Regular Council - Mar 13 2025 Agenda

Thursday, March 13, 2025 at 6:30 PM

Council Chambers

Page

1. PLEDGE OF ALLEGIANCE AND INVOCATION

2. CALL TO ORDER

3. ROLL CALL

4. AMENDMENTS TO THE AGENDA

5. CONSENT AGENDA

5.1 Minutes- Regular City Council Meeting 3 - 6

Regular Council - Feb 12 2025 - Minutes - Pdf.pdf

5.2 Sheriff Calls 7 - 9

February 2025 calls in Douglass.pdf

5.3 Financials 10 - 12

Monthly Finance 2025.pdf

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6. CITIZEN'S FORUM

7. SPEAKER'S FORUM

8. OLD BUSINESS

8.1 Code Enforcement Officer Update

8.2 Update on JW Douglass

8.3 Engineering Firm update

9. NEW BUSINESS

9.1 Insurance Renewal

9.2 Street Patching

9.3 Pool Pass- PTO Bulldog Dash 13

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10. STAFF REPORTS 14

Public Works Notes

Public Works Notes February 2025.pdf

11. CITY COUNCIL COMMENTS

12. MAYOR'S COMMENTS

13. EXECUTIVE SESSION

13.1 Executive Session- Regards to (1) Non- elected personnel

14. ADJOURNMENT

Draft

Regular Council - Feb 12 2025 Minutes

Wednesday, February 12, 2025 at 6:30 PM

Council Chambers

Page

1. PLEDGE OF ALLEGIANCE AND INVOCATION

2. CALL TO ORDER

The Regular City Council Meeting was called to order at 6:30pm

3. ROLL CALL

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

4. AMENDMENTS TO THE AGENDA

5. CONSENT AGENDA

There was a motion to approve the consent agenda.

Moved by: Jay Sanderson

Seconded by: Kandyce Gunther

5.1 Minutes- Regular City Council Meeting 5 - 8

Regular Council - Jan 08 2025 - Minutes - Members.docx

5.2 Sheriff Calls 9 - 11

January 2025 Douglass Calls for service.pdf

5.3 Financials 12

Copy of Visa Breakdown 12-2024.pdf

6. CITIZEN'S FORUM

7. SPEAKER'S FORUM

8. OLD BUSINESS

8.1 GAAP Charter Ordinance 13 13 - 14

Charter Ordinance - GAAP Waiver.docx

There was a motion to adopt the Charter Ordinance 13 with changes. 13 - 14

Moved by: Mark Roberts
Seconded by: Jay Sanderson

5-0

8.2 Sewer Bids 15 - 17

sewer.pdf

There was a motion to approve the Sewer bid for Ewertz Excavation for the amount of $6500.00. 15 - 17

Moved by: Mark Roberts
Seconded by: Bill Akers

5-0

8.3 Code Enforcement Job Description 18 - 19

Code Compliance Officer job description.docx

There was a motion to approve the creation of the position and to take applications for the position with the changes that residency in Douglass is added to the description. 18 - 19

Moved by: Bill Akers
Seconded by: Kandyce Gunther

4-1

9. NEW BUSINESS

9.1 Door Bids 20 - 22

There was no action taken. Tabled to a later date.

DOOR.pdf

9.2 Zoning Changes- Ordinance 23 - 24

Ordinance 927 R-2 zoning change.pdf

There was a motion to accept the zoning changes. 23 - 24

Moved by: Bill Akers

Seconded by: Kandyce Gunther

5-0

9.3 Public Works Purchase 25 - 30

lift.pdf

There was a motion to accept the purchase of a lift for Public Works for $9974.00 25 - 30

Moved by: Mark Roberts

Seconded by: Jay Sanderson

5-0

10. STAFF REPORTS

Guv Guy Report.pdf

Public Works Notes January 2025.pdf

11. CITY COUNCIL COMMENTS

12. MAYOR'S COMMENTS

13. EXECUTIVE SESSION

There was a motion to go into an executive session for non elected personnel matter for 20 minutes from 7:20pm to 7:40pm.

Moved by: Jay Sanderson
Seconded by: Mark Roberts

14. ADJOURNMENT

There was a motion to adjourn the meeting at 8:39pm

Moved by: Kandyce Gunther
Seconded by: Ken Phillips

_____
CAO

_____
Mayor

Draft

February, 2025 Douglass Calls For Service

Date	Call Type	Location	Outcome	Officer
2/1/2025	Traffic	N HWY 77 &E Sunset Dr	Warning	Bogle
2/1/2025	Traffic	400 BLK W 1st St	NTA	Bogle
2/1/2025	Traffic	N HWY 77 &E Sunset Dr	Warning	Bogle
2/1/2025	Traffic	N HWY 77 &E Sunset Dr	Warning	Bogle
2/1/2025	Traffic	W 1st St & Riverview St	Warning	Bogle
2/1/2025	Field Contact	100 BLK S HWY 77	HBO	Bogle
2/1/2025	Hazardous Vehicle	100 BLK S Elm St	HBO	Manning
2/1/2025	Suspicious Activity	E 6th & S Walnut	HBO	Manning
2/1/2025	Business Check	200 BLK E 3rd St	HBO	Manning
2/1/2025	Traffic	E 1st St & N Walnut St	Warning	Manning
2/2/2025	Traffic	S Hwy 77 & E 3rd St	Warning	Manning
2/2/2025	Traffic	N HWY 77 &E Sunset Dr	Warning	Manning
2/2/2025	Traffic	E 1st St & N Forest St	Warning	Bogle
2/3/2025	Extra Patrol	100 Blk S Poplar St	HBO	District
2/3/2025	Violation of Order	200 Blk N Maple St	HBO	District
2/4/2025	Harassment	200 Blk S Maple St	HBO	District
2/5/2025	Traffic	300 BLK W 1st St	Warning	Manning
2/5/2025	Traffic	100 BLK N Elm St	Warning	Manning
2/5/2025	Miscellanious	300 BLK N Elm St	HBO	Manning
2/5/2025	Traffic	N Hwy 77 & E 1st St	Warning	Manning
2/5/2025	Traffic	900 BLK E 1st St	Warning	Manning
2/5/2025	Traffic	E 1st St & N Willow St	Warning	Bogle
2/5/2025	Traffic	W 1t St & N Maple St	Warning	Bogle
2/5/2025	Traffic	S School St & E 1st St	HBO	Bogle
2/6/2025	Traffic	N Hwy 77 & E Sunset Dr	Warning	Bogle
2/6/2025	Traffic	E 1st St & N Forest St	Warning	Manning
2/6/2025	Traffic	S Hwy 77 & E 7th St	Warning	Manning
2/6/2025	Traffic	100 BLK S Hwy 77	Warning	Manning
2/7/2025	Suspicious Activity	900 BLK E 2nd Cir	HBO	District
2/7/2025	Traffic	300 BLK E 4th St	HBO	District
2/7/2025	Traffic	N Hwy 77 & E 1st St	Warning	District
2/10/2025	Traffic	S Hwy 77 & E 8th St	Warning	Manning
2/10/2025	Past Assault	100 BLK N Elm St	HBO	District
2/10/2025	Traffic	100 BLK S Elm St	Warning	Bogle
2/10/2025	Suspicious Activity	300 BLKW 1st St	HBO	Bogle
2/10/2025	Traffic	N Hwy 77 & E 1st St	Warning	Bogle
2/11/2025	Runaway	300 BLK S Maple St	HBO	Manning
2/11/2025	Stalled Vehicle	400 BLK W 1st St	HBO	Bogle
2/11/2025	Miscellanious	300 BLK N Elm St	HBO	Bogle
2/11/2025	Traffic	W 1st St & S Taylor St	Warning	Bogle
2/11/2025	Traffic	400 BLK W 1st St	Warning	Bogle
2/11/2025	Traffic	S Hwy 77 & E 8th St	Arrest	Bogle
2/12/2025	Past Fraud	10000 BLK E 6th St	HBO	District
2/13/2025	Suspicious Activity	N Hwy 77 & E Sunset Dr	HBO	DIstrict

2/14/2025	Traffic	E 1st St & N Willow St	Warning	Manning
2/14/2025	Traffic	N Forest St & E 1st St	Warning	Bogle
2/14/2025	Business Check	100 BLK W 4th St	HBO	Bogle
2/14/2025	Traffic	E 1st St & N Willow St	Warning	Bogle
2/14/2025	Traffic	W 1st St & S Taylor St	Warning	Bogle
2/14/2025	Traffic	E 1st St & N Forest St	Warning	Bogle
2/14/2025	Traffic	S Poplar St & E 1st ST	NTA	Bogle
2/14/2025	Traffic	E 1st St & N Hwy 77	Warning	Bogle
2/15/2025	Past Threat	300 BLK S Riverview Rd	HBO	Manning
2/15/2025	Traffic	E 3rd St & S School St	Warning	Bogle
2/16/2025	Traffic	S Hwy 77 & E 6th St	Warning	Bogle
2/16/2025	Outside Agency Assist/Fire	400 BLK S Forest St	HBO	Manning
2/16/2025	Miscellanious	400 BLK S Willow St	HBO	Manning
2/16/2025	Traffic	E 1st St & N Maple St	Warning	Bogle
2/16/2025	Traffic	E 1st St & N Forest St	NTA	Bogle
2/19/2025	DV in Progress	1100 BLK E 7th St	NTA	Bogle
2/20/2025	Outside Agency Assist	600 BLK S Hwy 77	HBO	District
2/20/2025	Traffic	N Hwy 77 & E Sunset Dr	Warning	Bogle
2/20/2025	Traffic	E 1st St & N Hwy 77	NTA	Bogle
2/20/2025	Traffic	400 BLK W 1st St	Warning	Bogle
2/23/2025	Abandoned Vehicle	E 1st St & N Willow St	HBO	District
2/24/2025	Outside Agency Assist	900 BLK S Maple St	HBO	Manning
2/24/2025	Traffic	N Elm St & E 1st St	Warning	Manning
2/24/2025	Traffic	N Elm St & E 1st ST	NTA	Manning
2/24/2025	Traffic	900 BLK E 1st St	Warning	Bogle
2/24/2025	Miscellanious	400 BLK S Willow St	HBO	Bogle
2/24/2025	Business Check	100 BLK W 4th St	HBO	Bogle
2/24/2025	Traffic	S School St & E 1st St	Warning	Bogle
2/24/2025	Traffic	N Hwy 77 & E Sunset Dr	Warning	Bogle
2/25/2025	Traffic	N Poplar St & E 1st St	Warning	Bogle
2/25/2025	Welfare Check	100 BLK S Hwy 77	HBO	Manning
2/25/2025	Stalled Vehicle	300 BLk W 1st St	HBO	Manning
2/25/2025	Outside Agency Assist	300 BLK E Ash St	HBO	District
2/25/2025	Traffic	E 1st St & N Walnut St	Warning	Bogle
2/25/2025	Traffic	E 1st St & N Hwy 77	Warning	Bogle
2/25/2025	Traffic	E 1st St & N Willow St	Warning	Bogle
2/25/2025	Traffic	400 BLK S Hwy 77	NTA	Bogle
2/26/2025	Follow Up	10000 BLK E 6th St	HBO	District
2/26/2025	Past Shots Fired	500 BLK E 2nd St	HBO	District
2/27/2025	Past Fraud	1000 BLK E 6th St	HBO	District
2/28/2025	Miscellanious	400 BLK S Forest St	HBO	Manning
2/28/2025	Traffic	100 Blk S Elm St	Warning	Manning
2/28/2025	Traffic	E 1st St & N Chestnut ST	Warning	Manning
2/28/2025	Traffic	E 1st St & N Poplar St	Warning	Manning
2/28/2025	Past Suspicious Activity	100 Blk S Forest St	HBO	Manning
2/28/2025	Threat	300 Blk S Forest St	HBO	Manning
2/28/2025	Traffic	E 1st St & N Walnut St	Warning	Manning
2/28/2025	Traffic	N Willow St & E 1st St	Warning	Manning

Call Breakdown by Deputy

	Open	Manning	Sullivan	Bogle	District
Total Calls For Service	0	33	0	44	15
Calls Handled By Officer		11	0	8	13
Traffic Citations		1	0	6	0
Traffic Warnings		18	0	29	1
Arrests		0	0	1	0

	Expenses		
Check #	**Recipient**	**Description**	**Amount**
39234	EMC Insurance	Insurance	$ 4,266.41
39235	KS Gas Service	Gas	$ 1,804.31
39236	Young & Assoc	AMI System	$ 1,692.50
39237	Waste Connections	Trash	$ 14,301.56
39238	VISA	Credit Card	$ 3,823.12
39239	KDOR Misc Tax	Water Fees 4th Q	$ 514.91
39240	Richard McFall	Refund for Water	$ 197.75
39241	UV&S	Shredding	$ 25.00
39242	Guv Guy Consulting	Consulting	$ 300.00
39243	Mike Powell	HRA	$ 147.43
39244	Liberty National	Insurance	$ 327.32
39245	AFLAC	Insurance	$ 54.72
39246	Olympic Shop Equipment	Vehicle Lift	$ 9,405.00
39247	BCBSKS	Insurance	$ 9,404.94
39248	Core & Main	Radio Cables	$ 158.58
39249	Advantage Computer	IT Support	$ 206.25
39250	Cox Business	Pool Internet	$ 300.00
39251	Law Office of William Muret	Legal	$ 600.00
39252	Digital Office Systems	Staples	$ 52.00
39253	Evergy	Electric	$ 4,702.39
39254	Professional Engineering Consultants	Zoning	$ 1,858.75
39255	Wichita State Univ	CCMFOA Dues	$ 100.00
39256	Gibson, Watson, Marino,LLC	Legal	$ 1,308.60
39267	Liberty National	Insurance	$ 327.32
39257	Lease Finance Partners	Copiers	$ 644.24
39258	Cox Business	Shop Internet	$ 138.00
39259	Cox Business	Office Phone/ Intenet	$ 847.19
39260	KDHE - Bureau of Water	Sewer Loans	$ 39,850.41
39261	KDHE - Bureau of Water	Sewer Loans	$ 16,927.28
39262	Security Oil	Shop Fuel	$ 1,974.22
39263	Navrat's Office Products	Ticket Books	$ 1,200.81
39264	Column Software PBC	Zoning	$ 65.45
39265	Salina Supply Co Inc	Water Supplies	$ 897.54
39266	City of Douglass - Petty Cash	Petty Cash	$ 265.47
		Payroll 2/20/25	$ 13,884.08
		Payroll 3/6/25	$ 13,252.05
		Total	$ 145,825.60

Revenue	
Water	$ 37,541.07
Trash	$ 16,291.24
Sewer	$ 28,421.16
Total	$ 82,253.47
Statement Date	2/3/25 - 3/2/25
Prev. Balance	$ 1,605,058.16
Deposits/Credits	$ 114,241.58
Checks/Debits	$ 218,091.37
Interest Paid	$ 1,795.01
Current Balance	$ 1,503,003.38

Card User	Vender	Cost	Description
Mike G	Casey's	$39.26	Pizza for guys during snow removal
	Walmart	$88.77	Water/office supplies
	Central Parts	$276.85	Parts for sander
	Walmart	$26.81	Shop Supplies
	American Fence	$414.00	New Pickets for City Hall fence
Mike P	Aatrix soft ware	$34.99	W/2 - 1099 reports
	Aatrix soft ware	$34.99	W/2 - 1099 reports
	Aatrix soft ware	$27.99	W/2 - 1099 reports
	Aatrix soft ware	$34.99	W/2 - 1099 reports
	Aatrix soft ware	$34.99	W/2 - 1099 reports
Brittany	QT Wichita	$17.04	Clerk school
	Amazon	$13.99	Rubber stamp for court
	Amazon	$28.19	Office supplies/Calendars
	Terradyne	$599.10	Council/Staff dinner
	Amazon	$582.70	Blinds for City Hall
	Casey's	$21.69	Snacks during snow removal
	Amazon	$10.90	Rubber stamp for City Seal
	Amazon	$17.98	Trash bags for City Hall
City Card	Firehouse subs	$48.64	Safety meeting/employee lunch
	Adobe	$21.69	Software fees
	Adobe	$255.47	Yearly software fee
	USPS	$9.68	Sheriff Dept.
	Amazon	$39.80	Shop Supplies
	USPS	$125.84	Court certified
	Egnyte Inv	$240.00	Court software
	Canva	$50.00	Business card
	Intuit	$76.00	Time sheets
	USPS	$370.00	Stamps
	Amazon	$23.98	Sander parts
	Amazon	$9.48	Sander parts
	Adobe	$13.83	Software fees
	Amazon	$53.45	Sander parts
	Amazon	$26.90	Sander parts

Seal Elementary PTO
320 S. Chestnut Street
Douglass, KS 67039

I am writing on behalf of Seal Elementary PTO in Douglass, KS. We are currently seeking donations of gift certificates or merchandise. The donations will be given to our teachers in May to show our appreciation. We are hopeful that you might wish to support the activities of our Parent/Teacher organization!

I can pick up items or you can email gift certificates to sealpto@gmail.com.

Thank you for considering supporting the Leonard Seal Elementary PTO, and please do not hesitate to contact me with any questions you may have!

With gratitude,

Kelsey Sheets, Seal Elementary PTO President
316-640-4262

Public Works Notes February 2025

Water Leaks

315 E Seventh

Small salt spreader rear end rebuilt

2/12 thru 2/14, approx. 3 inches of snow, no overtime required

2/17 thru 2/20, approx. 7 inches of snow, four hours of overtime

Five water meter pits replaced and new meters installed and active

We are in the process of rebuilding the rear electrical system on the 2003 Ram