Regular Council - Aug 20 2025 Agenda

Wednesday, August 20, 2025 at 6:30 PM

Council Chambers

Page

1. PLEDGE OF ALLEGIANCE AND INVOCATION

2. CALL TO ORDER

3. ROLL CALL

4. AMENDMENTS TO THE AGENDA

5. CONSENT AGENDA

5.1 Minutes- Regular City Council Meeting 4 - 7

Regular Council - Jul 09 2025 - Minutes - Members.pdf

5.2 Sheriff Calls 8 - 9

Copy of 7-July 2025 calls in Douglass.pdf

5.3 Financials 10 - 12

Monthly Finance 2025.pdf

Visa Breakdown 06-2025.pdf

5.4 Public Health Update 13

Public Health Update.pdf

6. CITIZEN'S FORUM

7. SPEAKER'S FORUM

8. OLD BUSINESS

8.1 Gov Guy Marketing Update

8.2 Gov Guy Consultant- Developer Agreement Discussion

8.3 Job Discussion 14 - 15
Combined_Maintenance_CodeOfficer_Description.docx

9. NEW BUSINESS

9.1 Zoning approval and Ordinance 934 16
Ordinance 934 Zoning Change.docx

9.2 Abatement- Resolution 25-003 17 - 18
Resolution Authorizing Abatement of Nuisances (625 S Willow).docx

9.3 Road Closures- Bulldog Dash 19
bulldog dash.pdf

9.4 Dog Event- Discussion of Registration fees

9.5 Street Project- Change Order #1 20 - 21
City of Douglass - SS, SP, CS - Change order #1 updated - 7.29.2025.docx

9.6 Douglass Park Expendable fund- Douglass Community Foundation 22 - 27
park.docx

9.7 Mower Purchase 28 - 29
Inv_21722_from_Hoover_Mower_Sales_LLC_17768.pdf

10. STAFF REPORTS 30
Public Works Notes July 2025 UPDATED.docx

11. CITY COUNCIL COMMENTS

12. MAYOR'S COMMENTS

13. EXECUTIVE SESSION

14. ADJOURNMENT

Regular Council - Jul 09 2025 Minutes

Wednesday, July 9, 2025 at 6:30 PM
Council Chambers

Page

1. PLEDGE OF ALLEGIANCE AND INVOCATION

2. CALL TO ORDER

Mike Shirley called the meeting to order at 6:30pm

3. ROLL CALL

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

4. AMENDMENTS TO THE AGENDA

There was a motion to add City Emergency Plan to new business.

Moved by: Mark Roberts
Seconded by: Jay Sanderson

3-0

5. CONSENT AGENDA

There was a motion to approve the consent agenda with corrections.

Moved by: Mark Roberts
Seconded by: Jay Sanderson

3-0

Draft

5.1 Minutes- Regular City Council Meeting # - #

June Minutes.pdf

Special Meeting 6.25 MINUTES .pdf

5.2 Sheriff Calls # - #

Copy of 6-June 2025 calls in Douglass.pdf

5.3 Financials # - #

Monthly Finance 2025.pdf

Copy of Visa Breakdown 05-2025.pdf

5.4 Public Health Update # - #

Public Health Update.pdf

6. CITIZEN'S FORUM

7. SPEAKER'S FORUM

8. OLD BUSINESS

8.1 Council/Mayor Pay

There was a motion to approve City Councilmember and Mayor pay in which each individual has the opportunity to opt to receive $200 per month for the Mayor and $50 for councilmembers for each regularly scheduled meeting. Reimbursement is also optional for governing body in regards to travel expenses for city business.

Mark, Jay and Bill opted to defer payment.

Moved by: Bill Akers
Seconded by: Jay Sanderson

9. NEW BUSINESS

Draft

9.1 Emergency Plan

There was a motion to adopt the SOP (Standard Operating Procedure) as presented

Moved by: Mark Roberts
Seconded by: Bill Akers

3-0

9.2 UPOC- Ordinance # - #

UPOC 2025.pdf

There was a motion to approve Ordinance 933 for UPOC changes. # - #

Moved by: Mark Roberts
Seconded by: Jay Sanderson

3-0

9.3 STO- Ordinance # - #

STO Ordinance 2025.pdf

There was a motion to approve Ordinance 932 for STO changes as amended in # - #

Moved by: Jay Sanderson
Seconded by: Bill Akers

3-0

9.4 RBC- CDs/Investments

There was a motion to approve CD changes as follows:
$800,000 in a 180 day CD
$200,000 in a 90 day CD

Moved by: Jay Sanderson
Seconded by: Mark Roberts

3-0

Draft

9.5 RNR

There was a motion to notify the County of that we intend to exceed the RNR and our proposed mill levy rate is 52.67, and scheduling the public hearing for 9/3 6:30pm at City Hall in Douglass, Ks.

Moved by: Bill Akers
Seconded by: Jay Sanderson

3-0

10. STAFF REPORTS

11. CITY COUNCIL COMMENTS

12. MAYOR'S COMMENTS

13. EXECUTIVE SESSION

14. ADJOURNMENT

There was a motion to approve the adjourn the meeting at 7:54pm.

Moved by: Jay Sanderson
Seconded by: Bill Akers

3-0

CAO

Mayor

Draft

July, 2025 Douglass Calls For Service

Date	Call Type	Location	Outcome	Officer
7/1/2025	Traffic	N Hwy 77 & E 1st ST	Warning	Bogle
7/1/2025	Administrativ	300 Blk S Forest St	HBO	Manning
7/1/2025	Traffic	1100 Blk E 7th St	Warning	Bogle
7/1/2025	Business Check	300 Blk W 1st St	HBO	Bogle
7/2/2025	Suspicious Person	300 Blk S Forest St	HBO	District
7/3/2025	Traffic Complaint	E 1st St & Hwy 77	NTA	District
7/3/2025	Fireworks	500 Blk S Elm St	HBO	District
7/4/2025	Traffic	100 BLk S Hwy 77	Warning	Manning
7/4/2025	Traffic	E 1st ST & N Pecan St	NTA	Bogle
7/4/2025	Traffic	E 1st ST & N Forest St	Warning	Bogle
7/5/2025	Fireworks	N Elm St & E Oak St	HBO	Bogle
7/5/2025	Traffic	S Hwy 77 & E 3rd St	Warning	Bogle
7/5/2025	Traffic	W 1st St & S Riverview St	Warning	Manning
7/5/2025	Traffic	W 1st St & S Riverview St	Warning	Bogle
7/5/2025	Traffic	300 Blk W 1st St	Warning	Bogle
7/5/2025	Traffic	E 4th St & S Maple St	Warning	Bogle
7/5/2025	Fireworks	E Oak St & N Elm St	HBO	Bogle
7/6/2025	Agency Assist	300 Blk S Riverview St	HBO	Bogle
7/6/2025	Hazardous Road	100 Blk E 3rd St	HBO	Bogle
7/7/2025	Stalled Vehicle	100 Blk S Hwy 77	HBO	Bogle
7/7/2025	Suspicious Vehicle	200 Blk N Poplar St	HBO	Bogle
7/7/2025	Follow up	300 Blk S Maple St	HBO	District
7/8/2025	Suicidal Info	100 Blk S Willow St	HBO	District
7/9/2025	Suspicious Activity	200 Blk W 1st St	HBO	District
7/9/2025	Past Assault	600 Blk S Willow ST	HBO	Manning
7/9/2025	Abandoned Vehicle	200 Blk N Hwy 77	HBO	Bogle
7/9/2025	Miscelaneous	100 Blk N Chestnut St	HBO	Bogle
7/9/2025	Traffic	E 1st St & N Maple St	Warning	Bogle
7/9/2025	Traffic	S Taylor St & W 1st ST	NTA	Bogle
7/9/2025	Traffic	N Maple St & E 1st ST	Warning	Bogle
7/10/2025	Miscelaneous	E 2nd Cir & S School St	HBO	Bogle
7/10/2025	Traffic	E 3rd St & S Walnut St	Warning	Bogle
7/10/2025	Traffic	400 Blk W 1st St	Warning	Bogle
7/10/2025	Traffic	W 1st St & S Riverview St	Warning	Bogle
7/11/2025	Traffic	100 BLk S Hwy 77	NTA	Bogle
7/11/2025	Past Abuse	600 Blk S Willow ST	HBO	District
7/14/2025	Past Assault	700 Blk S Hillside Dr	HBO	District
7/14/2025	Administrative	100 Blk S Willow St	HBO	Bogle
7/14/2025	Administrative	100 Blk S Willow St	HBO	Bogle
7/14/2025	Traffic	W 1st St & S Riverview St	Warning	Bogle
7/14/2025	Traffic	N Elm St & E Ash St	Warning	Bogle
7/14/2025	Traffic	E 1st St & N Chestnut St	Warning	Bogle
7/15/2025	Traffic	S Hwy 77 & E 8th St	Warning	Bogle

7/15/2025	Urgent Agency Assist	300 Blk N Walnut St	HBO	Bogle
7/15/2025	Stalled Vehicle	W 1st St & S Taylor St	HBO	Bogle
7/15/2025	Field Contact	100 Blk S Forest St	HBO	Bogle
7/15/2025	Traffic	W 1st St & S Taylor St	Warning	Bogle
7/16/2025	Traffic Info	200 Blk W 1st St	HBO	District
7/18/2025	Damage	400 Blk S Maple St	HBO	District
7/18/2025	Traffic	400 Blk W 1st St	Warning	Bogle
7/18/2025	Traffic	N Hwy 77 & Sunset Dr	NTA	Bogle
7/19/2025	Traffic	N Willow St & E 1st st	Warning	Bogle
7/20/2025	Noise Complaint	700 Blk E Pine St	HBO	Bogle
7/20/2025	Lost Property	200 Blk S Elm St	HBO	District
7/20/2025	Traffic	E 1st St & S School St	Warning	Bogle
7/20/2025	Stalled Vehicle	N Hwy 77 & E 1st ST	HBO	Bogle
7/21/2025	Suspicous Vehicle	100 BLk S Hwy 77	HBO	Bogle
7/21/2025	Extra Patrol	1200 Blk E 7th St	HBO	District
7/22/2025	Extra Patrol	1200 Blk E 7th St	HBO	District
7/22/2025	Past Damage	100 Blk W 1st St	HBO	District
7/22/2025	Noise Complaint	E 6th St & S Forest St	HBO	District
7/23/2025	Suspicous Person	100 Blk S Hwy 77	HBO	District
7/23/2025	Traffic	300 Blk W 1st St	Warning	Bogle
7/23/2025	Traffic	E 1st St & N Maple St	Warning	Bogle
7/24/2025	Traffic	S Hwy 77 & E 6th St	Warning	Bogle
7/24/2025	Traffic	E 1st St & N Maple St	Warning	Bogle
7/24/2025	Agency Assist	600 Blk S Poplar ST	HBO	District
7/24/2025	Traffic	E 1st St & N Hwy 77	Warning	Bogle
7/24/2025	Traffic	S Hwy 77 & E 6th St	Warning	Bogle
7/25/2025	Found Property	100 BLk S Hwy 77	HBO	District
7/26/2025	Intrusion Alarm	1000 Blk E 7th St	HBO	District
7/28/2025	Traffic	100 BLk S Hwy 77	Warning	Bogle
7/28/2025	Traffic	E 1st St & N Walnut St	Warning	Bogle
7/29/2025	Trespassing	100 BLk S Hwy 77	HBO	Bogle
7/30/2025	Traffic	S Forest St & E 3rd St	NTA	Bogle
7/30/2025	Non-Injury MVA	N Hwy 77 & E 1st St	HBO	District
7/30/2025	Suspicious Activity	300 Blk S Forest St	HBO	District

Call Breakdown by Deputy

	Manning	Bogle	District
Total Calls For Serv	4	52	21
Handled By Officer	2	19	20
Traffic Citations	0	5	1
affic Warnings	2	28	0
Arrests	0	0	0

	Expenses		
Check #	**Recipient**	**Description**	**Amount**
39515	Security Oil	Fuel	$ 1,116.35
39516	Eric Triplett	Inspections	$ 775.05
39517	The League of KS Municipalities	Conference	$ 625.00
39518	KDHE Labs	Water Samples	$ 225.00
39519	Meridian Analytical Labs LLC	Water Samples	$ 90.00
39520	Waste Connections	Trash	$ 14,878.97
39521	South West Butler Quarry	Base Rock	$ 451.20
39522	Hub International	Insurance	$ 250.00
39523	D&S Auto Supply	Vehicle Repair	$ 376.58
39524	Core & Main	AMI Fees	$ 315.00
39525	RWD #6	Water	$ 6,759.94
39526	Vision Care Direct	Insurance	$ 215.76
39527	O'Reilly Auto	Vehicle Repair	$ 201.76
39528	Wichita Pump & Supply	Well Repair	$ 1,331.37
39529	Wichita Winwater Works	Water Supplies	$ 102.00
39530	KS Gas Service	Gas	$ 305.99
39531	Evergy	Electric	$ 1,920.71
39532	Visa	Credit Card	$ 3,751.24
39533	River Valley Supply	June Supplies	$ 207.13
39534	Liberty National	Insurance	$ 223.00
39535	AFLAC	Insurance	$ 54.72
39536	RCB Bank	Kubota Loan	$ 8,312.34
39537	RCB Bank	Ventrac Loan	$ 11,596.37
39556	BCBSKS	Insurance	$ 9,517.95
39557	AFLAC	Insurance	$ 54.72
39559	Galaxie	Paper	$ 54.20
39560	D Gerber Commercial Pool	Pool Supplies	$ 5,281.59
39561	Mayer Specialty Services	TV Sewer	$ 1,218.75
39562	Bell Welding & Machine Shop	Valve Repair	$ 404.76
39563	Gibson, Watson, Marino, LLC	Legal	$ 977.50
39564	Clean Rite Pressure Washing	Street Sweep	$ 4,800.00
39565	Terminix	Pest Control	$ 263.04
39566	EMC Insurance	Insurance	$ 4,403.62
39567	Westlake Hardware	Community Garden	$ 89.98
39568	Advantage Computer	IT Support	$ 576.25
39569	Law Office of William Muret	Legal	$ 600.00
39570	Advance Insurance	Insurance	$ 571.39
39571	Cox Business	Pool Internet	$ 300.00
39572	Lease Finance Partners	Copier	$ 644.24
39573	Ewertz Excavation	Haul Sand	$ 465.74
39574	Evergy	Electric	$ 2,705.08
39575	Comm-Tronix	Radios	$ 870.00
39576	The League of KS Municipalities	STO/UPOC	$ 76.63
39577	Mike Shirley	July Meeting	$ 200.00

Check #	Recipient	Description	Amount
39479	Cox Business	Office Phone & Internet	$ 848.17
39580	Cox Business	Shop Internet	$ 138.00
39581	International Institute of Municpial Clerks	2026 membership	$ 380.00
39582	Butler County Sheriff's Dept	June - Aug Contracts	$ 27,494.15
39583	KDHE Bureau of Water	Loan Payment	$ 8,634.50
39584	KDHE Bureau of Water	Loan Payment	$ 2,308.74
39585	Meridian Analytical Labs LLC	Samples	$ 483.00
39586	Reed Repair	Truck Repair	$ 536.44
39587	Lan Flippo	Office Cleaning	$ 200.00
39588	Tractor Supply	Supplies	$ 299.91
39589	Lowe's	Marking Paint	$ 51.41
39590	Cox Business	Pool Phone	$ 75.18
39591	Douglass Library	BuCo June 2025	$ 37,106.39
39592	Mike Powell	Mileage Reimbursement	$ 195.00
39593	Guv Guy Consulting	Consulting	$ 801.50
		Payroll 7/11/25	$ 19,840.26
		Payroll 7/25/25	$ 19,226.55
		Payroll 8/8/25	$ 18,792.48
		Total	$ 225,572.60

Revenue

Water	$ 42,041.19
Trash	$ 17,010.40
Sewer	$ 28,325.34
Total	$ 87,376.93
Statement Date	7/1/2025 -7/31/25
Prev. Balance	$ 1,666,198.73
Deposits/Credi	$ 129,640.48
Checks/Debits	$ 1,177,144.52
Interest Paid	$ 1,707.83
Current Balanc	$ 620,402.52

Card User	Vender	Cost	Description	City Card			
Mike G	Family Dollar	$22.25	Shop cleaning supplies		Walmart	$120.94	TV for City Hall
	Fimco	$194.66	kubota sprayer repair		Adobe	$21.69	Software fees
	Family Dollar	$11.50	Water		ROKU	$29.99	Weather Channel on Hallway TV
	Casey's	$6.11	Ice		USPS	$9.68	Public Health
	Casey's	$6.11	Ice		Intuit	$204.00	Time sheets
Mike P					USPS	$10.24	Public Health
	BBW's	$179.06	Safety meeting/lunch		USPS	$19.36	Return ACH certified
	SamsClub	$329.66	Pool concessions		Adobe	$24.48	Software fees
	SamsClub	$473.84	Pool concessions		USPS	$125.84	Zoning certified
	USPS	$2.04	Postage		Adobe	$13.83	Software fees
Brittany					USPS	$9.68	Public Health
	Amazon	$29.43	Restroom supplies				
	Amazon	$134.99	Office supplies/shop supplies				
	USPS	$50.00	Shipping postage				
	G&G Properties	$3.00	Ice				
	Hach	$386.72	Sampling reagent				
	Amazon	$22.97	Pool cleaning supplies				
	Amazon	$39.57	Pool cleaning supplies				
	Amazon	$70.86	Mower blades				
	Amazon	$49.95	Mower blades				
	Amazon	$279.71	Pool supplies				
	Amazon	$54.48	Ink cartridges				
	Amazon	$15.96	Shop tank cleaner				
	Amazon	$106.49	Letters for portable sign				
	Amazon	$41.44	Pool concessions				
	Amazon	$115.61	Batteries and cleaning supplies				
	SamsClub	$319.33	Pool concessions				
	Walmart	$37.26	Pool concessions				
	Firehouse subs	$145.98	AED/CPR training lunch				
	Caseys	$52.53	Pool AED training lunch				

322 S. Forrest
P.O. Box 412
Douglass, Kansas 67039
316-747-2109

Mayor: Mike Shirley City Clerk/Administrator: Mike Powell Deputy City Clerk: Brittany Nordstedt

Public Health Notices- JULY 2025 Update

Sent Out- 6

-Grass: 6

-Nuisance: 0

Completed- 4

Open- 2

To be served: 0

Mowed by the City: 2

Billed: 6

**Billed for previous

force mows.

Combined Job Description: Maintenance Worker I / Code Compliance Officer

Departments: Public Works / Administration

Reports To: City Superintendent / City Administrator-Clerk

FLSA Status: Non-Exempt

Employment Status: Full-time

Position Summary

This hybrid role encompasses responsibilities in both public works maintenance and code enforcement for the City of Douglass. The Maintenance Worker I portion focuses on manual labor and infrastructure maintenance in the Public Works Department, while the Code Compliance Officer responsibilities involve inspections and enforcement of municipal codes, public health regulations, zoning ordinances, and property standards.

Essential Functions

- Maintenance Worker I:
    - Perform maintenance on water lines, sewer systems, parks, streets, and city vehicles.
    - Operate equipment such as mowers, trimmers, and chainsaws.
    - Perform snow removal, storm cleanup, landscaping, and minor electrical/plumbing tasks.
- Code Compliance Officer:
    - Conduct inspections of properties to ensure compliance with codes.
    - Investigate complaints and issue citations for violations.
    - Maintain records, prepare reports, and coordinate with departments on enforcement.

Position Requirements

Education:

- High school diploma or GED required.
- Associate's or bachelor's degree preferred for Code Compliance Officer.
- Must possess a valid Kansas driver's license.

Experience:

- Less than one year required for Maintenance Worker I.
- Code enforcement or inspection experience highly desirable.

Technical Skills:

- Ability to operate maintenance tools and troubleshoot mechanical/electrical systems.
- Knowledge of zoning laws, building codes, and construction plans.
- Proficiency in documentation, recordkeeping, and basic software tools.

Certifications:

- CDL encouraged for Maintenance Worker I.
- Code Enforcement Officer/Building Inspector certification preferred or required within a specified timeframe for Code Compliance Officer.

Working Conditions & Physical Requirements

Work is performed both indoors and outdoors in all weather conditions. Duties may include exposure to hazardous materials, unsafe structures, confined spaces, and confrontational situations. Requires physical labor including lifting up to 100 pounds, walking, crouching, pushing/pulling, and extended periods of standing. Evening or weekend work may occasionally be required.

Compensation & Additional Information

This role includes a competitive wage based on experience. Residency within 25 miles is preferred. This dual role is a full-time position and eligible for full city benefits.

The City of Douglass is an Equal Opportunity Employer and complies with the Americans with Disabilities Act (ADA). Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

(Published once in Butler County Times Gazette on _____, 2025.)

ORDINANCE NO. 934

AN ORDINANCE CHANGING THE ZONING DISTRICT CLASSIFICATION OF CERTAIN PROPERTY LOCATED IN THE CITY OF DOUGLASS, KANSAS UNDER THE AUTHORITY GRANTED BY THE ZONING REGULATIONS OF THE CITY.

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

SECTION 1. Having received a recommendation from the Douglass City Planning Commission on Case No. Z-25-01, and proper notice having been given and hearing held as provided by law and under authority and subject to the provisions of the Zoning Regulations of the City as originally approved by Ordinance No. 771, the zoning district classification of the property legally described herein is changed as follows:

Change of zoning district classification from the R-1 Single-Family Residential District to the B-1 Service Business District.

Legal description: DOUGLASS 1ST ADD, S17, T29, R04E, BLOCK 27, Lot 17; 18

General location: 628 E First St., Douglass, KS 67039

Such change of zoning is subject to the following conditions: A Site Plan is required.

SECTION 2._____Upon the taking effect of this Ordinance, the above zoning change shall be entered and shown on the Official Zoning Map(s) as previously adopted by reference and said map(s) is hereby reincorporated as a part of the Zoning Regulations as amended.

SECTION 3._____This Ordinance shall take effect and be in force from and after its passage, approval and publication once in the official city newspaper.

PASSED BY THE GOVERNING BODY ON _____, 20_____.

APPROVED BY THE MAYOR ON _____, 20_____.

ATTEST: (S E A L)

/s/_____
_____, Mayor

/s/_____
_____, City Clerk

Form Z-11 (6/25/04)

Resolution No. 25-003

A RESOLUTION AUTHORIZING THE CITY OF DOUGLASS TO ABATE THE HEALTH NUISANCE AT 625 S. WILLOW ST., DOUGLASS, KS 67039 PURSUANT TO DOUGLASS CITY CODE ("THE CODE") SECTIONS 8-208 and 8-310.

WHEREAS, the City of Douglass, Kansas (the "City") served upon the owner of the property located at 625 S. Willow St., Douglass, KS 67039 legally described as Block 38 Lot 9, Original Town, now City of Douglass, in Butler County, Kansas ("the Property") a Notice of Violation by certified mail return receipt requested on April 16, 2025 informing the owner of violations of §§ 8-201(a) and 8-303(a) of the Code ("the Order of Violation");

WHEREAS, more than 10 days have passed since the owner was served the Order of Violation, and the owner has failed to abate said conditions or request a hearing before the governing body; and

WHEREAS, the governing body believes it is in the public interest for the City to abate said violations pursuant to §§ 8-208 and 8-310 of the Code.

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

Section 1. Trash and Debris Abatement. Pursuant to § 8-208 of the Code, the governing body hereby authorizes the City and its agents to abate the conditions causing the violation of 8-201(a) of the Code, to wit trash and debris, at the end of 10 days after passage of the resolution. The costs incurred by the City shall be charged against the Property as provided in § 8-210 of the Code.

Section 2. Motor Vehicle Abatement. The governing body hereby authorizes the City and its agents to abate the conditions causing the violation of § 8-303(a) of the Code, to wit junked, wrecked or inoperable vehicles, at the end of 10 days after passage of the resolution. The costs incurred by the City shall be charged against the Property as provided in § 8-313 of the Code. Disposition of any motor vehicle removed and abated from the Property shall be as provided by K.S.A. 8-1102, as amended.

Section 3. Service of Resolution on Owner. The governing body orders the City Clerk/Administrator to cause the owner of the Property be served a copy of this Resolution by personal service, certified mail, return receipt requested; or in the event the whereabouts of such person are unknown and the same cannot be ascertained in the exercise of reasonable diligence, an affidavit to that effect shall be made by the City Clerk/Administrator and filed with the City Clerk, and the serving of the Resolution shall be made by publishing the same once

each week for two consecutive weeks in the official city newspaper and by posting a copy of the Resolution on the Property.

Section 4. Costs Assessed. If the City abates or removes the nuisance pursuant to §§ 8-208 and 8-310 of the Code, the City shall give notice to the owner or his or her agent by certified mail, return receipt requested, of the total cost of the abatement or removal incurred by the City. The notice shall also state that the payment is due within 30 days following receipt of the notice. The City also may recover the cost of providing notice, including any postage, required by this section. The notice shall also state that if the cost of the removal or abatement is not paid within the 30-day period, the cost of the abatement or removal shall be collected in the manner provided by K.S.A. 12-1,115, and amendments thereto, or shall be assessed as special assessments and charged against the Property and the City Clerk, at the time of certifying other city taxes, shall certify the unpaid portion of the costs and the Butler County Clerk shall extend the same on the tax rolls of the county against such lot or parcel of land and it shall be collected by the Butler County Treasurer and paid to the City as other city taxes are collected and paid. The City may pursue collection both by levying a special assessment and in the manner provided by K.S.A. 12-1,115, and amendments thereto, but only until the full cost and applicable interest has been paid in full.

Section 5. Effective Date. This resolution shall take effect upon its passage.

PASSED by the City Council and Signed by the Mayor on this 20th day of August 2025.

_____
Mike Shirley, Mayor

Attest:

_____
Mike Powell, City Clerk

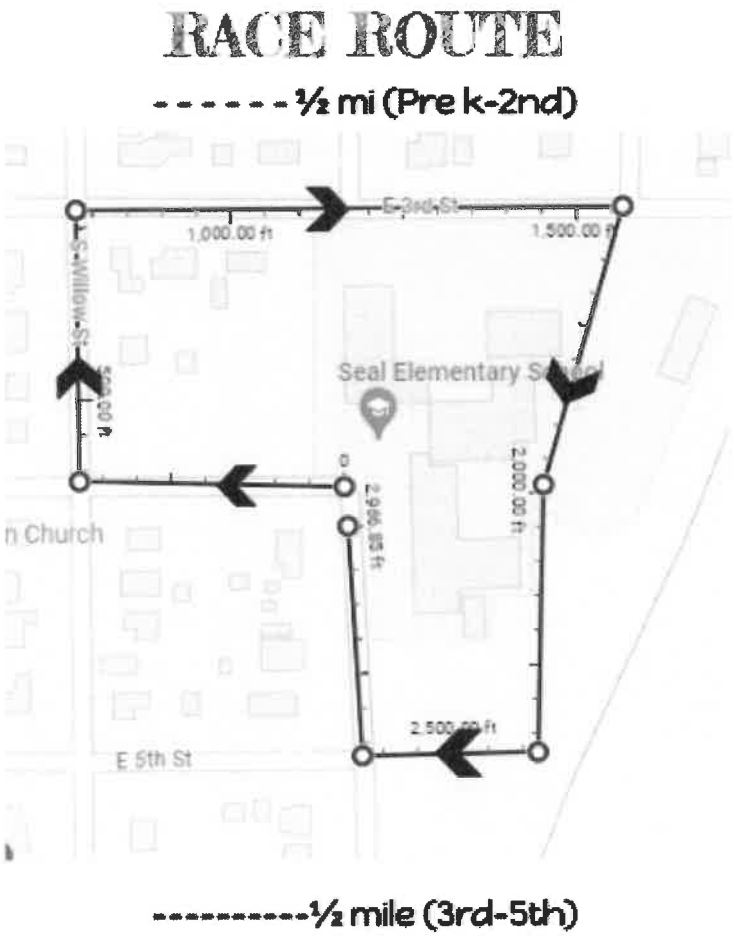
bnordstedt@cityofdouglassks.com

From: LaChelle Prather <lprather@usd396.net>
Sent: Sunday, August 3, 2025 10:23 AM
To: Brittany Nordstedt; Mike Powell
Cc: Leonard Seal Elementary
Subject: Dash Route- Council

Good morning!

I wanted to send a note to get onto the next city council meeting about road closures with the dash on Saturday, September 20th! It will be the same route as last year, but we are more than happy to come to the meeting just in case any questions or concerns! These closures would only be from 3:45-4:45(latest)!

Below is the route map:



30th races will START and END at the same location.

I will come see you this week to go over the route and figure out how best to relay to council if you want!

SOUTH CENTRAL SEALING & PAVING
PAVEMENT MAINTENANCE

Proposal

3600 West Esthner
Wichita Kansas 67213
(316) 613-3433 Fax (316) 613-3499
Attn: Mike Powell
224 S. Poplar
Douglass, Kansas 67039

Date: Thursday, October 02, 2025
Project: City of Douglass
Location: Various
Estimator: Vernon Sumpter

City of Douglass 2025 – Change order #1

Slurry Seal
We propose to furnish labor, material, and equipment to construct an emulsified asphalt quick set slurry seal on city streets per below. Approx. 6,027 sqyds.

Streets	Quantity
1. Various Streets	6,027 sqyds.

Total sqyds = 6,027 sqyds.

Bid Price for Slurry Seal (skin patching).....$20,371.26 tax exempt.

Slurry Seal
We propose to furnish labor, material, and equipment to construct an emulsified asphalt quick set slurry seal on city streets per below. Approx. 267 sqyds.

Streets
2. Taylor Street

Total sqyds = 267 sqyds.

Bid Price for Slurry Seal.....$902.46 tax exempt.

Notes:
1. (*) Streets we recommend be strip patched before the final coat of slurry seal to stabilize the base.
2. (**) We recommend a double seal to stabilize the base.
3. This price includes strip patching areas prior to double seal.

Above Slurry price includes the following.
1. Furnish Traffic Control
2. Sweep and clean streets.
3. Cover manholes and water valves

Slurry Seal to be applied at the following rates.
1. CSS-1H asphalt emulsion .35 gal per sqyd
2. Type II chat 20 Lbs. per sqyd

Crack Seal – 2025
This bid is for crack sealing in the City of Douglass.
1. We will seal 1/2" wide cracks or smaller and will clean as necessary to allow proper bonding of crack seal material.
2. We will field measure every day to track quantities completed.
3. Price per lineal foot includes cleaning, material, and sealing cracks.
4. Quantities bid are an estimate only; we will keep the daily totals and keep the city updated as we go.

Streets	**Estimated Quantity**
1. 6th/7th/Deambra	15,950 LF
2. Curbline	2,322 LF
Total =	18,272 LF

Bid price for Crack seal..... $13,338.56 tax exempt. (.73 per linear foot)

Pavement Marking

Restripe lot to previous layout after sealcoat.

1. (76) Restripe car stalls (Yellow).
2. (5) Restripe car stalls (White).
3. (6) Handicap symbols large (Yellow).
4. (1) Handicap symbol – White on blue background.
5. (2,244 LF) Paint 4" line (Yellow).
6. (3) Restripe stop bars (White).
7. (14) Crosshatched area (Yellow and Blue).
8. (518 LF) Restripe 12 inch line (White) Crosswalks

Bid Price for pavement marking.....$8,387.50 tax exempt.

Cost Surcharges:

Due to fluctuations in material costs during FY 2025, South Central Sealing reserves the right to adjust pricing or implement additional surcharges if material costs increase before project completion. Any necessary changes will be communicated to the Customer in advance, and a formal change order will be submitted for approval prior to proceeding with the affected work.

NET DUE UPON RECEIPT OF INVOICE.

Late Payments:

If Buyer fails to make payment within 30 days of the due date specified in the invoice, Buyer shall pay Contractor a late payment charge of 10% per month on the outstanding balance until paid in full. The contractor reserves the right to suspend services or terminate the agreement for non-payment.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Signature_____

Alex Stephenson

NOTE: We may withdraw this proposal if not accepted within 30 days.

ACCEPTANCE:

The above prices, specifications, and conditions are satisfactory and are accepted. You are hereby authorized to do the work as specified.
Payment will be made as outlined above. YOU, THE BUYER, MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE YOU SIGN AND RETURN THIS PROPOSAL FORM.

DATE _____ SIGNATURE _____

Return One Copy of Signed Proposal to South Central Sealing L.L.C.

Central Kansas
COMMUNITY FOUNDATION

DESIGNATED FUND AGREEMENT
EXPENDABLE FUND (Special Project Campaign)

Douglass Park Expendable Fund

THIS AGREEMENT is made as of this 20th day August 2025 by the City of Douglass, 322 S. Forrest PO Box 412 Douglass, Kansas 67039, hereinafter referred to as "Establishor" and Douglass Community Foundation, an affiliate of Central Kansas Community Foundation, a IRC § 501(c)(3) charitable corporation organized under the nonprofit corporation laws of the state of Kansas, with its principal office located at 400 South Main, Suite 100, Newton, Kansas 67114, hereinafter referred to as "Foundation."

WHEREAS, the Foundation is authorized to accept charitable contributions to the Fund subject to the terms set forth herein;

WHEREAS, the Establishor has designated their charitable intent to support a cause of significance to them as outlined in section III;

WHEREAS, the Foundation has been established with a principal purpose to receive and administer funds as components funds for various charitable, scientific or educational purposes and organizations in the community and

NOW, THEREFORE, the Parties agree as follows:

I. **Establishment of the Fund.** A fund shall be established on the books of the Foundation and shall be known as the Douglass Park Expendable Fund.

Douglass Park Project Defined:
The project goal is to raise, with the City of Douglass' assistance, funds supporting the acquisition of project expenses related to updating and maintaining park equipment at the City Park in Douglass, KS. The funds raised will support the next phase of the City Park with the addition of a Splashpad attraction and related safety features for the participants of the park as well as future developments as they are established.

II. **Property of the Fund.** The Fund shall include the property received with the execution of this Agreement, such additional property as may from time to time be contributed from any other source for inclusion in the Fund and accepted by the Foundation, and all undistributed income from the foregoing property. The Fund shall be the exclusive property of the Foundation, held by its corporate capacity, and shall not be deemed a trust fund held by it in a trustee capacity. The Foundation shall have the ultimate authority and control over all property in the Fund, and the income derived from it, in accordance with the Articles ofIncorporation and Bylaws of the Foundation (as they may be amended from time to time), and the terms of this Agreement, applied in a manner not inconsistent with said Articles and Bylaws.

III. **Designation of Purpose.** The Fund shall be used for support of the charitable,

scientific, or educational purposes related to the service of the following charitable

organization: City of Douglass, on behalf of the Douglass Park Project.

The Establishor has expressed the intent to support the Douglass Park Project and further expressed a specific interest in this fund's primary use in the addition of a Splashpad attraction and supporting future updates to the City Park. The Fund is being established with the intent that financial resources will be available for the creation of the Douglass Park located at 501-599 South Willow St in Douglass, KS 67039. Anticipated expenses may include and are not limited to the purchase of all building materials and supplies necessary to complete the structure.

a. **Distribution of Income.** Distributions from the fund shall be in accordance with the spending policy established by the Board of the Foundation for component funds and shall be made available to be distributed, as the Parties agree. The grants shall be awarded directly to the 501(c)(3) or other qualifying charitable entity such as a school district, church or arm of government as identified above.

Designated Distributions:
City of Douglass
322 S. Forrest PO Box 412
Douglass, Kansas
67039 Restriction:
Douglass Park

b. **Administration.** The Foundation hereby affirms that it will administer this Fund in accordance with the terms and subject to the conditions set forth by this agreement for an Expendable Designated Fund. The guidelines and procedures for such funds are described in the Foundation's governing instruments, including its articles of Incorporation, and Policies in effect, as amended from time to time. This Expendable Designated Fund will be assessed an annual fee of the balance of the fund and share proportionately in any investment fees. The Foundation shall retain and invest the fund and may co-mingle these funds with other pooled funds of the Foundation.

This fund is initially established for specific park updates and a consideration once complete will be to convert this fund to an Endowed fund for maintenance purposes.

V. Reporting Responsibilities: The Foundation will provide online computer access to fund information to people designated as fund advisors, i.e. representatives of the City of Douglass and/or designated staff as well as members of the campaign committee. Information such as fund balance, accrued investment earnings, gifts, fees, and disbursements will be available online. Funds are rebalanced each month upon receipts of investment reports and quarterly statements are prepared and available for distribution online.

VI. Public Acknowledgement. Establishor agrees to allow the Douglass Park Expendable Fund to be listed in the publications of the Central Kansas Community Foundation and its affiliates as related to this fund.

VII. Exercise of Variance Power.

a. This Agreement is subject to the Foundation's authority to vary the terms of the gift. As stated in Article V Section 3 of the Foundation's Bylaws, the Foundation may exercise variance power.
b. The Foundation shall promptly notify the Establishor of any decision made to

exercise the variance power. Notification of the exercise of the power shall be delivered in

writing to the last known address of the Establishor within 90 days following the Board's decision. The Foundation shall also notify the Establishor if it becomes aware of any other action instituted or proposed by any person to vary the purposes, uses or method of administration of the Fund.

c. If the Foundation ceases to be a qualified charitable organization or if the Foundation proposes to dissolve, the asset of the Fund shall, after payment or making provision for payment of any liabilities properly chargeable to the Fund, be distributed to the designated Agency. If the Agency is not then a qualified charitable organization, said assets shall be distributed **in** such a manner and to such organization or organizations **in** the area community as satisfies the requirements of a qualified charitable organization and serves purposes similar to those of the Agency.

d. **Exercise of Variance Power.** The board shall have the power to modify any restriction or condition on the distribution of funds for any specified charitable purposes or to specified organizations if, in the sole judgment of the board (without the approval of any trustee, custodian, or agent), such restriction or condition becomes, in effect, unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the community or area served. Establishor acknowledge the authority of the Board of Directors to alter distribution, but requests that to the maximum extent possible the purposes stated in this Agreement be followed.

VIII. Definitions and Construction.

a. As used in this Agreement
   i. "Qualified charitable organization" means an organization described in section 501 (c) (3), which is other than a private foundation under section 509 (a) of the Internal Revenue Code.
   ii. References to any provision of the Internal Revenue Code shall be deemed references to the U.S. Internal Revenue Code of 1986, as now in force or later amended, or the corresponding provision of any future United States Internal Revenue law.

b. *It is intended that the Fund shall be a component part of the Foundation and that nothing in this agreement shall affect the status of the Foundation as an entity that is a qualified charitable organization. This agreement shall be interpreted in a manner consistent with this intention and so as to confirm the requirements of the Internal Revenue Code and any regulations issued pursuant there to applicable to the intended status of the Foundation.* (Emphasis added.)

IN WITNESS WHEREOF; each Party has executed this Agreement by its duly authorized officers effective as of the day and year first above written.

By:

_____ _____

Mike Powell, City Administrator/Clerk City Clerk Administrator
City of Douglass, Kansas

Date

_____ _____

Angie Tatro, CEO

Central Kansas Community Foundation

Date

Hoover Mower Sales, LLC

134 N. Main
PO Box 43
Benton, KS 67017
316-530-6100

Invoice: 21722

Date
7/24/2025

Bill To	Ship To
CITY OF DOUGLASS 322 SOUTH FOREST DOUGLASS KS. 67039 316-747-2109 316-641-1877 MIKE POWELL	

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	Net 30	BH				

Quantity	Item Code	Description	Price Each	Amount
1	2025 SCZII-61V-38CV-EFI	2025 SCZII-61V-38CV-EFI	10,769.00	10,769.00
		SUBTOTAL		10,769.00
	SET UP FEE	SET UP FEE	150.00	150.00
		SUBTOTAL		150.00
	41P70-5L-A1	GRASSFLAP FOR SCAG TURF TIGER II	399.99	399.99
		SUBTOTAL		399.99
	DISCOUNT 15%		-15.00%	-60.00
2	LABOR	LABOR	100.00	200.00
		SUBTOTAL		200.00
		SUBTOTAL		11,458.99
1	2025 SCZII-72V-38CV-EFI	2025 SCZII-72V-38CV-EFI	11,383.00	11,383.00
		SUBTOTAL		11,383.00
	SET UP FEE	SET UP FEE	150.00	150.00
		SUBTOTAL		150.00
	41P70-5-A1 GRASS FLAP	41P70-5-A1 GRASS FLAP WITH NO DRILL KIT	399.99	399.99
		SUBTOTAL		399.99
	DISCOUNT 15%		-15.00%	-60.00
		SUBTOTAL		339.99
2	LABOR	LABOR	100.00	200.00
		SUBTOTAL		200.00
		SUBTOTAL		23,531.98
		TOTAL THIS MOWER $12072.99		
1	2025 STTII-61V-38CH-EFI	2025 STTII-61V-38CH-EFI	11,979.00	11,979.00
		SUBTOTAL		11,979.00
	SET UP FEE	SET UP FEE	150.00	150.00
		SUBTOTAL		150.00
	41P70-5L-A1	GRASSFLAP FOR SCAG TURF TIGER II	399.99	399.99
		SUBTOTAL		399.99
	DISCOUNT 15%		-15.00%	-60.00
		SUBTOTAL		339.99
2	LABOR	LABOR	100.00	200.00
		SUBTOTAL		200.00

THANK YOU"! ITEMS LEFT AFTER 3 DAYS WILL BE CHARGED $5 A DAY FEE. 20% RE-STOCKING FEE FOR ALL PARTS.

Total

Hoover Mower Sales, LLC

134 N. Main
PO Box 43
Benton, KS 67017
316-530-6100

Invoice: 21722

Date
7/24/2025

Bill To
CITY OF DOUGLASS 322 SOUTH FOREST DOUGLASS KS. 67039 316-747-2109 316-641-1877 MIKE POWELL

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	Net 30	BH				

Quantity	Item Code	Description	Price Each	Amount
		SUBTOTAL		36,200.97
		TOTAL FOR THIS MOWER $12668.99		
1	2025 STTII-72V-38CH-EFI	2025 SCAG TURF TIGER 72"	12,779.00	12,779.00
		SUBTOTAL		12,779.00
	SET UP FEE	SET UP FEE	150.00	150.00
		SUBTOTAL		150.00
	41P70-5L-A1	GRASSFLAP FOR SCAG TURF TIGER II	399.99	399.99
		SUBTOTAL		399.99
	DISCOUNT 15%		-15.00%	-60.00
		SUBTOTAL		339.99
2	LABOR	LABOR	100.00	200.00
		SUBTOTAL		200.00
		TOTAL FOR THIS MOWER IS $13468.99		

THANK YOU"! ITEMS LEFT AFTER 3 DAYS WILL BE CHARGED $5 A DAY FEE. 20% RE-STOCKING FEE FOR ALL PARTS.

Total **$49,669.96**

Public Works Notes July 2025

3-inch valve replaced at high school for the Support Facility.
Water leak at 3rd St. and Maple St. Emergency locate called, ¾ inch service line and 4-inch cast iron main both leaking. Repaired with 30-inch repair clamp.
KDHE public water supply inspection. Inspection went very well.

Broken curb and gutter art 1201 E 6th removed and replaced
Two sections of concrete in front of library removed and replaced at the same time we replaced the base concrete at the 3rd and Maple St. water leak site.
Rock snake sign installed at library.
Bricks re-installed at 3rd and Maple St. leak site.
Mystery sink hole in alley behind bank repaired.
F550 coolant leak repaired by Reed Repair
Well at kennel diagnosed and repaired
N lift station generator down, diagnosed by Central Power Systems, controller and throttle body ordered, 8-to-10-week lead time.
Tree removal begun Henderson Tree Service.
Hydrant flushing.
12 locates from Evergy for pole replacements attended to.
Began locating manholes for sewer cleaning.
Rear tires replaced on backhoe.

Mowing, weed eating, spraying, and downtown watering daily.