# Regular Council - Aug 12, 2026, Agenda

Wednesday, August 12, 2026, at 6:30 PM

Council Chambers

Page

**1. PLEDGE OF ALLEGIANCE AND INVOCATION**

**2. CALL TO ORDER**

**3. ROLL CALL**

**4. PROCLAMATION**

Honoring Bulldogs Baseball Team - 13U 2026 Single-A World Series Champion

**5. ACCEPTANCE OF AGENDA**

**6. PUBLIC FORUM**

**7. SPEAKER'S FORUM**

7.1 Kayla Wallace - Request for Utility/Water Payment Reduction.
The resident's bill will be provided to Council only.

7.2 Robert Bohon - Request for Utility/Water Payment Reduction.
The resident's bill will be provided to Council only.

**8. SHERIFF UPDATES**

**9. CONSENT AGENDA**

9.1 Minutes- Regular City Council Meeting 4
Douglass CC Council Minutes - 7.8.2026.pdf

9.2 Sheriff Calls 7
July Sheriff Calls Report - City of Douglass.pdf

9.3 Financial Report 13
July 2026 Financial Report.pdf

**10. OLD BUSINESS**

10.1 Hydrovac Purchase Memo 22

**Action**: Motion to approve/deny/table the purchase of the Ditch Witch [size] Hydrovac from the 2026 Budget [in full or payment option]

Memo - Hydrovac.pdf City of Douglass HX20 Vac Quote.pdf City of Douglass 500 Gallon Quote.pdf.pdf City of Douglass 800 Gallon Quote.pdf

## 11. NEW BUSINESS

11.1 Presentation of Proposed 2027 City of Douglass Budget

**Action**: No Action Required

11.2 Consideration of Council Action to Set RNR and 2027 Budget Public Hearings 30

**Action**: Motion to set a public hearing regarding the City of Douglass' intention to exceed the Revenue Neutral Rate, followed immediately by the 2027 Budget Hearing, to be held Wednesday, September 9th, 2026, at 6:30pm at 322 S Forrest Ave, as required by state law and for the purpose of hearing testimony from all interested taxpayers desiring to be heard.

Memo - RNR and Budget Hearings.pdf

NOTICE OF HEARING TO EXCEED REVENUE NEUTRAL RATE AND BUDGET HEARING.pdf

11.3 Guv Guy Consulting Agreement Renewal 33

**Action**: Motion to approve/deny/table the Agreement for Consultation Services between the City of Douglass and Guv Guy Consulting, LLC for a one-year term.

Memo - Guv Guy Agreement.pdf Agreement for Consultation Douglass 26.pdf

11.4 Resolution Calling an Election to Renew the 1% Retailers' Sales Tax for Street Maintenance and Improvements 38

**Action**: Motion to approve/deny/table the resolution authorizing the submission of the question to renew the City's existing 1% retailers' sales tax to the qualified electors of the City of Douglass at the November 3, 2026, general election for Street Maintenance and Improvements.

Memo - Calling an Election to Renew the 1% Retailers' Sales Tax.pdf Resolution for election to renew 1% retailers' sales tax for Street Maintenance and Improvements (August 2026) Option 2.docx

## 12. STAFF REPORTS 41

City Administrator's Report City Administrator August 2026 Report.pdf

City Clerk/Treasurer's Report August Treasurer's Report.pdf

Public Works' Report PW August Report.pdf

Court/Utility Clerk's Report Deputy City Clerk - Utility Clerk - Court Clerk Update - July

2026.pdf Court Report 7.2026.pdf

**13. CITY COUNCIL COMMENTS**

**14. MAYOR'S COMMENTS**

**15. EXECUTIVE SESSION**

**16. ADJOURNMENT**

# MINUTES
# CITY COUNCIL MEETING
# City Hall – Douglass, Kansas
# July 8, 2026, 6:30 P.M.

1. **PLEDGE OF ALLEGIANCE AND INVOCATION –** Led by Mayor Mike Shirley

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: Jason Cathey, Ken Phillips, and Mark Roberts. Also present: City Administrator Danielle Gabor, City Attorney Andrew Marino, City Clerk Kate Schieferecke, City Public Works Superintendent Mike Gowlevech, and Consultant Ty Lasher.

4. **ACCEPTANCE OF THE AGENDA –** Mayor Shirley stated there were no amendments to the agenda. A vote was not taken to accept the agenda.

5. **PUBLIC FORUM:**

   **5.1** - Resident Rod Burg provided comment about City water line maintenance.
   **5.2 –** Mike Hoffman provided comment about his candidacy for Butler County Commission on the upcoming August 4th ballot
   **5.**3 – Gene Potts provided comment about the need for community growth.

6. **SPEAKER'S FORUM** –

7. **CONSENT AGENDA**

   **7.1 - Minutes of the June 16, 2026, City Council Meeting.**

   **7.3 - Sheriff's Calls – June 2026**

   **7.4 - June 2026 Financial Report**

   **Action:** Mark Roberts moved to approve the consent agenda as presented. Ken Phillips seconded. Motion carried 3 – 0.

8. **OLD BUSINESS** - None

## 9. NEW BUSINESS

### 9.1 – Financial Policy Amendment.

City Administrator Danielle Gabor explained that the amended policy addressed authorizing staff to make regularly scheduled recurring payments for existing contracts that exceed staff's established spending authority.

**Action:** Mark Roberts moved to approve the Financial Policy Amendment. Jason Cathey seconded the motion. Motion carried 3/0.

### 9.2 – Mayer Maintenance Program Proposal

Mayor Shirley explained that Mayer is the company the City has used for sewer cleaning. City Administrator Danielle Gabor explained the contract being voted on would begin January 1st, 2027, and that it was the most cost effective option reviewed by staff. City Superintendent Mike Gowlovech explained Mayer is the geographically closest service provider available.

**Action:** Mark Roberts moved to approve the contract with Mayer Maintenance Program for the City sewer. Ken Phillips seconded the motion. Motion carried 3/0.

### 9.3 – Resolution 2026-04 to Exceed to Revenue Neutral Rate

Mayor Shirley explained what the RNR rate is. Mayor explained the proposed 2027 budget includes a mill levy of 52.665 and read Resolution

Mayor Shirley explained the Resolution 2026-04 does not mean the City is adopting an increase in property taxes, only that the City will notify the County Clerk of its intent to exceed the RNR.

**Action:** Jason Cathey moved to adopt resolution 2026-04. Ken Phillips seconded the motion. Motion carried 3/0.

## 10. STAFF REPORTS

**10.1** – City Administrator: City Administrator Danielle discussed the contents of her City Administrator's Report that was added to the packet.

**10.2 –** City Treasurer: City Clerk / Treasurer Kate Schieferecke discussed the contents of the City Treasurer's Report that was added to the packet.

10.2 – City Superintendent Mike Gowlevich: Mike shared the contents of his City Superintendent Report that was added to the packet.

**11. CITY COUNCIL COMMENTS**

Council members provided comment.

**12. MAYOR'S COMMENTS**

Mayor Shirley provided comment.

**13. EXECUTIVE SESSION:** None

**14. ADJOURNMENT**

**Action:** Ken Phillips moved to adjourn the meeting. Jason Cathey seconded the motion. Motion carried 3/0.

**Approved by the City Council this 12th day of August, 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.

# JULY 2026 Douglass Calls For Service

| Date | Call Type | E | Outcome | Officer |
|---|---|---|---|---|
| 7/1/2026 | TRAFFIC | SW HWY 77 MM 37 | WARNING | SCARBOROUGH |
| 7/1/2026 | TRAFFIC | SW HWY 77 MM 37 | WARNING | SCARBOROUGH |
| 7/1/2026 | TRAFFIC | E 1ST & CHESTNUT | WARNING | SCARBOROUGH |
| 7/1/2026 | TRAFFIC | 210TH & DIAMOND | WARNING | SCARBOROUGH |
| 7/1/2026 | MVA | 300 RIVERVIEW | HBO | SCARBOROUGH |
| 7/1/2026 | TRAFFIC | SW HWY 77 MM 37 | WARNING | SCARBOROUGH |
| 7/1/2026 | TRAFFIC | 100 S HWY 77 | WARNING | SCARBOROUGH |
| 7/1/2026 | TRAFFIC | 1ST & DIAMOND | WARNING | SCARBOROUGH |
| 7/1/2026 | COURT | 300 S FORESTT | HBO | HOWARD |
| 7/1/2026 | WELFARE CHECK | 800 E 2ND | HBO | DISTRICT |
| 7/2/2026 | TRAFFIC | E ASH ST & n WALNUT | WARNING | SCARBOROUGH |
| 7/2/2026 | TRAFFIC | SW HWY 77 MM 37 | CITATION | SCARBOROUGH |
| 7/2/2026 | MVA | 400 W 1ST | HBO | DISTRICT |
| 7/2/2026 | ABANDON VEHICLE | 100 S POPLAR | HBO | DISTRICT |
| 7/3/2026 | VERBAL DISTURBANCE | 400 E ASH | HBO | HOWARD |
| 7/3/2026 | BARKING DOGS | 100 N POPLAR | HBO | HOWARD |
| 7/3/2026 | BARKING DOGS | 600 E ASH | HBO | HOWARD |
| 7/4/2026 | PAST HARASSMENT | 400 E ASH | HBO | DISTRICT |
| 7/4/2026 | PAST DAMAGE | 300 E 5TH | HBO | HOWARD |
| 7/4/2026 | TRAFFIC | 1ST & POPLAR | WARNING | HOWARD |
| 7/4/2026 | TRAFFIC | 100 S HWY 77 | WARNING | HOWARD |
| 7/4/2026 | SIG 4 PERSON | 600 E 1ST | HBO | DISTRICT |
| 7/6/2026 | TRAFFIC | SW HWY 77 MM 38 | WARNING | SCARBOROUGH |
| 7/6/2026 | TRAFFIC | SW HWY 77 & 22O | WARNING | SCARBOROUGH |
| 7/6/2026 | TRAFFIC | SW HWY 77 & MM 38 | WARNING | SCARBOROUGH |
| 7/6/2926 | TRAFFIC | SW HWY 77 & 180 | WARNING | SCARBOROUGH |
| 7/6/2026 | TRAFFIC | SW HWY 77 & 220 | WARNING | SCARBOROUGH |
| 7/6/2026 | TRAFFIC | SW HWY 77 & 180 | WARNING | SCARBOROUGH |
| 7/6/2026 | TRAFFIC | 1ST & WALNUT | WARNING | SCARBOROUGH |
| 6/6/2026 | TRAFFIC | 1ST & WILLOW | WARNING | SCARBOROUGH |

| | | | | |
|---|---|---|---|---|
| 7/6/2026 | TRAFFIC | SW HWY 77 & 180TH | WARNING | SCARBOROUGH |
| 7/6/2026 | TRAFFIC | E 1ST & WALNUT | WARNING | SCARBOROUGH |
| 7/6/2026 | TRAFFIC | E 1ST & W WILLOW | WARNING | SCARBOROUGH |
| 7/6/2026 | TRAFFIC | SW HWY 77 & 200TH | WARNING | SCARBOROUGH |
| 7/6/2026 | TRAFFIC | SW HWY 77 & 180TH | WARNING | SCARBOROUGH |
| 7/6/2026 | TRAFFIC | SW HWY 77 & 180TH | WARNING | SCARBOROUGH |
| 7/6/2026 | TRAFFIC | N ELM & E 1ST | CITATION | SCARBOROUGH |
| 7/6/2026 | TRAFFIC | SW HWY 77 MM 38 | WARNING | SCARBOROUGH |
| 7/6/2026 | TRAFFIC | 1ST & CHESTNUT | WARNING | SCARBOROUGH |
| 7/6/2026 | TRAFFIC | SW HWY 77 & E 6TH ST | CITATION | SCARBOROUGH |
| 7/6/2026 | TRAFFIC | SW HWY 77 & SUNSET SY | WARNING | SCARBOROUGH |
| 7/6/2026 | TRAFFIC | SW HWY 77 MM 38 | CITATION | SCARBOROUGH |
| 7/6/2026 | TRAFFIC | 400 block 1st st | CITATION | SCARBOROUGH |
| 7/6/2026 | TRAFFIC | 1ST & CHESTNUT | WARNING | SCARBOROUGH |
| 7/6/2026 | TRAFFIC | 1ST & TAYLOR | WARNING | SCARBOROUGH |
| 7/6/2026 | TRAFFIC | SW HWY 77 MM 38 | CITATION | SCARBOROUGH |
| 7/6/2026 | TRAFFIC | SW HWY 77 & E 7TH ST | WARNING | SCARBOROUGH |
| 7/6/2026 | TRAFFIC | 100 BLOCK POPLAR | WARNING | SCARBOROUGH |
| 7/6/2026 | TRAFFIC | 1ST & POPLAR | WARNING | SCARBOROUGH |
| 7/7/2026 | TRAFFIC | SW HWY 77 & 200TH | WARNING | SCARBOROUGH |
| 7/7/2026 | TRAFFIC | 1ST & DOUGLASS ST | WARNING | SCARBOROUGH |
| 7/7/2026 | TRAFFIC | 1ST & SCHOOL | WARNING | SCARBOROUGH |
| 7/7/2026 | TRAFFIC | 1ST & POPLAR | WARNING | SCARBOROUGH |
| 7/7/2026 | TRAFFIC | SW HWY 77 & 1ST ST | CITATION | SCARBOROUGH |
| 7/7/2026 | TRAFFIC | 1ST & SCHOOL ST | WARNING | SCARBOROUGH |
| 7/7/2026 | TRAFFIC | 1ST & S FOREST | WARNING | SCARBOROUGH |
| 7/7/2026 | TRAFFIC | 400 PECAN ST | WARNING | SCARBOROUGH |
| 7/8/2026 | NON INJURY MVA | 800 E 1ST | HBO | HOWARD |
| 7/8/2026 | CIVIL ISSUE | 200 S MAPLE | HBO | HOWARD |
| 7/8/2026 | TRESSPASSIING | 200 S MAPLE | HBO | HOWARD |
| 7/8/2026 | PAST THEFT | 100 W 1ST | HBO | HOWARD |
| 7/8/2026 | TRAFFIC | 400 E 1ST | WARNING | HOWARD |
| 7/9/2026 | TRAFFIC | 3RD & WILLOW | WARNING | HOWARD |
| 7/9/2026 | TRAFFIC | HWY 77 & 200TH | WARNING | HOWARD |

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|---|---|---|---|---|
| 7/9/2026 | TRAFFIC | 1ST & SCHOOL | WARNING | HOWARD |
| 7/10/2026 | TRAFFIC | SW HWY 77 & 200TH | WARNING | SCARBOROUGH |
| 7/10/2026 | TRAFFIC | SW HWY 7 & 220TH | WARNING | SCARBOROUGH |
| 7/10/2026 | TRAFFIC | SW HWY 77 & 200 | WARNING | SCARBOROUGH |
| 7/10/2026 | TRAFFIC | E 1ST & WILLIOW | WARNING | SCARBOROUGH |
| 7-10-206 | THREAT | 900 S MAPLE ST | HBO | SCARBOROUGH |
| 7/10/2026 | CIVIL STANDBY | 900 S MAPLE | HBO | SCARBOROUGH |
| 7/10/2026 | PAST HARASSMENT | 700 S HWY 77 | HBO | SCARBOROUGH |
| 7/10/2026 | TRAFFIC | 100 S HWY 77 | WARNING | SCARBOROUGH |
| 7/10/2026 | TRAFFIC | 100 S HWY 77 | WARNING | SCARBOROUGH |
| 7/10/2026 | TRAFFIC | SW HWY 77 & 180 | WARNING | SCARBOROUGH |
| 7/10/2026 | TRAFFIC | SW HWY 77 & MM38 | CITATION | SCARBOROUGH |
| 7/11/2026 | TRAFFIC | SW HWY 77 & 200 | WARNING | SCARBOROUGH |
| 7/11/2026 | WARRANT | 200 S WALNUT | HBO | SCARBOROUGH |
| 7/11/2026 | TRAFFIC | 100 S HWY 77 | WARNING | SCARBOROUGH |
| 7-11-2026- | TRAFFIC | 100 S HWY 77 | WARNING | SCARBOROUGH |
| 7/11/2026 | TRAFFIC | SW HWY 77 & 180 | WARNING | SCARBOROUGH |
| 7/11/2026 | TRAFFIC | SW HWY 77 & 200 | WARNING | SCARBOROUGH |
| 7/11/2026 | TRAFFIC | SW HWY 77 & 200 | WARNING | SCARBOROUGH |
| 7/11/2026 | NON INJURY MVA | SW 240TH & SW HWY 77 | HBO | SCARBOROUGH |
| 7/12/2026 | TRAFFIC | 1100 E 6TH | WARNING | SCARBOROUGH |
| 7/12/2026 | TRAFFIC | SW 210 & CHURCH RD | WARNING | SCARBOROUGH |
| 7/12/2026 | TRAFFIC | SW 210 & SW DIAMOND | WARNING | SCARBOROUGH |
| 7/12/2026 | TRAFFIC | 1ST AND DIAMOND | CITATION | DISTRICT |
| 7/12/2026 | TRAFFIC | E 1ST & POPLAR | WARNING | SCARBOROUGH |
| 7/12/2026 | TRAFFIC | SW HWY 77 & 180TH | CITATION | SCARBOROUGH |
| 7/12/2026 | TRAFFIC | SW HWY 77 & 200 | WARNING | SCARBOROUGH |
| 7/12/2026 | TRAFFIC | 3RD & WALNUT | WARNING | SCARBOROUGH |
| 7/13/2026 | WELFARE CHECK | 200 N PECAN | HBO | DISTRICT |
| 7/13/2026 | TRAFFIC | 210TH & SANTA FE LAKE | WARNING | HOWARD |
| 7/13/2026 | TRAFFIC | 1ST & MAPLE | WARNING | HOWARD |
| 7/14/2026 | TRAFFIC | 210TH & DIAMOND | WARNING | HOWARD |
| 7/14/2026 | TRAFFIC | 20000 BLK HWY 77 | WARNING | HOWARD |
| 7/15/2026 | TRAFFIC | SW HWY 77 & 200TH | WARNING | SCARBOROUGH |

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|---|---|---|---|---|
| 7/16/2026 | PAST DAMAGE | 3RD & HWY 77 | HBO | SCARBOROUGH |
| 7/16/2026 | PAST VEHICLE THEFT | 1200 E 5TH | HBO | SCARBOROUGH |
| 7/17/2026 | LOST PROPERTY | 100 S 7TH | HBO | DISTRICT |
| 7/17/2026 | NOISE COMPLAINT | 300 N ELM | HBO | HOWARD |
| 7/18/2026 | PAST VEHICLE THEFT | 300 N MAPLE | HBO | DISTRICT |
| 7/18/2026 | TRAFFIC | 1000 E FIRST | WARNING | HOWARD |
| 7/18/2026 | TRAFFIIC | 6TH & HWY 77 | WARNING | HOWARD |
| 7/18/2026 | TRAFFIC | MM 36 HWY 77 | WARNING | HOWARD |
| 7/18/2026 | TRAFFIC | MM 36 HWY 77 | WARNING | HOWARD |
| 7/19/2026 | TRAFFIC | MM 39 HWY 77 | WARNING | HOWARD |
| 7/19/2026 | TRAFFIC | 900 E 1ST | WARNING | HOWARD |
| 7/20/2026 | TRAFFIC | SW HWY 77 & 200 | WARNING | SCARBORUGH |
| 7/20/2026 | TRAFFIC | SW HWY 77 & 7TH | WARNING | SCARBOROUGH |
| 7/20/2026 | TRAFFIC | SW HWY 77 & 7TH | WARNING | SCARBOROUGH |
| 7/20/2026 | TRAFFIC | SW HWY 77 & 7TH | WARNING | SCARBOROUGH |
| 7/20/2026 | TRAFFIC | HWY 77 & E 1ST | WARNING | SCARBOROUGH |
| 7/20/2026 | TRAFFIC | HWY 77 & 3RD | WARNING | SCARBOROUGH |
| 7/20/2026 | TRAFFIC | HWY 77 & 3RD | WARNING | SCARBOROUGH |
| 7/20/2026 | TRAFFIC | E 1ST & SCHOOL | ARREST | SCARBOROUGH |
| 7/20/2026 | TRAFFIC | E 1ST & WILLOW | WARNING | SCARBOROUGH |
| 7/21/2026 | TRAFFIC | HWY 77 & SUNSET | WARNING | SCARBOROUGH |
| 7/21/2026 | TRAFFIC | W 6TH | WARNING | SCARBOROUGH |
| 7/21/2026 | TRAFFIC | E 1ST & SCHOOL | WARNING | SCARBOROUGH |
| 7/21/2026 | TRAFFIC | 1ST & TAYLOR | WARNING | SCARBOROUGH |
| 7/21/2026 | TRAFFIC | 100 A HWY 77 | WARNING | SCARBOROUGH |
| 7/21/2026 | TRAFFIC | HWY 77 & E 1ST | WARNING | SCARBOROUGH |
| 7/21/2026 | TRAFFIC | 210TH & ADAMS | CITATION | SCARBOROUGH |
| 7/22/2026 | WELFARE CHECK | 100 BLK W 2ND | HBO | DISTRICT |
| 7/22/2026 | TRAFFIC | 2ND & WALNUT | WARNING | HOWARD |
| 7/22/2026 | TRAFFIC | 600 S HWY 77 | WARNING | HOWARD |
| 7/24/2026 | TRAFFIC | SW HWY 77 MM 38 | CITATION | SCARBOROUGH |
| 7/24/2026 | TRAFFIC | SW HWY 77 MM 38 | CITATION | SCARBOROUGH |
| 7/24/2026 | TRAFFIC | SW HWY 77 MM 38 | CITATION | SCARBOROUGH |
| 7/24/2026 | TRAFFIC | SW HWY 77 MM 38 | CITATION | SCARBOROUGH |

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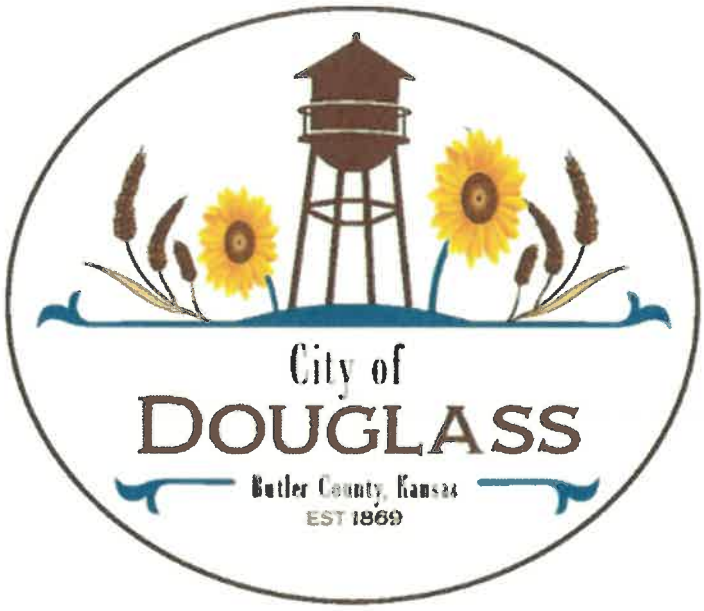
|---|---|---|---|---|
| 7/24/2026 | TRAFFIC | SW HWY 77 MM 38 | CITATION | SCARBPOROUGH |
| 7/24/2026 | TRAFFIC | SW HWY 77 MM 38 | CITATION | SCARBOROUGH |
| 7/24/2026 | TRAFFIC | SW HWY 77 MM 38 | CITATION | SCARBOROUGH |
| 7/24/2026 | TRAFFIC | 300 BLOCK E 1ST ST | CITATION | SCARBOROUGH |
| 7/24/2026 | TRAFFIC | SW HWY 77 MM 38 | CITATION | SCARBOROUGH |
| 7/24/2026 | TRAFFIC | SW HWY 77 MM 38 | CITATION | SCARBOROUGH |
| 7/24/2026 | TRAFFIC | SW HWY 77 & HUNTER | CITATION | SCARBOROUGH |
| 7/24/2026 | TRAFFIC | SW HWY 77 & HUNNTER | CITATION | SCARBOROUGH |
| 7/24/2026 | TRAFFIC | SW HWY 77 & HUNTER | HBO | DISTRICT |
| 7/24/2026 | TRAFFIC | SW HWY 77 MM 38 | CITATION | SCARBOROUGH |
| 7/24/2026 | TRAFFIC | SW HWY 77 MM 38 | CITATION | SCARBOROUGH |
| 7/24/2026 | TRAFFIC | 1ST & SW HWY 77 | CITATION | SCARBOROUGH |
| 7/25/2026 | TRAFFIC | S ELM AND & 1ST | WARNING | SCARBOROUGH |
| 7/25/2026 | TRAFFIC | HWY 77 & 200TH | WARNING | SCARBOROUGH |
| 7/25/2026 | TRAFFIC | 1ST & FOREST | WARNING | SCARBOROUGH |
| 7/25/2026 | TRAFFIC | 1ST & HWY 77 | WARNING | SCARBOROUGH |
| 7/25/2026 | TRAFFIC | 1ST & RIVERVIEW | WARNING | SCARBOROUGH |
| 7/27/2026 | SIG 4 PERSON | 100 BLK W 2ND | HBO | DISTRICT |
| 7/27/2026 | TRAFFIC | 210TH & DIAMOND | WARNING | HOWARD |
| 7/27/2026 | STALLED VEHICLE | HWY 77 & SUNSET | HBO | HOWARD |
| 7/27/2026 | MISC NON URGENT | 100 S FOREST | HBO | HOWARD |
| 7/27/2026 | TRAFFIC | 210TH & DIAMOND | WARNING | HOWARD |
| 7/27/2026 | TRAFFIC | 300 E 5TH | WARNING | HOWARD |
| 7/27/2026 | SUSPICOUS PERSON | 200 S CHESTNUT | HBO | HOWARD |
| 7/27/2026 | FOLLOW UP | 300 E 5TH | HBO | HOWARD |
| 7/28/2026 | SUSPICOUS ACTIVITY | 1400 E 1ST | HBO | DISTRICT |
| 7/28/2026 | NON INJURY MVA | 3RD & RIVERVIEW | HBO | HOWARD |
| 7/28/2026 | DV IN PROGRESS | 500 BLK E ASH | ARREST | HOWARD |
| 7/29/2026 | TRESSPASSIING | 400 S MAPLE | HBO | SCARBOROUGH |
| 7/29/2026 | MISC NON URGENT | 510 E ASH ST | HBO | SCARBOROUGH |
| 7/31/2026 | PAST HARASSMENT | 2ND & WILLOW | HBO | DISTRICT |
| 7/31/2026 | TRAFFIC | HWY 77 MM 38.5 | WARNING | HOWARD |
| 7/31/2026 | INJURED ANIMAL | 900 E 1ST | HBO | HOWARD |

## Call Breakdown by Deputy

| | Howard | Scarbrough | District |
|---|---|---|---|
| **Total Calls For Service** | 19 | 5 | 12 |
| Call Handled by Deputy | 19 | 5 | 12 |
| | | | |
| | | | |
| | | | |
| Traffic Citations | | 25 | |
| Traffic Warnings | 22 | 80 | |
| | | | |
| Arrests | 1 | 2 | |




# JULY 2026 FINANCIAL REPORT

# AP History Report

**City of Douglass (COD)**

**8/7/2026 9:52:36 AM** 

| AP Code / Vendor<br>Type / Invoice # / Description | Tran Date | Product Type<br>GL Date | Dsc Date | Due Date | | Disc/Ded Amount | Original Amount |
|---|---|---|---|---|---|---|---|
| **Totals For Vendor** | | | | | | | |
| AP / FLIPPO LAN / Lan Flippo | | | | | **Net Adjustment** | | $0.00 |
| | | | | | **Invoice** | | $225.00 |
| | | | | | **Payment** | | $225.00 |
| **Totals For Vendor** | | | | | | | |
| AP / JULIE HOLTHAUS, CPA / Julie Holthaus, CPA | | | | | **Net Adjustment** | | $0.00 |
| | | | | | **Invoice** | | $5,118.75 |
| | | | | | **Payment** | | $5,118.75 |
| **Totals For Vendor** | | | | | | | |
| AP / KANSAS DEPT OF HEALTH & ENV / Kansas Dept Of Health & Environment Div. | | | | | **Net Adjustment** | | $0.00 |
| | | | | | **Invoice** | | $8,634.50 |
| | | | | | **Payment** | | $8,634.50 |
| **Totals For Vendor** | | | | | | | |
| AP / KANSAS HEATH & ENVIRONMENT LABORATORIES / Kansas Health & Environment Laboratorie | | | | | **Net Adjustment** | | $0.00 |
| | | | | | **Invoice** | | $1,860.00 |
| | | | | | **Payment** | | $1,860.00 |
| **Totals For Vendor** | | | | | | | |
| AP / MYA GODINEZ / Mya Godinez | | | | | **Net Adjustment** | | $0.00 |
| | | | | | **Invoice** | | $24.85 |
| | | | | | **Payment** | | $24.85 |
| **Totals For Vendor** | | | | | | | |
| AP / RCB / RCB BANK | | | | | **Net Adjustment** | | $0.00 |
| | | | | | **Invoice** | | $40,252.08 |
| | | | | | **Payment** | | $40,252.08 |
| **Totals For Vendor** | | | | | | | |
| AP / SECURITY OIL / Security Oil | | | | | **Net Adjustment** | | $0.00 |
| | | | | | **Invoice** | | $736.70 |
| | | | | | **Payment** | | $736.70 |
| **Totals For Vendor** | | | | | | | |
| AP / TERRY PAGE / Terry Page | | | | | **Net Adjustment** | | $0.00 |
| | | | | | **Invoice** | | $2,000.00 |
| | | | | | **Payment** | | $2,000.00 |
| **Totals For Vendor** | | | | | | | |
| AP / TRIPLETT ERIC / Eric Triplett | | | | | **Net Adjustment** | | $0.00 |
| | | | | | **Invoice** | | $2,098.39 |
| | | | | | **Payment** | | $2,098.39 |
| **Grand Totals** | | | | | **Net Adjustment** | | $0.00 |
| | | | | | **Invoice** | | $60,950.27 |
| | | | | | **Payment** | | $60,950.27 |
| | | | | | **Unapplied Payment** | | $0.00 |

| AP Code / Vendor<br>Type / Invoice # / Description | Tran Date | GL Date | Product Type<br>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:** | All Transactions | |
| **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:** | 7/1/2026 | 7/31/2026 |
| **AP Code:** | AP | AP |

| May ACH Transactions | | | |
|---|---|---|---|
| **Date Cleared** | **Recipient** | **Description** | **Amount** |
| 2-Jul | Liberty National | Employee insurance premium | $ 24.28 |
| 2-Jul | AFLAC | Employee insurance premium | $ 54.72 |
| 2-Jul | AIC of KS | | $ 610.45 |
| 3-Jul | VISA | Credit Card Payment | $ 4,336.74 |
| 9-Jul | AT&T | Telecomm services | $ 226.64 |
| 13-Jul | KS STATE TREASURER | Municipal Court monthly fees - June | $ 280.00 |
| 15-Jul | Evergy | Electric service for City facilities | $ 7,084.26 |
| 15-Jul | VISA | Credit Card Payment | $ 48.00 |
| 15-Jul | VISA | Credit Card Payment | $ 4,314.52 |
| 15-Jul | Waste Connections | Monthly trash service | $ 15,981.69 |
| 22-Jul | KS STATE TREASURER | Catch-up pmt for municipal court fees | $ 10,563.00 |
| 24-Jul | IRS - Payroll wittholding tax | Catch-up EFTPS payments for pay dates 1/23/2026 - 7/16/2026 | $ 71,168.72 |
| 27-Jul | KPERS | Payments for KPERS withholding 5/28/2026 - 7/23/2026 pay date | $ 20,665.97 |
| 31-Jul | KPERS OGLI | Payment for KPERS Optional Group Life Insurance employee premiums | $ 308.26 |
| | | **Total** | **$ 135,667.25** |

| June VISA Report | | | | | |
|---|---|---|---|---|---|
| Card Number | Name on Card | Date | Vender | Amount | Description |
| 8072 | M. Gowlovech | 7/1/2026 | Family Dollar | $ 20.50 | Supplies - Public Works |
| | | 7/26/2026 | Aatrix Software | $ 339.00 | Software for filing Form 941s - Kate used card |
| | | 7/29/2026 | Harbor Freight Tools | $ 34.68 | Supplies - Public Works |
| | | 7/29/2026 | Bomgaars | $ 241.84 | Sprayer parts - Public Works |
| | | 7/29/2026 | Taco Tico - El Dorado | $ 16.60 | Meal for PFAS Class attendance (Public Works) |
| | | | | | |
| 1311 | D Gabor | 7/5/2026 | Amazon | $ 23.00 | Coputer speaker + mic (City Hall) |
| | | 7/6/2026 | USPS | $ 52.40 | Postage |
| | | 7/8/2026 | Dollar General | $ 1.09 | City Hall supplies |
| | | 7/9/2026 | Amazon | $ 42.06 | PPE for pool ($33.27), City hall office supplies ($8.79) |
| | | 7/9/2026 | KACM | $ 125.00 | |
| | | 7/9/2026 | Sam's Club | $ 226.44 | Pool Concessions |
| | | 7/10/2026 | USPS | $ 10.48 | Postage |
| | | 7/11/2026 | Amazon | $ 43.69 | Poster stands for Council chamber entrance |
| | | 7/13/2026 | Amazon | $ 89.14 | Filing cabinet for Danielle's office |
| | | 7/14/2026 | Verizon | $ 40.01 | Telecomm services |
| | | 7/14/2026 | Amazon | $ 29.39 | Candy for Council Chambers |
| | | 7/14/2026 | WSU Tuition | $ 325.00 | Local Government Network 2026 Membership |
| | | 7/14/2026 | D&S Auto | $ 597.63 | Invoice for vehicle maintenance paid by credit card |
| | | 7/15/2026 | Amazon | $ 15.93 | Surge protector (City Hall) |
| | | 7/16/2026 | Betty's | $ 27.17 | Lunch meeting - Danielle |
| | | 7/17/2026 | Vistaprint | $ 570.78 | Name plates, business cards, additional promotional items |
| | | 7/17/2026 | Sam's Club | $ 95.94 | Pool concessions |
| | | 7/21/2026 | Sender.lt | $ 21.00 | Email newsletter software |
| | | 7/21/2026 | Amazon | $ 74.57 | City Hall office supplies |
| | | 7/22/2026 | Family Dollar | $ 10.00 | Batteries (City Hall) |
| | | 7/23/2026 | Sam's Club | $ 20.98 | Pool Concessions |
| | | 7/23/2026 | Sam's Club | $ 197.48 | Pool Concessions |
| | | 7/23/2026 | USPS | $ 6.37 | Postage |
| | | 7/24/2026 | Amazon | $ 243.40 | New umbrellas for lifeguard stands (pool) |
| | | 7/27/2026 | Amazon | $ 42.45 | Paper towels (City Hall) |
| 5676 | K Schieferecke | 7/10/2026 | Walmart | $ 9.70 | Office supplies - Public Works |
| | | 7/15/2026 | Amazon | $ 87.05 | Office supplies - City Hall |
| | | 7/20/2026 | Family Dollar | $ 5.75 | Office supplies - Public Works |
| | | 7/20/2026 | KDHE Bureau of Water | $ 250.00 | Mike G - KDHE Water Opertor School |
| | | 7/21/2026 | Pumpbiz, Inc | $ 2,465.54 | Pump - Water dept |
| | | 7/22/2026 | Family Dollar | $ 28.75 | Water for Public Works shop |
| | | 7/22/2026 | McDonald's - Topeka KS | $ 13.65 | Meal for Mike G Water Operator test |
| | | 7/24/2026 | Harbor Freight Tools | $ 15.84 | Public works shop supplies |
| | | 7/24/2026 | Wellers Grill - Topeka KS | $ 33.00 | Meal for Mike G Water Operator test |
| | | 7/27/2026 | Wendy's - Topeka KS | $ 15.08 | Meal for Mike G Water Operator test |
| | | 7/27/2026 | Ramada Inn - Topeka KS | $ 525.48 | Lodging for Mike G Water Operator test |
| | | 7/27/2026 | Braum's - El Dorado KS | $ 13.53 | Meal for Mike G Water Operator test |
| | | | WSU Marketplace | $ 75.00 | Women in Public Service 2026 Membership - Kate |
| | | | WSU Marketplace | $ 75.00 | Women in Public Service 2026 Membership - Mya |

| | | | | | |
|---|---|---|---|---|---|
| | | | WSU Marketplace | $ 120.00 | Women in Public Service 2026 Membership - Danielle |
| | | | **Total July Charges** | **$ 7,317.39** | |

**Notes:** Mike G used the card in Kate's name due to waiting on a new card to come in the mail after reporting the unauthorized charge in June.

| May 2026 Payroll Report | | | |
|---|---|---|---|
| **Date** | **Pay Period** | **Description** | **Amount** |
| 9-Jul | June 22- July 5 | Regular City employee payroll + pool staff | $23,415.46 |
| 23-Jul | July 6 - July 19 | Regular City employee payroll + pool staff | $21,520.00 |

| May 2026 Paid Overtime Hours Report by Department | | |
|---|---|---|
| **Pay Period** | **Public Works** | **Admin** |
| June 22- July 5 | 28.5 | 6.66 |
| July 6 - July 19 | 10.5 | 9.5 |

## July 2026 Revenue

| | | |
|---|---|---|
| Water | $ | 41,330.85 |
| Trash | $ | 29,263.57 |
| Sewer | $ | 17,627.56 |
| Late Fees | $ | 838.46 |
| Reconnect Fees | $ | 300.00 |
| **Total** | **$** | **89,360.44** |

| | |
|---|---|
| **Statement Date** | **7/31/2026** |
| Prev. Balance | $ 829,515.24 |
| Deposits/Credits | $ 396,466.33 |
| Checks/Debits | $ 377,702.27 |
| Interest Paid | $ 521.24 |
| Current Balance | $ 848,767.54 |

**TO**: Mayor Shirley and Douglass City Council

**FROM:** Danielle Gabor, City Administrator

**DATE:** August 12, 2026

**SUBJECT**: Hydrovac Purchase Options

**SUMMARY:**

The City of Douglass continues preparing for compliance with the Environmental Protection Agency's Federal Lead and Copper Rule requirements. One of the primary deadlines of the requirement is verifying the material of water service lines. A Hydrovac provides a safe, efficient, and less destructive method of exposing underground utilities for service line investigations.

While this purchase is being recommended primarily to assist the City in meeting the Federal Lead and Copper Rule requirements, the equipment would also provide immediate and long-term benefits. A Hydrovac allows staff to safely expose underground utilities with less damage to existing infrastructure and can be used for utility locating (potholing/daylighting), water and sewer repairs, hydrant and valve maintenance, emergency utility repairs, and excavation around existing underground utilities for projects such as sign, pole, or other infrastructure installations.

Compared to traditional excavation methods, a Hydrovac creates a smaller excavation area, reducing damage to residents' yards and minimizing restoration after work is completed. The equipment also allows staff to complete many excavation tasks more efficiently, reducing labor hours while improving the City's ability to respond to maintenance needs. Even after the Lead and Copper Rule requirements have been completed, the equipment will continue to serve as a valuable long-term asset.

Demand for Hydrovac equipment is expected to increase as communities work toward meeting Federal Lead and Copper Rule deadlines. Purchasing the equipment sooner rather than later will help avoid potential price increases, extended manufacturing lead times, and limited equipment availability as compliance deadlines approach.

Previously, Hydrovacs from Key Equipment and Vermeer were evaluated. Based on pricing and the City's operational needs, Ditch Witch was determined to be the most cost-effective option. The attached quotes provide three Ditch Witch configurations for Council to consider, along with financing options from RCB Bank.

| Hydrovac Option | Capacity | Total Purchase Price | RCB Financing Option 1: 3 years at 5.12% | RCB Financing Option 2: 4 years at 5.36% | RCB Financing Option 3: 5 years at 5.59% |
|---|---|---|---|---|---|
| HX20G | 300-Gallon Debris Tank | $48,867.34 | $18,126.56 (3,953.02 in interest) | $14,006.08 ($5,534.27 in interest) | $11,562.22 ($7,259.92 in interest) |
| HX30A | 500-Gallon Debris Tank / 200-Gallon Water Tank | $82,416.79 | $30,473.92 ($6,666.94 in interest) | $23,546.67 ($9,333.77 in interest) | $19,438.11 ($12,244.16 in interest) |
| HX30A | 800-Gallon Debris Tank / 400-Gallon Water Tank | $94,383.60 | $34,878.12 ($7,634.97 in interest) | $26,949.72 ($10,689.02 in interest) | $22,247.37 ($14,021.99 in interest) |

**Attachments**: Three DitchWitch Hydrovac Quotes of varying sizes.

In addition, other CIP purchases, such as the mower and truck, can be deferred to another year to free up funds for this important equipment. If we remain fiscally conservative, the smallest of the three capacities would provide all the necessary functions at the lower price point.

**STAFF RECOMMENDATION OF COUNCIL ACTION:**

Staff recommends that Council approve the purchase of the Ditch Witch 300-Gallon Hydrovac from the 2026 Budget in full, funded by the Water Fund Reserves. Staff is happy to answer any questions.

Thank you,
Danielle Gabor

DITCH WITCH UNDERCON
7825 HARTMAN ARENA DR
PARK CITY, KS 67147-8312
+1 800-582-1980
https://www.dwundercon.com/
United States

**CITY OF DOUGLASS**
322 FORREST
DOUGLASS, KS 67039
United States

| | |
|---|---|
| **Date** | **07/31/2026** |
| Quote | 214453 |
| Valid Until | 08/30/26 |
| Account | 100588450 |

Prepared by:
Beau Volkmann
316-251-1066
bvolkmann@dwundercon.com

# EQUIPMENT QUOTE

| Product | Description | Qty | Unit Price | Line Total |
|---|---|---|---|---|
| HX20G | HX20G<br>• Debris Tank: 300 Gallon<br>• Controls: Right Hand Traffic<br>• Hydraulic Oil: Standard<br>• Color: Standard | 1 | $ 46,265.00 | $ 46,265.00 |
| 190-10259 | WIRED ASSET TRACKER | 1 | $ 414.00 | $ 414.00 |
| 025-10004 | VT7 TRAILER | 1 | $ 6,934.50 | $ 6,934.50 |
| 315-721 | 3" SUCTION HOSE-25'-M/F | 1 | $ 499.51 | $ 499.51 |
| 153-098 | SPRAY HOSE (3000) | 1 | $ 167.47 | $ 167.47 |
| 153-460 | QDC ADAPTER (06-06N) | 1 | $ 5.71 | $ 5.71 |
| 153-461 | QDC BODY (3/8") | 1 | $ 10.85 | $ 10.85 |

| | |
|---|---|
| Equipment Subtotal | $54,297.04 |
| Discount Amount | $-5,429.70 |
| **Quote Net Total** | $48,867.34 |
| **Quote Total** | $**48,867.34** |

Taxes are an estimate at time of quotation. Actual tax will be calculated at time of invoicing. If this is a tax exempt transaction, please provide tax exempt certificate or leasing details.

## Acceptance

Please sign and return to indicate acceptance of quote

Signature: _____ Date: _____

Taxes are an estimate at time of quotation. Actual tax will be calculated at time of invoicing. If this is a tax exempt transaction, please provide tax exempt certificate or leasing details.

DITCH WITCH UNDERCON
7825 HARTMAN ARENA DR
PARK CITY, KS 67147-8312
+1 800-582-1980
https://www.dwundercon.com/
United States

**CITY OF DOUGLASS**
322 FORREST
DOUGLASS, KS 67039
United States

| | |
|---|---|
| **Date** | **07/28/2026** |
| Quote | 213926 |
| Valid Until | 08/27/26 |
| Account | 100588450 |

Prepared by:
John Smith
316-213-0164
jsmith@dwundercon.com

# EQUIPMENT QUOTE

| Product | Description | Qty | Unit Price | Line Total |
|---|---|---|---|---|
| HX30A | HX30A<br>• Decals: English<br>• Filter: Cyclonic Separator<br>• Debris Tank: 500 Gallon<br>• Water Tank: 200 Gallons<br>• Controls: Right Hand Traffic<br>• Reverse Flow: Yes<br>• Hose and Tooling: 3 Inch<br>• HX Boom: Jib<br>• Water Heater: No<br>• Prospector Digging Lance: Yes<br>• Water Air Gap: Yes<br>• Trailer Tongue Tool Box: Yes<br>• Hydraulic Oil: Standard<br>• Color: Standard<br>• Trailers: VT12<br>• Trailer Jack: Hydraulic | 1 | $ 71,941.00 | $ 71,941.00 |
| 190-10259 | WIRED ASSET TRACKER | 1 | $ 414.00 | $ 414.00 |
| INSTALL-CHARGE | Installation Charge | 4 | $ 80.00 | $ 320.00 |
| 025-1040 | VT12 500 GAL STANDARD TRAILER | 1 | $ 13,818.29 | $ 13,818.29 |

Taxes are an estimate at time of quotation. Actual tax will be calculated at time of invoicing. If this is a tax exempt transaction, please provide tax exempt certificate or leasing details.

| | |
|---|---|
| Equipment Subtotal | $86,493.29 |
| Discount Amt. | $-4,076.50 |
| **Quote Net Total** | $82,416.79 |
| **Quote Total** | $**82,416.79** |

Taxes are an estimate at time of quotation. Actual tax will be calculated at time of invoicing. If this is a tax exempt transaction, please provide tax exempt certificate or leasing details.

DITCH WITCH UNDERCON
7825 HARTMAN ARENA DR
PARK CITY, KS 67147-8312
+1 800-582-1980
https://www.dwundercon.com/
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**CITY OF DOUGLASS**
322 FORREST
DOUGLASS, KS 67039
United States

| | |
|---|---|
| **Date** | **07/28/2026** |
| Quote | 213927 |
| Valid Until | 08/27/26 |
| Account | 100588450 |

Prepared by:
John Smith
316-213-0164
jsmith@dwundercon.com

# EQUIPMENT QUOTE

| Product | Description | Qty | Unit Price | Line Total |
|---|---|---|---|---|
| HX30A | HX30A<br>• Decals: English<br>• Filter: Cyclonic Separator<br>• Debris Tank: 800 Gallon<br>• Water Tank: 400 Gallons<br>• Controls: Right Hand Traffic<br>• Reverse Flow: Yes<br>• Hose and Tooling: 3 Inch<br>• HX Boom: Jib<br>• Water Heater: No<br>• Water Air Gap: Yes<br>• Trailer Tongue Tool Box: Yes<br>• Hydraulic Oil: Standard<br>• Color: Standard<br>• Trailers: VT24<br>• Trailer Jack: Hydraulic | 1 | $ 74,459.00 | $ 74,459.00 |
| 190-10259 | WIRED ASSET TRACKER | 1 | $ 414.00 | $ 414.00 |
| INSTALL-CHARGE | Installation Charge | 4 | $ 80.00 | $ 320.00 |
| 025-1034 | VT24 800 GAL HEAVY TRAILER | 1 | $ 23,388.93 | $ 23,388.93 |
| 259-1012 | PROSPECTOR EXTENSION, 48"LG W/ FITTING | 1 | $ 23.64 | $ 23.64 |

Taxes are an estimate at time of quotation. Actual tax will be calculated at time of invoicing. If this is a tax exempt transaction, please provide tax exempt certificate or leasing details.

| | |
|---|---|
| Equipment Subtotal | $98,605.57 |
| Discount Amt. | $-4,221.97 |
| **Quote Net Total** | $94,383.60 |
| **Quote Total** | $**94,383.60** |

Taxes are an estimate at time of quotation. Actual tax will be calculated at time of invoicing. If this is a tax exempt transaction, please provide tax exempt certificate or leasing details.

**TO**: Mayor Shirley and Douglass City Council

**FROM:** Kate Schieferecke, City Clerk / Treasurer

**DATE:** August 12, 2026

**SUBJECT**: Council Action to Set RNR and 2027 Budget Hearings

**SUMMARY:**

Per state legislation, local units of government that elect to levy more than the "Revenue Neutral Rate" are required to hold a public hearing regarding that intention. This is in addition to the annually mandated Budget Hearing. The difference in the two hearings:

* The Revenue Neutral Rate Hearing is to hear comment from the public regarding the City's intent to spend more than the prior budget year.

* The Budget Hearing is to hear public comment regarding the specific ways in which the City intends to spend the proposed budget dollars.

Both hearings will be held September 9th, 2026 at the beginning of your regular City Council Meeting. The Revenue Neutral Rate Hearing will be held first, per state statute.

**FINANCIAL IMPLICATIONS:**

*The Revenue Neutral Rate for 2027 has been calculated at 51.224
*The 2026 Mill rate is 52.666
*The current proposed Mill rate for 2027 is 52.665

**LEGAL IMPLICATIONS:**

The attached combined notice for the RNR public hearing and budget hearing will be published in the Butler County Times Gazette and on the City website on or before August 30th, to provide the legal notice in advance of the public hearing. State statute requires that the Revenue Neutral Rate Public Hearing must be held between August 20 and September 20.

**STAFF RECOMMENDATION OF COUNCIL ACTION:**

Motion to set a public hearing regarding the City of Douglass' intention to exceed the Revenue Neutral Rate, followed immediately by the 2027 budget hearing, to be held

Wednesday, September 9th, 2026 at 6:30pm at 322 S Forrest Ave, as required by state law and for the purpose of hearing testimony from all interested taxpayers desiring to be heard.

**ATTACHMENTS:**

*NOTICE OF HEARING TO EXCEED REVENUE NEUTRAL RATE AND BUDGET HEARING – Notice to be published in the Butler County Times Gazette on or before August 30th, 2026.

Staff is happy to answer any questions.

Thank you,

Kate Schieferecke
City Clerk / Treasurer

State of Kansas
City

2027

**NOTICE OF HEARING TO EXCEED REVENUE NEUTRAL RATE AND BUDGET HEARING**

The governing body of
**City of Douglass**
will meet on September 9, 2026 at 6:30 PM at Douglass City Hall for the purpose of hearing and
answering objections of taxpayers relating to the proposed use of all funds, the amount of ad valorem tax and the Revenue Neutral Rate.
Detailed budget information is available at Douglass City Hall and will be available at this hearing.

**BUDGET SUMMARY**

Proposed Budget 2027 Expenditures and Amount of Current Year Estimate for 2026 Ad Valorem Tax establish the maximum limits of the 2027 budget.
Estimated Tax Rate is subject to change depending on the final assessed valuation.

| | Prior Year Actual for 2025 | | Current Year Estimate for 2026 | | Proposed Budget for 2027 | | |
|---|---|---|---|---|---|---|---|
| FUND | Expenditures | Actual Tax Rate* | Expenditures | Actual Tax Rate* | Budget Authority for Expenditures | Amount of 2026 Ad Valorem Tax | Proposed Estimated Tax Rate* |
| General | 907,517 | 41.307 | 907,517 | 39.406 | 1,162,192 | 496,789 | 39.406 |
| Debt Service | | 0.167 | | | | | |
| Library | 115,155 | 8.930 | 121,800 | 8.634 | 119,600 | 108,842 | 8.634 |
| Employee Benefits | 50,000 | 4.617 | 50,000 | 4.626 | 217,420 | 58,313 | 4.625 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Special Highway | 47,620 | | 62,620 | | 287,000 | | |
| Water Utility | 423,500 | | 421,500 | | 541,200 | | |
| Sewer Utility | 387,958 | | 387,958 | | 405,600 | | |
| Solid Waste Utility | 175,000 | | 189,000 | | 180,300 | | |
| Stormwater Utility | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Non-Budgeted Funds | 90,000 | | | | | | |
| Totals | 2,196,750 | 55.021 | 2,140,395 | 52.666 | 2,913,312 | 663,944 | 52.665 |
| | | | | | | *Revenue Neutral Rate*** | *51.224* |
| Less: Transfers | 206,060 | | 206,060 | | 472,200 | | |
| Net Expenditure | 1,990,690 | | 1,934,335 | | 2,441,112 | | |
| Total Tax Levied | 617,647 | | 645,730 | | xxxxxxxxxxxxxxxxxx | | |
| Assessed Valuation | 11,726,842 | | 12,261,004 | | 12,606,859 | | |

| Outstanding Indebtedness, January 1, | 2024 | 2025 | 2026 |
|---|---|---|---|
| G.O. Bonds | 0 | 0 | 0 |
| Revenue Bonds | 118,171 | 90,557 | 0 |
| Other | 0 | 0 | 588,146 |
| Lease Purchase Principal | 40,400 | 40,400 | 90,636 |
| Total | 158,571 | 130,957 | 678,782 |

*Tax rates are expressed in mills

*** Revenue Neutral Rate as defined by KSA 79-2988*

**Kate Schieferecke**
City Official Title: City Clerk

Page No.

**TO**: Mayor Shirley and Douglass City Council

**FROM:** Danielle Gabor, City Administrator

**DATE:** August 12, 2026

**SUBJECT**: Guv Guy Consulting Agreement Renewal

**SUMMARY:**

Staff recommends approval of the attached Agreement for Consultation Services with Guv Guy Consulting, LLC for a one-year term.

Over the past year, Guv Guy Consulting has been an outstanding asset to the City, providing valuable expertise and guidance during a period of organizational transition. As City staff have become more established and trained, the consultant's role is expected to shift from assisting with day-to-day operations to focusing on specialized projects, financial management, organizational planning, policy development, and other areas where their expertise provides the greatest value.

The proposed agreement also provides additional value to the City. Ty Lasher's hourly rate has been reduced by $25 per hour compared to the previous agreement. Additionally, the firm has expanded its team to include a Financial Management Specialist and a Marketing Specialist, both with lower hourly rates than the principal consultant. This structure allows the City to receive specialized services at a lower cost while maintaining oversight from the firm's principal consultant.

**Attachments**: Agreement for Consultation Services with Guv Guy Consulting, LLC.

**STAFF RECOMMENDATION OF COUNCIL ACTION:**

Approve the Agreement for Consultation Services between the City of Douglass and Guv Guy Consulting, LLC for a one-year term.

Thank you,
Danielle Gabor

**Agreement for Consultation Services**
**City of Douglass and Guv Guy Consulting, LLC.**

**This Agreement for Consultation Services is entered into By and Between Guv Guy Consulting, LLC an Independent Contractor, and The City of Douglass, Kansas effective on this _____ Day of _____, 2026.**

Based on Consultant's experience with the City of Douglass, reputation, expertise, and past experience with public entities, the City of Douglass, hereinafter "Client or City" retains Guv Guy Consulting, LLC., hereinafter "Consultant", to assist the City of Douglass with municipal projects as needed.

1) **Scope of Services.** Parties agree that Guv Guy Consulting, LLC, and specifically Ty Lasher, may function as a Corporate Representative of the City. The following services may be performed by Guv Guy Consulting:

    1) Financial – Review current financial practices and policies. Make recommendations to the City Administrator and Governing Body to improve work flows, accountability, and transparency. Assist with financial management, budget, chart of accounts, and other fiscal concerns.

    2) HR – Assess staffing, performance, and organizational needs. Make recommendations to the City Administrator and Governing Body related to changes, policies, and responsibilities. Provide advice to the City Administrator, Mayor, and City Council on administration, management, and municipal best practices important to the City.

    3) Economic Development – Work with the City Administrator to aid in identifying potential developers, meet with builders, create required agreements and assist with financial incentives.

2) **Payment for Services.** For Services performed, Client shall pay Consultant as follows:

    1) Hourly rate varies with team member as follows:

    Ty Lasher – CEO & Principal ($175 per hour).
    Alex Lasher – Financial Management ($100 per hour).
    Dani Lasher – Marketing Specialist ($75 per hour).

Staff will be assigned various duties by the CEO based on their expertise in certain fields and to save the Client money. Regardless, all work performed by the team will be reviewed by the Principal.

2) Hours will be at the request of the Client as needed.

3) Travel expenses shall be billed separately. Mileage shall be at the federal rate.

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

3) **Documents.** All documents, reports and presentation materials prepared by the Consultant are property of the Client and Consultant.

4) **Termination.** This agreement shall automatically terminate one year from the effective date unless renewed by written agreement of the parties. Services may be terminated at any time by Client or Consultant with ten (10) days' written notice. If so terminated, Client shall pay Consultant all amounts due for all services properly rendered and expenses incurred to the date of receipt of notice of termination.

5) **Supplemental Agreements.** Changes to the Scope of Services may be made after the execution of this Agreement and shall be in a written Supplemental Agreement signed by Consultant and Client.

6) **Dispute Resolution.** The Consultant and Client will endeavor to resolve claims, disputes and other matters of issue arising out of this Agreement, through a meeting and confer session by representatives who have the ability to resolve the claim. The meeting will take place within thirty (30) days after the request by either party, unless the parties agree mutually otherwise. Prior to the meeting, the parties will exchange relevant information that will assist in resolving the claim.

If the parties resolve the claim, they will prepare appropriate documentation memorializing their resolution.

If the parties are unable to resolve the claim, the Consultant and Client agree to submit the claim to mediation. The mediation will be held in Wichita; Kansas and the parties will share in the mediation fees.

7) **Indemnity.**

a) The Client shall bear the full cost of any fidelity or other bonds to the extent necessary or otherwise required of the Agent under any law or ordinance.

b) To the extent required by law, the Client shall defend, save harmless and indemnify the Agent against any obligation to pay money or perform or not perform action, including without limitation, any and all losses, damages, judgments, interests, settlements, penalties, fines, court costs and other reasonable costs and expenses of legal proceedings including attorney fees, and other liabilities arising from, related to, or connected with any tort, professional liability claim or demand or threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative, arbitrative or investigative, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of the Agents duties as a Corporate Representative resulting from the exercise of judgment or discretion in connection with the performance of professional or consultation duties or responsibilities. The Agent may request and the City shall not reasonably refuse to provide independent legal representation at the City's expense. Legal representation for such actions, provided by the City on behalf of the Agent, shall extend until a final determination of the legal action including any appeals brought by either party.

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

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

10) **Deadline for Acceptance.** This agreement shall expire if Client has not accepted this agreement by signing and delivering a fully executed copy to Consultant on or before August 30, 2026.

_____ Date: _____

Mayor Mike Shirley
City of Douglass, Kansas

_____ Date: _____

Ty Lasher
Guv Guy Consulting

ATTEST:

_____

Kate Schieferecke
City Clerk

**TO**: Mayor Shirley and Douglass City Council

**FROM:** Danielle Gabor, City Administrator

**DATE:** August 12, 2026

**SUBJECT**: Resolution Calling an Election to Renew the 1% Retailers' Sales Tax for Street Maintenance and Improvements

**SUMMARY:**

The attached resolution authorizes submitting to the qualified electors of the City of Douglass the question of renewing the City's existing 1% retailers' sales tax at the November 3, 2026, general election. The current sales tax was approved by voters in 2020, became effective January 1, 2021, and is scheduled to expire on January 1, 2028. The existing sales tax has provided an important source of revenue to support the City's street infrastructure while reducing reliance on property taxes. Because the tax expires in 2028, the City must seek voter approval in advance if it wishes to continue this funding source without interruption.

Approval of this resolution does not levy or extend the sales tax; it simply authorizes the election. If approved by the voters, the renewed 1% retailers' sales tax would continue for an additional ten (10) years beginning January 1, 2028, or as soon thereafter as authorized by the Kansas Department of Revenue. Revenue generated from the renewed sales tax would be dedicated exclusively to street maintenance and improvements, providing a continued, dedicated funding source for maintaining and improving the City's street infrastructure while reducing the need to rely solely on property tax revenues for these capital needs.

**Attachments**: Resolution Calling an Election to Renew the 1% Retailers' Sales Tax for Street Maintenance and Improvements

**STAFF RECOMMENDATION OF COUNCIL ACTION:**

Approve the resolution authorizing the submission of the question to renew the City's existing 1% retailers' sales tax to the qualified electors of the City of Douglass at the November 3, 2026, general election for Street Maintenance and Improvements.

Thank you,
Danielle Gabor

RESOLUTION NO. _____

**A RESOLUTION TO SUBMIT TO THE QUALIFIED ELECTORS OF THE CITY OF DOUGLASS, KANSAS A PROPOSITION TO RENEW THE LEVYING OF A CITY RETAILERS' SALES TAX FOR STREET MAINTENANCE AND IMPROVEMENTS.**

**WHEREAS,** in accordance with Resolution 04-2020, an election was held on the 15th day September, 2020, in the manner prescribed by law, wherein the qualified electors of the City of Douglass, Kansas, approved of levying a retailers' sales tax in the City of Douglass, in the amount of 1 % for the purpose of Property Tax Relief, and such tax took effect on the 1st day of January, 2021; and

**WHEREAS**, pursuant to Ordinance 894-2020, the governing body of the City of Douglass levied said retailer's sales tax in the amount of 1% with said tax in effect for seven (7) years from and after its effective date of January 1, 2021, meaning said tax levy will expire on January 1, 2028; and

**WHEREAS**, pursuant to K.S.A. 12-187, the Governing Body of the City of Douglass, Kansas has determined that it is necessary to submit a proposition to the qualified electors of the City of Douglass, Kansas to renew the (1%) city retailers' sales tax for the purpose of street maintenance and improvements; and

**WHEREAS**, the governing body determines it is necessary to renew the retailer's sales tax in the amount of 1% to pay for street maintenance and property tax relief; and

**WHEREAS**, the Governing Body has determined that the renewal of the local sales tax is in the best interest of the residents of the City of Douglass, Kansas.

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

**Section 1.** That an election shall be held on November 3, 2026, to submit to the qualified electors of the City of Douglass, Kansas, the question of whether to renew the city retailers' sales tax of one percent (1%) effective January 1, 2028, and continued for a period of ten (10) years, if approved by a majority of the qualified electors.

**Section 2.** If approved by a majority of the electors voting on the question, the renewed retailers' sales tax will be subject to all applicable state laws and administrative rules and regulations of the Kansas Department of Revenue. The services of the Kansas Department of Revenue shall be utilized in conformance with K.S.A. 12-189, and all other applicable laws of the State of Kansas.

**Section 3.** The proposition to be voted on shall appear on the ballot as follows:

Shall the following be adopted?

Shall the existing retailers' sales tax in the amount of one percent (1.00%) be levied in the City of Douglass, Kansas, be renewed and take effect January 1, 2028, or as soon thereafter as such tax may be levied by the Kansas Department of Revenue, with revenue from such tax used 100% for street maintenance and improvements; and provided that such retailers' sales tax shall expire on the date ten (10) years after it is first levied, all pursuant to K.S.A 12-187, et seq., as amended?

**Section 4.** The Butler County Clerk is hereby authorized to and shall give notice of the election by publishing a Notice of Election once each week for two consecutive weeks in a newspaper of general circulation in the City, as provided in K.S.A. 12- 187 et seq., and K.S.A. 10-120, with the first publication to be not less than twenty-one (21) days prior to the date of the election. The vote at the election shall be by ballot and the proposition approved by this Resolution shall be printed on the ballot with the voting instructions required by law.

**Section 5.** This Resolution shall be effective from and after its adoption.

**ADOPTED** by the Governing Body of the City of Douglass, Kansas, on August 12, 2026.

_____
Mike Shirley, Mayor

ATTEST:

_____
Kate Schieferecke, City Clerk

**CERTIFICATE**

I hereby certify that the above and foregoing is a true and correct copy of the Resolution adopted by the governing body on August 12, 2026, as the same appears of record in my office.

DATED: _____, 2026.

_____
Kate Schieferecke, City Clerk

**TO**: Mayor Shirley and Douglass City Council

**FROM:** Danielle Gabor, City Administrator

**DATE:** August 12, 2026

**SUBJECT**: City Administrator Report

**SUMMARY:**

Upcoming Events/Meetings

- August 25, 5:30 PM: Planning and Zoning Meeting
- August 27, 6:00 PM: Events Committee Meeting
- September 2, 3:00 PM: Court
- September 9, 6:30 PM: Council Meeting

Additional Updates

- **E-Newsletter:** The City's August e-newsletter was distributed to 54 subscribers, and additional residents accessed it via the Facebook link. Among registered subscribers, the newsletter achieved a 39% email open rate, with 62.5% of opens occurring on mobile devices.
- **Domain:** We are continuing to work toward transitioning the City's website and main email services to a .gov domain to enhance security, credibility, and public trust. At this time, we have submitted the domain request and are awaiting approval.
- **Permit Fees:** We are researching permit fee structures used by other cities to evaluate the City's current fees and ensure they adequately recover costs, are fair, and are in line with those of communities of similar size.
- **Douglass Weatherization Program:** We have a Weatherization Info Session scheduled for September 24 at 6 PM at City Hall with SCKEDD for low-income qualifying City residents. If residents qualify and are approved, they can receive weatherization improvements to their homes at no cost. These improvements can include insulation, weather-stripping, HVAC repairs, and more. This SCKEDD program is administered by the Kansas Housing Resources Corporation. This will be a public information session, and we will get the word out through Facebook, the Senior Center, and other organizations.

- **Diving Boards:** Our diving boards are at the end of their lifespan. Gerber Pools gave us a quote of $9,900 for the 10’ and 12’ boards. I will check with a few other places before presenting it for consideration.
- **Congratulations to Mike Gowlovech:** Mike received his Public Water Supply System Operator DW Class II Certification. His hard work and dedication are greatly appreciated.

**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:** 08/12/2026

**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 July 8, 2026 Council Packet.

I. **IRS + EFTPS**

***IRS***

Staff has looked into the missing Form 941 IRS Returns and found the following information:

- The Form 941 Statements that are listed as missing in the IRS portal are also missing in the software (Aatrix) used by the City to e-file these returns.
- Staff requested bank statements from 2022-2024 from RCB Bank. A review of these statements provided receipts for the following IRS payments:

| | |
|---|---|
| 2022 | A total of $93,071.62 was paid to the IRS over 25 payments |
| 2023 | A total of $75,477.25 was paid to the IRS over 18 payments |
| 2024 | A total of $102,111.93 was paid to the IRS over 24 payments |

The bank statements provide receipts of the City's payment history to the IRS, but it does not clarify if more is owed or how much. Julie Holthaus, CPA provided her opinion that when an entity owes a large sum to the IRS, the entity will be contacted by the IRS frequently and consequences are assessed to the entity until the balance is paid.

The next step will be to contact the IRS about our Form 941 filings and balance owed. The IRS is notoriously difficult to get on the phone, but staff will

persistently pursue communication until the City's payment history and Form 941 filing status is known and resolved.

***EFTPS***

EFTPS Payments are up to date and will now be paid as part of the regular, biweekly payroll process. EFTPS payments will now be viewable in the regular monthly financial reports provided to Council. Including making EFTPS payments as part of the regular payroll process will prevent backlogged payments from occurring in the future.

II. **Kansas Department of Revenue**

On Wednesday, August, 5th, staff learned that the City pays sales tax on only commercial water sales and pool concessions. Staff had previously had difficulty clarifying with KDOR what water sales are taxable or tax exempt.

Due to not having all information needed until August 5th, staff has not submitted 2026 quarterly sales tax reports at the time of packet publication. Staff expects to have the sales tax reports and payments caught up and resolved no later than August 15th.

KS Withholding tax continues to be up to date.

Water Protection and Clean Drinking Water Tax quarterly reports and payments are up to date. These payments will be made quarterly going forward and will be viewable in the regular monthly financial reports provided to Council.

III. **Kansas Department of Labor**

Quarterly Wage Reports and Unemployment Tax Returns are now up to date.

IV. **Kansas Public Employees Retirement System (KPERS Payments)**

KPERS pay reports and Optional Group Life Insurance (OGLI) reports are current through the August 6th pay date. KPERS and OGLI payments will now be made as part of the regular, biweekly payroll process. KPERS payments will now be viewable in the regular monthly financial reports provided to Council.

V. **KPERS 457 Withholding Payments**

KPERS 457 withholding payments are up to date through the August 6th pay period. Employee contributions will now be paid as part of the regular, biweekly payroll process. Payments will now be viewable in the regular monthly financial reports provided to Council.

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

A lump sum of $10,563.00 was paid on July 22 to catch up on previous delinquent payments. Payments will now be made monthly and viewable in the regular monthly financial reports provided to Council.

VII. **Bank Reconciliation**

Julie Holthaus, CPA was contracted to help the City catch up on reconciling the bank account. She has completed bank reconciliation through May 2026. Kate is now being trained by her to complete bank reconciliation for June and July, and once trained, staff will remain current on bank reconciliation.

**STAFF RECOMMENDATION OF COUNCIL ACTION:**

No action required.

Staff is happy to answer any questions.

Thank you,

Kate Schieferecke
City Clerk / Treasurer

**TO**: Mayor Shirley and Douglass City Council

**FROM:** Mike Gowlovech, Public Works Superintendent

**DATE:** 08/12/2026

**SUBJECT**: Public Works Report July, 2026

**SUMMARY:**

Water Department
Water repair 1007 E Sixth
Water repair 606 S Forrest
Water repair and stop valve replacement 409 S Walnut
Water repair 413 E Pine
Plumbing repaired and chlorine booster pump replaced at well 15

Public Works
Rock driveway repaired to well 7
Water meter repaired at RWD 6
Trees blocking stop sign at 3rd and maple removed
Tree mess cleaned up at 300 E Oak
Float replaced at south lift station
Tree limb removed from power line at Maple and Pine
Donated rock removed from alley 202 E Pine
Culvert installed 212 N Pecan
Roof at city hall temporarily patched
Water pump replaced on 2003 Ram
KMIT inspection (Another Gold Star!!)
Mike G in Topeka 7/21 thru 7/24
Missing concrete replaced downtown
Mowing, weed eating, and spraying continues

**STAFF RECOMMENDATION OF COUNCIL ACTION:**
No action required.
Staff is happy to answer any questions.

Thank you,
Mike Gowlovech

**TO**: Mayor Shirley, Council President Jay Sanderson, Councilmember Trent Roberts, Councilmember Mark Roberts, Councilmember Ken Phillips, and Councilmember Jason Cathey

**FROM:** Mya Godinez, Deputy City Clerk / Utility Clerk / Court Clerk

**DATE:** August 12, 2026

**SUBJECT**: Utility / Court Report

**SUMMARY:**

During the month of July, the Utility Department recorded **12 new residential service move-ins**, reflecting steady community growth and continued demand for municipal services.

In addition, the Municipal Court processed **39 citations issued throughout July**. The accompanying report provides a detailed breakdown of citation types, enforcement activity, and the specific violations that resulted in court appearances. This summary is intended to give the governing body a clear view of monthly enforcement trends and the operational activity occurring within the town.

**STAFF RECOMMENDATION OF COUNCIL ACTION:**
No action required.

Thank you,
My Godinez

# MUNICIPAL COURT VIOLATION REPORT

For the period July 01, 2026 - July 31, 2026

Municipal Court for the City of Douglass, Kansas

| | | | |
|---|---|---|---|
| **1.** | **Number of cases filed during the reporting period** | | **38** |
| **2.** | **Number of VIOLATIONS* filed during reporting period** ( *excluding parking violatio* ) | | |
| | a. Driving Under the Influence | 0 | |
| | b. Other Traffic Violations | 43 | |
| | c. Crimes Against Persons (e.g., Assault, Battery excluding Domestic) | 0 | |
| | d. Crimes Against Property (e.g., Theft, Criminal Damage) | 0 | |
| | e. Domestic Battery | 1 | |
| | f. Drug Crimes (Including Paraphernalia) | 0 | |
| | g. Other (Violations not counted above) | 0 | |
| | **Total Violations** | | **44** |

* For citations with multiple violations, each violation is logged individually. For amended violations, count the original charge filed.