'S COMMENTS

Mayor Shirley explained that Terry Page will continue to be the Assistant Zoning Administrator but will serve as the primary contact for zoning applications and assume primary responsibility for preparing agendas for Planning & Zoning Board meetings.

14. EXECUTIVE SESSION: None

15. ADJOURNMENT

Action: Jason Cathey moved to adjourn. Jay Sanderson seconded. Motion carried 5 – 0. Meeting Adjourned at 7:51 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.

JUNE 2026 Douglass Calls For Service

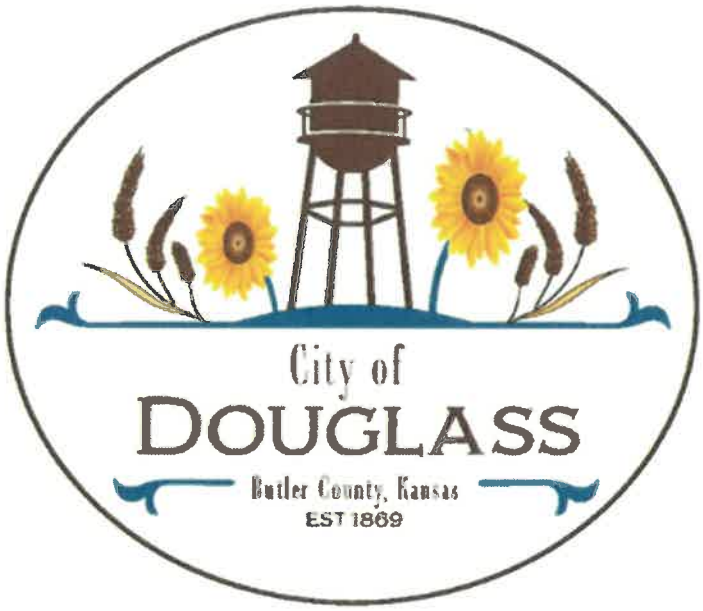
Date	Call Type	Location	Outcome	Officer
6/1/2026	INTRUSION ALARM	320 W 1ST	HBO	HOWARD
6/2/2026	HAZ ROAD CONDITIONS	100 N FORREST	HBO	DISTRICT
6/2/2026	TRAFFIC	210TH & DIAMOND	WARNING	HOWARD
6/2/2026	TRAFFIC	210TH & DIAMOND	WARNING	HOWARD
6/2/2026	TRAFFIC	1ST & CHESTNUT	CITATION	HOWARD
6/2/2026	TRAFFIC	6TH & HWY 77	WARNING	HOWARD
6/4/2026	NON INJURY HIT & RUN	530 N HWY 77	HBO	DISTRICT
6/5/2026	ABANDON VEHICLE	790 S HWY 77	HBO	DISTRICT
6/5/2026	TRAFFIC COMPLAINT	235 S WALNUT	HBO	DISTRICT
6/5/2026	TRESSPASSING	602 E FIRST	HBO	HOWARD
6/5/2026	TRAFFIC	1007 E SIXTH	WARNING	HOWARD
6/5/22026	FOLLOW	530 N HWY 77	HBO	HOWARD
6/6/2026	TRAFFIC	913 E 1ST	CITATION	HOWARD
6/6/2026	TRAFFIC	HWY 77 & SUNSET	WARNING	HOWARD
6/6/2026	TRAFFIC	107 S MAPLE	WARNING	HOWARD
6/7/2026	FOLLOW	530 N HWY 77	HBO	HOWARD
6/7/2026	HOLD UP ALARM	405 S MAPLE	HBO	HOWARD
6/9/2026	MISC NON URGENT	524 S FORREST	HBO	DISTRICT
6/9/2026	MISC NON URGENT	3RD & WALNUT	HBO	DISTRICT
6/10/2026	TRAFFIC	HWY 77 & 1ST	WARNING	HOWARD
6/11/2026	SCHOOL CHECK	910 E FIRST	HBO	HOWARD
6/15/2026	CIVIL ISSUE	420 S WALNUT	HBO	DISTRICT
6/15/2026	WELFARE CHECK	525 S FOREST	HBO	DISTRICT
6/15/2602	TRAFFIC	900 E FIRST	WARNING	HOWARD
6/15/2026	TRAFFIC	210TH & HUNTER	WARNING	HOWARD
6/15/2026	TRAFFIC	4TH & MAPLE	WARNING	HOWARD
6/15/2026	TRAFFIC	210TH & DIAMOND	WARNING	HOWARD
6/15/2026	TRAFFIC	210TH & SANTAFE LAKE	WARNING	HOWARD
6/15/2026	WARRANT ARREST	4TH &WALNUT	HBO	HOWARD
6/15/2026	TRAFFIC	HWY77 &3RD	WARNING	SCARBOROUGH
6/15/2026	TRAFFIC	1ST & POPLAR	WARNING	SCARBOROUGH
6/16/2026	MISC NON URGENT	322 S FORREST	HBO	HOWARD
6/16/2026	MISC NON URGENT	322 S FORREST	HBO	SCARBOROUGH
6/16/2026	TRAFFIC	400 E 1ST	WARNING	HOWARD
6/16/2026	TRAFFIC	HWY 77 &1ST	WARNING	HOWARD
6/16/2026	TRAFFIC	HWY 77 & 220TH	WARNING	HOWARD
6/16/2026	TRAFFIC	8TH & ELM	WARNING	HOWARD
6/16/2026	TRAFFIC	HWY 77 & 1ST	WARNING	SCARBOROUGH
6/16/2026	TRAFFIC	1ST & SCHOOL	WARNING	SCARBOROUGH
6/16/2026	TRAFFIC	MM 38	CITATION	SCARBOROUGH
6/17/2026	TRAFFIC	1ST & WILLOW	WARNING	SCARBOROUGH
6/17/2026	TRAFFIC	210TH & ADAMS	WARNING	HOWARD
6/17/2026	TRAFFIC	MM 38 HWY 77	WARNING	SCARBOROUGH
6/17/2026	TRAFFIC	MM39 HWY 77	WARNING	SCARBOROUGH
6/17/2026	MISC NON URGENT	525 S WILLOW	HBO	SCARBOROUGH
6/17/2026	SIG 4 THREATS	109 E 3rd	HBO	DISTRICT

Call Breakdown by Deputy

	OPEN	OPEN	Scarbrough	Howard	District
Total Calls For Service			6	16	17
Calls Handled By Officer			6	16	17
Traffic Citations			12	7	
Traffic Warnings			26	33	
Arrests			1	1	

6/18/2026	PAST DAMAGE	516 E PINE	HBO	DISTRICT
6/19/2026	OUTSIDE AGENCY ASSIST	626 S WILLOW	HBO	DISTRICT
6/19/2026	OUTSIDE AGENCY ASSIST	400 S RIVERVIEW	HBO	HOWARD
6/19/2026	NUISANCE	320 S CHESTNUT	HBO	HOWARD
6/19/2026	TRAFFIC	HWY 77 & 3RD	WARNING	HOWARD
6/19/2026	TRAFFIC	HWY 77 & 8TH	WARNING	HOWARD
6/19/2026	TRAFFIC	HWY 77 & 8TH	WARNING	HOWARD
6/19/2026	TRAFFIC	HWY 77 & 8TH	WARNING	HOWARD
6/19/2026	TRAFFIC	HWY 77 & 8TH	CITATION	HOWARD
6/19/2026	TRAFFIC	900 E FIRST	WARNING	HOWARD
6/20/2026	FOLLOW-UP	322 S FORREST	HBO	HOWARD
6/20/2026	TRAFFIC	HWY 77 MM 39	WARNING	HOWARD
6/21/2026	ANIMAL CRUELTY	114 S WILLOW	HBO	DISTRICT
6/21/2026	PAST DAMAGE	400 S RIVERVIEW	HBO	DISTRICT
6/21/2026	PAST DAMAGE	400 S RIVERVIEW	HBO	HOWARD
6/21/2026	TRAFFIC	900 E 1ST	WARNING	HOWARD
6/21/2026	TRAFFIC	HWY 77 & 8TH	WARNING	HOWARD
6/21/2026	TRAFFIC	1ST & CHESTNUT	WARNING	HOWARD
06/21/2026	TRAFFIC	210TH & DIAMOND	WARNING	HOWARD
6/21/2026	TRAFFIC	MM 36	WARNING	HOWARD
6/22/2026	TRAFFIC	1ST & SCHOOL	WARNING	SCARBOROUGH
6/22/2026	TRAFFIC	6ST & HWY 77	CITATION	SCARBOROUGH
6/22/2026	TRAFFIC	6TH & HWY 77	CITATION	SCARBOROUGH
6/22/2026	TRAFFIC	MM 39 HWY77	ARREST	SCARBOROUGH
6/22/2026	TRAFFIC	E 1ST & N WALNUT	CITATION	SCARBOROUGH
6/22/2026	TRAFFIC	S WILLOW & 3RD	WARNING	SCARBOROUGH
6/22/2026	TRAFFIC	N CHESTNUT & E ASH	WARNING	SCARBOROUGH
6/22/2026	TRAFFIC	HWY 77 MM38	WARNING	SCARBOROUGH
6/22/2026	TRAFFIC	HWY 77 & 8TH	CITATION	SCARBOROUGH
6/22/2026	TRAFFIC	HWY 77 & 7TH	CITATION	SCARBOROUGH
6/22/2026	TRAFFIC	HWY 77 & 6TH	CITATION	SCARBOROUGH
6/22/2026	TRAFFIC	HWY 77 & SUNSET	WARNING	SCARBOROUGH
6/22/2026	TRAFFIC	HWY77 & 8TH	CITATION	SCARBOROUGH
6/23/2026	TRAFFIC	103 S & HWY 77	WARNING	SCARBOROUGH
6/23/2026	TRAFFIC	HWY 77 & E 6TH ST	WARNING	SCARBOROUGH
6/23/2026	TRAFFIC	HWY 77 MM37	WARNING	SCARBOROUGH
6/23/2026	TRAFFIC	E 8TH & S WALNUT	WARNING	SCARBOROUGH
6/24/2026	CIVIL STAND BY	525 S FORREST	HBO	DISTRICT
6/24/2026	FOLLOW UP	400 S RIVERVIEW	HBO	HOWARD
6/24/2026	TRAFFIC	210TH & SANTAFE LAKE	WARNING	HOWARD
6/24/2026	TRAFFIC	1ST & HWY 77	CITATION	HOWARD
6/24/2026	TRAFFIC	4TH & TAYLOR	CITATION	HOWARD
6/25/2026	FIELD CONTACT	320 W FIRST	HBO	DISTRICT
6/25/2026	SLIDE OFF	HWY 77 & SUNSET	HBO	DISTRICT
6/26/2026	SCHOOL CHECK	913 E FIRST	HBO	HOWARD
6/26/2026	BUSINESS CHECK	103 S & HWY 77	HBO	HOWARD
6/26/2026	TRAFFIC	S HWY 77 & E 7TH	CITATION	SCARBOROUGH
6/26/2026	TRAFFIC	E 1ST ST & N HWY 77	WARNING	SCARBOROUGH
6/26/2026	TRAFFIC	E 1ST & SCHOOL ST	WARNING	SCARBOROUGH
6/26/2026	TRAFFIC	E 1ST ST & S HWY 77	WARNING	SCARBOROUGH
6/26/2026	MISCELLANEOUS	222 W 8TH	HBO	SCARBOROUGH

6/26/2026	TRAFFIC	SW HWY 77 & SW 200TH	WARNING	SCARBOROUGH
6/26/2026	TRAFFIC	HWY 77 MM 37.5	WARNING	SCARBOROUGH
6/26/2026	TRAFFIC	HWY 77 & SW 200	CITATION	SCARBOROUGH
6/26/2026	TRAFFIC	HWY 77 E 1ST ST	WARNING	SCARBOROUGH
6/26/2026	TRAFFIC	HWY 77 & 200	WARNING	SCARBOROUGH
6-26-2026-	TRAFFIC	S TAYLOR & 3RD	WARNING	SCARBOROUGH
6/26/2026	TRAFFIC	HWY 77 MM 37.5	WARNING	SCARBOROUGH
6/26/2026	TRAFFIC	1ST & SCHOOL	WARNING	SCARBOROUGH
6/26/2026	TRAFFIC	103 HWY 77	WARNING	SCARBOROUGH
6/26/2026	TRAFFIC	HWY 77 MM 37.5	WARNING	SCARBOROUGH
6/26/2026	Traffic	HWY 77 MM 37.5	CITATION	SCARBOROUGH
6/26/2026	TRAFFIC	100 1ST	WARNING	SCARBOROUGH
6/26/2026	PAST THEFT	1123 5TH ST	HBO	SCARBOROUGH
6/27/2026	WELFARE CHECK	728 S Forest	HBO	SCARBOROUGH
6/28/2026	TRAFFIC	HWY77 MM 38	CITATION	SCARBOROUGH
6/28/2026	TRAFFIC	SW HWY 77 & MM 38	WARNING	SCARBOROUGH
6/28/2026	TRAFFIC	SW HYW 77 MM 38	WARNING	SCARBOROUGH
6/28/2026	TRAFFIC	SW HWY 77 MM 37	WARNING	SCARBOROUGH
6/28/2026	TRAFFIC	SW HYW 77 & 3RD	WARNING	SCARBOROUGH
6/28/2026	TRAFFIC	1ST & RIVERVIEW	WARNING	SCARBOROUGH
6/28/2026	TRAFFIC	210TH & DIAMOND	WARNING	SCARBOROUGH
6/28/2026	TRAFFIC	HWY 77 & 6TH	warning	SCARBOROUGH
6/28/2026	TRAFFIC	200th & HWY 77	warning	SCARBOROUGH
6/28/2026	TRAFFIC	HWY 77 MM 37	WARNING	SCARBOROUGH
6/28/2026	TRAFFIC	HWY 77 & MM 37	WARNING	SCARBOROUGH
6/28/2026	TRAFFIC	3RD & TAYLOR	WARNING	SCARBOROUGH
6/28/2026	TRAFFIC	7TH & HWY77	WARNING	SCARBOROUGH
6/28/2026	TRAFFIC	200 PECAN	WARNING	SCARBOROUGH
6/29/2026	MESSAGE	409 S WALNUT	HBO	DISTRICT
6/29/2026	TRAFFIC	913 E FIRST	WARNING	HOWARD
6/29/2026	TRAFFIC	HWY 77 & SUNSET	WARNING	HOWARD
6/29/2026	TRAFFIC	HWY 77 & SUNSET	CITATION	HOWARD
6/30/2026	ANIMAL BITE	525 S FOREST	HBO	HOWARD



June 2026 Financial Report

AP History Report

City of Douglass (COD)

7/2/2026 11:19:35 AM

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 / ALANSEXCAVATING / ALAN'S EXCAVATING INC					**Net Adjustment**	($3,070.65)
Rock for rip rap					**Payment**	$3,070.65
Totals For Vendor						
AP / ARKANSAS CITY REC / Arkansas City Recreation					**Net Adjustment**	($900.00)
Lifeguard certifications					**Payment**	$900.00
Totals For Vendor						
AP / BELL MIRROR & GLASS, INC. / Bell Mirror & Glass, Inc.					**Net Adjustment**	($6,819.00)
Final payment for City Hall front door					**Payment**	$6,819.00
Totals For Vendor						
AP / COLLINS FLAGS / The Collins Group, Inc.					**Net Adjustment**	($220.11)
Flags for City Hall and 4-way stop downtown					**Payment**	$220.11
Totals For Vendor						
AP / D GERBER COMMERCIAL POOL / D Gerber Commercial Pool Products And Services LLC					**Net Adjustment**	($2,798.74)
Pool supplies and parts					**Payment**	$2,798.74
Totals For Vendor						
AP / DANIELLEGABOR / Danielle Gabor					**Net Adjustment**	($117.04)
Mileage reimbursement					**Payment**	$117.04
Totals For Vendor						
AP / ECO CURVE PEST / Eco Curve Pest Solutions					**Net Adjustment**	($924.45)
Exterminator services for City facilities					**Payment**	$924.45
Totals For Vendor						
AP / EWERTZ EZCAVATION / Ewertz Excavation					**Net Adjustment**	($236.25)
Trucking service for rock for rip rap					**Payment**	$236.25
Totals For Vendor						
AP / FLIPPO LAN / Lan Flippo					**Net Adjustment**	($200.00)
Cleaning services for City Hall					**Payment**	$200.00
Totals For Vendor						
AP / GIBSON, WATSON, MARINO, LLC / GIBSON, WATSON, MARINO, LLC					**Net Adjustment**	($6,390.14)
City Prosecutor and City Attorney fees					**Payment**	$6,390.14
Totals For Vendor						
AP / GOV GUY CONSULTING / Guv Guy Consulting					**Net Adjustment**	($6,154.76)
Consulting					**Payment**	$6,154.76
Totals For Vendor						
AP / HACH COMPANY / Hach Company					**Net Adjustment**	($341.41)
Pool Chemicals					**Payment**	$341.41
Totals For Vendor						
AP / HENDERSON TREE CARE / Henderson Tree Care					**Net Adjustment**	($600.00)
Stump grinding					**Payment**	$600.00
Totals For Vendor						
AP / JAYHAWK / Advantage Computer					**Net Adjustment**	($966.50)
Computer and software support services					**Payment**	$966.50
Totals For Vendor						
AP / JESSICA WILLIAMS / JESSICA WILLIAMS					**Net Adjustment**	($189.00)
Mileage reimbursement for picking up pool concessions orders						

AP Code / Vendor Type / Invoice # / Description	Tran Date	GL Date	Product Type Dsc Date	Due Date	Disc/Ded Amount	Original Amount
					Payment	$189.00
Totals For Vendor						
AP / MAYER EQUIPMENT & SUPPLY / Mayer Specialty Services, LLC					**Net Adjustment**	($20,053.38)
Sewer cleaning					**Payment**	$20,053.38
Totals For Vendor						
AP / MIKE SHIRLEY / MIKE SHIRLEY					**Net Adjustment**	($200.00)
Council Pay					**Payment**	$200.00
Totals For Vendor						
AP / MURET / WILLIAM E MURET, LLC					**Net Adjustment**	($1,200.00)
Municipal Judge					**Payment**	$1,200.00
Totals For Vendor						
AP / OPTIV / Optiv Security Inc					**Net Adjustment**	($141.08)
Security key required for Municipal Court Clerk					**Payment**	$141.08
Totals For Vendor						
AP / PEC / Professional Engineering Consultants					**Net Adjustment**	($1,223.75)
City planning on-call services					**Payment**	$1,223.75
Totals For Vendor						
AP / RIVER VALLEY SUPPLY / RIVER VALLEY SUPPLY					**Net Adjustment**	($709.76)
Supplies for various Public Works departments, pool, and City Hall					**Payment**	$709.76
Totals For Vendor						
AP / RURAL WATER DISTRICT NO / Rural Water District No 6					**Net Adjustment**	($8,672.66)
Water purchase					**Payment**	$8,672.66
Totals For Vendor						
AP / SECURITY OIL / Security Oil					**Net Adjustment**	($2,585.50)
Fuel					**Payment**	$2,585.50
Totals For Vendor						
AP / SOUTH CENTRAL SEALING LLC / South Central Sealing Llc					**Net Adjustment**	($69,579.60)
Slurry seal					**Payment**	$69,579.60
Totals For Vendor						
AP / TERRY PAGE / Terry Page					**Net Adjustment**	($937.40)
Pay for hours incurred as Assistant Zoning Admin					**Payment**	$937.40
Totals For Vendor						
AP / TRACTOR SUPPLY / Tractor Supply Credit Plan					**Net Adjustment**	($67.67)
Public works supplies					**Payment**	$67.67
Totals For Vendor						
AP / TRIPLETT ERIC / Eric Triplett					**Net Adjustment**	($568.70)
City inspection services					**Payment**	$568.70
Totals For Vendor						
AP / WICHITA TRACTOR / Wichita Tractor Co.					**Net Adjustment**	($49.50)
Public works supplies					**Payment**	$49.50
Grand Totals					**Net Adjustment**	($135,917.05)
					Payment	$135,917.05
					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:	6/1/2026	6/30/2026
AP Code:	Start	End

May ACH Transactions			
Date Cleared	**Recipient**	**Description**	**Amount**
1-Jun	Cox	Telecomm bill	$ 444.00
3-Jun	Lowe's Business Acct	Public works supplies	$ 62.92
3-Jun	KPERS	Catch-up payment	$ 2,757.95
4-Jun	KPERS	Catch-up payment	$ 2,633.34
4-Jun	KPERS	Catch-up payment	$ 2,963.63
4-Jun	KPERS	Catch-up payment	$ 3,041.75
5-Jun	KPERS	Catch-up payment	$ 3,346.36
8-Jun	AT&T	Telecomm monthly bill	$ 226.64
9-Jun	KPERS	Catch-up payment	$ 133.30
9-Jun	KPERS	Catch-up payment	$ 266.60
11-Jun	VISA	Visa payment	$ 1,774.65
11-Jun	VISA	Visa payment	$ 4,980.27
16-Jun	KS State Treasurer	June Municipal Court fees payment	$ 142.00
23-Jun	IRS	Tax Payment - current period	$ 336.24
23-Jun	IRS	Tax Payment - current period	$ 407.25
23-Jun	KPERS	Catch-up payment	$3,577.59
23-Jun	KPERS	Catch-up payment	$ 3,921.09
25-Jun	Galaxie Business	Office paper	$ 98.98
25-Jun	Kansas Gas Service	Utility payment	$ 605.96
26-Jun	Evergy	Utility Payment - total of 17 transactions	$ 2,306.35
26-Jun	AIC of Kansas	Advance Insurance - policy premiums	$ 542.10
26-Jun	BCBS	Employee health insurance	$ 6,965.98
26-Jun	Waste Connections	Solid waste service	$ 15,840.03
29-Jun	BCBS	Employee health insurance	$ 9,608.46
30-Jun	RCB Bank	Bank fee	$ 72.62
30-Jun	Cox	Telecomm services	$ 75.62
30-Jun	Cox	Telecomm services	$ 850.01
6/30/2026	RCB Bank	Positive Pay fee	$ 35.00
		Total	**$ 33,856.49**

June VISA Report					
Card Number	Name on Card	Date	Vender	Amount	Description
5134	M. Gowlovech	6/5/2026	Family Dollar	$ 20.50	Batteries
		6/8/2026	Family Dollar	$ 25.75	Water for PW Shop
		6/10/2026	Wal-Mart	$ 55.62	Pool supplies
		6/19/2026	Mountainland Supply	$ 118.73	Valve - Water Dept
		6/19/2026	Prairie Skillet	$ 47.90	Safety Meetin Lunch
		6/22/2026	GPT Edge LLC	$ 2.25	DISPUTED - NOT AUTHORIZED
		6/24/2026	City Blue Print	$ 178.29	Map books
		6/25/2026	Late Fee	$ 29.00	Late fee
1311	D Gabor	6/8/2026	Olive Garden	$ 300.00	Gift cards for Kirby and M. Powell - per Mayor's request
		6/10/2026	Amazon	$ 73.85	Office supplies - electronic accessories
		6/11/2026	Westlake Hardware	$ 9.98	Keys for new front door
		6/14/2026	Amazon	$ 5.98	Office supplies
		6/14/2026	Amazon	$ 65.96	Office supplies
		6/16/2026	Dillons	$ 41.52	Refreshments for Akers retirement party
		6/17/2026	Canva	$ 144.00	Software subscription
		6/22/2026	Amazon	$ 25.98	Office supplies
		6/22/2026	Amazon	$15.43	Office supplies
		6/25/2026	Amazon	$19.49	
5676	K Schieferecke	6/12/2026	HNI Corporation	$1,704.82	New chairs for City Hall (ordered in April)
		6/11/2026	Sam's Club	$543.54	Pool Concessions
		6/15/2026	KS Dept of Administration	$150.00	May 20th Budget Workshop
		6/18/2026	Sam's Club	$218.06	Pool Concessions
		6/18/2026	USPS	$48.00	Postage
		6/19/2026	Walmart	$8.10	Office supplies - ethernet cable
		6/19/2026	The Vintage Villa	$204.00	T-Shirts for lifeguards
		6/22/2026	Verizon Wireless	$40.01	Phone
		6/22/2026	USPS	$20.96	Postage
		6/22/2026	D&S Auto Supply	$342.05	Vehicle Repair
		6/23/2026	Amazon	$122.87	Office supplies - desk dividers, soap
		6/24/2026	Family Dollar	$13.12	Refreshments for Council workshop
		6/25/2026	Sam's Club	$921.21	Pool Concessions
			Total June Charges	$ 5,516.97	

Notes:

The 06/22/2026 charge highlighted in orange was not authorized by City Staff . A new card number was requested on 07/02/26.

May 2026 Payroll Report			
Date	**Pay Period**	**Description**	**Amount**
11-Jun	05/25/26 - 06/07/2026	Regular City employee payroll + Pool Staff	$22,722.40
25-Jun	06/08/2026 - 06/21/2026	Regular City employee payroll + Pool Staff	$23,126.40

May 2026 Paid Overtime Hours Report by Department		
Pay Period	**Public Works**	**Admin**
05/25/26 - 06/07/2026	11	0
06/08/2026 - 06/21/2026	18	3.83

May 2026 Revenue

Water	$ 44,346.51
Trash	$ 18,029.34
Sewer	$ 28,821.46
Total	**$ 91,197.31**

Statement Date	**6/30/2026**
Prev. Balance	$ 861,880.57
Deposits/Credits	$ 195,153.99
Checks/Debits	228.006.63
Interest Paid	$ 487.31
Current Balance	$ 829,515.24

TO: Mayor Shirley and Douglass City Council

FROM: Danielle Gabor, City Administrator

DATE: July 8, 2026

SUBJECT: Financial Policy Amendment – Recurring Payments

SUMMARY:

As part of the staff's ongoing review of City policies and codes, which we reference for procedural guidance, staff identified questions about whether the current Financial Policy adopted in May 2026 specifically authorizes the payment of recurring obligations and sought legal review to ensure existing practices align with the Governing Body's direction.

The City Attorney advised that the Financial Policy, as currently adopted, does not specifically authorize recurring payments and recommended that the Governing Body consider an amendment. The amendment has been reviewed by the City Attorney.

The proposed amendment would authorize the City Administrator to process recurring payments for previously approved contractual obligations and recurring operational expenses, such as utilities, telecommunications services, waste collection services, software subscriptions, insurance premiums, and debt service payments. Such payments would be reported to the City Council through the Financial Report included on the Consent Agenda and the following month's regular Council Meeting. The amendment does not authorize the City Administrator to enter into new contracts or amend existing contracts above the City Administrator's authority without any approvals otherwise required by City policy or Governing Body action.

STAFF RECOMMENDATION OF COUNCIL ACTION:

Staff recommends approval of the proposed amendment to Section IX of the Comprehensive Financial Policy, authorizing the City Administrator to process recurring contractual obligations and report those payments to the City Council through the Financial Report included on the Consent Agenda at the next Council meeting.

Staff is happy to answer any questions.

Thank you,
Danielle Gabor

CITY OF DOUGLASS

COMPREHENSIVE FINANCIAL POLICY

I. PURPOSE

The City of Douglass is committed to wise stewardship of all public funds entrusted to its care. This responsibility includes careful accounting, maximizing revenue, minimizing expenditures, proactive planning for the payment of debt obligations, and funding of services as well as capital improvements. This Comprehensive Financial Policy formally establishes the criteria and guidelines to provide structure for continuing fiscal stability, thereby reducing financial risk and maintaining adequate reserves for future requirements. Implementation of this policy is designed to:

1. Ensure that the Governing Body is informed about the City's financial capacity before making decisions that will result in major changes to the operating program, capital and maintenance activities.
2. Provide for a balanced and dependable revenue structure that is responsive to economic conditions and ensures delivery of City services and maintenance of capital assets.
3. Maintain and improve the City's bond rating by providing a clear picture of the City's financial condition and security to investors.
4. Retain a prudent level of fund balance to provide a stable financial base for future fiscal periods to facilitate:
    a. Uninterrupted delivery of essential governmental services.
    b. Tax rate stability.
    c. Financial stability during significant economic downturns or revenue shortfalls.
    d. Sufficient cash flow for daily financial/operational needs.

II. DEFINITIONS

1. *Change Order* means a written order signed by the Mayor or designee, directing the contractor to make changes in the contract.
2. *Contract* means all types of City agreements for the purchase or disposal of supplies, services, or construction.
3. *Purchasing* means buying, renting, leasing, or otherwise acquiring any supplies, services, or construction.
4. *Recurring Purchase* means a service or product purchased more than once by a department during the course of a budget year.
5. *Services* means the furnishing of labor, time, or effort by a contractor not involving the delivery of a specific end product other than reports, which are merely incidental to the required performance.
6. *Sole Source* means items or services available only from a single supplier due to unique characteristics or supply chain disruptions that limit availability.
7. *Prequalified Contractor* means that a supplier has passed a preliminary screening process to ensure they have the capabilities to provide goods or services to the City.
8. *Substantial Interest* means any of the following:

a. If an individual or an individual's spouse, either individually or collectively, has owned within the preceding 12 months a legal or equitable interest exceeding $5,000 or 5% of any business, whichever is less, the individual has a substantial interest in that business.
b. If an individual or an individual's spouse, either individually or collectively, has received during the preceding calendar year compensation which is or will be required to be included as taxable income on federal income tax returns of the individual and spouse in an aggregate amount of $2,000 from any business or combination of businesses, the individual has a substantial interest in that business or combination of businesses.
c. If an individual or an individual's spouse, either individually or collectively, has received in the preceding 12 months, without reasonable and valuable consideration, goods or services having an aggregate value of $500 or more from a 1 business or combination of businesses, the individual has a substantial interest in that business or combination of businesses.
d. If an individual or individual's spouse holds the position of officer, director, associate, partner or proprietor of any business, other than an organization exempt from federal taxation of corporations under section 501(c)(3), (4), (6), (7), (8), (10) or (19) of chapter 26 of the United States Code, the individual has a substantial interest in that business irrespective of the amount of compensation received by the individual or individual's spouse.
e. If an individual or an individual's spouse received compensation which is a portion or percentage of each separate fee or commission paid to a business or combination of businesses, the individual has a substantial interest in any client or customer who pays fees or commissions to the business or combination of businesses from which fees or commissions the individual or the individual's spouse, either individually or collectively, received an aggregate of $2,000 or more in the preceding calendar year.

9. *Client or Customer* means a business or combination of businesses.
10. *Supplies* means all property, including but not limited to equipment, materials, printed materials, products, insurance, and leases of real property, excluding land or a permanent interest in land.
11. *Vendor* means a seller of supplies and/or services, and includes any person representing the vendor.

III. FINANCIAL PLANNING POLICIES

Balanced Budget and Budgetary Basis

1. The annual budget adopted by the Governing Body shall be prepared in accordance with State budget laws which set specific time constraints and prohibit a budget from projecting spending in excess of available resources (current revenues and available fund balance).
2. The City's budget is prepared on the modified accrual basis for all funds, and assumes that prior year ending cash balances may be utilized to balance the budget. The basis of accounting is also modified accrual.
3. The City avoids the use of non-recurring revenues to finance ongoing expenditures. The City shall pay the full cost of current services with current revenues. However, reserves

may be used on a short-term basis to offset the impact of economic downturns or emergencies.

4. Budget Amendment – The City cannot legally exceed approved budgeted expenditures. If a budget amendment is required, it must be approved through the same steps as the original budget adoption.

Future Financial Planning

1. Three-Year Financial Forecasts - The City shall maintain and enhance long-range fiscal planning and budgeting processes which anticipate underlying economic conditions and provide for orderly, year-to-year changes to City taxes, service levels, and responses to unanticipated events to help avoid service disruptions. The budget process shall also incorporate Citywide and departmental strategic planning processes.
    a. In conjunction with the annual budget process, the City Administrator shall create a Three-Year Revenue and Expenditure Forecast for each budgeted fund. Such forecasts shall be used by the Governing Body in the annual budget process to review proposed capital project, maintenance, and operating program requests to ensure long-term financial sustainability.
2. The assumptions used for revenue projections will incorporate review of national, regional, and local economic indicators.
3. The annual budget and Capital Improvement Program shall be in agreement with the long-term forecasts.

Five-Year Capital Improvement Program (CIP)

1. It shall be the policy of the City to identify and set priorities among the capital improvement needs of the community, and to develop a schedule for making these improvements in accordance with financial capacity. Goals of the CIP include responding to and anticipating the City's future growth, increasing the efficiency of City operations, and encouraging and sustaining economic development. Capital expenditures by their nature have long-term useful lives. Generally, equipment, infrastructure, or facilities with a value less than $100,000 and a useful life less than 10 years will be acquired through the City's operating budget.
    a. Review – The City Administrator shall annually provide to the Governing Body an updated five-year CIP for budget planning purposes, proposing projects and equipment replacements over the ensuing five-year period.
    b. Content – The CIP shall include:
        i. A clear summary of its contents.
        ii. A list of all capital improvements and equipment proposed for the ensuing five-year period, along with supporting information for each project.
        iii. Cost estimates, methods of financing, and recommended time schedules for each project.
        iv. The estimated annual operating impact of capital projects (if any).
2. Projects Related to Development – When possible, capital projects constructed in response to residential or commercial development should be financed through growth in the tax base, development fees, or special assessments.
3. Asset Inventory – In conjunction with the annual financial audit, the City shall review the inventory of capital assets in order to verify possession and assess condition. Information

from such inventory shall be used to assist in determining a prudent, orderly replacement of City-owned assets through the operating budget and CIP.

4. Equipment Replacement and Maintenance - The City's goal is to provide for adequate, ongoing funding for required equipment replacement either through the Equipment Reserve Fund or the General Fund. A five-year Equipment Replacement schedule shall also be submitted with the Capital Improvement Plan during the annual budget process.

IV. REVENUE POLICIES

The City shall maintain a diverse revenue structure which is dependable and responsive to economic conditions. The City shall pursue a partnership with taxpayers to encourage the fair and equitable sharing of public service costs.

1. One-time (Non-recurring) and Unpredictable Revenues - The City shall avoid the use of non-recurring and unpredictable revenues to fund ongoing expenditures. Ongoing expenditures shall be funded with reliable, ongoing sources of revenue.
2. User Fees and Charges - The City will establish and evaluate fees and charges based on the cost of service, community benefit, and cost recovery best practices. The City's goal is to review and consider possible fee revisions annually to avoid significant adjustments in any single year.
3. Funds from Other Agencies - The City shall seek to partner with other intergovernmental agencies to share operational services, facilities, and equipment-related costs when prudent and beneficial to the City. The City will seek sustainable intergovernmental funding to support ongoing operational and maintenance expenditures. In addition, the City shall aggressively seek funds from federal, state, county, and other agencies for use in implementing the CIP, and shall normally give priority to projects that maximize the use of such funds to meet the objectives of the CIP.

V. DEBT POLICIES

The City's debt policy provides a framework to ensure that debt is issued in accordance with established public policy and managed in a fiscally prudent manner that seeks to maintain or improve current credit ratings, comply with federal and state laws, minimize taxpayer costs, and avoid adverse effects on future generations. The debt policy shall provide general guidelines for debt issuance and management. The City's Governing Body shall approve all debt issuances.

1. Use of Debt Financing
    a. The City shall limit the use of debt to the financing of capital projects and equipment through the City's CIP or related to the development of newly developing benefit areas in accordance with Council approval. The City shall avoid using debt to fund recurring operating expenditures. The City may issue debt in instances where public policy, equity, and the efficient use of limited resources favor debt financing over funding with current revenues. Decision criteria shall include the following:
    b. City's current and projected debt level, legal debt limit, overall financial health and economic conditions.
    c. Availability of alternative financing sources, including use of current revenues (pay-as-you-go financing) and leveraged revenue sources from private and intergovernmental contributions. Projects which include a substantial portion of leveraged financing shall normally be given priority.

d. Purpose and useful life of the asset. Debt shall be issued in a manner in which the term of the debt financing does not exceed the asset's useful life. Debt shall be issued primarily as a financing tool of the City's CIP or as a conduit for economic development.

2. Debt related to capital improvements shall normally be issued as general obligation debt for ten to twenty years. The length of the issue is based on the type of asset and expected useful life.
3. Debt for equipment may be bonded for a period of less than ten years; however, it shall not be bonded for a period of time longer than the anticipated useful life.
4. Debt Capacity
    a. The total amount of outstanding debt the City will incur is based on a review of various factors, including the following:
        i. Debt shall not exceed 30% of the assessed valuation, as authorized under K.S.A. 10-308.
        ii. Rating agency criteria – in order to maintain and improve the City's bond rating, the City Administrator will monitor reports and financial statements indicating the City's financial position and results of operations. The City Administrator will also periodically consult with the City's financial advisor to review municipal bond markets and trends in municipal finance.
5. The City's financial planning standards include monitoring of several key guidelines related to the amount of debt outstanding, including:
    a. Total Direct Debt per Capita - the amount of per capita debt directly issued by the City, for which the City has pledged its full faith and credit.
    b. Percentage of Direct and Overlapping Debt to Market Value – the City's direct bonded debt and overlapping debt of other taxing jurisdictions as a percentage of estimated market valuation of property within the City of Douglass.
    c. Percentage of debt service cost to operating expenditures – the City's annual principal and interest debt service cost divided by the total operating expenditures (excluding transfers) of the General Fund and other applicable funds.
    d. Ratio of principal retirement - Within ten years.
6. City staff will evaluate the capacity of the Bond and Interest Fund to service each proposed bond issue.
7. Debt Instruments
    a. General Obligation Bonds - Issuance shall be no more than twice each calendar year, unless the prevailing interest rates dictate additional issuances. The maximum maturity shall not exceed the anticipated useful life of the equipment or capital item. Rapid debt maturity is desired. Generally, maturities shall be scheduled to level annual debt service requirements. Debt shall be used only for equipment, land acquisition, or improvements that cannot be financed with current revenues; however, this may be modified to spread costs over a long period of time based on historical growth or assessed valuation, so that future citizens become responsible for portions of the cost where it is estimated that the cost of long-term borrowing is less than can be obtained through invested earnings. Payment of long-term debt shall be budgeted in the Bond and Interest Fund unless directed by resolution to establish debt service accounts in utility or special revenue funds.
    b. Special Assessment Bonds - The City shall maintain a watchful attitude over issuance of special assessment bonds for benefit district improvements. While the City's share

of any benefit district project may fluctuate, under Kansas law, the City shall not pay more than 95% of the proposed costs of a benefit district project.

c. Revenue Bonds - For the City to issue new revenue bonds, projected annual revenues as defined by the ordinance authorizing such issuance shall be a minimum of 125% of the issue's average annual revenue debt service. If necessary, annual adjustments to the City's rate structures shall be considered to maintain 125% coverage factor.

d. Temporary Notes - Petitions submitted for internal improvements, including engineer's estimates for project design, construction, staking, administration, and inspection, shall be used on a project-by-project basis to determine the amount required for each note. Whenever possible, project timing shall be coordinated so that temporary notes can be combined to avoid additional issuance costs (financial advisor, bond counsel, rating fees, publications, and closing costs). The maximum maturity of any one note shall be four years from the date of issue. Call provisions shall be determined on a project-by-project basis. Various outstanding notes shall be combined and sold in a series, as determined by project and maturity, to further reduce recurring costs associated with public bond sales of several small issues.

e. Lease-Purchase Agreements – Lease/purchase agreements provide a flexible, financial alternative for acquiring assets. A lease/purchase agreement shall be negotiated in order to obtain the best available interest rate. Repayment is approved annually by appropriation of funds, at the direction of the City Council. Generally, lease agreements shall be for a minimum of one (1) year and shall not exceed five (5) years. A lease agreement is not a binding long-term commitment to pay on the part of the City and therefore is not considered an indebtedness; it is classified as debt by credit rating agencies.

f. Certificates of Participation (COP) - A COP is an alternative for acquiring assets. A lease agreement is entered into, and the lessor finances the capital assets by selling COPs in the lease payments through one or more underwriters. Voter approval for any COP project is not required but may be mandated by state law upon presentation of valid petitions. Issuance of COP resembles a bond issue in terms of its complexity, larger transaction, and a sale of securities to the public. Repayment procedures are the same as for lease/purchase agreements. COP repayment is approved annually by appropriation of funds, at the direction of the City Council. Maturity shall be from 5 to 20 years depending on the scope of the project.

g. Industrial Revenue Bonds (Conduit financing) – The City may sponsor conduit financings in the form of Industrial Revenue Bonds for those activities (i.e., economic development, housing, health facilities, etc.) that have a general public purpose and are consistent with the City's overall service and policy objectives as determined by the City Council. All conduit financings must insulate the City completely from any credit risk or exposure.

8. Debt Issuance and Management Policies

   a. Debt should be marketed on a competitive bid basis. A negotiated sale may be undertaken upon the recommendation of the City's financial advisor, if one or more of the following conditions exist:

      i. The issue lacks sufficient credit quality, the principal amount is extremely large or small, the issue appeals to a relatively narrow investor base, the bonds are issued under a new statutory authority, or the market is experiencing extreme volatility.

ii. If a negotiated sale is advised, the City will competitively select the underwriter(s) needed to accomplish the structuring, marketing, pricing and sale of the bonds.

9. The financial advisor shall maintain complete independence from the underwriting process.
10. Debt structure shall be designed in accordance with the following, unless the City's financial advisor recommends an alternative approach:
    a. Fixed rate obligations only.
    b. Optional prepayment provisions may be included in each bond issuance.
    c. Derivative transactions are prohibited unless specifically approved by the City's Governing Body.
11. Refunding or prepayment of outstanding debt may occur when the possibility of interest cost reduction exists, or the City wishes to restructure its debt service and/or amend its contractual bond requirements.
12. The City shall have the ability to add an administrative fee of up to 5% on any temporary note and/or bond issuance.
13. The City shall hire qualified bond counsel and financial advisors in a competitive process whenever feasible and cost-beneficial.
14. The City shall ensure that it fully complies with all state and federal regulatory requirements, including post-issuance compliance related to continuing disclosure, private use and arbitrage rebate.
15. City debt will be structured to achieve the lowest possible net interest cost to the City given market conditions, the urgency of the capital project, and the nature and type of any security provided. To the extent possible, the City will design the repayment of its overall debt issue so as to rapidly recapture its credit capacity for future use
16. Tax-Exempt Financing Compliance - The City is required under the Continuing Disclosure Undertaking to provide disclosures of certain financial information and operating data and to file notices of certain material events to the marketplace to facilitate informed secondary market trading in Tax-Exempt Bonds issued by the City. The City is committed to full compliance with the tax and securities law requirements for all of its outstanding and future Tax-Exempt Bonds. This Compliance Procedure is in accordance with the IRS and SEC directives.
    a. The City will appoint a Bond Compliance Officer who shall be responsible for adherence to the specific procedures outlined in the separate Adopted Tax-Exempt Financing Compliance Policies.
    b. Periodic reviews of all outstanding debt will be undertaken to determine refunding opportunities. Refunding will be considered (within federal tax law constraints) if and when there is a net economic benefit of the refunding or the refunding is necessary to modernize covenants essential to operations and management. Bond Counsel and the City's Financial Advisor shall monitor the municipal bond market for opportunities to obtain interest savings by refunding outstanding debt. As a general rule, the present value savings of a particular refunding shall exceed 3% of the refunded maturities. Refunding issues with negative savings shall not be considered unless there is a compelling public policy objective.
    c. Arbitrage Liability - The City shall minimize the cost of arbitrage rebate and yield restriction while strictly complying with the law. Federal arbitrage legislation is intended to discourage entities from issuing tax-exempt obligations unnecessarily. In compliance with the spirit of the legislation, the City shall not issue obligations except for identifiable projects with strong prospects for timely initiation. Temporary notes

and subsequent general obligation bonds shall be issued in a timely manner in connection with project schedules so that debt proceeds are spent quickly. Because of the complexity of arbitrage rebate regulations and the severity of non-compliance penalties, the advice of Bond Counsel and other qualified experts shall be sought whenever questions about arbitrage rebate regulations arise.

VI. FUND BALANCE POLICY

1. The objective of this policy is to establish responsible reserve limits on City funds to maintain the strong financial standing of the City. The intent is to ensure that adequate reserves exist to fund operations by providing sufficient working capital. The policy allows the City to maintain financial flexibility in the event of unforeseen shortfalls from municipal revenue sources, protect against uncollected taxes, and reduce the effects of cutbacks in distributions from the state and federal governments. Government Finance Officers Association (GFOA) recommends governments maintain a fund balance of no less than 15 percent of revenues, or two to three months of operating expenditures. In addition, during credit reviews, national rating agencies pay close attention to the condition of the general fund and the potential volatility of the revenue that supports annual expenditures. Credit rating agencies favor policies that explicitly designate one to two months of operating expenditures for reserve.
2. General Fund Balance Target – The general fund is the primary operating fund of the City that accounts for the majority of City operating revenues and expenditures. The City should budget for current-year general fund revenues to be sufficient to finance current-year expenditures. Due to the volatility of some of the major revenue sources, the City shall maintain a minimum unreserved general fund reserve of 20 percent of the actual expenditures. If the general fund balance becomes non-compliant with the adopted parameters, budgeted revenues will exceed budgeted expenditures in subsequent years to bring the general fund balance into compliance with this policy.
    a. The City's targeted General Fund balance is at least 30% of the subsequent year's budgeted revenues. The target amount is expressed as a goal, and may fluctuate from year to year in the normal course of operations. The targeted minimum for the General Fund unrestricted fund balance is 20%, which represents the GFOA recommended minimum of no less than 2 months of operating revenues/expenditures. The fund balance may be reduced to a level below the 30% target level to provide temporary funding for emergency needs in the case of a natural disaster, prolonged economic downturn, or other non-recurring need at the Governing Body's discretion. If this occurs, the City Administrator shall prepare and submit in conjunction with the Five-Year Financial Forecasts a plan for the expenditure reduction and/or revenue increases necessary to restore the minimum target amount within a five-year period.
3. Bond and Interest Fund - The City shall maintain a reserve of 10 percent of actual expenditures, less inter-fund transfers which are included in the transferring fund's expenditures.
4. Wastewater Fund - The City shall maintain a wastewater fund reserve of 30 percent of actual expenditures.
5. Water Fund - The City shall maintain a reserve of 30 percent of actual expenditures in the surplus account of the water revenue bond fund. In addition, the debt service account year-end carryover will comply with the water bond covenants.
6. Library Fund and Library Employee Benefits Fund - The City shall maintain a reserve of 5 percent of the total wages budgeted for the following year in the library fund. This percentage

is based on a single payroll to be paid before the receipt of City tax revenue in the following year. The reserve in the library employee benefits fund of 5% shall be based on the fund's total actual expenditures.

7. *Other Funds* - There is no mandatory reserve requirement for other funds.

VII. FINANCIAL ACCOUNTING AND REPORTING

General Policies

1. The City will adhere to Generally Accepted Accounting Principles (GAAP), including pronouncements by the Government Accounting Standards Board (GASB).
2. The City will adhere to a policy of full and open public disclosure of all financial activity and information. The City will strive to provide transparent financial information which is easily accessible by the public.
3. Each year, the City will employ an independent public accounting firm to perform the annual audit in accordance with K.S.A. 75-1122.

Expenditure Accountability

1. The City will maintain a budgetary control process and will produce monthly financial reports that measure actual revenues and expenditures compared to budgeted revenues and expenditures.
    a. Department directors will have primary responsibility for ensuring that expenditures adhere to the appropriations of the adopted budget.
    b. The City Administrator will monitor the City's financial position by department and fund, including revenues and expenditures, in relation to the adopted budget and long-term financial forecast.
2. The City Administrator will establish and enforce uniform Purchasing Policies and Procedures in order to maximize the use of financial resources through sound procurement practices.
3. Management will enforce appropriate internal controls and procedures for processing invoices for payment. Expenditures will be recorded in the proper accounts.
4. If adjustments are needed in the City's planned expenditures in order to ensure the City's long-term financial sustainability, the City Administrator may:
    a. Administratively reduce or redistribute annual budget allocations, and/or
    b. Provide information to the Governing Body regarding options for expenditure adjustments.

VIII. INVESTMENT POLICY

It is the policy of the City of Douglass to invest public funds in a manner which will provide the highest investment return, with the maximum security, while meeting the daily cash flow demands of the City of Douglass and conforming to all state, county, and local statutes governing the investment of public funds. The policy will be reviewed and approved at least annually by the City Council, or sooner when there are either changes to this policy, or in Kansas State Statutes that relate to the City's investments

1. Investment Objectives

a. The City of Douglass recognizes that effective cash management is an integral component of good financial management. Therefore, it is the policy of the City that funds deemed idle, based on projected cash flow, be invested in a manner that seeks

to maximize their productivity until such time as they are needed for the operations of the City.

b. Safety - The primary objective of the City of Douglass's investment policy is safety of capital. All investments will first seek to minimize risk to capital and ensure the preservation of taxpayers' investments. The City's investment portfolio shall be designed and managed in accordance with the responsibility of ensuring the public's trust and consistent with state, county, and local laws. The primary tenet of the City of Douglass's investment strategy is to ensure the safety of principal. Cash investments of the City of Douglass shall be undertaken in a manner that seeks to maximize investment income while ensuring the preservation of capital in the portfolio.
c. Liquidity - Potential changes in economic conditions, revenue projections, or unanticipated expenditures require a portion of the investment portfolio of the City to be invested in easily liquidated instruments. The City of Douglass's investment portfolio shall remain sufficiently liquid to enable the City to meet all operating requirements and expenses without early redemption of securities.
d. Yield - The investment portfolio of the City shall seek to maintain a market average rate of return to withstand changes in the marketplace. Investments shall be at the highest rates obtainable at the time of investment, within the limitations of the law and our prudent investment.

2. ***Investment Parameters***
    a. All investments purchased for operating portfolios (i.e., not including bond proceeds or moneys held for expenditure pursuant to a multi-year capital improvement program) under this policy shall be governed by K.S.A. 12-1675, et. seq. and all revisions thereto, as may be made by the Kansas Legislature.
    b. The City is authorized to invest only in investment vehicles as those set forth in Kansas Statutes:
        i. Kansas Municipal Investment Pool
        ii. US Treasury Instruments or direct obligations thereof
        iii. Certificates of Deposit, Savings Accounts, Money Market Accounts in a qualified public depository
3. ***Alternative Investments*** - To the extent commercial banks with main offices or branches located within the City's corporate boundaries are unable or unwilling to provide deposits at rates meeting or exceeding those set forth by Kansas law, the City may, at its discretion, invest idle operating funds in the alternative investment provided by state law.
4. ***Repurchase Agreements (REPOs) -*** Repurchase agreements are contractual agreements between the City and commercial banks, trust companies, state or federally chartered savings and loan associations, or federally chartered savings banks. The repurchase agreement issuer receives cash and, in turn, sells securities to the City. The City agrees to resell the securities to the issuer on a specific future date at the original purchase price plus a negotiated interest payment. Repurchase agreements are required to be backed by acceptable collateral securities as dictated by K.S.A 9-1402.
5. ***Contracts with Financial Institutions*** - The City of Douglass may place funds with depositories having their main offices or branch locations located in the City of Douglass as provided by K.S.A. 9-1401. All depositories of the City of Douglass shall execute a contract with the City of Douglass which shall designate the requirements of serving as a depository for the City, including collateralization of City funds invested at such depository, and the related safekeeping requirements of the pledged securities. The City shall have a separate contract with the "operating bank" which will execute a contract once every three years in

accordance with the practice of bidding banking services every three years. Any financial institution in which the City has funds shall provide such financial data to the City Administrator as may be required by the City to evaluate the financial condition of the institution. Such data will be in the form of audited financial statements, Federal Deposit Insurance Corporation regulatory reports, and shall be provided at least annually by the financial institutions to the City Administrator.

6. ***Collateralization*** - The City requires full collateralization of all deposits held by commercial banks that exceed the FDIC coverage limit, as required by Kansas State Statutes.
7. ***Deposits*** - All deposits shall carry FDIC insurance (current protection extends to deposits up to a maximum of $250,000 per institution), or If deposits on-hand at any eligible depository of the City exceed the then applicable FDIC insurance limit, such depository is required to pledge securities with a market value equal to not less than 100% of City deposits on hand (less $250,000 per institution).
8. ***Investment Procedures*** - As required by K.S.A. 12-1675, the City of Douglass gives preference to local financial institutions when investing idle operating funds. Before investing any funds, the City shall conduct a competitive bid process. Investment bids will be taken by the City Administrator, his/her designee, at times when investment of idle funds would be in the best interest of the City. All financial institutions within the City limits will be notified annually of the City's investment policy, and requirements for investing if they wish to participate in the bid process. If one or more qualified financial institutions are unable to meet or exceed the state-calculated benchmark investment rate for a given maturity, the City may invest in the alternative permitted investments.
9. ***Investment Diversification*** - Investment maturities shall be scheduled to coincide with projected cash flow needs. Cash flow needs will be projected based upon the weekly amount of claims paid, the biweekly payroll, and anticipated revenue.
10. ***Ethics and Conflicts of Interest*** - Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the Mayor any material financial interests in financial institutions that conduct business within their jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City of Douglass.
11. ***Separate Provisions of Policy and Conflicts with Kansas Law*** - The above policies shall remain in full force and effect until revoked by the City Council. If, after adoption of this policy, there is any conflict of this policy with Kansas laws and/or statutes, current law shall dictate.

IX. PURCHASING POLICY

The City Council institutes this Purchasing Policy to establish a uniform policy for the purchase of goods and services. This policy applies to all City purchases unless Federal or State grant requirements supersede.

1. The primary purpose in establishing a purchasing policy is to provide maximum service and efficiency in procuring items required by City departments and to assist their operation in an effective and economical manner. To accomplish this, the City's primary objectives are:
    a. To procure and authorize the procurement of all goods and services.
    b. To prescribe the way goods and services shall be purchased, delivered, and distributed.

c. To establish standards of quality and quantity, and to coordinate the development of standardized specifications for use by all departments, when possible and applicable.
d. To encourage competition by promoting, to the greatest extent possible, open and competitive bidding.
e. To consolidate purchase requirements to maximize the City's buying position.
f. To avoid unnecessary/duplicative purchases of goods and services.
g. To establish and maintain favorable relationships with vendors, especially local.
h. To promote an understanding and appreciation of sound and ethical purchasing.
i. To ensure controls over outstanding liabilities and encumbrances in order to maintain financial responsibility and proper budget administration.
j. To comply with all local, state, and federal laws related to procurement activities.
k. Increase public confidence in the procedures followed in public purchasing.
l. Ensure fair and equitable treatment of all persons who encounter the City's purchasing system. Maximize the purchasing value of public monies for the City.
m. Provide safeguards for the maintenance of a purchasing system of quality and integrity.

2. The City Administrator is charged with development of purchasing procedures which detail the implementation of this policy and reflect the statements within this policy, maintain public confidence regarding purchasing, achieve the best value for the City, establish appropriate purchasing controls, and foster broad-based competition. City employees shall consult the procedures for further guidance regarding this policy.
3. The City of Douglass has established incremental purchasing thresholds which must be followed. Bid Splitting, the subdividing of purchases for the purpose of circumventing these established requirements, is strictly prohibited. For regularly recurring purchases with a vendor, the entire amount reasonably anticipated to be spent in the fiscal year should be considered when determining the applicable threshold.
4. Purchases less than/equal to $5,000 - The Department Head responsible for the department requesting the expenditure or their designee is authorized to determine the vendor (including soliciting bids from multiple vendors if the department deems it appropriate) and approve the purchase. Bids or a formal selection process are not required for these purchases.
5. Purchases of $5,000.01 to less than/equal to $10,000: Employees are required to obtain a minimum of 3 bids or quotes. The use of a formal solicitation process (e.g., RFPs and RFQs) is not required but is available. An analysis supporting the award decision along with the bids or quotes received must be attached to the requisition in the financial system. The City Administrator must approve these purchases before a vendor is paid. The competition of formal bids or the use of cooperative contracts can result in cost savings.
6. Purchases of $10,000.01 or more: Employees are required to complete a formal selection process (RFPs and RFQs are examples) for these purchases. The City Council must approve such purchases before they are made. The Mayor may waive this requirement upon a determination that waiver is in the best interest of the City. Should the solicitation process be waived, a minimum of three vendor responses shall be required.
7. Credit Cards are the most efficient form of payment and are the City's preferred payment method for transactions of $3,500 or less. Personal credit cards must NOT be used as sales tax will be charged. The City Administrator shall be responsible for establishing rules to effectively administer the Credit Card program.
8. For construction of public improvements, the Governing Body may waive the sealed bid process if it determines the waiver is in the City's best interest.

9. Approval of Claims - The City Council has authorized the City Administrator sole authority to establish and administer procurement policies and procedures for all City purchases. The City Administrator has the authority, within the parameters of the approved budget, to authorize payment of purchase obligations. A claim register listing these payments must be presented to the City Council for their acknowledgment at a City Council meeting.
    a. Recurring Payments - The City Administrator is authorized to process recurring payments for previously approved contractual obligations, utility services, telecommunications services, waste collection services, software subscriptions, insurance premiums, debt service payments, and other recurring expenditures, above the City Administrator's budget authority, included in the adopted budget. Such payments may be made when due without prior Governing Body approval to avoid service interruptions, late fees, penalties, or other operational impacts.
    All recurring payments processed under this authority shall be included on the Financial Report presented to the City Council on the Consent Agenda at its next regular meeting. This provision does not authorize the City Administrator to enter into new contracts, amend existing contracts, or incur other expenditures beyond the approved budget authority, without additional approvals required by City policy or state law.
10. Cooperative Purchasing Allowed - Cooperative purchasing has the benefits of reducing administrative costs, eliminating duplication of effort, lowering prices, sharing information, and taking advantage of expertise and information that may be available in only one of the jurisdictions. Departments are permitted to use State of Kansas contracts available to political subdivisions, as well as purchasing cooperatives whose practices conform to City policy.
    Easements, both temporary and permanent, and land or Right-of-way (ROW) purchases must be approved by the City Council.
11. Change Orders - A change order is a written amendment to an existing purchase order, agreement, or construction contract after the effective date that alters the work, the contract sum, or the contract time. All change order requests must receive City Council approval with documentation of the proposed changes.
12. Professional services - Examples include architectural, engineering, specialized consulting, legal and accounting services. A Request for Proposals (RFP) is routinely used to solicit proposals and initiate a selection process based on qualifications, fit, and value.
13. In case of an emergency, the Mayor may waive all provisions for competitive bidding. Emergency needs shall be purchased by informal open-market procedure or by negotiation. Emergency Purchase Procedures: During normal business hours, the department shall notify the City Administrator of the emergency situation and request verbal approval to proceed with the emergency purchase. The department shall provide the following:
    a. The nature of the emergency.
    b. The estimated cost of the services/goods required.
    c. The vendor recommended to receive the order.
        i. In the event of an emergency during non-working hours, the Mayor may approve a purchase of any supplies whose immediate procurement is essential as described above.
    d. For expenditures of $10,001 or more, the department director or designee shall submit by close of business the next work day a written report to the City Administrator explaining the circumstances of the emergency.

i. When expenditures are $25,001 or more, a report of the purchase and the circumstances necessitating the emergency action shall be given to the City Council at its next available meeting.

14. Local Business Preference - Purchasing goods and services from local vendors is desired because it stimulates the local economy and recognizes that our local vendors are valued members of our community. Minor purchases up to $1,000 shall be made from established vendors in the City of Douglass. If a savings of more than 10% can be found online or outside Douglass, leaving the city for a purchase is acceptable.

X. Ethics in Purchasing

This Code of Ethics reflects the City's values and is further defined in the Employee Handbook. City employees, elected, appointed officials, and City employees are bound by the City's values, Code of Ethics, and Personnel Policies/Procedures. An employee who has, or obtains any benefit from, any City contract with a business in which the employee has a financial interest shall report such benefit to the Mayor. Any employee who knows or should have known of such benefit and fails to report such benefit to the Mayor is in breach of ethical standards.

1. Prohibited Purchases - The following purchases cannot be made from City funds:
    a. The purchase of any illegal substance or services, except when a purchase is pursuant to a criminal investigation or operation conducted by the Derby Police Department.
    b. Gambling-related purchases.
    c. Purchases made for personal benefit with no value to the City.
    d. When the good or service is available from another governmental entity.
2. Gratuities - No vendor shall offer or give any employee or former employee a gratuity or an offer of employment in connection with a purchasing decision. It shall be a breach of ethical standards for any employee or former employee to solicit or accept a gratuity or an offer of employment in connection with any City purchasing decision. Gratuities shall not include pens, calendars, or other novelty items used for advertising purposes, or occasional meals. Employees are expected to comply with all requirements of the Personnel Policy Manual.
3. Kickbacks - It shall be a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor as an inducement for award of a subcontract or order.
4. Use of Confidential Information - It shall be a breach of ethical standards for any employee or public official to knowingly use confidential information for actual or anticipated personal gain.
5. Remedies for Breach of Ethical Standards - In accordance with the Personnel Policy, employees who violate the ethical guidelines will be subject to the following:
    a. Oral or written warnings or reprimands.
    b. Suspension with or without pay for specified periods of time.
    c. Termination of employment.
6. Remedies against Non-Employees - Violations of ethical guidelines by non-employees involved in purchasing transactions with the City may result in any of the following:
    a. Written warnings.
    b. Termination of transactions.
    c. Disbarment or suspension from contracting with the City.

XI. DAILY CASH MANAGEMENT PRACTICES AND POLICIES

The City of Douglass requires that all departments collecting cash receipts, whether in cash or other forms of payment, must turn in such receipts to the City Administrator on a daily basis together with records required to verify the accuracy of such collections. No receipts will be held overnight at any location for any reason. All receipts shall be deposited daily by the Treasurer.

XII. DISPOSAL OF PROPERTY

The City Administrator may transfer, sell, exchange or destroy any surplus, obsolete, abandoned, or confiscated property with or without competitive bidding. The City Administrator shall determine whether personal property is to be sold at auction or by negotiated sale or donated to another organization. Upon disposal, a written report shall be submitted to the City Council, detailing the date of sale, name and address of the purchaser, list of property sold, and the sale price. The sale of real property requires approval by the Governing Body.

XIII. COORDINATION AND REVIEW

1. Responsibility for Policy. The primary responsibility for maintaining and complying with this policy rests with the City Administrator for the City. The City Administrator shall:
    a. Identify and monitor the predictability and volatility of revenue and expenditure streams and the likelihood of meeting the targeted ending cash reserves covered under the provisions of this policy.
    b. Ensure the targeted cash reserves do not "build" over the course of the annual budgeting process and, if applicable, notify the Mayor when it appears excess funds may be accumulating.

City staff shall review this policy annually and coordinate with other related policies. The policy will be submitted to the Governing Body for review and approval of any updates at least every three years.

This policy supersedes all prior financial policies adopted to date.

Adopted this ____ day of _____, 2026 by the Douglass City Council.

Mike Shirley, Mayor	Kate Schieferecke, City Clerk

Revision Dates:

Comprehensive Financial Policy Certificate of Receipt
I hereby certify that I have received a copy of the City of Douglass Comprehensive Financial Policy.

Employee	Date

TO: Mayor Shirley and Douglass City Council

FROM: Danielle Gabor, City Administrator

DATE: July 8, 2026

SUBJECT: 2027-2029 Sanitary Sewer Maintenance Program Agreement

SUMMARY:

Mayer Specialty Services, LLC has submitted a proposal to renew the City's Sanitary Sewer Maintenance Cleaning/CCTV Inspection Agreement for 2027 through 2029. Mayer has previously provided these services to the City, and the proposed agreement would continue the City's preventive maintenance beginning January 1, 2027. The agreement is for a three-year term. The approximate costs are listed below. The actual price will be calculated based on the cleaned footage and the per-foot cleaning price. The attached proposal includes details on pricing and emergency services fees. The 2026 maintenance cleaning cost was $17,638.38.

Year	Estimated Linear Feet Cleaned	Rate per Linear Foot	Estimated Cost	Increase from Prior Year	Percent Increase
2027	19,837 LF	$0.93	$18,448.41	$810.03	4.59%
2028	19,696 LF	$0.95	$18,711.20	$262.79	1.42%
2029	20,274 LF	$0.97	$19,665.78	$954.58	5.10%

Comparison – Cost to Perform Services In-House
For quick comparison purposes, staff has explored the estimated cost of purchasing the equipment necessary to perform these services in-house.

Equipment	Estimated Purchase Cost
Combination Jet/Vac Truck – depending on size, power, and features	$260,000 - $900,000
CCTV Inspection Vehicle and Equipment	$500,000-$100,000
Easement/Alley Machine	$75,000
Estimated Total Capital Cost	**$835,000 - $1,075,000 +**

Note: *The estimated costs above do not include fuel, routine maintenance and repairs, staffing, training, additional equipment/accessories, insurance, or future equipment replacement costs.*

The cost of the sanitary sewer maintenance program is currently paid from the Sewer - Misc. Contract Labor. In 2027, we anticipate this will be paid from Sewer Fund – Contractual Services.

STAFF RECOMMENDATION OF COUNCIL ACTION:

Staff recommends approval of the Sanitary Sewer Maintenance Cleaning/CCTV Inspection Agreement with Mayer Specialty Services, LLC, for the years 2027 through 2029, to continue the City's preventive maintenance.

Staff is happy to answer any questions.

Thank you,
Danielle Gabor

MAYER
SPECIALTY SERVICES, L.L.C.
GODDARD KANSAS

Sanitary Sewer Collection System

Maintenance Program Proposal/Agreement

Prepared for:

City of Douglass

2027-29

MAYER
SPECIALTY SERVICES, L.L.C.
831 Industrial Rd / PO Box 469
Goddard, KS 67052
P: 316-794-1165 F: 316-794-2717

June 8, 2026

Mike Gowlovech
Douglass, City of
322 S Forrest / PO Box 412
Douglass, KS 67039

Dear Mike,

December 31, 2026 marks the end of your current agreement with us. Many cities request their agreements mid-year to assist with budgeting; at this time we would like to offer the opportunity to renew your agreement to continue with your perpetual sewer maintenance program. The new agreement will not be effective until January 1, 2027.

We've worked hard to absorb costs where possible while maintaining the quality you expect from us but due to increasing costs of operations and fuel we will now have a $350.00 call-out fee for all emergency calls in addition to the shop-to-shop hourly rate beginning in 2027. This decision has not been made lightly but is a necessary step to continue to provide you with high-quality service.

Enclosed is a renewal agreement for the years 2027-29, if this meets with your approval please sign and return a copy of the agreement to our offices. You may keep the original in the booklet for future reference. Thank you for your loyalty and we look forward to maintaining our status as one of your preferred providers.

Sincerely,

Melinda Lambert

Melinda Lambert

MAYER SPECIALTY SERVICES, L.L.C.

Who We Are

As a leader in the sewer utilities service trade since 2001 and a combined 325+ years industry-specific experience, our commitment to our customers is unmatched. We believe our service-oriented business approach is the reason for our continued success. Our team consists of skilled professionals who are focused on delivering quality and value. We are proud of our work and our upfront approach will leave you worry-free.

Sanitary & Storm Systems

Sewer Maintenance
Customized programs, experienced operators and a fleet of equipment to get the job done. Deliverables to assist in staying in compliance.

High-pressure Water Jet Cleaning
Removal of root intrusions, grease, solids and heavy debris with specialized equipment and trained operators.

Vacuum Services
Non-mechanical, non-destructive vacuum / hydro-excavation processes that use pressurized water and industrial strength vacuum to simultaneously excavate and evacuate soil.

CCTV Inspection
NASSCO PACP Certified closed circuit television inspection (CCTV) using CTSpec software to find defects in lines and assist in planning rehabilitation needs before the likelihood of failure. Data can be imported into many common GIS programs.

Acceptance Testing
Ensure the integrity of newly installed sewer lines by providing a fast, effective method of checking workmanship prior to acceptance of a newly installed system.

MACP Manhole Inspections
NASSCO MACP Certified manhole inspections including RinnoVision™ high resolution 360° virtual reality scans of the interior of manholes/structures.

Cross-bore Inspections
Pre- and post-CCTV inspections in designated areas of underground pipe segments where new boring activities are to take place.

Grouting
Chemical grout injection for sealing active water leaks in cracks or joints in new & existing structures.

Structural PVC Lining
Consistent, durable and cost-efficient Thermoform™ PVC manhole-to-manhole liner for sewer and culvert rehabilitation installed using steam, the only jobsite discharge is water. 6" - 30" diameter pipe.

Trenchless Point Repairs
Internal point repairs using Cured-In-Place-Pipe (CIPP) process eliminating the need to dig by creating a pipe within a pipe. This trenchless technology cures infiltration and improves the performance of the storm or sewer system. 8" - 48" diameter pipe, 24", 48" & 84" lengths.

Storm Sewer Lining
Strong-Seal® Storm Seal® Mix provides a cost-effective, no dig solution for structural lining of culverts. Stops leaks and restores structural integrity to concrete, masonry and galvanized metal structures.

Manhole Rehabilitation
Strong-Seal fiber-reinforced, spray-applied cementitious mortars formulated to stop infiltration and restore structural integrity. High early strengths and added corrosion protection in mild sulfide environments.

Protective Polyurethane Coating
100% solids non-solvent polyurethane Zebron cures without shrinkage to form a tough yet flexible membrane with exceptional protection from severe corrosion and abrasion.

Epoxy Coating
100% solids epoxy structural coating offering high strength properties, high moisture tolerance, H_2S resistance and sealed I&I barrier protection for sewer structures.

Water Systems

Pigging
Progressive pigging is effective in all piping materials and improves water quality by removing deposits and contaminates which restore flow characteristics and capacity and reduce pumping demands and costs.

Water Main Tapping
Live taps allow for connection to the existing system under pressure. Host pipes can be PVC, steel, ductile iron, asbestos/cement, cast iron, sand cast and polyethylene potable, raw or chilled water, steam, glycol and wastewater lines. 3/4" to 12" taps, any size host pipe.

Methods & Procedures

GENERAL:

All normal sanitary sewer maintenance cleaning is performed with a combination jet/vacuum removal truck. These trucks are equipped with high pressure/volume water pumps producing 2,000 psi water pressure and flow a volume of 65 gpm. The cleaning is performed through a 1" hose and various nozzles. The trucks are also equipped with a vacuum generating device that allows us to vacuum debris from the manhole with an 8" diameter vacuum tube. Although not included in the base maintenance cleaning structure, root saws, bucket machines and various other equipment and machinery are available and designed for heavy cleaning.

SETUP & CLEANING:

- The combination truck is setup over the downstream manhole and the sewer cleaning hose, nozzle attached, is inserted into the upstream line where it enters the manhole. The nozzle/sewer cleaning hose is then jetted upstream to the next manhole.
- A debris catcher is placed in the downstream invert of each set-up manhole and left in place as the cleaning is being performed. If debris is so significant it cannot be caught in the debris catcher it will either be vacuumed from each set-up manhole (access permitting) or at a downstream manhole in the system.
- The proper water pressure is attained and the retraction of the nozzle/hose begins.
- The hose nozzle is retracted at a safe cleaning speed; if necessary, the vacuum generator is activated and debris is vacuumed into the debris tank.
- If a particular line section contains a more-than-normal amount of debris, step-cleaning may be required.

NOTE: Normal maintenance cleaning is the cleaning of the flow line of the main in order to maintain flow throughout the collection system. By definition maintenance is to maintain or "keep something in working order." Although normal maintenance cleaning will remove some roots and grease build-up, it does not include the removal of massive root intrusions, excessive grease build-up or foreign objects introduced into the line. If these conditions exist additional charge heavy cleaning or root removal may be required and will be performed at the direction of the city. Please note that large diameter pipe with excessive debris will often require additional heavy cleaning.

TELEVISION INSPECTION:

Our sanitary sewer collection system maintenance programs include television inspection of 10% of the footage cleaned each year at no charge. Only lines cleaned in the current district are eligible for this free television inspection; the inspection must be used at the time of scheduled maintenance cleaning and will not be carried over for future use. While on site, cleaning & TV inspection outside the current cleaning district is available at the rates listed on the agreement page.

This free television inspection offers proof that we cleaned the lines as we said we would and more importantly it provides a visual picture of inherent defects in the system that may require immediate attention.

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City Responsibilities

1. Notify the community and affected homeowners of scheduled sewer cleaning.
    a. MSS will provide bright yellow door hanger notices to the city, at no charge, for distribution in the cleaning area. It is the city's responsibility for the distribution of the door hangers. Please include a phone number (i.e. city hall) that residents can call if they have questions. Time and manpower permitting, we may be able to help with distribution for an additional $.05 per lineal foot of the contract footage.
    b. Upon request, we can provide a flyer with helpful information you may distribute.
    c. Let us know if there is a particular area in the district that may require additional notification (school, nursing home, etc.)
2. Provide clean water for the jetting process and cleanup with access to nearest fire hydrants or water source of clean potable water @ 200 gpm minimum. Water usage for the project will be tracked and reported on the final invoice; city shall supply a water meter at no charge should metering be required.
3. Provide a dumpsite, within reasonable distance, for debris removed from the system.
4. Locate, uncover and exercise all manhole lids within the area to be cleaned, prior to our arrival. This includes removal of any trees, pavement or other obstacles that prohibit access to the manholes.
5. Any excavation, opening, back filling, and/or repair of sewers, and/or streets, required to remove MSS's equipment caught in the sewer pipe due to sewer defects.
6. Notify us AT THE TIME OF SCHEDULING of any additional work, i.e. lift station cleaning, additional cleaning outside of the scheduled district, television inspection beyond the 10%, heavy cleaning, etc. so we can schedule accordingly.
7. Be available via telephone and/or in person at the jobsite to answer questions/issues that a homeowner may have during the contract cleaning.
8. Defend, indemnify, and hold harmless Mayer Specialty Services, LLC from (1) all claims, damages, and expenses that arise or are incurred because of improperly vented structures, pre-existing conditions or anything introduced into the system which is not normal sewage, and (2) except to the extent caused by the negligence or willful misconduct of Mayer Specialty Services, LLC, all other claims, damages, and expenses that arise or are incurred during the term of this agreement.

It is our goal to provide you with the best service available at a reasonable cost.
We are only able to do this with the cooperation of the city.

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Blow-ups and Dry Traps

Mayer Specialty Services, LLC uses industry standard practices and procedures when cleaning sanitary sewers. With the use of industry standard practices and procedures and providing all lateral lines connected to the municipal sewer are properly vented, no "blow-ups" or "dry traps" will occur as the cleaning takes place.

"Blow-Ups"

When air or sewage enters a residence or place of business through the sanitary sewer system during the sewer cleaning process, it is typically termed a "Blow-Up." As the cleaning is in progress, air pressure is created in the line behind the cleaning nozzle. This air pressure seeks the path of least resistance and normally not only follows the municipal sewer line but also enters the lateral connections tied to the municipal line. *If these lateral connections are vented properly, the air escapes through the vents.*

- "Blow-Ups" that contain no sewage are an indication that the structure is not vented properly and the air pressure has blown the water out of the P-traps or the bowl of a stool.

- "Blow-Ups" that contain raw sewage are an indication that not only is the structure improperly vented but the lateral service line connecting the structure with the municipal sewer has a problem causing it to hold or pool raw sewage (usually a sag in the line) and the air pressure has pushed that raw sewage into the structure.

"Dry Traps"

When a residence or place of business experiences an unpleasant odor during or after the sewer cleaning process, the typical cause is a "Dry Trap." As the cleaning is in progress, along with the pressure created behind the cleaning nozzle, there is a partial vacuum created in front of the nozzle as it passes through the line. If a structure experiences an unpleasant odor during or after the sewer cleaning process, it is an indication that the structure is improperly vented and the partial vacuum has sucked the water out of the drain traps located within that structure. The odor can be eliminated by simply running or pouring water into each drain in the structure and thereby refilling the traps with a water-stop that blocks the odors from entering the structure.

The individual notices that are distributed explain this chance happening and offer suggestions to guard against this possibility. In the rare event that a residence or place of business experiences a blow-up or dry trap during the cleaning process, MSS crews will contact the city immediately.

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Emergency Services

All maintenance customers are given preference in emergency service situations. Phones are answered 24 hours a day, 7 days a week. The number to call for an emergency is 316-794-3780.

Emergency service calls to clear stoppages in lines will be charged the call-out fee of $350.00 and the rate of $325.00 per hour, shop to shop. Emergency service is defined as your request for immediate action from us and includes one sewer cleaner with operator and an additional laborer responding to your immediate request to clear a sewer main stoppage and restore flow. If a second operator is not dispatched on the emergency call the rate will be $110.00 per hour less.

City to provide access to all areas needed: manholes located, uncovered and exercised. Gates to lagoons/lift stations unlocked, city personnel to direct operator.

Emergency service requests requiring additional/different equipment/manpower shall be charged as follows:

EQUIPMENT REQUESTED	HOURLY RATE PER VEHICLE SHOP TO SHOP	
Emergency or scheduled services - if only one truck is requested the rate will be cost of truck (with operator) plus one additional laborer	Standard Service	Emergency Service
Sewer cleaner (with operator) • Standard water jet cleaning nozzles	$165.00 per hr	$215.00 per hr
Combination Jet/Vac truck (with operator) • Standard water jet cleaning nozzles • Standard 8" vacuum tubes	$250.00 per hr	$330.00 per hr
Easement machine with pick-up (with operator)	$130.00 per hr	$180.00 per hr
Tank water truck (with operator)	$130.00 per hr	$180.00 per hr
TV inspection vehicle (with operator) • Standard 6"-12" CCTV Equipment Mini-camera • At request only prior to mobilization	$180.00 per hr	$235.00 per hr
Confined space entry required (equipment and one laborer)	$130.00 per hr	$180.00 per hr
Additional laborer(s) each	$95.00 per hr	$110.00 per hr

E.S. PER HR. CHARGES = WORK SCHEDULED AT YOUR REQUESTED TIME/DAY
STANDARD PER HR. CHARGES = WORK SCHEDULED AT OUR CONVENIENCE

Special equipment (plugs, vacuum hose, pumps, large CCTV tractor, root cutting tools, etc.) and materials are available and can be quoted upon request and per situation.

NOTE: If we are called out on an emergency service and no blockage exists in the city's line, emergency service charges with all equipment requested will apply shop to shop. If crews have been dispatched and an emergency call is cancelled the call-out fee of $350.00 will apply.

Reporting

Our sanitary sewer collection system maintenance programs include detailed reporting of the work completed. All reports are reviewed in-house and suggestions for repairs are included. This is provided to assist you in managing your system; giving you access to your collection system cleaning history and providing important record keeping that helps you stay in compliance with state and federal regulations.

All television inspections completed as part of the sewer maintenance program are provided in digital format and you will be notified by email with a link to access your data on the cloud. Data will be stored on the cloud for a period of one (1) year from the time the work was completed and the city is fully responsible for downloading, managing and backing up their data. The email will include attachments of a map showing the line sections cleaned/televised each year and detailed cleaning reports. Emergency service calls that include television inspection will be delivered in the same manner.

Unforeseeable Conditions

Maintenance cleaning projects and emergency service requests are conducted by Mayer Specialty Services, LLC (MSS) using industry standard cleaning procedures with trained and experienced crews. Except in the event of negligence on the part of MSS, MSS will not be held responsible for any damages to serviced property caused during, or as a result of, the cleaning process by reason of matters beyond MSS's control which will include, but not be limited to, inherent defects, pre-existing conditions or anything within the system that is not treatable as sewage. The city shall defend, indemnify, and hold harmless Mayer Specialty Services, LLC from (1) all claims, damages, and expenses that arise or are incurred because of improperly vented structures, pre-existing conditions or anything introduced into the system which is not normal sewage, and (2) except to the extent caused by the negligence or willful misconduct of Mayer Specialty Services, LLC, all other claims, damages, and expenses that arise or are incurred during the term of this agreement.

Arbitration

Any disputes regarding this agreement will be decided by arbitration (Construction Industry Arbitration Rules of the American Arbitration Association.)

MAYER
SPECIALTY SERVICES, L.L.C.

Sanitary Sewer Maintenance Cleaning/CCTV Inspection Agreement
City of Douglass, KS

Mayer Specialty Services, LLC agrees to perform sanitary sewer maintenance line cleaning for the city as follows:

2027	**Clean approx.**	**19,837**	**lf**	**@**	**$.93**	**=**	**$18,448.41**
	Televise approx.	**1,984**	**lf**	**of cleaned lines**			**included**
2028	**Clean approx.**	**19,696**	**lf**	**@**	**$.95**	**=**	**$18,711.20**
	Televise approx.	**1,970**	**lf**	**of cleaned lines**			**included**
2029	**Clean approx.**	**20,274**	**lf**	**@**	**$.97**	**=**	**$19,665.78**
	Televise approx.	**2,027**	**lf**	**of cleaned lines**			**included**

Footages are approximations. *Actual price will be computed utilizing the actual footage cleaned and the per-foot cleaning price.*
Per foot cleaning price may increase with rising fuel costs at the rate of 2% for every $.25 of fuel cost increase above $4.00 per gallon.

- Additional footage may be cleaned at the same rate specified above.
- Additional footage may be televised at the price of $1.10 per lineal foot for lines cleaned in the district and $2.07 per foot for non-cleaned lines if done during the same cleaning trip.
- Standard lift station cleaning is available at the rate of $315.00 per hour, one hour minimum, if done during the same cleaning trip.
- Emergency service is available to maintenance customers with timely dispatch of equipment and personnel (see emergency service section on page 7 of this proposal packet.) $350.00 minimum call-out fee in addition to hourly rate of equipment requested.
- Mayer Specialty Services, LLC accepts no responsibility for damage that may occur because of improperly vented structures, pre-existing conditions or anything introduced into the system which is not normal sewage.
- Any disputes regarding this agreement will be decided by arbitration (Construction Industry Arbitration Rules of the American Arbitration Association.)

City responsibilities:

- Distribute individual notices to addresses in the affected areas.
- Provide clean water for the jetting process and cleanup.
- Locate, uncover & exercise all manhole lids & provide access for our cleaner to all locations within affected areas, prior to our arrival.
- Provide a dumpsite, within reasonable distance, for deposit of debris removed from the system.
- Defend, indemnify, and hold harmless Mayer Specialty Services, LLC from (1) all claims, damages, and expenses that arise or are incurred because of improperly vented structures, pre-existing conditions or anything introduced into the system which is not normal sewage, and (2) except to the extent caused by the negligence or willful misconduct of Mayer Specialty Services, LLC, all other claims, damages, and expenses that arise or are incurred during the term of this Agreement.

Term:

The term of this agreement is three years consisting of three annually renewable calendar periods each ending on December 31. This agreement begins January 1, 2027 and renews each January 1 thereafter through 2029. If approved, work will be performed when we are in the area. **This agreement may be terminated by either party with written notice given 30 days prior to termination.**

Mayer Specialty Services, LLC — Melinda Lambert

Melinda Lambert – MSS authorized signature 6/8/2026

ACCEPTANCE OF PROPOSAL & NOTICE TO PROCEED

Authorized signature, City of Douglass, KS

Printed signature name

Title

Date

TO: Mayor Shirley and Douglass City Council

FROM: Danielle Gabor, City Administrator

DATE: July 8, 2026

SUBJECT: Exceeding the Revenue Neutral Rate (RNR) Notification Letter

SUMMARY:

Butler County has calculated the Revenue Neutral Rate (RNR) for the City's 2027 budget at 51.224 mills. The City's 2026 mill levy was 52.666 mills. Adopting the RNR would lower the mill levy and generate approximately the same property tax revenue as in 2026. However, the City continues to face higher costs for the same level of services, including contractual obligations, insurance, fuel, wages, and many other operating expenses. In addition, staff is continuing to evaluate the City's overall financial position, including cash balances, reserves, the Federal Lead and Cooper requirements, and outstanding obligations, which may result in additional expenses not reflected in the 2026 budget.

Given these factors, staff recommends notifying Butler County of the City's intent to exceed the Revenue Neutral Rate at 52.670 mills and establishing the required public hearing at the September Council Meeting. This action does not set the final mill levy or commit the Governing Body to any specific tax rate. Rather, it preserves the City's ability to consider all available options as the 2027 budget is developed and makes sure the Governing Body has the flexibility necessary to adopt a fiscally responsible budget that maintains service levels for our citizens and addresses the City's financial needs. The Governing Body will set the official 2027 mill levy following the public hearing on September 9, 2026.

STAFF RECOMMENDATION OF COUNCIL ACTION:

Staff recommends approving the Resolution Calling and Providing for Notice of a Public Hearing on the Governing Body's Intent to Levy a Property Tax Exceeding the Revenue Neutral Rate and authorizing the Mayor to sign the Butler County Clerk's Office Indication of Revenue Neutral Rate.

Staff is happy to answer any questions.

Thank you,
Danielle Gabor

RESOLUTION NO. 2026-04

A RESOLUTION CALLING AND PROVIDING FOR NOTICE OF A PUBLIC HEARING ON THE GOVERNING BODY'S INTENT TO LEVY A PROPERTY TAX EXCEEDING THE REVENUE NEUTRAL RATE IN THE CITY OF DOUGLASS, KANSAS, PURSUANT TO K.S.A. 79-2988.

WHEREAS, pursuant to K.S.A. 79-2988, as amended, the County Clerk of Butler County, Kansas, calculated and notified the City of Douglass, Kansas (the "City"), that the City's revenue neutral rate for budget year 2027 is 51.224 mills; and

WHEREAS, the governing body of the City has determined that, to fund the City's proposed budget for budget year 2027 and provide necessary municipal services, it is advisable and necessary to levy ad valorem property taxes in an amount that will exceed the City's revenue neutral rate; and

WHEREAS, the budget proposed by the City's Governing Body will require the levy of a property tax rate that exceeds the Revenue Neutral Rate; and

WHEREAS, the Governing Body intends to hold a hearing and hear testimony from all interested taxpayers desiring to be heard as required by State law.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF DOUGLASS, KANSAS:

Section 1. Approval to Exceed Revenue Neutral Rate. The Governing Body intends to exceed the Revenue Neutral Rate with a proposed mill levy of no more than 52.670 mills.

Section 2. Public Hearing. The Governing Body shall hold a public hearing on September 9, 2026, at 6:30 PM regarding the proposed mill levy and intent to exceed the Revenue Neutral Rate. The public hearing will be held at Douglass City Hall, 322 S. Forrest St, Douglass, KS 67039.

Section 3. Notices. The City Clerk is hereby authorized and directed to: (A) provide a copy of this Resolution to the Butler County Clerk as notice of the City's proposed intent to exceed the Revenue Neutral Rate; (B) publish this Resolution on the City's website; and (C) publish this Resolution once in a weekly or daily newspaper having a general circulation in Butler County at least 10 days in advance of the public hearing, all in accordance with K.S.A. 79-2988(b).

Section 4. **Further Action.** The City Manager and other officials and representatives of the City are hereby authorized and directed to take such further actions and to execute any other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the purpose of this Resolution.

Section 5. **Effective Date. This** Resolution shall be effective immediately upon its adoption and shall remain in effect until future action is taken by the Governing Body.

PASSED AND ADOPTED by the governing body of the City of Douglass, Kansas, on this 8th day of July, 2026.

CITY OF DOUGLASS, KANSAS

By: _____
Mike Shirley, Mayor

ATTEST:

_____
City Clerk

NOTICE OF INTENT TO BUTLER COUNTY CLERK

THE GOVERNING BODY OF THE CITY OF DOUGLASS, KANSAS HEREBY NOTIFIES THE CLERK OF BUTLER COUNTY OF ITS INTENT TO EXCEED THE REVENUE NEUTRAL RATE;

The City of Douglass, Kansas intends to exceed the revenue neutral rate. The proposed rate and RNR hearing information is as follows:

Proposed Rate: 52.670

Date of Hearing: September 9, 2026 at 6:30 pm.

Location: Douglass City Hall, Douglass, KS

ADDITIONAL REQUIRED BUDGET INFORMATION FOR BUTLER COUNTY CLERK

Prior Year and Current Year Revenue From Property Tax and Tax Rate:

2026 Total Amount of Revenue From Property Tax Levy:	$645,730
2026 Property Tax Rate:	52.670
2027 Total Proposed Amount of Revenue From Property Tax Levy:	$663,958

2027 Proposed Property Tax by Fund:

Fund	Amount	Estimated Tax Levy Rate
General	$496,789	39.409
Employee Benefits	$58,429	4.626
Library	$108,853	8.635

Approved this ____ day of _____, 2026 and signed by the Mayor.

_____
Mike Shirley, Mayor

ATTEST

_____
Kate Schieferecke, City Clerk

TO: Mayor Shirley and Douglass City Council

FROM: Danielle Gabor, City Administrator

DATE: July 8, 2026

SUBJECT: City Administrator Report

SUMMARY:

Upcoming Events/Meetings

- July 13, 6:00 PM: KMU Council Training/Workshop to learn more about Federal Lead and Copper Requirements
- July 20, 6:00 PM: Douglass Chamber of Commerce Meeting
- July 23, 6:00 PM: Events Committee Meeting
- July 28, 5:30 PM: Planning and Zoning Meeting
- August 5, 3:00 PM: Court
- August 12, 6:30 PM: Council Meeting

Updates

- **Kansas Certified Population Data**: Population data was released on July 1, 2026. The City of Douglass's 2025 population is 1,506. Here is a breakdown for the past three years:

Year	**2023**	**2024**	**2025**
Population	1542	1514	1506

- **Hydrovac:** The Hydrovac discussion was originally scheduled for the July 8 Council Meeting but was postponed to the August 12 Council Meeting to allow Councilmembers to gather additional information at the Lead and Copper Requirements Workshop and to review the 2027 budget at the upcoming Budget Workshop. This project remains a high priority for staff.
- **Butler County Rural Water District #6:** RWD#6 is reviewing its water supply contracts with the City and expects to present a new agreement in August. The updated agreement is expected to include a rate increase. Staff will review the proposed agreement to determine whether there are any opportunities for negotiation before presenting it to Council for consideration.
- **League of Kansas Municipalities Conference (October 8–10, 2026):** The conference will be held in Wichita. The City will register all staff and

Councilmembers who plan to attend. Please let staff know if you plan to attend. Registration is now open, and we plan to register soon.

- **2027 Budget Workshop:** Staff proposes holding the 2027 Budget Workshop on Wednesday, July 29, 2026, at 6:00 p.m. Please review your calendars, and we can discuss whether this date and time work for everyone's 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 Treasurer

DATE: 07/08/2026

SUBJECT: City Treasurer's Report

SUMMARY:

This City Treasurer's report is to provide Council with an update on the topics discussed in the Treasurer's Report included in the June 16, 2026 Council Packet.

I. **IRS + EFTPS**

IRS

At this time, we do not have any information that has not already been shared with Council regarding the status of the City's Form 941 filings that are not yet recorded in our online IRS.gov account. Once we have filed all previously missing 941s, we will have the full dollar amount owed to the IRS. This remains an ongoing project.

EFTPS

Kate has begun paying EFTPS taxes as part of the payroll process. Staff plans to pay the lump sum required to catch up on delinquent payments following the next payroll in July.

II. **Kansas Department of Revenue**

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

- Withholding tax continues to be up to date.
- Staff is continuing to work to gather the needed information and file the Sales Tax and Water Protection and Clean Drinking Water Tax Reports, filed quarterly.

III. **Kansas Department of Labor**

Access has been granted to the online portal for reporting Quarterly Wage Reports and Unemployment Tax Returns. This remains an ongoing project.

IV. **Kansas Public Employees Retirement System (KPERS Payments)**
KPERS reports are current through the May 28th pay date. Staff will continue working to become current with this reporting and payment.

V. **KPERS 457 Withholding Payments**
Staff has gained access to the Empower online account for KPERS 457 retirement account administration. Employee withholding payments have not been made since January 2026. Staff will continue working to bring these payments current.

VI. **Municipal Court Revenue Payments to Kansas State Treasurer**

As stated in last month's report, the Municipal Court payment for May was paid by the June deadline. Staff will pay the lump sum of $11,103.50 to catch up on delinquent payments accrued over the last 6 years by the 15th of the month, when June's payment is submitted.

VII. **Moving Forward**

The City has contracted with Julie Holthaus, CPA to assist with catching up on bank reconciliation. Bank reconciliation has not occurred since December 2025. Julie started on Monday, June 29th, and has been a tremendous help. Julie's assistance will set staff up for success in financial record-keeping going forward.

STAFF RECOMMENDATION OF COUNCIL ACTION:
No action required.

Staff is happy to answer any questions.

Thank you,

Kate Schieferecke

TO: Mayor Shirley and Douglass City Council

FROM: Mike Gowlovech, Public Works Superintendent

DATE: 07/08/2026

SUBJECT: Public Works Report June, 2026

SUMMARY:

Water Department
Water leak repaired 4th and Walnut
Water leak repaired 209 N Forrest
Water leak repaired 619 E 1st
Water leak repaired 508 S Willow
13 inches of rain in June caused several problems with wells and lift stations that were dealt with

Public Works
Bricks repaired around storm drain at 3rd and Willow
Both North and South lift stations serviced
Drains cleaned out at senior center and at the depot
Passenger side front u-joint replaced on 2015 Ram
Manhole lids sealed after sewer cleaning
Minor repairs done to Kubota SXS
Both water truck pumps taken apart and cleaned out
Mowing, weed eating, and spraying continue
I was told on 7/2/2026 that the other 3 loads of rip rap rock would be here next week to finish the first lagoon pond.

STAFF RECOMMENDATION OF COUNCIL ACTION:

No action required.

Thank you,
Mike Gowlovech